

## INSERTING SLIDES FROM ANOTHER PRESENTATION

Inserting or reusing slides from another presentation is easier than ever using the “Reuse Slides” task pane in PowerPoint 2007.

1 Begin by opening the presentation that you'll be adding slides to. Make sure your slides appear in either “Normal” or “Slide Sorter” view. In this example, I've chosen “Normal” view which presents slides in a single column on the left hand side of the screen.

2 In this column, click in between the slides at the point you want to insert the reused slide(s). A flashing line will appear to indicate the insertion point.

3 Next, click on the *Home* tab. In the *Slides* group click on the down arrow next to “New Slide”. A menu with further options will open; choose “Reuse Slides” at the bottom.

4 This will open the Reuse Slides task pane. Click on the “Browse” button and choose “Browse File...” to select the presentation with the slides you wish to reuse. Click on the PowerPoint file and then click “Open”.

5 Thumbnails of slides within the selected presentation will now appear in the Reuse Slides pane.

If you want the slide that you are adding to your working presentation to keep its current formatting, click the “Keep source formatting” box.

Click on the slide's thumbnail to insert the slide into your presentation.

