

# Slides and Sections in PowerPoint

- **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