

## Inserting Slides and Deleting Slides

Slides are the building blocks of a presentation. This lesson will show you how to insert a new slide and how to delete a slide.

### Insert a new slide

Inserting a new slide is quick and easy.

Click the **Home** tab on the Ribbon and click the **New Slide** button in the Slides group.

A new slide is added to the presentation.

#### Other Ways to Insert a New Slide:

Press **<Ctrl> + <M>**. Or, right-click a slide on the Slides tab in the Outline pane and select **New Slide** from the contextual menu.

### Delete a slide

If you decide you don't need a slide, delete it.

On the Slides tab in the Outline pane, select the slide you want to delete.

Press **<Delete>**. The slide is deleted.

#### Other Ways to Delete a Slide:

On the Slides tab in the Outline pane, right-click the slide you want to delete and select **Delete Slide**.

#### Exercise

**Exercise File:** None required.

**Exercise:** Open a new blank presentation, if necessary.

Insert a new slide into the blank presentation, then delete it.

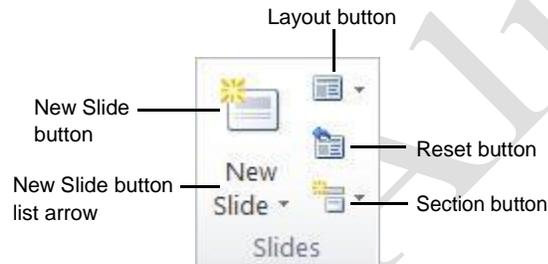


Figure 2-1: The Slides group on the Home tab.

## Selecting a Layout

If you don't like the layout that has been assigned to the new slide by default, choose a new one. PowerPoint 2010 gives you nine different layouts to choose from, and you can even create your own custom layouts (more on this later) .

The layout name tells you which types of text and/or object placeholders are included in the layout; for example, the Title and Content layout contains a title placeholder and a body text placeholder.

### Select a layout

Click the **Home** tab on the Ribbon and click the **Layout** button in the Slides group.

The Layout gallery appears.

Select the layout you want to use. The new layout is applied to the slide.

#### Other Ways to Select a Layout:

On the Slides tab in the Outline pane, right-click the slide whose layout you want to change. Select **Layout** from the contextual menu and select a layout from the list.

 **Tip:** If you don't find a layout that meets your needs perfectly, don't fret; you can always modify, move, or delete placeholders.

### Insert a new slide using the Layout gallery

You can insert a new slide and select a layout at the same time using the Layout gallery.

Click the **Home** tab on the Ribbon and click the **New Slide** button list arrow in the Slides group.

The Layout gallery appears, listing the available layouts you have to choose from.

Select a layout from the list.

A new slide with the selected layout is inserted into the presentation.

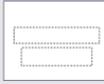
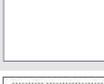
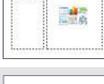
#### Exercise

**Exercise File:** None required.

**Exercise:** Open a new, blank presentation, if necessary.

Insert a new slide and select the Comparison layout.

Table 2-1: PowerPoint 2010 Slide Layouts

	Title Slide
	Title and Content
	Section Header
	Two Content
	Comparison
	Title Only
	Blank
	Content with Caption
	Picture with Caption

## Navigating a Presentation

Before you start entering information into a presentation, you need to learn how to move around in one. This lesson shows you several ways to navigate through your presentations.

### Scroll bars

The scroll bars are the most basic way to move between slides in a presentation. The *vertical scroll bar* is located along the right side of the window and is used to move up and down in a presentation. The *horizontal scroll bar* is located along the bottom of the Slide pane, and is used to move from left to right when a slide doesn't fit entirely in the window.

When you click the **Scroll Up** or **Scroll Down** buttons, PowerPoint moves up or down one slide.

Click and drag the **scroll box** to move quickly around a presentation.

