



Slides and Text

Add, rearrange, duplicate, and delete slides

Add slides

1. Select the slide you want your new slide to follow.
2. Select **Home > New Slide**.
3. Select a layout.
4. Select the text box and type.

Delete slides

1. For a single slide: Right-click the slide in the thumbnail pane on the left, and select **Delete Slide**.
2. For multiple slides: Press and hold Ctrl, and in the thumbnail pane on the left, select the slides. Release the Ctrl key. Then right-click the selection and choose **Delete Slide**.
3. For a sequence of slides: Press and hold Shift, and in the thumbnail pane on the left, select the first and last slides in the sequence. Release the Shift key. Then right-click the selection and choose **Delete Slide**.

Duplicate a slide

In the thumbnail pane on the left, right-click the slide thumbnail that you want to duplicate, and then click **Duplicate Slide**. The duplicate is inserted immediately after the original.

Rearrange the order of slides

In the pane on the left, click the thumbnail of the slide that you want to move, and then drag it to the new location.

To select multiple slides: Press and hold Ctrl, and in the pane on the left, click each slide that you want to move. Release the Ctrl key, and then drag the selected slides as a group to the new location.

[Click to watch the "Add, rearrange, duplicate, and delete slides" video.](#)



Slides and Text

Change the size of your slides

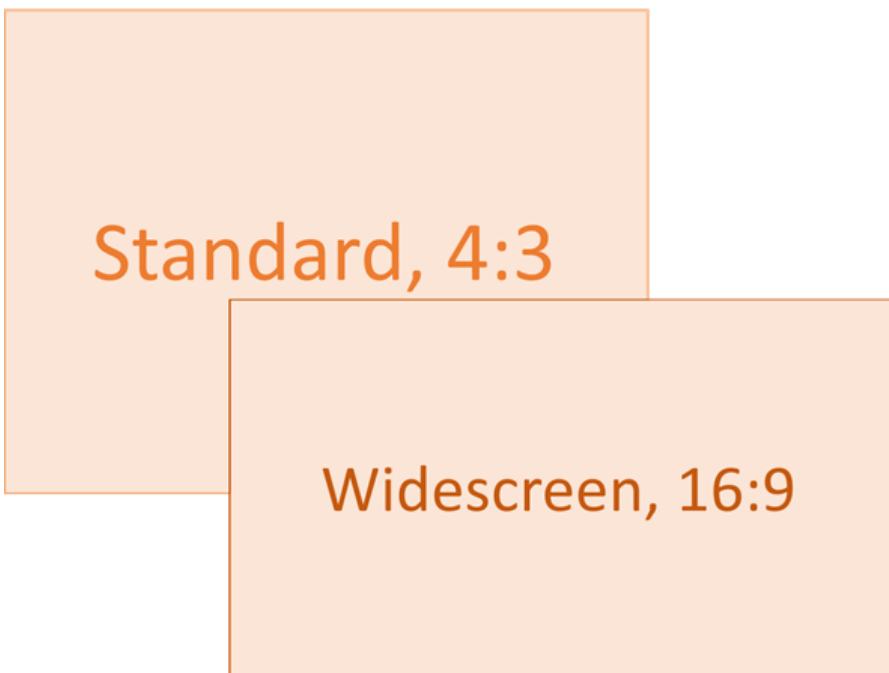
Basic steps

To change the slide size:

1. Select the **Design** tab of the toolbar ribbon.

2. Select **Slide Size**  near the **far right end** of the toolbar.
Slide
Size ▾

3. Select **Standard** (4:3 aspect ratio) or **Widescreen** (16:9) or **Custom Slide Size**.



Tip: Check out these [YouTube videos from Microsoft Creators](#) for more help with slide design!

For more about the predefined sizes (including formats like Overhead, A3, A4, Banner, B4, and B5) or your own custom sizing, **click a heading below to expand it and see the details.**



Slides and Text

Organize your PowerPoint slides into sections

Much like you use folders to organize your files, you can use *sections* to organize your slides into meaningful groups. You can assign each colleague a section to make slide ownership clear during collaboration. And if you're starting with a blank slate, you can use sections to outline your presentation.

