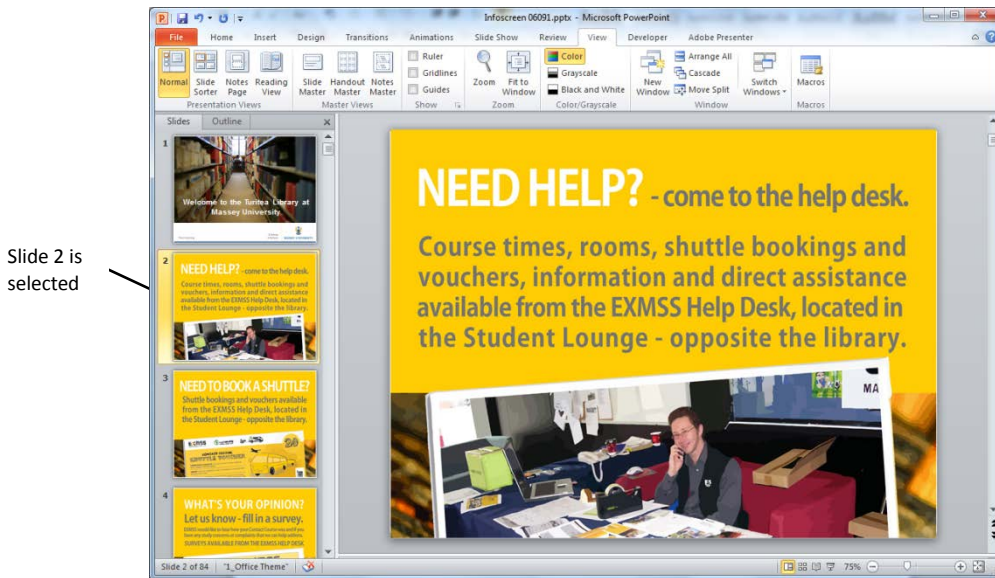


Selecting, deleting, copying and pasting slides

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 borderline appears around the slide)



Deleting a slide

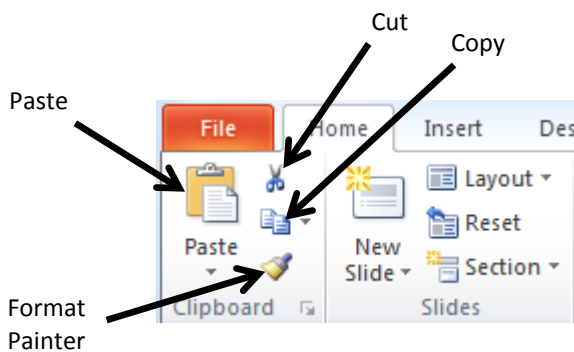
Select the slide that you wish to delete > Press **DELETE** key

Copying a slide

Select the slide that you wish to copy > **Home** > **Copy** on the ribbon or press **Ctrl + C**

Pasting a slide

Place your cursor on the navigation pane where you wish to paste the slide > **Home** > **Paste** or press **CTRL + V**



Moving a slide (changing the order of your slide)

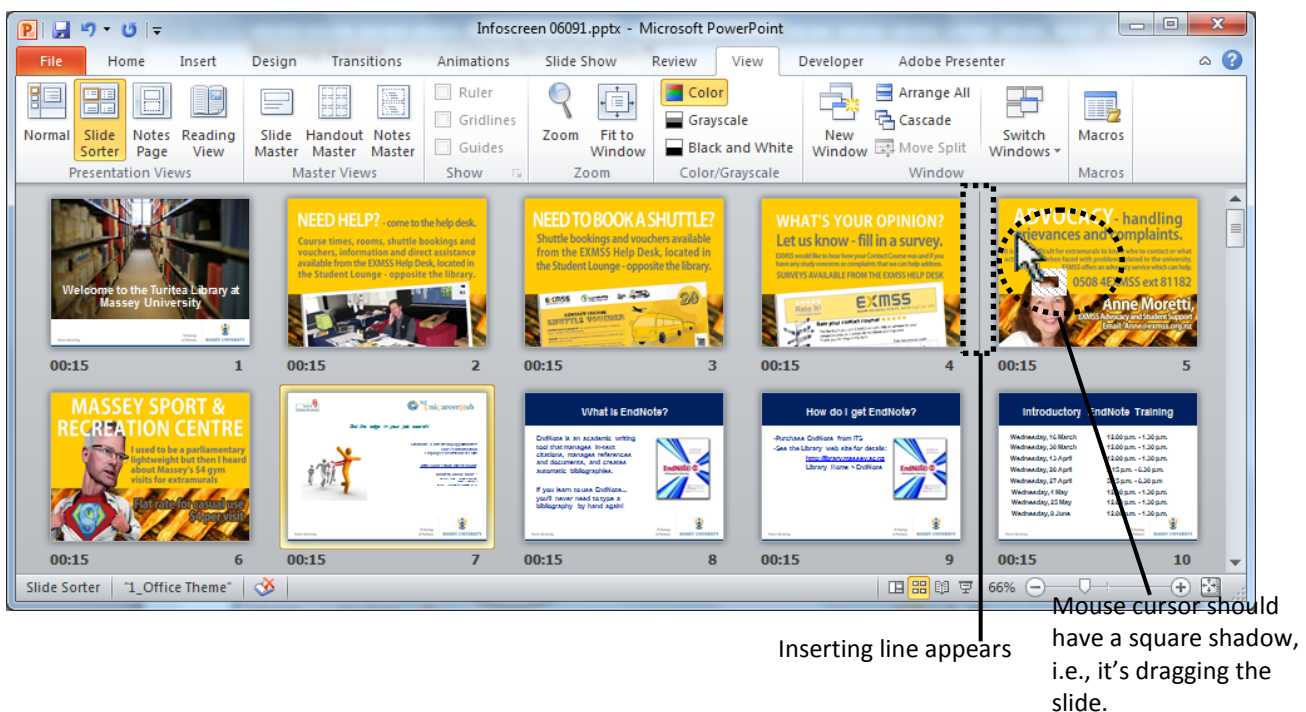
After creating a slide, you may change their order. You can “drag & drop” or “cut & paste”

NB: Slide sorter view is shown in the diagrams below. You may also use Normal view.

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



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



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