

REARRANGING SLIDES IN SLIDE SORTER VIEW

- ✦ This view gives an overview of the whole presentation with miniature slides.
- ✦ The slides appear in the order they were created.
- ✦ Slides may be moved by clicking and dragging the slide to a new location.
 - ✦ Do one of the following:
 - ▣ Click the **View Tab**.
 - ▣ In the **Presentation Views Group**, click the **Slide Sorter** button.



◆ or

- ▣ Click the **Slide Sorter** button on the **Views Toolbar** (see illustration at right).
 - This is the middle button on the toolbar.
 - This toolbar is located at the bottom right of the window.
- ✦ Move the mouse pointer over the slide to be moved.
- ✦ Press and hold down the left mouse button.
- ✦ Drag the slide to the desired location.
 - ▣ A line will appear while you are dragging, showing where the slide is being moved to.
 - ▣ When the vertical line appears in the proper location, release the mouse button.
 - ▣ The line needs to appear to the left of where the slide is to be inserted.
- ✦ The slide should be placed in the proper position.
 - ✦ Slides may be rearranged in **Normal, Outline View** by clicking on the Slide icon and then dragging the slide to the desired position.
 - ✦ Slides may also be rearranged in **Normal, Slides** view by clicking on the Slide and dragging it to the desired location.
- ✦ You may also use cut, copy, and paste to move slides to a new location.

