Lesson 3: Editing a Presentation

Objectives

The student will be able to:
- ➢ Insert a new slide into a presentation
- ➢ Edit existing slides
- ➢ Use Outline View to edit
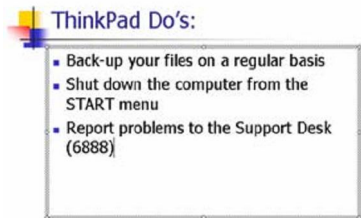- ➢ Use Slide View to edit

Overview

A presentation can be edited easily using either the Outline or Slide pane.

Editing a Presentation

Arranging Slides

Slides may be rearranged in either **Outline** or **Slide Sorter** views. One easily selects the slide(s) to move and then drags them to the appropriate location. In **Slide Sorter** view, a vertical bar appears next to the slide being moved as it is dragged. This indicates where the slide will drop when the mouse button is released. In the **Outline** view, a horizontal line is displayed to indicate where the slide will drop. As an alternative to dragging the slide, **Cut** and **Paste** techniques may be used in either **Slide Sorter** or **Outline** view to move a slide.

Action Step Practice—Editing a Presentation

What to do	What happens
1. From the previously created presentation, navigate to slide 2.	Slide 2 is visible in the **Slide Pane**.
2. Using the **Slide Pane**, add one more new bulleted list item.	Modifies the slide which now has four bulleted list items.
3. It is necessary to add a **New Slide** after Slide 2. Navigate to Slide 2 and click on it, if it is not already the chosen slide. 4. Insert a **New Slide** using any one of the three methods demonstrated in the previous lesson.	Inserts a new slide after Slide 2. Notice the default layout is for **Title and Text** (Bulleted List).

5. Add items to the new Slide 3:
        First do the Title
        Now enter bulleted list items.
	Creates a new slide.

6. An example of a completed slide is at right.	

What to do	What happens
7. The order of Slides 4 and 5 should be changed. From the **Outline** panel tab, click the icon for Slide 5.	The entire slide is selected.
8. Hold down the mouse and drag the contents of the slide to the very top of Slide 4. A line above the title for Slide 4 should be visible. 9. Release the mouse once this horizontal line is visible above Slide 4's icon in the **Outline** panel.	Changes the order of the slides by moving them while in the **Outline** panel.
10. To apply a different design template, trace to the **menu bar > Format > Slide Design**.	Opens the **Task Pane > Slide Design**
11. Click once on another design template.	Changes the template for the presentation.
12. To change back to the previous design template, navigate to the **Task Pane > Slide Design > Recently Used**. 13. Hover the mouse pointer over each design to see the title. 14. Click the previously used design template.	Changes the design template back to the previously selected one.
15. Save the presentation.	