

Manage slides in PowerPoint 2016

When you add multiple slides to a presentation, it may be difficult to keep the slides organized in order. Fortunately, PowerPoint provides tools to help you organize and prepare your slide show conveniently.

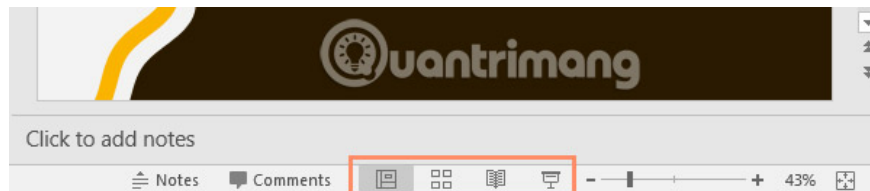
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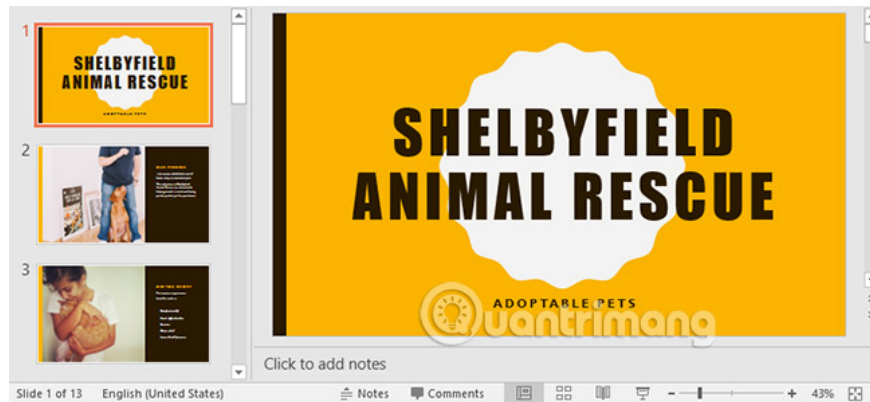
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Introduction to slide views

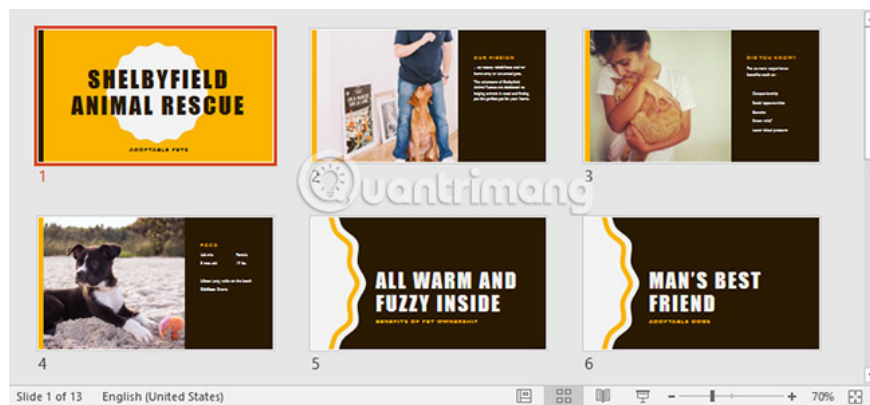
PowerPoint includes a number of different slide views, all useful for different tasks. Slide viewing commands are located in the bottom right corner of the PowerPoint window. There are 4 main slide views:



1. **Normal view:** This is the default view, where you create and edit slides. You can also move slides in the **Slide Navigation** panel on the left.



1. **Slide sorter view:** In this view, you will see the thumbnail version of each slide. You can drag and drop slides to rearrange them quickly.



1. **Reading view:** This view will fill the PowerPoint window with your presentation preview. It includes easy-to-access navigation buttons at the bottom right.



1. **Slide show view:** This is the view you will use to present to the audience. This command will start displaying from the current slide. You can also press **F5** on the keyboard to start from the beginning. A

menu will appear in the lower left corner when you move the mouse. These commands allow you to navigate through slides and access other features, such as **Pen** and **Highlighter**.

