

## *Copy a slide*

### **Copy a slide**

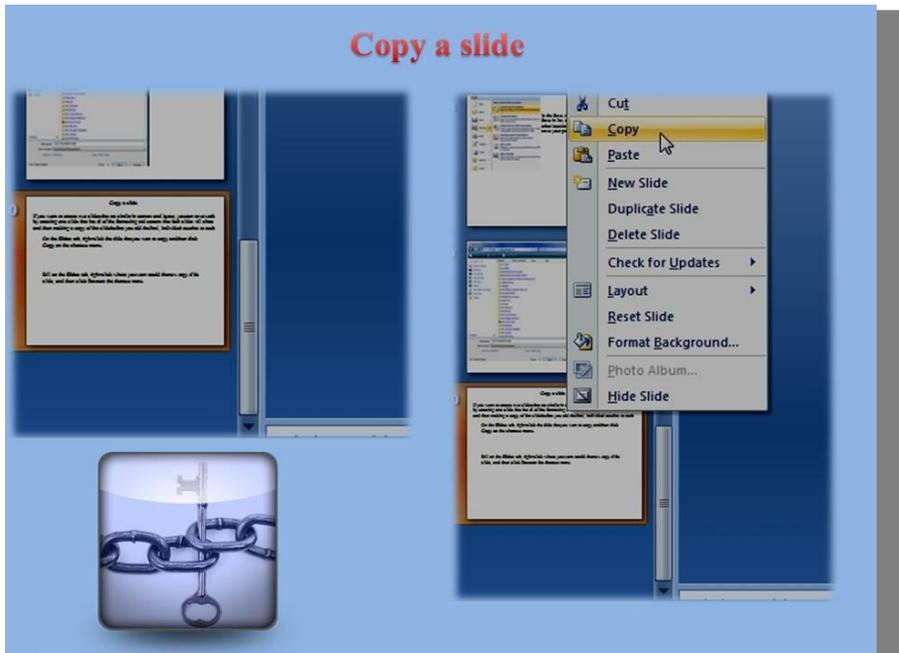
If you want to create two slides that are similar in content and layout, you can save work by creating one slide that has all of the formatting and content that both slides will share and then making a copy of that slide before you add the final, individual touches to each.

On the **Slides** tab, right-click the slide that you want to copy, and then click **Copy** on the shortcut menu.

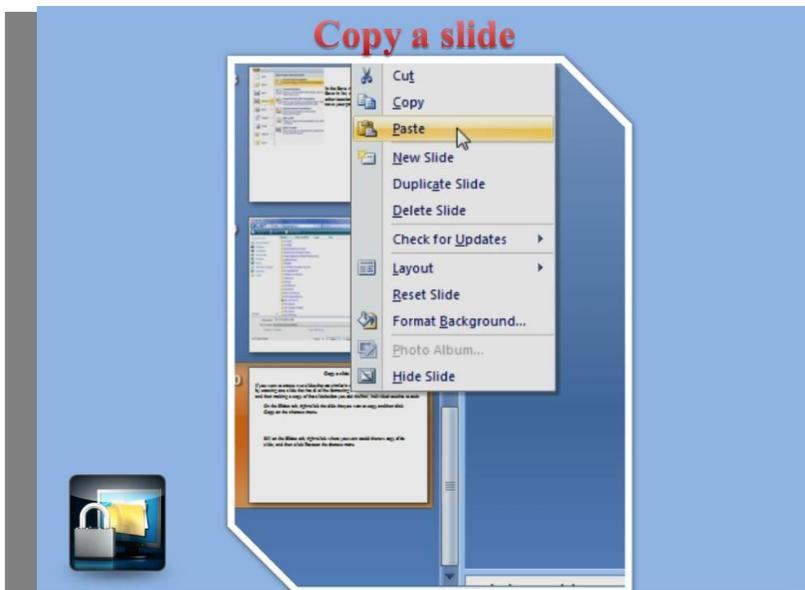
Still on the **Slides** tab, right-click where you want to add the new copy of the slide, and then click **Paste** on the shortcut menu.



## **EXAMPLE 1-3**



**EXAMPLE 2-3**



**EXAMPLE 3-3**

**If you want to create two slides that are similar in content and layout, you can save work by creating one**

**slide that has all of the formatting and content that both slides will share and then making a copy of that**

**slide before you add the final, individual touches to each.**

**On the Slides tab, right-click the slide that you want to copy, and then click Copy on the shortcut menu.**

**Still on the Slides tab, right-click where you want to add the new copy of the slide, and then click Paste on**

**the shortcut menu.**

**You can also insert a copy of a slide from one presentation into another presentation.**

**Rearrange the order of slides:**

**On the Slides tab, click the slide that you want to move, and then drag it to the location that you want.**

**To select multiple slides, click a slide that you want to move, and then press and hold CTRL while you**

**click each of the other slides that you want to move.**