

Hiding and Redisplaying Slides

When working with a presentation, it is sometimes not desirable to show a slide to a particular audience. When this happens, it is not necessary to remove the slide from the presentation. All that is necessary is to hide the slide. When the slide is hidden, it will not appear during the presentation of the slide show, but will still appear when the presentation is being revised.

Hiding the Slide

- ❖ Select the slide that is to be hidden.
- ❖ Click **Slide Show** on the **Menu Bar**.
- ❖ Click **Hide Slide** from the list of options.
- ❖ To check to see if the slide is actually hidden:
 - Click the **Slide Sorter** button on the **Views Bar**.
 - A box should appear around the slide number with a diagonal line through the number.
- ❖ Move to the first slide in the presentation and then click the **Slide Show** button to show the presentation.
- ❖ Move through the slides. The hidden slide should not appear in the presentation.

Redisplaying the Slide

- ❖ Select the slide that is to be re-displayed.
- ❖ Click **Slide Show** on the **Menu Bar**.
- ❖ Click **Hide Slide** from the list of options.
- ❖ This is a toggle button, that when selected, hides the slide.
- ❖ When the option is clicked again, the slide is re-displayed.