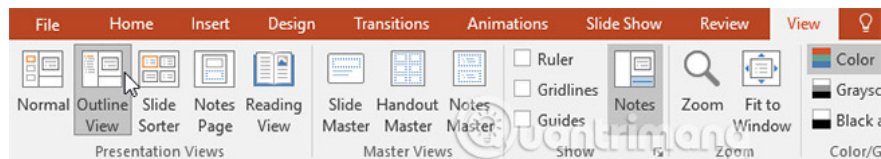


Outline view mode

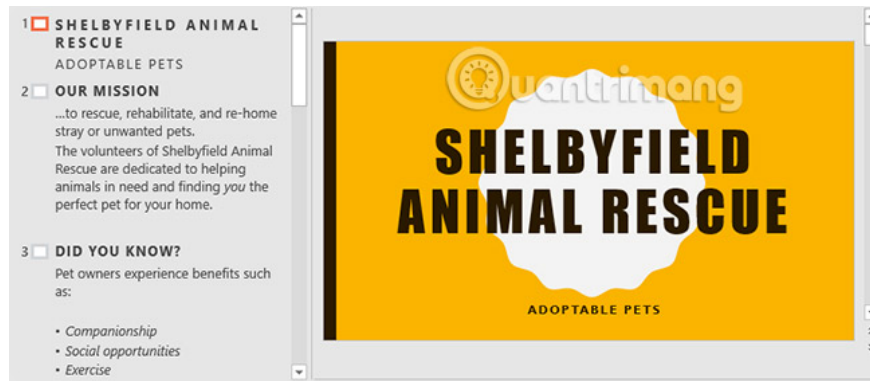
View your slide text outline as outline. This allows you to quickly edit the text on the slide and view the content of multiple slides at once. You can use this layout to review how your presentation is organized and prepare to deliver your presentation.

How to view the outline

1. From the **View** tab , click the **Outline View** command .



2. The outline of the text in the slide will appear in the **Slide Navigation** panel .
3. You can directly enter the outline to make changes to the text in your slide.



Notes slides

You can add notes to your slide from the **Notes** panel . Often referred to as presenter notes, they can help you better convey or prepare your presentation.

How to add notes

1. Click the **Notes** command at the bottom of the screen to open the **Notes** panel .



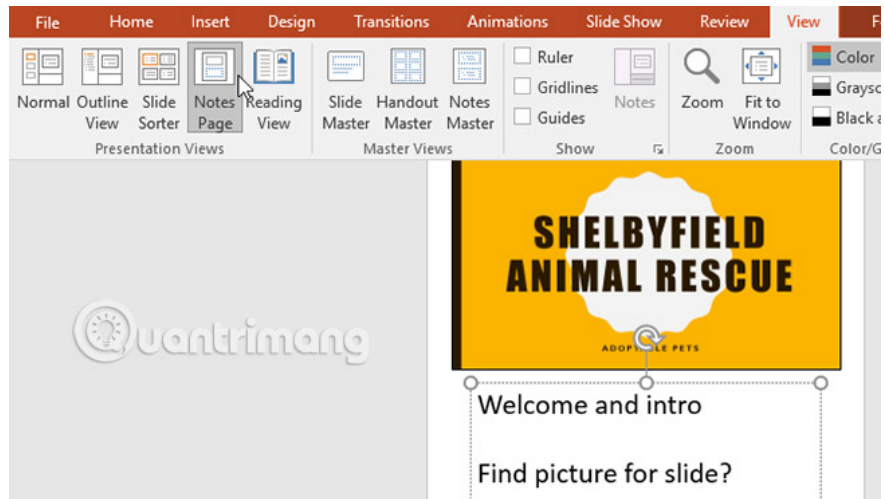
2. Click and drag the panel edge to resize it if desired.



3. Click on the **Notes** panel and start typing to add a note.



You can also access **Notes Page** view mode to edit and review your notes. Just click the **Notes Page** command from the **View** tab . From there, you can enter notes in the text box below each slide.



