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Creating and Using Sections in MS PowerPoint

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> *Use sections to organize your PowerPoint slides. With sections you can group your slides into meaningful parts and quickly access, rearrange or delete them.*

Objectives:

- Add and Rename Sections
- Rearranging and Using Sections
- Delete Sections

Add a Section to your PowerPoint Document

1. Select the slide in the Normal View in the thumbnail task pane that you wish to start your section
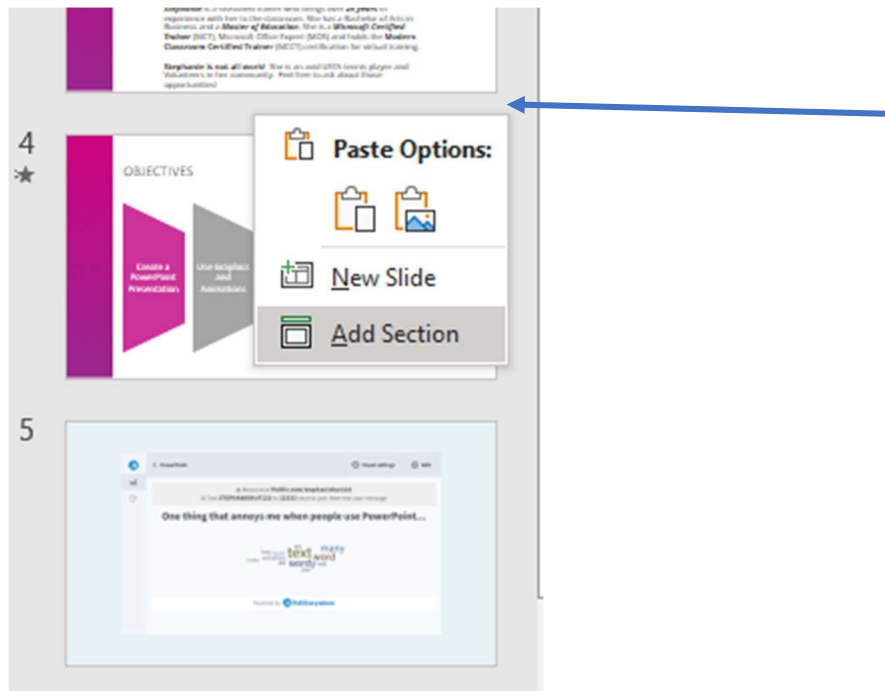2. Home→Section→Add Section
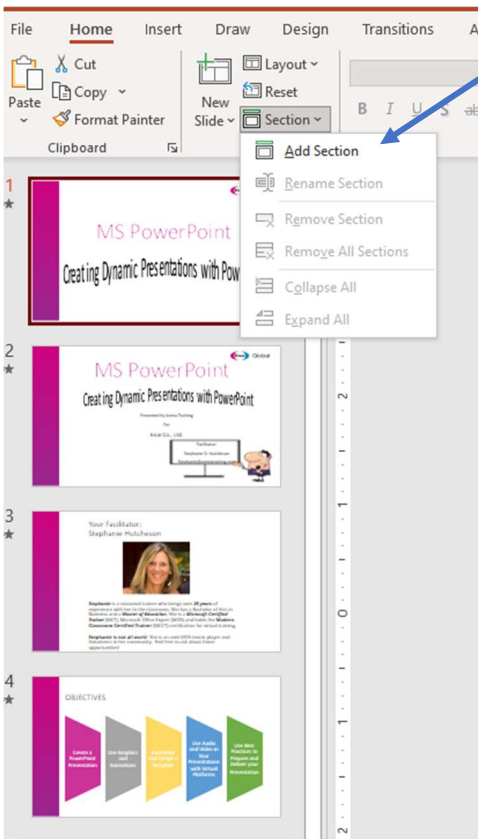
3. Rename the section
4. Click Rename

All slides underneath the slide selected are contained in the section until PowerPoint sees another section. If this is your first section created, then ALL slides will be contained within the selection.

