Module 3, Lesson 8

PowerPoint Pro 3.0: Sections and the Slide Sorter to Reorder Presentations Quickly

Welcome to the next lesson in the third module of this PowerPoint course. You're going to learn about how to insert formal sections into presentations and how to use something called the Slide Sorter or Slide Sorter view to quickly reorder presentations here.

We'll start by going over what the Slide Sorter view means and how you can use it to quickly rearrange slides and entire collections of slides. Then we'll go into sections and how they make organizing and rearranging slides even easier, especially when you're dealing with a long presentation with dozens or even hundreds of slides. And then, finally you'll get an exercise where you have to add sections to the Jazz Pharmaceuticals slides we've created so far and you will have to reorganize the presentation in the process.

Let's go to the first topic here, the Slide Sorter view. So the main question here is, in longer presentations, is there a faster or easier way to see all the slides at once and to arrange them? And the answer is yes, you can use something called the Slide Sorter view. Let's pull up the Before file here so I can show you what this is referring to. I'll press Ctrl + F1 to show the Ribbon menu.

[01:01]

Now off-screen, I have extended this presentation. It's now around 51 slides, and I've just created blank slides for everything that we have not yet filled in. So I do have the sections here, but much of the rest of the presentation is blank for right now. We are still using the two-column and one-column layouts for everything, but this is what it looks like at the moment.

If I press Alt, W, I to go into the Slide Sorter view, you can now see all these slides like this. And really what this view does is that it removes the normal edit mode or the edit window. So if I go back to Alt, W, L for the normal view, now we can see the slides on the side, but then we see the editable slide that we're working on right here on the right side of the screen. The Slide Sorter view, Alt, W, I, just removes that view and makes it so the entire screen is taken up by high-level summaries of the slides themselves.

So I have the shortcuts here. There really isn't too much to say about it because it's just sort of something you look at and you get the purpose of by looking at it.

[02:02]

Most of the normal shortcuts still work in this view. So, for example, if you look at the key navigation shortcuts for slides, things like the Home key, the End key, Shift, and then click to select multiple slides, or you could use Ctrl + click to select multiple slides, Ctrl + M to insert a slide, Alt, H, I to insert a slide, Del to delete a slide, Ctrl + Shift + D to duplicate a slide, all of these still work in this view.

So, for example, if I go here and I press the Home key, I jump to the first slide. If I press the End key, I jump to the last slide. If I press Ctrl + M, I insert a new slide with some type of default template or the layout, I should say, of the last slide that I was on when I did this. I can press Del to delete a slide. I can do Alt, H, I to insert a new slide and select the layout I want to use. So all these still work. I can press Ctrl + Shift + D to duplicate a slide and then Del to delete it again.

[02:54]

One difference is that the PgUp and PgDn keys are slightly different here. PgUp and PgDn actually move you through entire sections in the Slide Sorter view like this. So I'm pressing PgUp to move up and PgDn to move down segment by segment of slides at a time. If you want to go slide by slide, you can use the arrow keys instead. So the left and up keys to move to the front of the presentation, and then the down and right arrow keys to move to the end of the presentation. So this one is one small difference and the PgUp and PgDn keys work a little bit differently, but most of the others here still work as intended.

This view, as I say here, is most useful for rather long presentations that are at least 20 slides or more. If you have something like a short, 5 or 10-slide presentation, I don't think the Slide Sorter is very useful in that case.

So that's a little bit about the Slide Sorter view. I moved through it quickly because honestly there isn't really too much to say about it. I'll press Alt, W, L to go back to the normal view.

The main significance of these Slide Sorter view is not the view itself but how you use it with this other feature of PowerPoint called sections.

[03:59]

When I say sections here, I'm not referring to the section title slides. So, for example, right here, this one Section 3, Jaguar Valuation, this is a slide based on one of the custom layouts we built, but by itself, it's not really a section. It doesn't do anything inherently in the presentation. It just looks like another normal slide. Sections are formal areas within PowerPoint that let you collapse and expand multiple slides at once, remove them, and also rearrange them.

The key shortcuts for accessing sections are Alt, H, T1 to go to the Section menu in PowerPoint 365. In older versions of PowerPoint, sometimes it's a little bit different depending on the specific version you're using, but it tends to be something like Alt, H, T instead. So if Alt, H, T1 doesn't work, try Alt, H, T, especially if you're using a non-365 version of PowerPoint.

Now, you don't need to memorize the whole shortcut list here, but I will go through them on the next slide. You have shortcuts for adding sections, renaming sections, removing sections, collapsing all sections, removing all sections, expanding all sections.