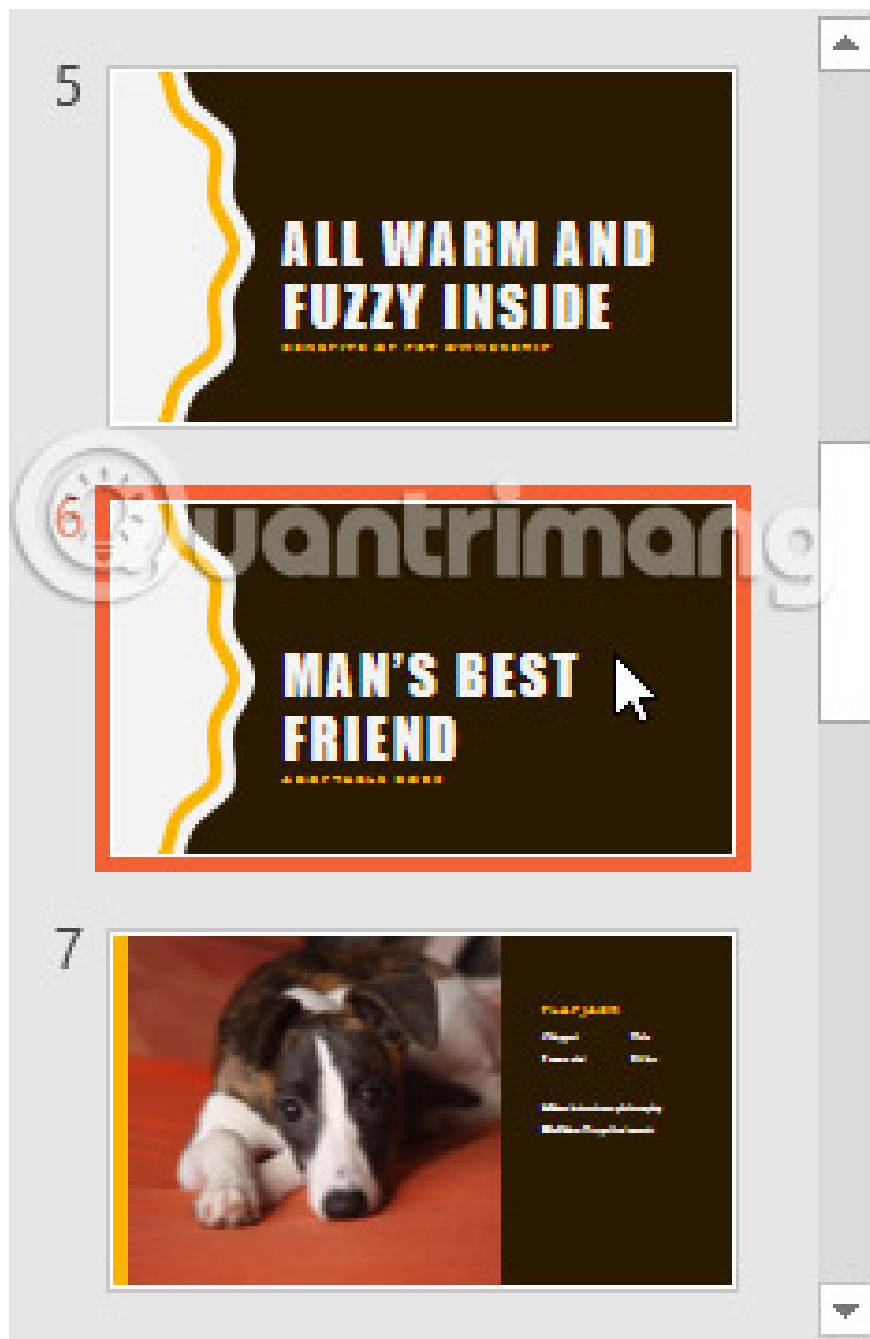
Part of the slide

If you have multiple slides, you can organize them into sections to make presentations easier to navigate. The sections can be collapsed or expanded in the **Slide Navigation** panel and named for easy reference.

