

Adding Slides to a Presentation:

1. Open a presentation that needs new slides.
2. Highlight the slide that should come just before the slide you are adding.
3. To add a blank slide, click the **New Slide** icon on the Home tab. If your presentation has a theme, the slide will have the same theme. (Figure 1)

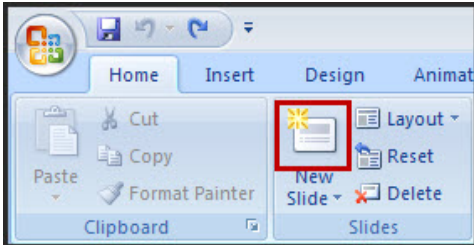


FIGURE 1: NEW SLIDE ICON

4. To add a slide with textboxes or media boxes, click the **New Slide** label on the Home tab. (Figure 2)

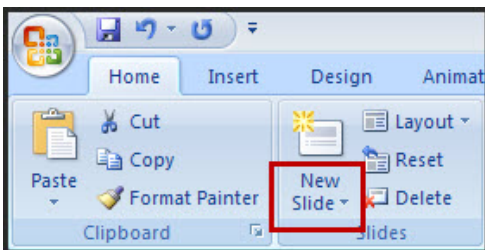


FIGURE 2: NEW SLIDE LABEL

5. From the menu that displays select the layout for the slide being added.
6. To add a layout to a blank slide, click the **Layout** button on the Home tab and select the desired layout from the menu that displays. (Figure 3)

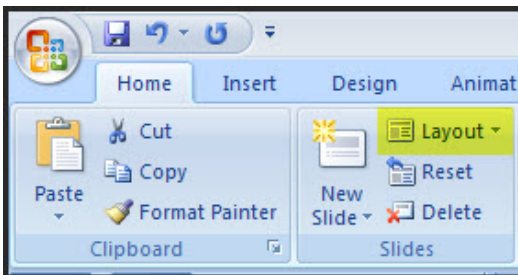


FIGURE 3: LAYOUT BUTTON