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.

or

· 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**.