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PowerPoint Help & Training / Slides & layouts / Organize your PowerPoint slides into sections

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Next: Text & tables

Organize your PowerPoint slides into sections

PowerPoint for Office 365, PowerPoint for Office 365 for Mac, PowerPoint 2019, More...
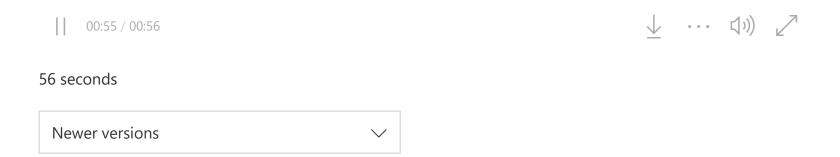
Windows **macOS** **Online**

Much like you use folders to organize your files, you can use *sections* to organize your slides into meaningful groups.

You can assign each colleague a section to make slide ownership clear during collaboration. And if you're starting with a blank slate, you can use sections to outline your presentation.

Was this information helpful?   Yes   No   ✕

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|| 00:55 / 00:56   ↓   · · ·   ◁))   ⤢

56 seconds

| Newer versions   ⌄ |

Add a section

1. Right-click between slides and select **Add Section**.

    An **Untitled Section** is added in the thumbnail pane, and the **Rename Section** dialog box opens.

2. Type a name in the **Section name** box.

3. Select **Rename**.

4. To collapse a section, click the triangle next to the section name. The numeral by the section name shows the number of slides in that section.

Was this information helpful?   Yes   No   ✕

Select **View** > **Slide Sorter**.

From here, you can:

- Move a section: Right-click and select **Move Section Up** or **Move Section Down**.

- Delete a section: Right-click and select **Remove Section**.

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