

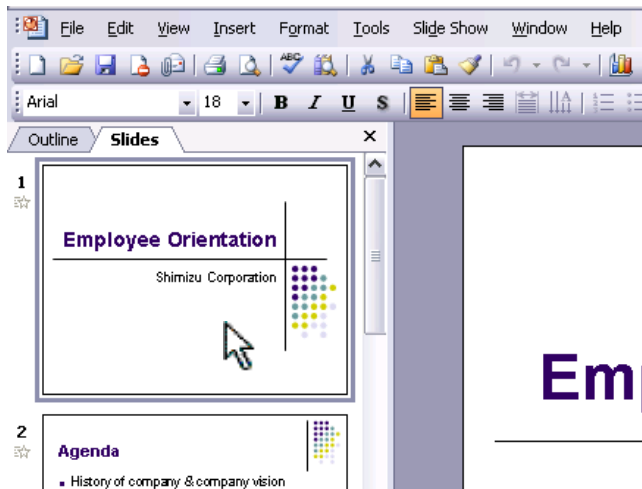
# Copying and pasting slides

## Microsoft PowerPoint 2003

It depends on what view you are in, i.e., normal, slide sorter, slide show, or notes page.

### Selecting a slide

Click the slide (a thick grey borderline appears around the slide)



Selecting continuous slides



1. Click the first slide to be included in the selection
2. Hold down the **SHIFT** key and click on the last slide to be included.

Selecting non-continuous slides



1. Click the first slide to be included in the selection
2. Hold down the **CTRL** key and click on each slide to be included.

### Deleting a slide

Select the slide that you wish to delete > Press **DELETE** key

### Copying a slide

Select the slide that you wish to copy > **CTRL + C** or any copy function you use, e.g., clicking Copy button



### Pasting a slide

Place your cursor on the navigation pane where you wish to paste the slide > **CTRL + V** or any paste function you use, e.g., clicking Paste button

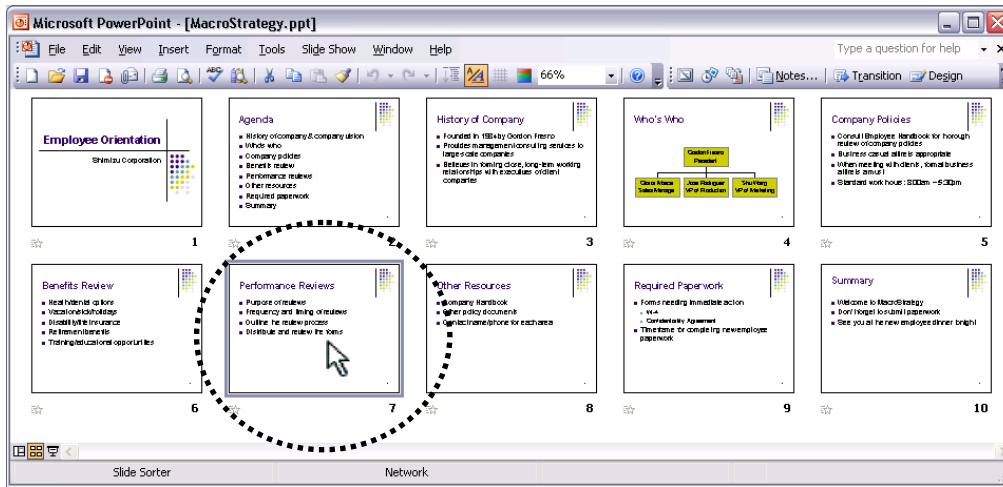


### Moving a slide (changing the order of your slide)

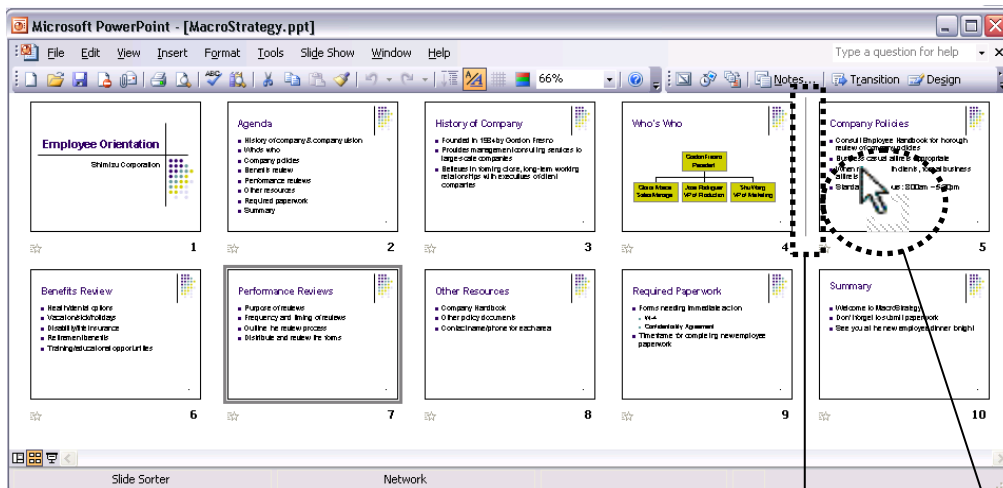
After creating your slide, you may change your mind and need to change the order. You can copy & paste but “drag & drop” is faster.

**NB:** Slide sorter view is the easiest view to use when moving multiple slides. If you are just swapping two slides around, Normal view would still work. An example below is in the slide sorter view. (View > Slide sorter)

1. Select the slide that you wish to move, e.g., slide 7 (a thick grey borderline should appear around the slide.)



2. Drag and drop to the position where you wish to move, e.g., between slide 4 and 5



Inserting line appears

Mouse cursor should have a square shadow, i.e., it's carrying the slide.

3. The slide is moved to the new destination. The slide number should also automatically be updated.