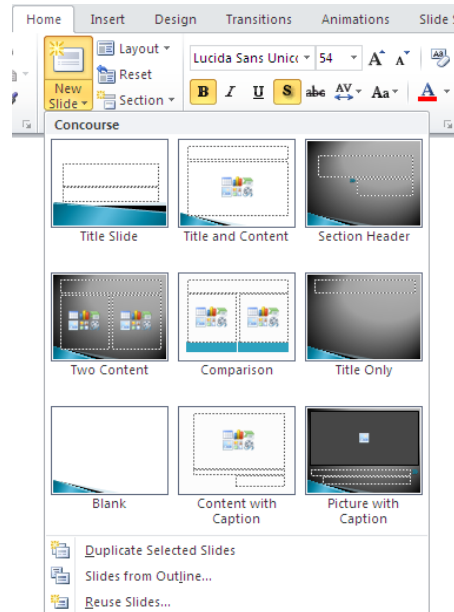


Add Slides

There are several choices when you want to add a new slide to the presentation: Office Themes, Duplicate Selected Slide, or Reuse Slides.

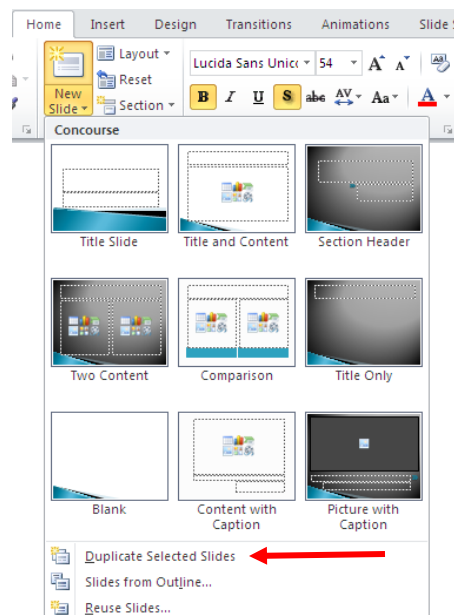
To create a new slide from Office Themes:

- Select the slide immediately **BEFORE** where you want the new slide
- Click the **New Slide** button on the **Home** tab
- Click the slide choice that fits your material



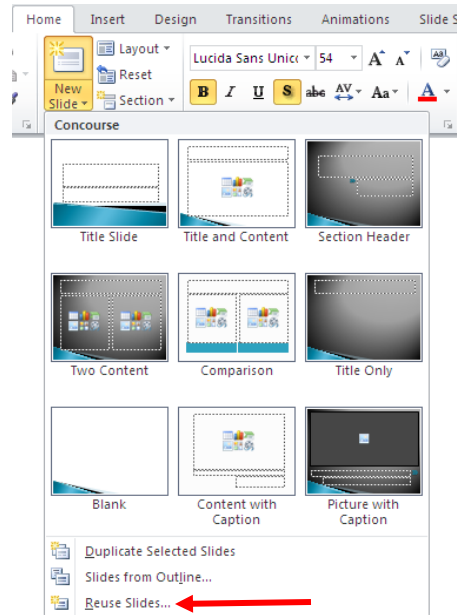
To create a slide as a duplicate of a slide in the presentation:

- Select the slide to duplicate
- Click the **New Slide** button on the **Home** tab
- Click **Duplicate Selected Slides**



To create a new slide from another presentation:

- Select the slide immediately **BEFORE** where you want the new slide
- Click the **New Slide** button on the Home tab
- Click **Reuse Slides**
- Click **Browse**
- Click **Browse File**
- Locate the slide show and click on the slide to import

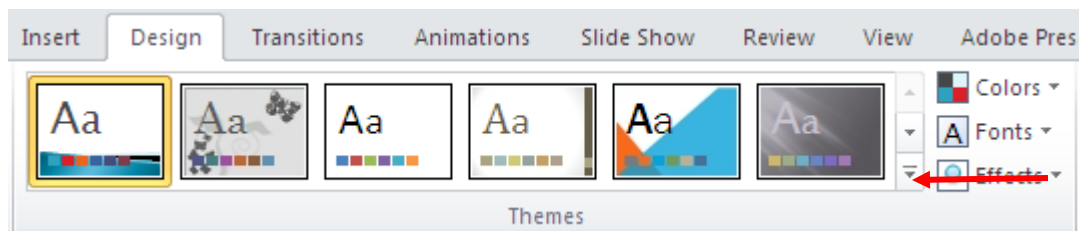


Themes

Themes are design templates that can be applied to an entire presentation that allows for consistency throughout the presentation.

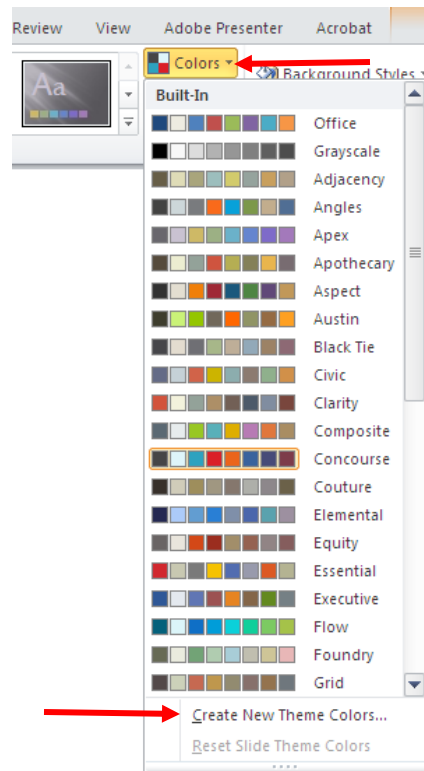
To add a theme to a presentation:

- Click the **Design** tab
- Choose one of the displayed **Themes** or click the **Galleries** button



To apply new colors to a theme:

- Click the **Colors** drop down arrow
- Choose a color set or click **Create New Theme Colors**



To change the background style of a theme

- Click the **Background Styles** button on the **Design** tab

