

## Create a Menu Slide in PowerPoint



Menu slide hyperlinks to other slides in the PowerPoint presentation

A summary slide creates a menu slide of your presentation content and resides at the beginning of your presentation.

## Create a Menu Slide in PowerPoint 2007

1. In the *Slides* section on the *Home* tab of the ribbon, click on the **New Slide** button and choose a *title and content* slide layout.
2. As this will be the first slide in your presentation, use either slide sorter view or the slides/outline pane to drag this new slide to the start of your presentation.
3. Add a title to the new menu slide, such as the name of your presentation.
4. In the content text box, add the titles of the slides that you wish to link to from this menu slide.
5. Select the text of the first item in the menu and create a hyperlink to that slide in your presentation.
6. Continue to create hyperlinks to all titles on the menu slide.
7. Test the hyperlinks on the menu slide, but checking out your presentation in slide show view. Access this view quickly by pressing the **F5** key on the keyboard.