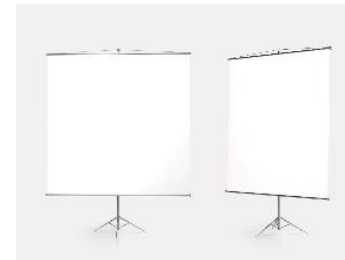
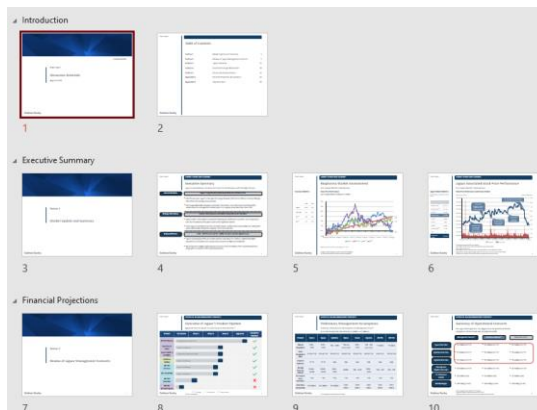


Module 3

Lesson 8

PowerPoint Pro 3.0:

Sections and the Slide Sorter to Reorder Presentations Quickly

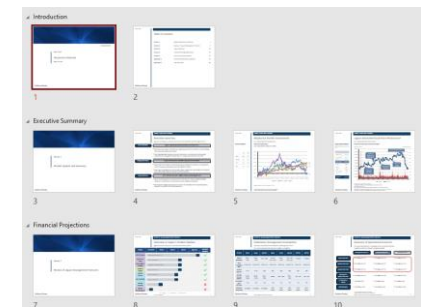
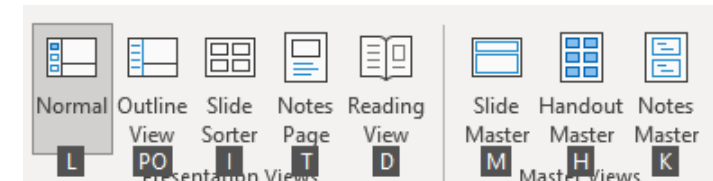


Outline for This Lesson

- 1. Slide Sorter View:** And how to use it to quickly rearrange slides and collections of slides **0:39**
- 2. Sections:** And how they make organizing and rearranging slides even easier **3:42**
- 3. Exercise:** Add Sections to the Jazz Pharmaceuticals slides and reorganize the presentation **9:21**

The Slide Sorter View

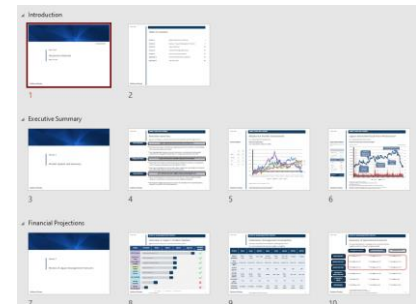
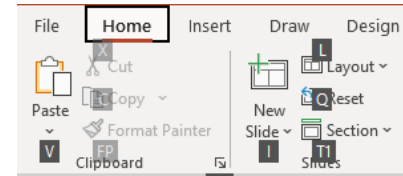
- **QUESTION:** In longer presentations, is there a *faster/easier* way to see all the slides at once and rearrange them?
- **ANSWER:** Yes – the “Slide Sorter” view
 - **Alt, W, I:** Slide Sorter view
 - **Alt, W, L:** Normal View
- **Usage:** Not much to say; it removes the “Edit” area so you can focus on *just the slides at a high level*
- **And:** (Most of) the normal shortcuts still work in this view



The Slide Sorter View

- **Key Slide Navigation Shortcuts:** We've already covered most:
 - **Arrow Keys:** Move to Previous or Next Slide
 - **Home:** Jump to First Slide
 - **End:** Jump to Last Slide
 - **Shift + Click:** Select Multiple Slides
 - **Ctrl + M:** Insert Slide
 - **Alt, H, I:** Insert Slide and Select Layout
 - **Del:** Delete Slide
 - **Ctrl + Shift + D:** Duplicate Slide

- **Why:** This view is *most useful* for long presentations (20+ slides); not needed for 5-10 slides



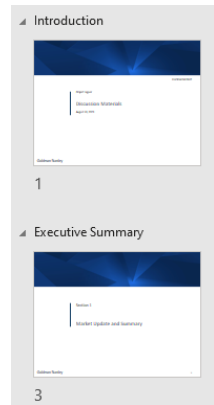
Sections in PowerPoint

- **NOTE:** These do not refer to the “Section Title” slides – they’re normal slide types based on Layouts we created

Section 2

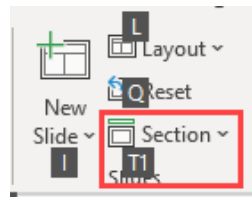
Review of Jaguar Management Forecasts

- **IDEA:** Sections are *formal areas* within PowerPoint that let you collapse and expand multiple slides at once, remove them, and rearrange them



