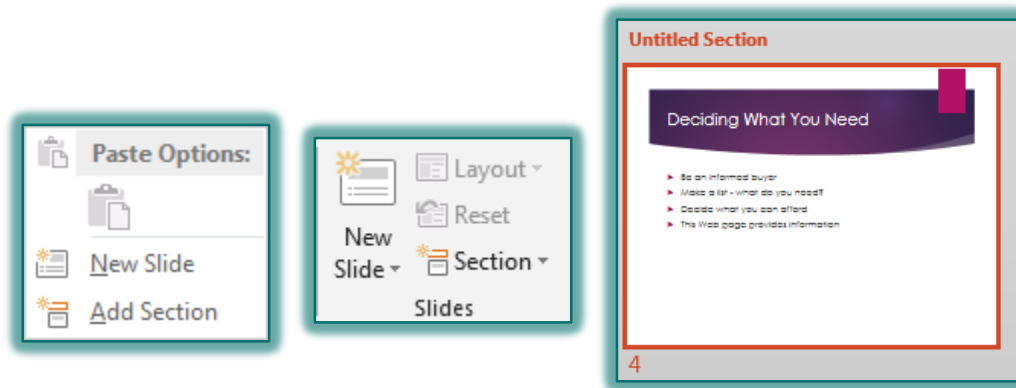


## Organize Slides into Sections

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.

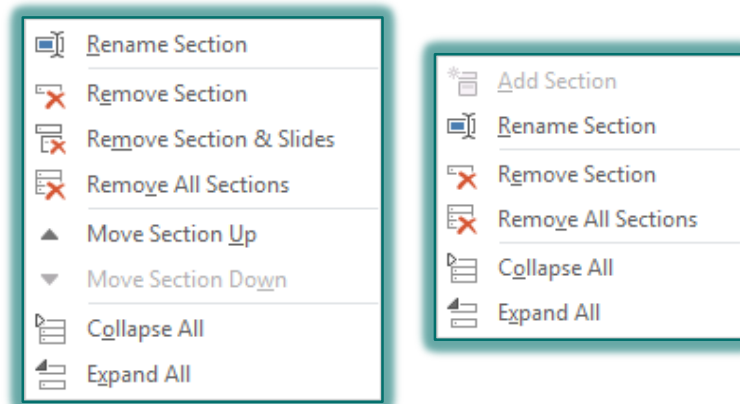
### Add a Section

- ✚ 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 (see illustration below left).
- OR
- ✚ Click the **Home Tab**.
  - ✚ In the **Slides Group**, click the **Section** button (see illustration below middle).
  - ✚ Click **Add Section**.
  - ✚ An **Untitled Section Marker** will appear (see illustration below right).



### Rename a Section

- ✚ Right-click on the **Untitled Section Header**.
  - ✚ Click **Rename Section** (see illustration below left).
- OR
- ✚ Click the **Home Tab**.
  - ✚ In the **Slides Group**, click the **Section** button.
  - ✚ Click **Rename Section**.
  - ✚ The **Rename Section** dialog box will appear (see illustration above).



- ✚ 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 (see illustration below left).
- ✚ 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**.

