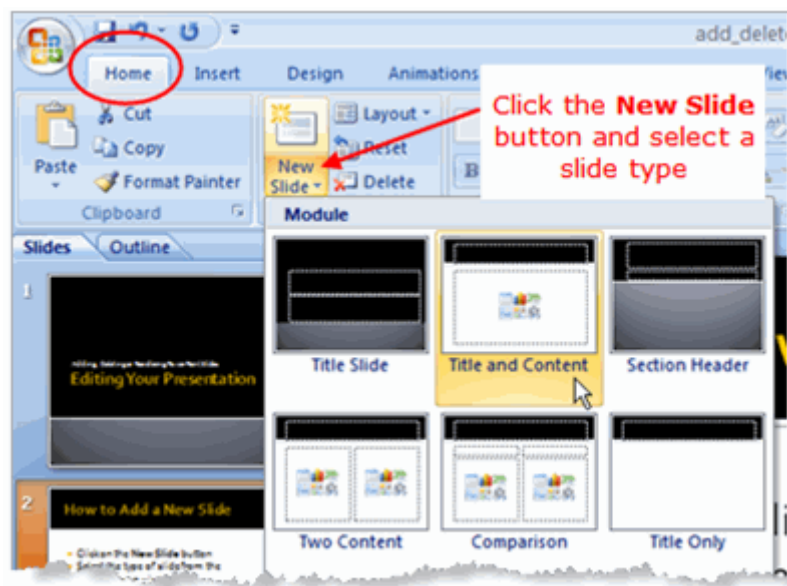


Add, Delete or Rearrange PowerPoint 2007 Slides

Just a few mouse clicks is all that is needed to add, delete or rearrange slides in a presentation. This PowerPoint 2007 tutorial will show you how to rearrange the order of your slides, add new ones or delete slides that you no longer need.

Adding a New Slide in PowerPoint 2007

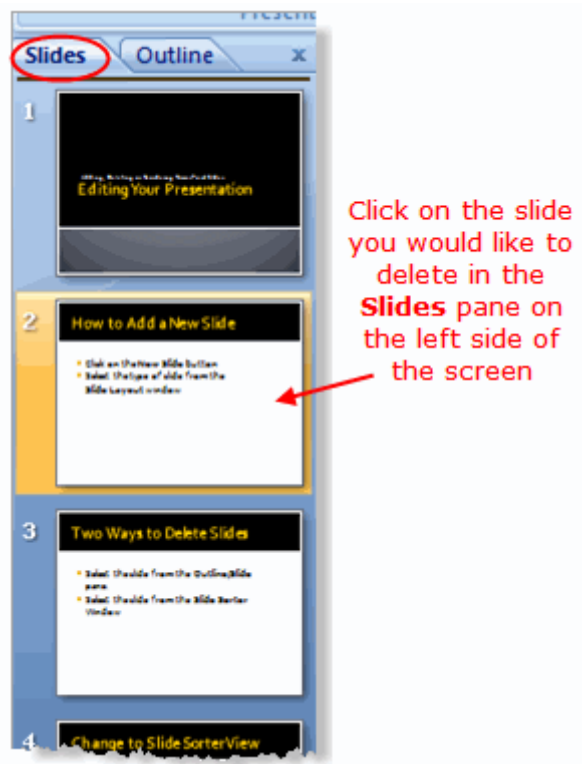


Add a new slide in PowerPoint 2007

New Slide Button

Click on the **New Slide** button on the *Home* tab of the ribbon to add a new slide to your presentation.

Deleting a Slide in PowerPoint 2007

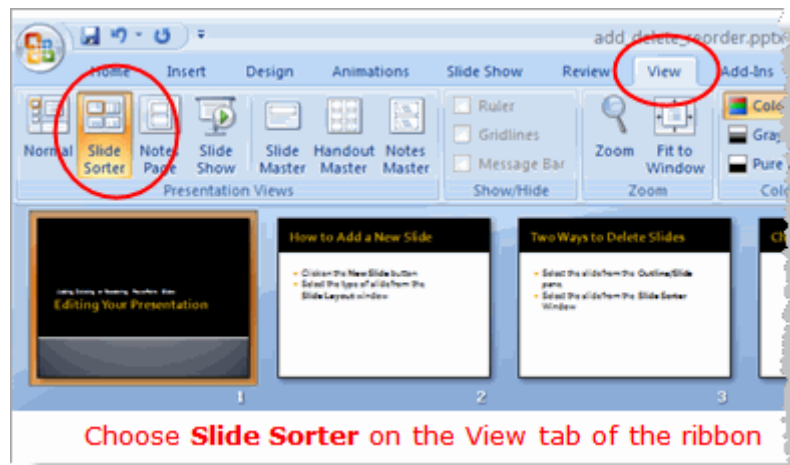


Delete a PowerPoint 2007 slide in the Slides / Outline pane

Select the Slide

On the *Slides* tab of the **Slides / Outline** task pane on the left of your screen, click on the thumbnail of the slide you wish to delete. Press the *Delete* key on your keyboard.

