Question: Is there a faster way to navigate through slides and move around entire sections of slides?

Question: Is there a better way to keep presentations organized, aside from the section divider slides?

Yes! You can use Sections to keep things organized and move around slides efficiently.

And… there are some faster ways to navigate...
Slide Navigation

- **PgUp / PgDn**: Prev / Next Slide
- **Home**: Jump to First Slide
- **End**: Jump to Last Slide
- **Alt, W, I**: Slide Sorter View
- **Alt, W, L**: Normal View
- **Shift + Click**: Select Multiple Slides
Inserting and Deleting Slides

- **Ctrl + M**: Insert Slide
- **Alt, H, I**: Insert Slide and Select Layout
- **Alt, N, SI**: Insert Slide and Select Layout
- **Del**: Delete Slide (Must be over in presentation panel)
- **Ctrl + Shift + D**: Duplicate Slide
Using Sections to Organize Slides

- Alt, H, T: Section Menu
- Alt, H, T, A: Add Section
- Alt, H, T, R: Rename Section
- Alt, H, T, E: Remove Section
- Alt, H, T, V: Remove All Sections
- Alt, H, T, O: Collapse All Sections
- Alt, H, T, X: Expand All Sections
**Tips for Using Sections**

- **Adding New Sections:** Start from the back of the presentation and move forward, because an inserted Section applies through the end of the slides.

- **Adding New Sections:** Always include title or section divider slides first to mark off where you are.

- **Adding / Rearranging:** Use the Slide Sorter View! Much easier than the normal editing view.
Your Exercise: Fix This Presentation

- **Fix** this broken presentation! The order is wrong, the sections are missing, and section divider slides are gone

- **Step 1:** Add the Section Divider slides… efficiently

- **Step 2:** Add the Sections and rename them

- **Step 3:** Change the order, following the finished presentation