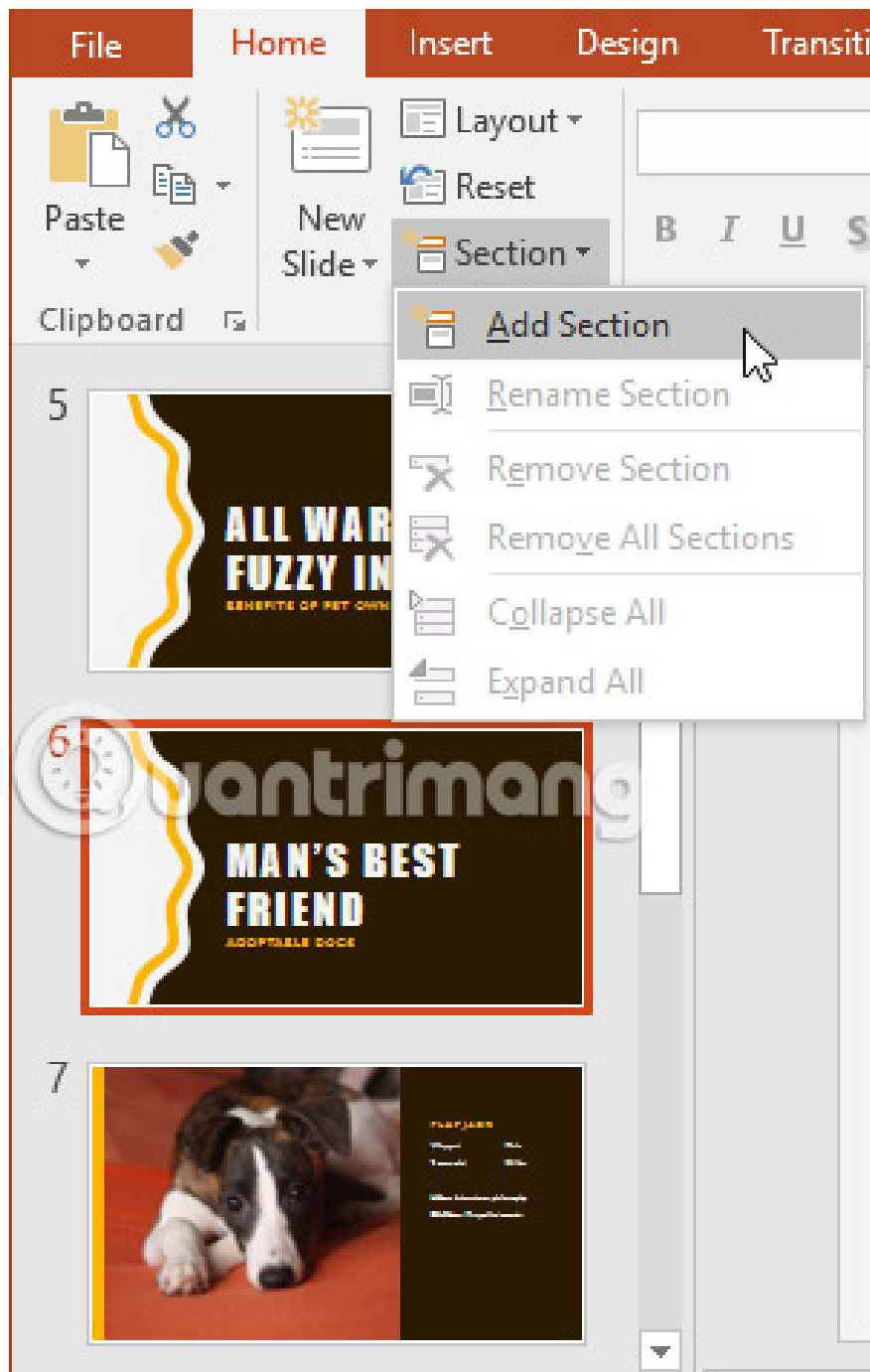
How to create sections in a slide

In the example in this article, we will add two parts: A part for dogs ready to adopt and a part for cats and other pets.