Use Slide Sorter View



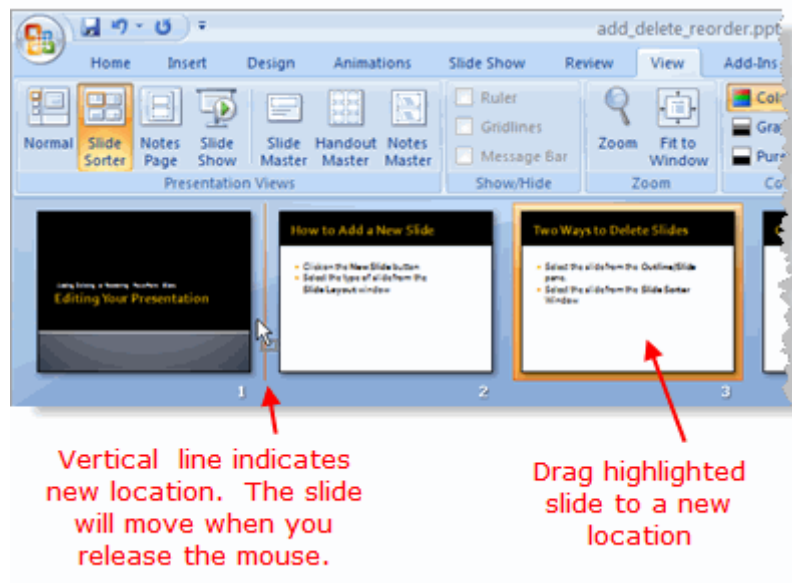
PowerPoint 2007 slide sorter view

Miniature Slide Versions

Alternatively, you may wish to use the [slide sorter view](#) to delete slides.

To switch to **Slide Sorter view**, select the **View** tab on the [ribbon](#) and click on the Slide Sorter button at the left side of the ribbon.

Move Slides in Slide Sorter View



Move slides in PowerPoint 2007 slide sorter view

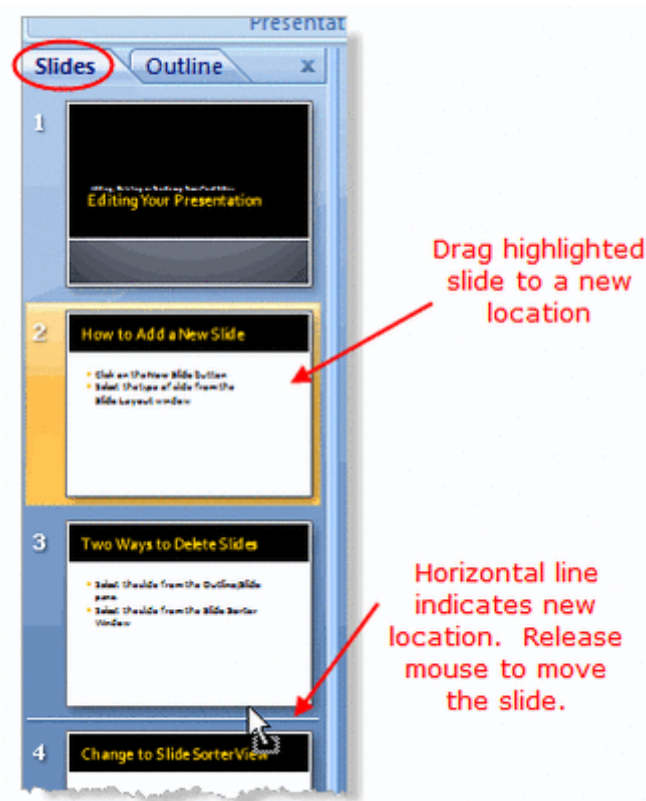
Moving Slides

Slide sorter view also shows [thumbnails](#) of all the slides in your presentation.

Steps to move slides in Slide Sorter view

1. Click on the slide you wish to move.
2. Drag the slide to the new location.
3. A vertical line appears as you drag the slide. When the vertical line is in the correct location, release the mouse.
4. The slide moves to this new location.

Move Slides in the Slides / Outline Pane



Move slides in PowerPoint 2007 Slides/Outline pane

Steps to move slides in the Slides / Outline pane

1. Click on the slide you wish to move.
2. Drag the slide to the new location.
3. A horizontal line appears as you drag the slide. When the horizontal line is in the correct location, release the mouse.
4. The slide moves to the new location.