[05:02]

Let's just go in and I'll show you some simple examples of how this might work. So Alt, W, I to go to the Slide Sorter view. We always like to go to this view when inserting sections. You don't absolutely need to, but I find that it makes it much easier to organize things when you're here.

Let's press the End key to go to the very back. And then let's say I go to this Appendix A, Financial Projection Assumptions slide toward the end right here. And let's say that I want to add a section right here. So I can go to Alt, H, T1, and then I'll go to A for Add Section. And I'll call this something like "Appendix_A," for example. Now I have this here. You can see it very clearly, and I can click it to collapse it, and then I can click it again to expand it to see all these slides.

I can also go to the Alt, H, T1 now, and I can rename the section from right here if I go to the R shortcut. Alt, H, T1 and I can go to Remove Section right here, so the E shortcut. Now obviously, I probably don't want to remove that entire section, so I'll press Ctrl + Z to undo that and restore it.

[06:04]

It's important to note that when I remove this section, like I just did, so Alt, H, T1, this removes the section, but it doesn't actually remove the slides in this section. So if I do this again, Remove Section, I still have 51 slides in this presentation. The only difference is that now slide 48 onward is not actually grouped in a section. We can't actually collapse and expand these slides separately.

So Alt, H, T1, I can go to Remove All Sections or I can go back to Add Section here. So let's do that. I'll try this again, "Appendix_A." Alt H, T1 and then, we have these other commands for moving all sections, for collapsing all, for expanding all. If we go to Collapse All, we can see that now in the beginning there is this default section. So even if we haven't added an official

section to a PowerPoint presentation, by default there actually is one already there. And then, we have the actual one that we created here at the end and I can click on both of these to collapse or expand them.

[07:01]

For right now, I'll go back to Alt, H, T1 and I'll go to X for Expand All. So we have all these, and we see our default section here and then our Appendix A here at the back.

Now, when you are adding new sections, you almost always want to start from the back of the presentation with the final section and then move toward the front because inserted sections apply to everything through the end of the slides or through the beginning of the next section. So let's click on Appendix A right here and then go to Alt, H, T1 and say E for Remove Section.

If I now go down and I go to something like this, Appendix A or Appendix B right here rather, it's out of order at the moment, and I go to Alt, H, T1, A, and I call this one something like "Appendix_B," that's all well and good. But the problem is that this Appendix B actually also applies to these slides that are clearly in the Appendix A right here because when you insert these sections, they start where you insert them and they continue until the very end or until they reach the next section.

[07:59]

So you generally want to start with the one at the very back, the appendix here, and then go to the next one and then go to the one after that and keep going like that until you hit the front of the presentation.

Ideally, you want to start each new section with a title or section divider slide to make it stand out visually and to tell where you are, sort of like what we've been doing here so far with these appendices in the very back.

With moving around and collapsing and expanding sections, use the Slide Sorter view. That's why we introduced it here because sections and the Slide Sorter really go together and they enhance the functionality of either one.

You can also use the right mouse button. You can just click on a section and you can activate some additional commands like that. So, for example, if I go to Appendix B right here and I right-click, I now have this command to Remove Section & Slides. I can also Remove All Sections like I could with the Alt, H, T1 command. I can move the section up or move it down, although

it's a little bit pointless for a relatively shorter presentation like this one. If we had 200 or 500 slides, something like this might be more useful.

[09:01]

If I right-click and I go to Remove Section & Slides, you can see now we're down to 43 slides. I don't want that, so I'm going to press Ctrl + Z to undo that for now.

So these are a few of the things that you can do. Like I said, I don't think there's too much to it, so I've been going through this relatively quickly. For now, I'm going to remove this section so we can go back to the original state of this presentation.

And, with that all said, let's go to your exercise. I want you to look at the Before file and review how the Jazz Pharmaceutical slides are all out of order and how there are no formal sections. Now, we do have these section slides for the appendices and Section 4 and 1 and some of the others here, but we don't have any formal sections in place, just the default section up here at the very top. So I want you to add the appropriate sections to the presentation, start from the back and then rearrange the sections so they're all in the correct order. And what I mean is if you go to slide 22 here for the Table of Contents, there is a very clear order laid out, Market Update and Summary, Review of Jaguar Management Forecasts, Jaguar Valuation. I want you to follow this, and once you have the sections set up, arrange them all in this order and do it in the Slide Sorter view so you can do it efficiently.

[10:08]

The shortcuts, the order, the exact methods are all up to you. Use what you've learned in this lesson to do it. So pause this video right now. Make sure you take note of the order right here, and then go into the Slide Sorter view and start adding these sections. And then once you have them, refer back to the Table of Contents slide, slide 22 in the unordered presentation, and then use it to rearrange everything properly.