1. Select the slide you want to start creating a part.



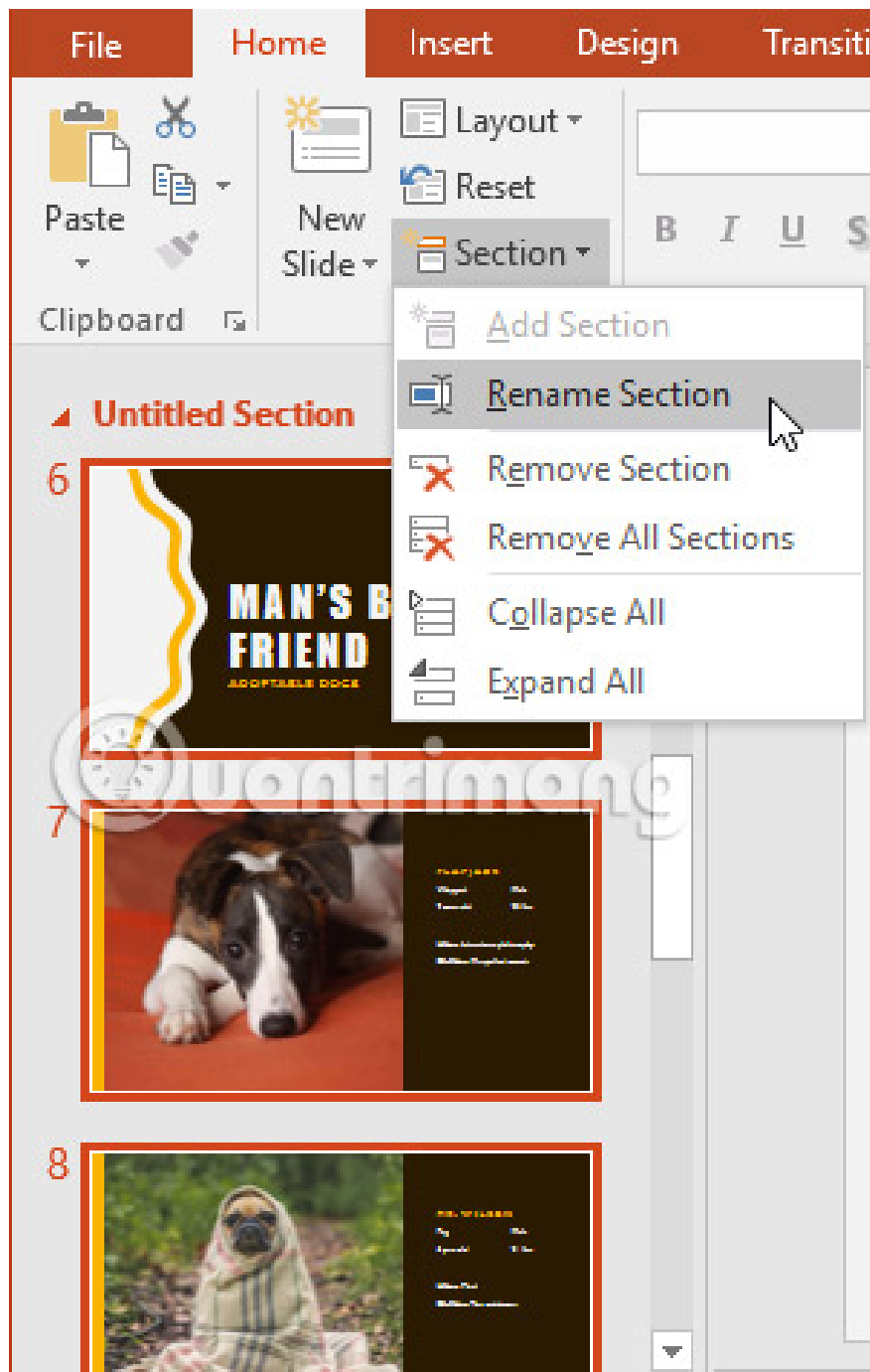
2. From the **Home** tab , click the **Section** command , then select **Add Section** from the drop-down menu.