Add a section

1. Right-click between slides and select **Add Section**.

An **Untitled Section** is added in the thumbnail pane, and the **Rename Section** dialog box opens.

2. Type a name in the **Section name** box.
3. Select **Rename**.
4. To collapse a section, click the triangle next to the section name. The numeral by the section name shows the number of slides in that section.

Move or delete a section

Select **View > Slide Sorter**.

From here, you can:

- Move a section: Right-click and select **Move Section Up** or **Move Section Down**.
- Delete a section: Right-click and select **Remove Section**.

[Click to watch the "Organize slides into sections."](#)



Slides and Text

Add a hyperlink to a slide

The fastest way to create a basic web hyperlink on a PowerPoint slide is to press Enter after you type the address of an existing webpage (such as <http://www.contoso.com>).

You can link to a webpage, or you can link to a new document or a place in a existing document, or you can begin a message to an email address.

Link to a website

1. Select the text, shape, or picture that you want to use as a hyperlink.
2. Select **Insert > Hyperlink**.
3. Select **Existing File or Web Page**, and add the:
 - **Text to display:** Type the text that you want to appear as hyperlink.
 - **ScreenTip:** Type the text that you want to appear when the user hovers over the hyperlink (optional).
 - **Current Folder, Browsed Pages, or Recent Files:** Select where you want to link to.
 - **Address:** If you haven't already selected a location above, insert the URL for the web site you want to link to.

If you link to a file on your computer, and move your PowerPoint presentation to another computer, you'll also need to move any linked files.

- 4. Select **OK**.

Link to a place in a document, new document, or email address

1. Select the text, shape, or picture that you want to use as a hyperlink.
2. Select **Insert > Hyperlink** and select an option:
 - **Place in This Document:** Link to a specific slide in your presentation.
 - **Create New Document:** Link from your presentation to another presentation.
 - **E-mail Address:** Link a displayed email address to open up a user's email program.
3. Fill in the **Text to display**, **ScreenTip**, and where you want to link to.
4. Select **OK**.

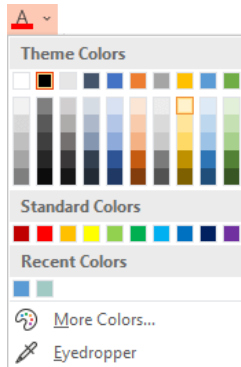


Slides and Text

Change the color of a hyperlink

You can change the color of a hyperlink if you like. If you want to change the display *text* of a link, right-click it and select **Edit Link**.

1. Select the hyperlink you want to re-color.
2. On the **Home** tab of the ribbon, select down arrow next to the **Font Color** button to open the menu of colors.



3. Select the color you want for the hyperlink.

Test the hyperlink

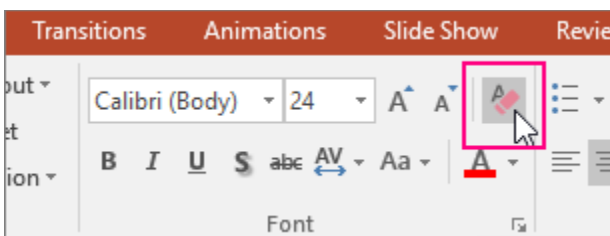
Once you've inserted the link, you can test it (in Normal view) by right-clicking the hyperlink and selecting **Open Hyperlink**.

Clear all text formatting

You can easily clear all formatting (such as bold, underline, italics, color, superscript, subscript, and more) from your text and return your text to its default formatting styles.

1. Select the text that you want to return to its default formatting.
2. **In PowerPoint**

On the **Home** tab, in the **Font** group, click **Clear All Formatting**.



For more information, please refer to the Microsoft training resource page [HERE](#)