Pause the video now. Try it yourself. When you're done, come back, unpause it, and then we'll go through this together.

Okay, good. Here we are in the Slide Sorter view. But if you were not there, you could press Alt, W, I to go to it. Let's go to the very back. And here, let's insert our first section. So Alt, H, T1, A, and we can call this something like "Financial_Projections." I should probably put an underscore underneath. Sometimes Office programs give you trouble if you don't have an underscore underneath, so I'm just using that here.

[11:03]

And then, the next one, Valuation Data. So Alt, H, T1, A, and we can call this one something like "Valuation_Data."

Let's move to the next part, Potential Strategic Alternatives. So here, Alt, H, T1, A, and I'll call this one "Strategic_Alternatives."

Let's go up, Market Update and Summary. So Alt, H, T1, A, and I'll call this one "Market_Update" with an underscore. And then Process Recommendations. Alt, H, T1, A and "Process_Recommendations."

We have the Table of Contents slide right here, although we'll be moving it eventually. And then, here, Review of Jaguar Management Forecasts. So Alt, H, T1, A, and we can say something like "Mgmt_Forecasts" and I'm just abbreviating management right there.

And then, let's go up once again and we get to the Valuation section right here. So Alt, H, T1, A, and we'll call this one "Valuation." The exact names don't really matter. You just need some way to distinguish them.

[12:07]

I'm also going to take this Table of Contents slide, and I want to move it all the way up to the second slide right here. And I can actually rename this section. So I can go to Alt, H, T1, R, and I can call this something like "Introduction." And normally, these first two slides, the title and then the Table of Contents are in some type of introductory section like the one that we just created.

So this is all set up. We have our sections in place or we should now. We can just do a quick check. And I'm just looking at all these section or section divider slides here, and it seems like each one actually does have some type of formal section in PowerPoint. You can tell because when we click on it with the left mouse button, it collapses and then it expands.

If I now go to Alt, W, L for the normal view once again, let's just copy and paste the order from here into a separate Notepad file so we have it. So we want to start with the Market Update and Summary, then the Management Forecasts, and then the Valuation. I'm just going to drag this off-screen.

[13:04]

And then let's go back to the Slide Sorter view, Alt, W, I. Let's find the Market Update and Summary section first. And one thing that's really helpful here is that we can actually collapse all these right now, which I'm going to do because when we collapse the slides like this, it is a whole lot easier to move around these sections. There isn't quite as much interfering with us. So let's put the Market Update and Summary right here after the Introduction. We'll collapse the Introduction again.

The next one should be the Review of the Management Forecasts, so let's put it up there. Then the Valuation, then the Strategic Alternatives, then the Process Recommendations, then the Financial Projection Assumptions, and then the Valuation Data at the very end.

Let's now go to Alt, H, T1 and go to Expand All with X, and let's see what this looks like. So we have the Introduction, the Market_Update right here, and then the Mgmt_Forecasts. I can also zoom out a little bit by using Ctrl and the mouse scroll wheel, just like I can on normal slides. Sometimes this helps you see things as well.

[14:05]

I have not been doing that because I also want you to be able to see this in the video. So we have the Mgmt_Forecasts. We have the Valuation section right here, Strategic_Alternatives, Process_Recommendations, Financial_Projections, and then the Valuation_Data.

Alt, W, L to go back to the normal view, and then let's zoom out once again. So we have Appendix B, we have Appendix A, and you can see how these sections also show up in the Slide Navigator view on the left, but they're not as user-friendly here because you have to scroll up a whole lot more to actually make use of them and to collapse and expand entire sections.

So we have Section 3, Section 2, Section 1, and then the Table of Contents and this title slide in the beginning. And it seems like this looks good. So that is about it for this exercise.

To do a quick recap and summary now, we started with the Slide Sorter view and I showed you how to use it to quickly rearrange slides and collections of slides.

[14:57]

Then we went into sections. I showed you how to add them, how to remove them, what they let you do, how you can collapse and expand entire slides or sets of slides with them, and also how you can actually use them to delete slides instead of just deleting sections as well.

And then, for the exercise, you went in and added sections to the Jazz Pharmaceutical slides and you reorganized the presentation. And, hopefully, this illustrates how and why sections and the Slide Sorter together can be quite useful.

That's about it for this lesson. Coming up in the next and final lesson in this module, we will take a look at a few other viewing modes in PowerPoint and I'll show you how you might be able to use them to find potential problems and check your presentation before you print it out or show it to someone else.