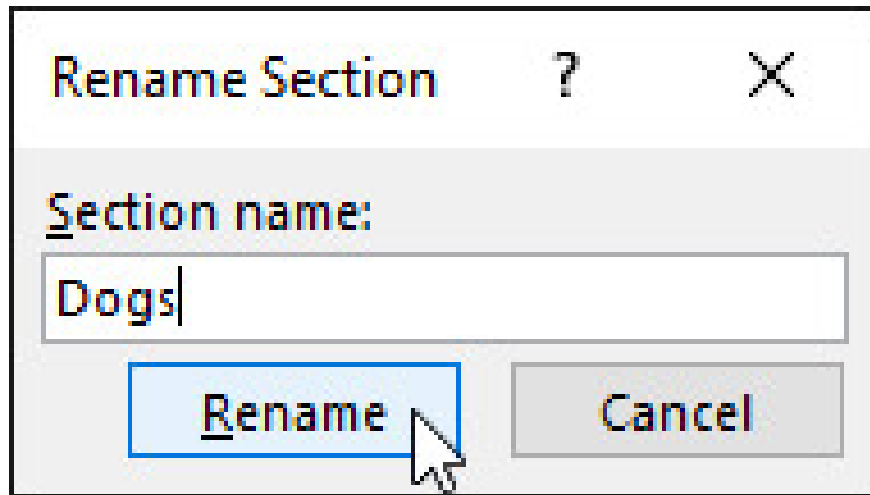
3. A section called **Untitled Section** will appear in the **Slide Navigation** panel .



