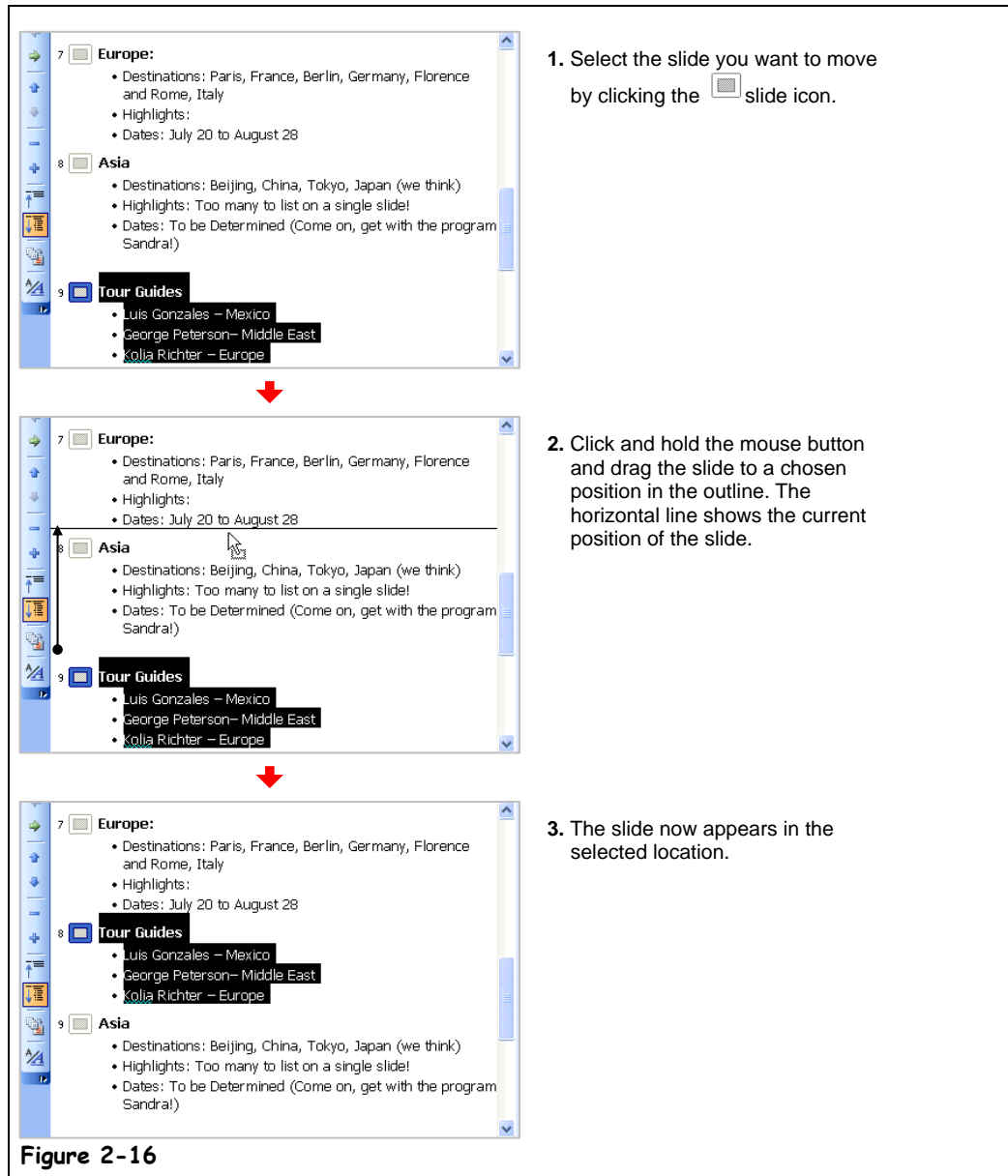


Lesson 2-10: Rearranging a Presentation's Outline

Figure 2-16

Moving a slide with the drag and drop method.



Other Ways to Move a Slide:

- Click and drag the headings to a new location.


Another benefit of working in the Outline pane is how easy it is to modify your presentation's content. You can change the order of points on a slide or you can even rearrange the order of the slides themselves. This lesson will give you some practice rearranging the order of points and slides in your presentation's outline.

- 1.** If the **Outlining** toolbar isn't displayed, summon it by selecting **View** → **Toolbars** → **Outlining** from the menu.

Now let's try rearranging the order of slides in the presentation.

2. Click the Slide 9  slide icon.

Make sure you've selected the entire slide and not just the "Tour Guides" heading. We want to move the entire slide, not just the slide heading.

NOTE: When you want to move a slide in Outline pane make sure you select the entire slide, by clicking the  slide icon.

3. Click the **Move Up button on the Outlining toolbar.**

The selected "Tour Guides" slide moves up the outline, appearing beneath the "Dates: To Be Determined . . ." subheading.

4. Click the **Move Up button on the Outlining toolbar four more times, until it appears above the Asia slide.**

The "Tour Guides" slide moves up the outline, one line at a time, and appears below the "Dates: July 20 to August 28" paragraph of the "Europe" slide.

Although it's easy, using the Move Up and Move down buttons to move a slide or paragraph can be slow, especially if the destination is on the other side of a long presentation. Fortunately, as with so many other procedures, there is more than one way to move paragraphs and slides in PowerPoint—the Drag and Drop method.

5. Hold the cursor over the Tour Guide  slide icon, until the pointer changes to a .

To move a slide, click and hold the mouse button and drag the slide up or down, to the desired position in the outline.

6. Click and drag the slide above the **Mexico slide, then release the mouse button.**

A horizontal line appears as you drag the slide, indicating where the slide will be moved.

You can now hide the Outlining toolbar since we're finished using it.

7. Select **View → **Toolbars** → **Outlining** from the menu to hide the Outlining toolbar.**

Using the drag and drop technique can be a little tricky if you're still a novice with the mouse. If you make a mistake and don't like where you moved a slide, you can always undo it by clicking the Undo button on the Standard toolbar, or by pressing <Ctrl> + <Z>.



Move Up button

 **Quick Reference**

To Rearrange an Outline:

- Select the slide(s) or paragraph(s) you want to move and click either the **Move Up button** or **Move Down button** on the Outlining toolbar.

Or...

- Select the slide(s) or paragraph(s) you want to move and drag them to a new location in the outline.