

Rearranging Slides

Most likely you'll need to change the order of slides in a presentation at one point or another. This lesson shows you how.

Using the Slides tab

If you need to rearrange slides quickly, use the Slides tab in the Outline pane.

1. Make sure you're in Normal view and click the **Slides** tab in the Outline pane.

The Slides tab displays tiny thumbnails of every slide in the presentation.

2. Click and drag the slide to a new location.

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

3. Release the mouse button.

The slide is "dropped" in the new location and all slides in the presentation are renumbered accordingly.

Using Slide Sorter view

If your presentation contains many slides, use Slide Sorter view to rearrange them.

1. Click the **Slide Sorter** button on the status bar.

PowerPoint switches to Slide Sorter view.

Other Ways to Switch to Slide Sorter View:
Click the **View** tab on the Ribbon and click the **Slide Sorter View** button in the Presentation Views group.

2. Click and drag the slide to a new location.

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

3. Release the mouse button.

The slide is "dropped" in the new location and all slides in the presentation are renumbered accordingly.

Exercise

- **Exercise File:** Proposal6-3.pptx
- **Exercise:** Using the Slides tab in the Outline pane, move Slide 3 after Slide 5. Then, switch to Slide Sorter view and move Slide 5 after Slide 2. Switch back to Normal view.

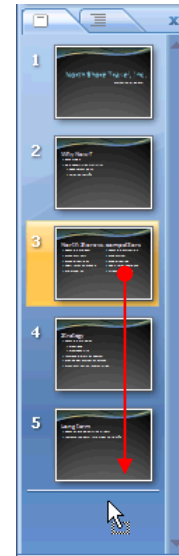


Figure 6-6: The fastest way to rearrange slides is using the Slides tab in the Outline pane.

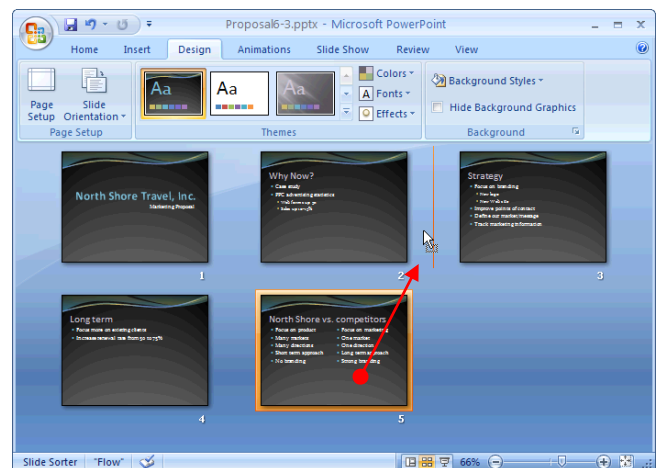


Figure 6-7: You can also use Slide Sorter view to rearrange your slides.