Create another section using the contextual menu

1.   Right-Click **ABOVE** (in the gray area) the slide that will begin the next section

2.   Choose Add Section
3.   Rename the Section

PUT (Power User Tip)

If you need to rename a section; dbl-click on the section name to activate the RENAME dialog box

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Rearranging Sections

You can rearrange, collapse and expand sections in the normal view using the thumbnail taskpane but it's much easier to visualize it using the Slide Sorter View.

1.   View→Slide Sorter

Note that the Introduction Section is collapsed. You can collapse a section individually by clicking on the Expand/Collapse arrow OR you can collapse all the sections by right-clicking on a section and choosing Expand All or Collapse All.
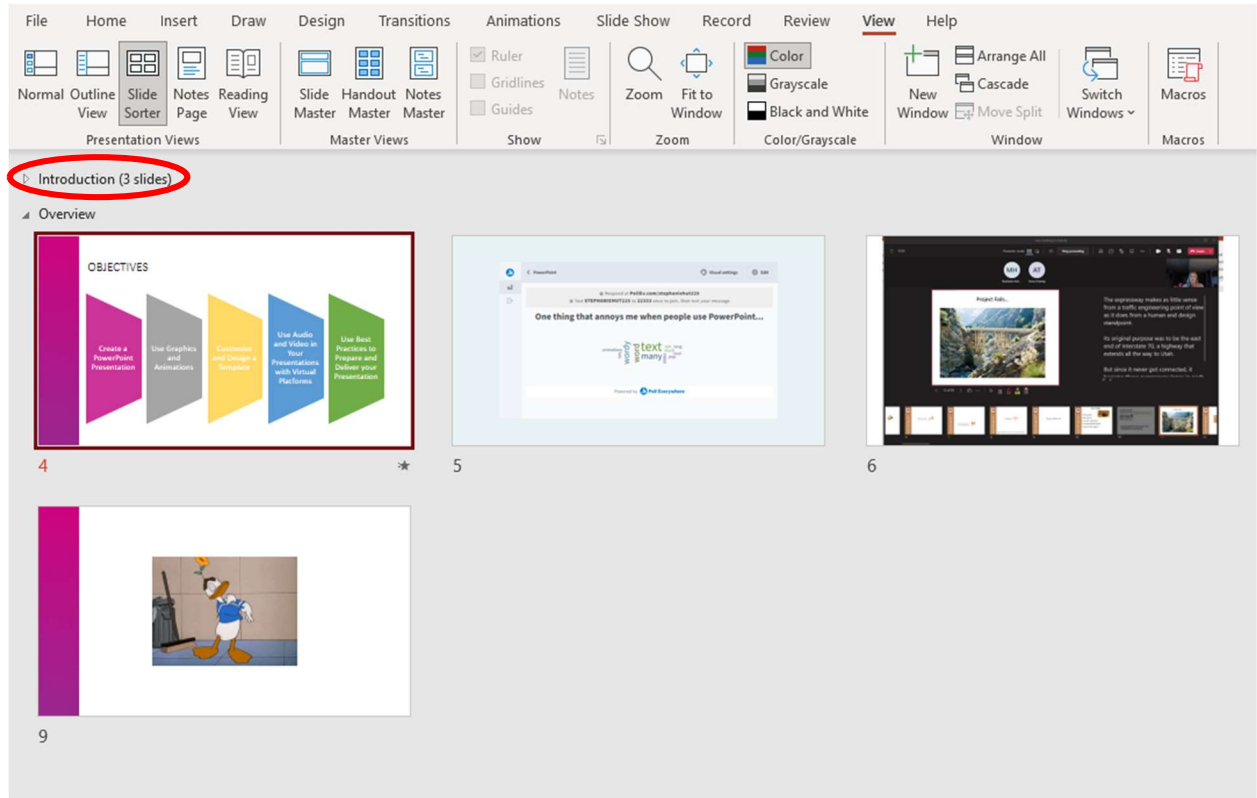
Figure 1: Slide Sorter View with Sections

2. Right-Click and select MOVE Section UP or Move Section Down

Alternately, you can ***Click and hold*** on the section name to drag to a new location.

Delete a Section

Right-click on the section name and select Remove Section

NOTE: This will not delete any of your PowerPoint data or slides.