### Navigation keystrokes

You can also use keystroke shortcuts, or *navigation keystrokes*, to move around in a presentation:

**Table 2-2: Navigation Keystrokes**

<Home>	Jumps to the beginning of the line.
<End>	Jumps to the end of the line.
<Page Up>	Jumps to the previous slide.
<Page Down>	Jumps to the next slide.
<Ctrl> + <Home>	Jumps to the beginning of the presentation.
<Ctrl> + <End>	Jumps to the end of the presentation.

### Slides tab

You can use the Slides tab in the Outline pane to quickly jump to a specific slide in a presentation.

On the Slides tab in the Outline pane, click the slide you want to navigate to.

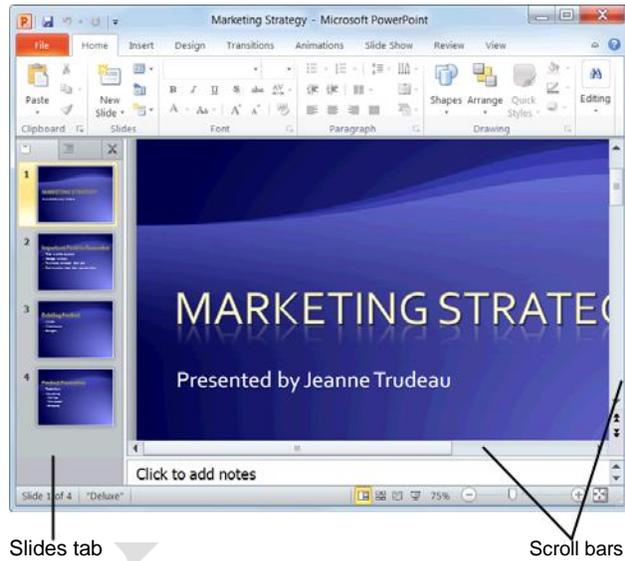
PowerPoint jumps to the selected slide.

### Exercise

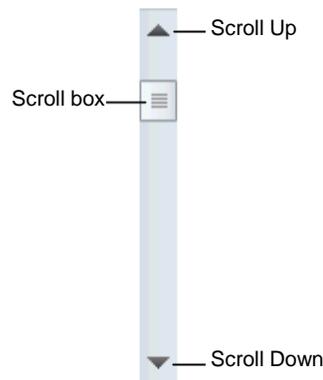
**Exercise File:** Marketing Strategy.pptx

**Exercise:** Use the vertical scroll bar to navigate to the third slide in the presentation.

Use a keystroke shortcut to jump to the end of the presentation.



**Figure 2-2:** Use the scroll bars and the Slides tab in the Outline pane to navigate a presentation.



**Figure 2-3:** The parts of a scroll bar.

## Organizing a Presentation

Sections allow you to organize your presentation by grouping slides together into different categories.

### Add a section

On the Slides tab in the Outline pane, click the first slide in the section that you want to create.

The slide is selected.

Click the **Home** tab on the Ribbon and click the **Section** button list arrow in the Slides group.

The Section menu appears.

Click **Add Section**.

A section is added to your presentation.

 **Tip:** When you create your first section, all of the slides after the selected slide are included in the section.

#### Other Ways to Add a Section:

Right-click the first slide of the section on the Slides tab in the Outline pane and select **Add Section** from the contextual menu.

### Rename a section

By default, sections are untitled when you first create them. Rename your sections to distinguish the slide content of each section.

On the Slides tab in the Outline pane, click the **Section** heading that you want to rename. The section is selected.

Click the **Home** tab on the Ribbon and click the **Section** button list arrow in the Slides group.

The Section menu appears.

Click **Rename Section**.

The Rename Section dialog box appears.

Type the desired Section name and click **Rename**.

The section is renamed and is displayed on the Slides tab in the Outline pane.

#### Other Ways to Rename a Section:

Right-click the **section name** on the Slides tab in the Outline pane and select **Rename Section** from the contextual menu.

### Exercise

**Exercise File:** Marketing Strategy.pptx

**Exercise:** Add a section to the presentation. Rename it "Strategy Outline".



Section Heading

**Figure 2-4:** A slide show broken into sections.

## Jump to a section during a presentation

When presenting your slide show, you can jump to different sections.

