

Organize Slides into Sections

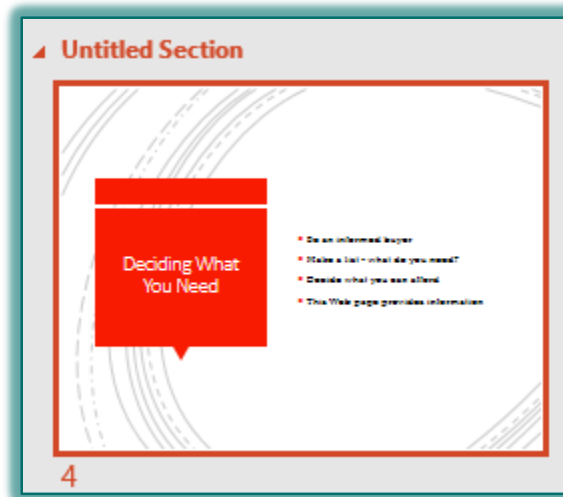
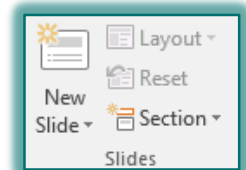
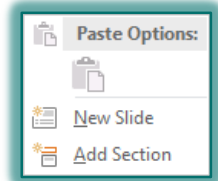
Slides can be organized into sections to make the presentation more manageable and easier to navigate. This makes it easier to collaborate with others when creating a presentation. Each colleague can be assigned the responsibility for preparing one section of the presentation. Each section is given a name, effects can be applied to each section, and each section can be printed.

Add a Section

- ✦ Display the presentation in **Slide Sorter** view.
- ✦ Right-click between the two slides where the section is to be added.
- ✦ Click **Add Section** from the shortcut menu.

or

- ✦ Click the **Home Tab**.
- ✦ In the **Slides Group**, click the **Section** button.
- ✦ Click **Add Section**.
- ✦ An **Untitled Section Marker** will appear.

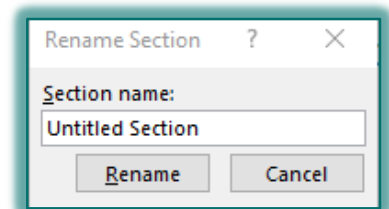


Rename a Section

- ✦ Right-click on the **Untitled Section Header**.
- ✦ Click **Rename Section**.

or

- ✦ Click the **Home Tab**.
- ✦ In the **Slides Group**, click the **Section** button.
- ✦ Click **Rename Section**.
- ✦ The **Rename Section** dialog box will appear.
- ✦ Input a **Name** for the section.
- ✦ Click **Rename**.



Move a Section

- ✦ Right-click the section that is to be moved.
- ✦ Click **Move Section Up** or **Move Section Down**.

Remove a Section

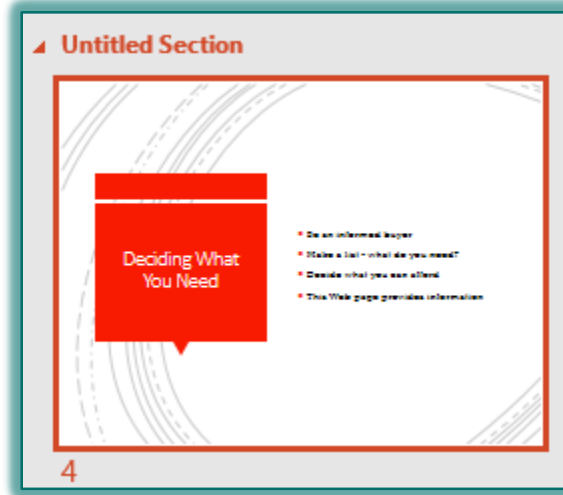
- ✦ Right-click the section that is to be removed.
- ✦ Click **Remove Section**.

OR

- ✦ Click the **Home Tab**.
- ✦ In the **Slides Group**, click the **Section** button.
- ✦ Click **Remove Section**.

Collapse/Expand All Sections

- ✦ Click the **Triangle Shape** to the right of the **Untitled Section** link.



- ✦ Right-click the section that is to be expanded or collapsed.
- ✦ Click **Collapse All** or **Expand All**.

OR

- ✦ Click the **Home Tab**.
- ✦ In the **Slides Group**, click the **Section** button.
- ✦ Click **Collapse All** or **Expand All**.