4. To rename this section, click the **Section** command , then select **Rename Section** from the drop-down menu.



5. Enter the new section name in the dialog box, then click **Rename**.

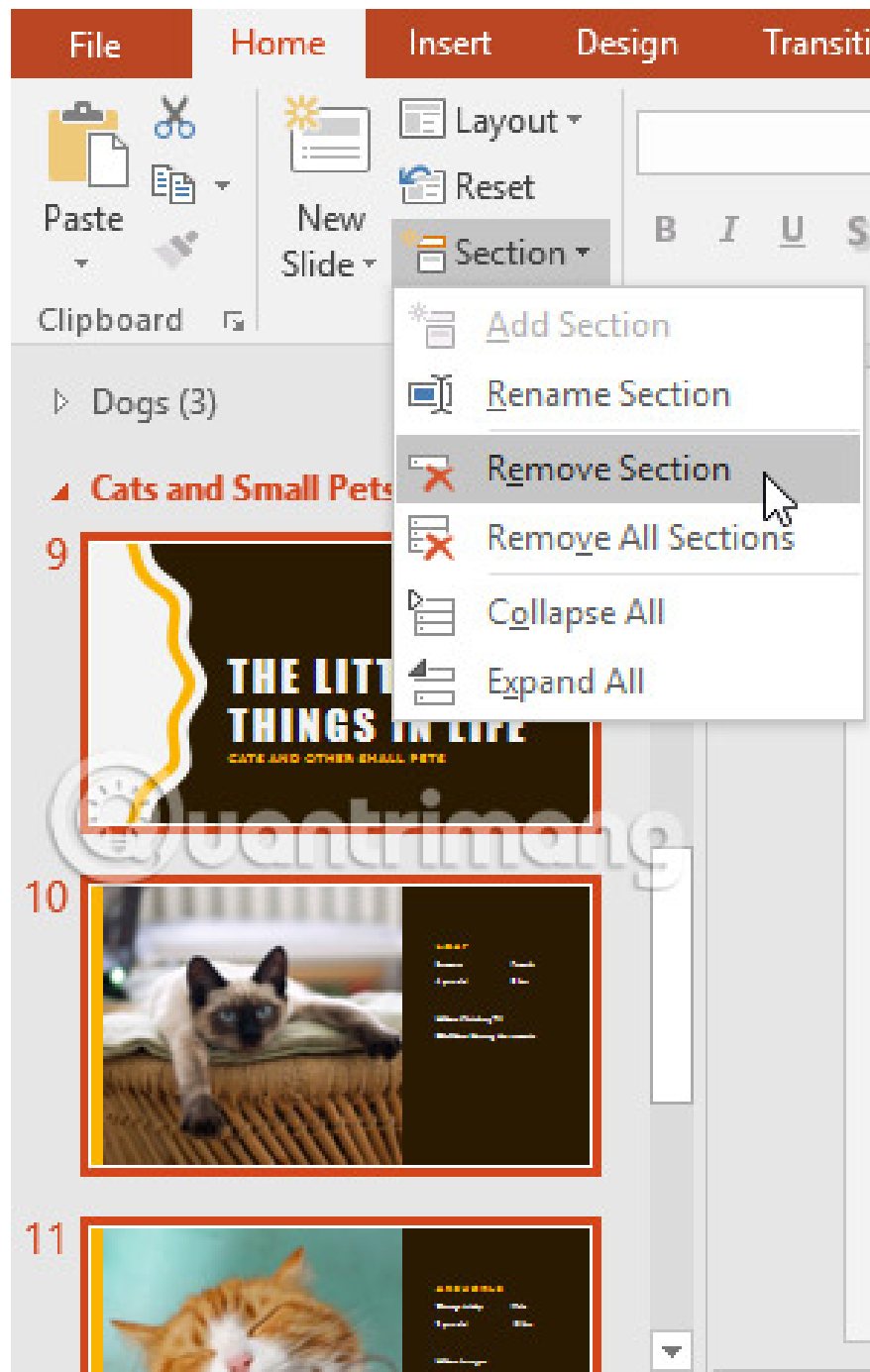


6. Repeat the steps to add as many parts as you want.

7 In the **Slide Navigation** panel , click the arrow next to the section name to collapse or expand it.



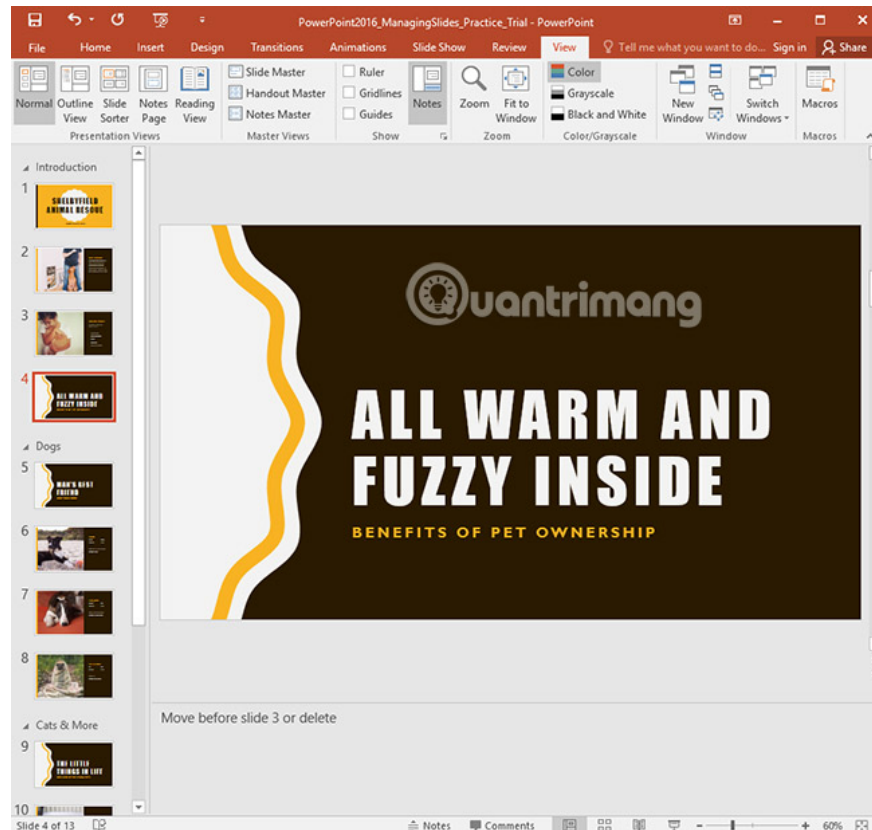
To delete a section, click the **Section** command , then click **Remove Section**. You can also click **Remove All Sections** to delete all sections from your slide.



Practice!

1. Open the sample presentation.
2. Select the first slide and create a part.
3. Change the name of the **Introduction**.
4. Select the slide titled **Man's Best Friend** and create a section called **Dogs**.

5. Select the slide titled **The Little Things In Life** and create a section called **Cats & Other** .
6. Move the slide titled **Pogo** so that it is in the **Dogs** section .
7. Change to **Outline** view .
8. Create a note on slide 4 with the content ' **Move before slide 3 or delete** '(Move ahead slide 3 or delete it).
9. Switch back to **Normal** view .
10. When you're done, your presentation will look like this:



See more:

1. Start with PowerPoint 2016
2. How to create PowerPoint color schemes
3. Apply transition effects in PowerPoint 2016

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