- **Key Shortcuts:**

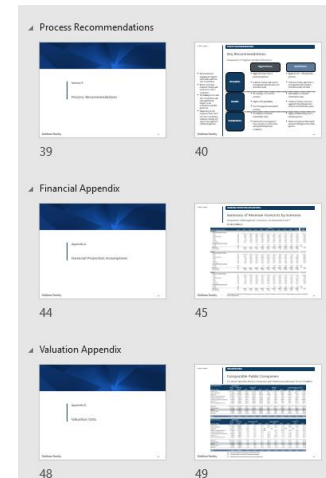
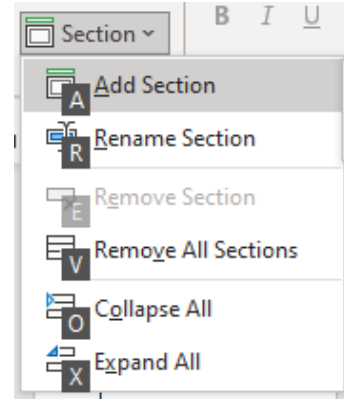
- **Alt, H, T1:** Section Menu
- **Alt, H, T:** Section Menu in Older Versions of PowerPoint (Pre-365)



- You **don't** need to “memorize” the rest, but...

Sections in PowerPoint

- **Section Menu Shortcuts:** Sub in “T” for “T1” in older versions
 - **Alt, H, T1, A:** Add Section
 - **Alt, H, T1, R:** Rename Section
 - **Alt, H, T1, E:** Remove Section
 - **Alt, H, T1, V:** Remove All Sections
 - **Alt, H, T1, O:** Collapse All Sections
 - **Alt, H, T1, X:** Expand All Sections
- **Adding New Sections:** Always start from the *back* of the presentation with your final Section and move toward the front because inserted Sections apply *through the end* of the slides or *until the next Section*

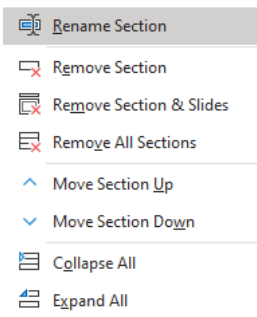
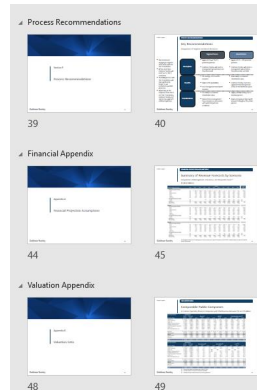


Sections in PowerPoint

- **Adding New Sections:** Ideally, start *each* new Section with a Title or Section Divider slide to make it visually distinct
- **Moving Around and Collapsing/Expanding Sections:** Use the Slide Sorter View (Alt, W, I) that we just introduced to make this 10x easier
- **Right Mouse Button:** Activates some additional commands in the Slide Sorter View, such as “Remove Section & Slides”

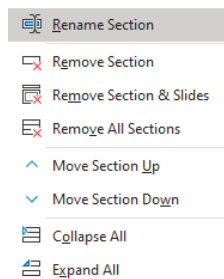
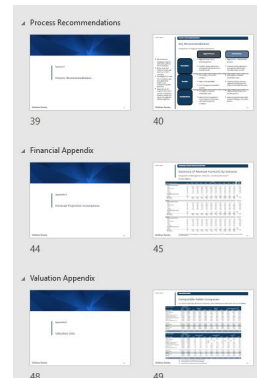
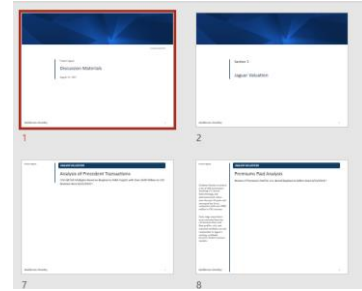
Section 2

Review of Jaguar Management Forecasts



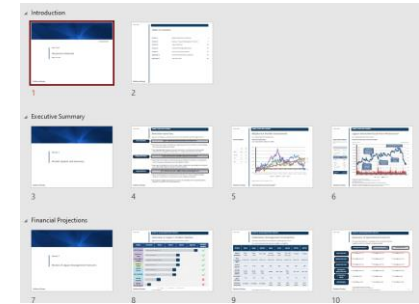
Exercise: Add Sections and Reorganize Slides

- **PROBLEM:** In the “Before” file, all the Jazz Pharma slides are out of order, and there are no formal Sections (just “Section Slides”)
- **TASK:** Add the appropriate Sections to the presentation, starting from the back, and rearrange all the Sections so they’re in the correct order
- **Shortcuts/Order/Methods:** All up to you – use what you’ve learned in this lesson to do it

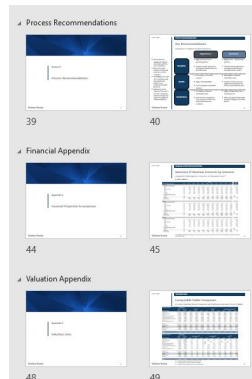


Recap and Summary

1. **Slide Sorter View:** And how to use it to quickly rearrange slides and collections of slides



2. **Sections:** And how they make organizing and rearranging slides even easier



3. **Exercise:** Add Sections to the Jazz Pharmaceuticals slides and reorganize the presentation

