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# Exercise: Creating and managing sections

**Note:** You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

## How to complete this exercise

To complete this exercise, you will need access to Microsoft PowerPoint.

**Note:** Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

## Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

## Access Microsoft Account

[Log in to your Microsoft account.](#)

Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

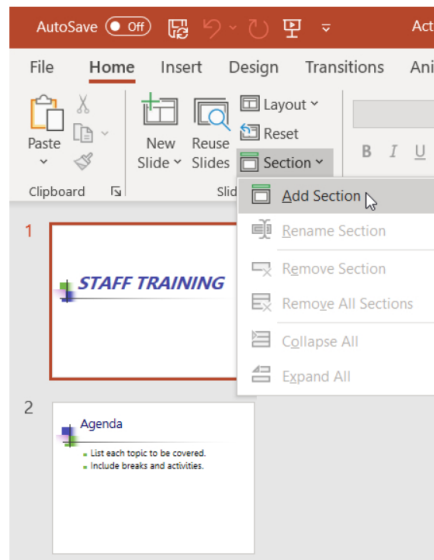
## Let's get started!

You would like to create two sections in a training presentation that you are creating.

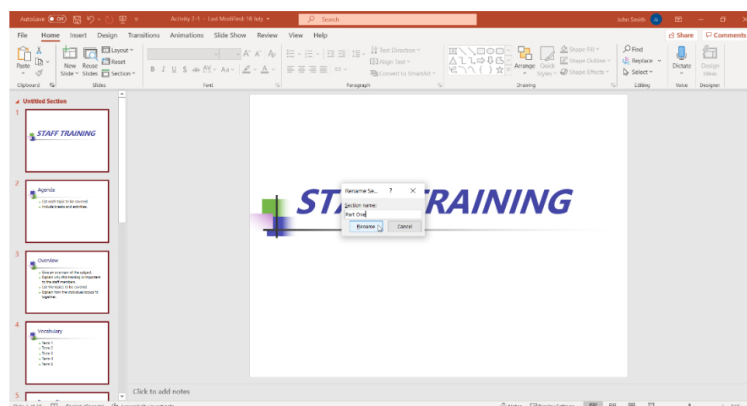
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Creating and Managing Sections](#)

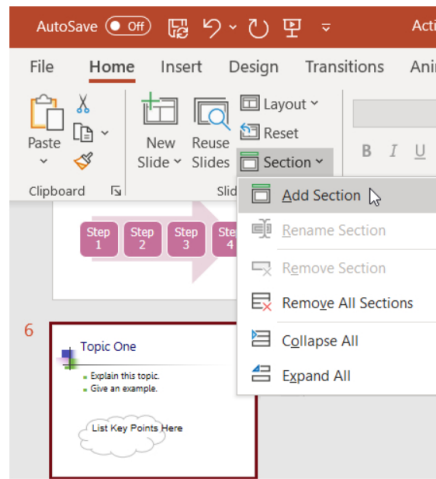
2. Ensure that slide one is selected in the Slides pane. Next, click **Home** → **Section** → **Add Section**:



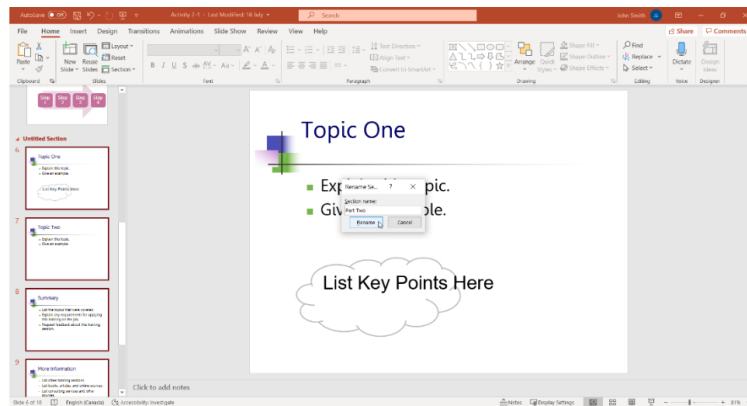
3. A new section will have been created that includes all of the slides in the presentation. The Rename Section dialog box will also pop up. In the provided text box, type **"Part One"** and click **Rename**:



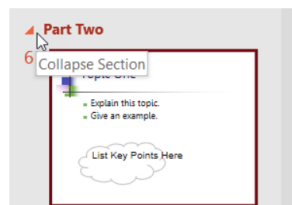
4. Scroll down in the Slides pane and click to select slide six. Click **Home** → **Section** → **Add Section**:



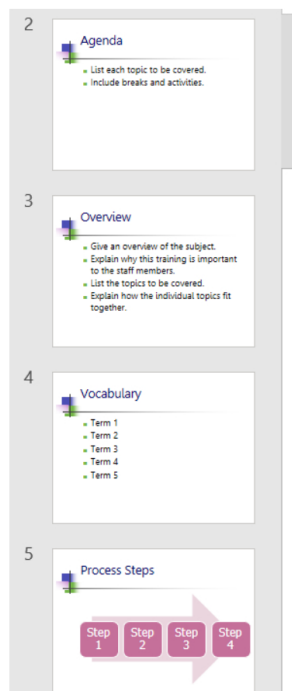
5. A new section is now created that includes slides six to 10. Inside the Rename Section dialog box that pops up, type "**Part Two**" and click **Rename**:



6. Click the **arrow** next to the Part Two section header:




7. The Part Two section will now be collapsed. Only the slides in the Part One section will be shown:



8. Save your presentation as **Activity 2-1 Complete**. Close Microsoft 365 PowerPoint to complete this activity.

9. Now, you can check out an example of a completed document in the link below:


[Completed exercise: Creating and Managing Sections](#) 

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