

INSERTING NEW SLIDES

There are different ways of adding new slides to a presentation. This can be done by clicking the New Slide button on the toolbar, by holding down the Ctrl key and then pressing Enter on the keyboard, by creating a slide in outline view, or by inserting slides from a presentation that was created earlier. This document explains how to create a new slide by using these methods.

Creating a New Slide in Slide View

- ❖ Click on the **New Slide** button on the **Formatting** toolbar (see illustration at right).
- ❖ The **Slide Layout Task Pane** will appear.
- ❖ The **Slide Layout** will automatically default to the slide layout from the previous slide.
- ❖ Input information for the Next slide in the Presentation window by clicking on the Placeholder for each item.
- ❖ Hit **Enter** after inputting the first bulleted item and then input the second one.



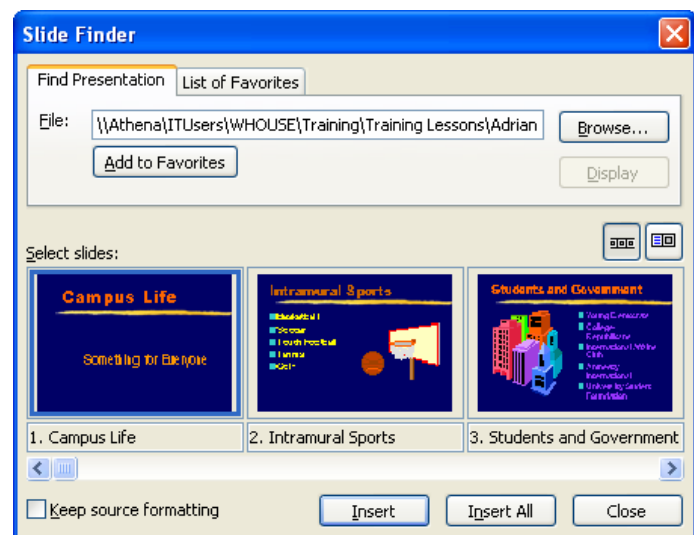
Creating a Slide in Outline View

- ❖ Click the **Outline Tab** on the left side of the Window.
- ❖ To input a new slide:
 - Go to the end of slide text from the where the new slide is to be inserted.
 - Press the **Enter** key on the keyboard.
 - Press **Shift + Tab** or the **Decrease Indent** button (see illustration at tight) on the **Formatting** toolbar to create a New Slide.
 - Press **Tab** or the **Increase Indent** button (see illustration at right) on the **Formatting** toolbar to create bulleted items.
 - Continue this process until all of the slides have been entered.



Inserting Slides from another Presentation

- ❖ Make sure the insertion point is at the end of the slide just before where the new slide are to be inserted into the presentation in any view.
- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Click the **Slides From Files** option. You may need to click the arrow at the bottom of the Menu list.
- ❖ Click the **Find Presentation** tab, if necessary.
- ❖ Click **Browse** and then locate and open the presentation file from which the slides are to be inserted.
- ❖ Click the **Display** button, if necessary, to show a miniature of the slides in the presentation.
- ❖ If you want the slides to keep the source formatting, click the **Keep source formatting** check box.



- ❖ When all the options have been chosen, select the **Insert** button to insert just one slide into the presentation.
- ❖ To select more than one slide, but not all of the slides in the presentation, click the first slide, hold down the Ctrl key and click the other slides. When the slides have all been selected, click the **Insert** button.
- ❖ When all the options have been chosen, select the **Insert All** button to include all the slides in the presentation.
- ❖ Click the **Close** button to exit the dialog box.

Inserting Slides Using the Keyboard

- ❖ Go to the end of the slide before where the new slide is to be inserted.
- ❖ Click inside the last placeholder in this slide.
- ❖ Hold down the **Ctrl** key on the keyboard.
- ❖ Press the **Enter** key on the keyboard.
- ❖ A new slide will appear in the presentation.
- ❖ It may contain the same **Slide Layout** as the previous slide.
- ❖ Start inputting the information for the new slide.