

Tips & Tricks



Reusing Slides in a PowerPoint Presentation

When you are developing a PowerPoint presentation you might occasionally want to include one or more slides from another presentation. Rather than using copy/paste there's a better way: Reuse the slide by importing it directly from the other presentation.

To include one or more slides from another presentation:

1. On the *Home* tab in the *Slides* group, click on the drop-down list below the *New Slide* button
2. Select *Reuse Slides*
3. The Reuse Slides task pane is displayed on the right of the window; click on the *Browse* button
4. Select *Browse File*
5. Navigate to the file that contains the slide(s) you want to reuse
6. Click on the file to select it
7. Click on the *Open* button and all slides in the presentation are displayed in the Reuse Slides task pane
8. Click on a slide to insert it into your current presentation
9. When you are finished, close the Reuse Slides Task Pane

Note:

- Increase the width of the Task Pane to see more slides at once.
- In the Task Pane, presentations you have previously opened are on the *Insert slide from* drop-down list. After selecting a presentation from this list, click on the arrow button to open the presentation.
- To insert all slides, right-click on a slide in the Task Pane and select *Insert All Slides*

Any questions, please let us know.

Please feel free to forward this tip onto your contacts/colleagues/friends.