Display the presentation in Slide Show view.

Click the **Menu** button in the bottom-left corner of the slide, and select **Go to Section Section Name**.

The slide show jumps to the selected section.

### Other Ways to Jump to a Section:

While in Slide Show view, right-click and select **Go to Section Section Name** from the contextual menu.

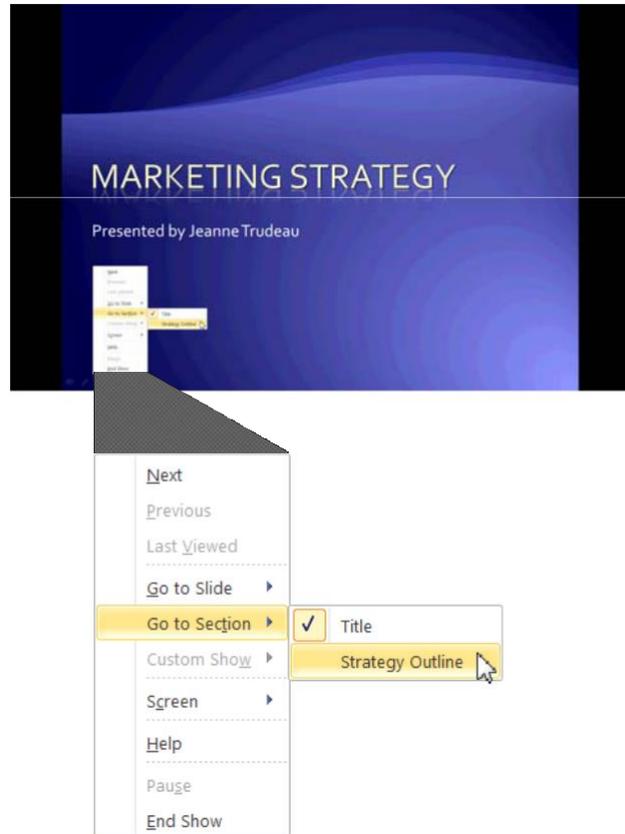


Figure 2-5: Jumping to a section during a presentation.

## Remove a section

On the Slides tab in the Outline pane, click the **Section** heading that you want to rename. The section is selected.

Click the **Home** tab on the Ribbon and click the **Section** button list arrow in the Slides group.

The Section menu appears.

Select **Remove Section**.

The section is removed.

**Tip:** If there are any sections prior to the section that you remove, the slides from the removed section will be incorporated into the previous section.

### Other Ways to Remove a Section:

Right-click the **section name** on the Slides tab in the Outline pane and select **Remove Section** from the contextual menu.

### Tips

You can alternately collapse and expand sections on the Slides tab in the Outline pane by double-clicking the section name.

Remove all of the slides in the section by right-clicking the section heading on the Slides tab in the Outline pane and selecting **Remove Section and Slides**.

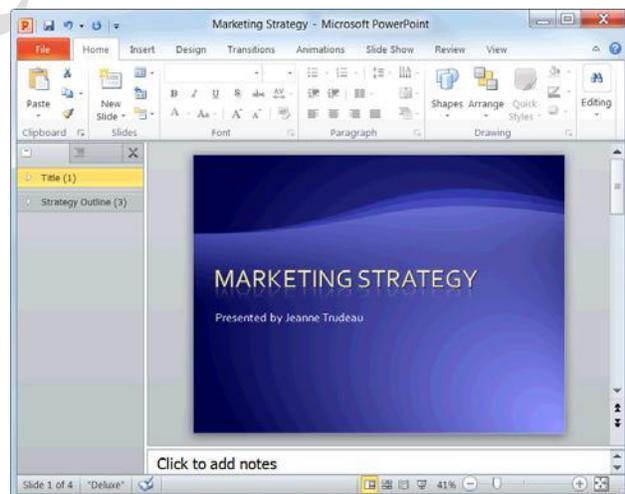


Figure 2-6: Sections collapsed in the Outline pane with the number of slides per section appearing in parent