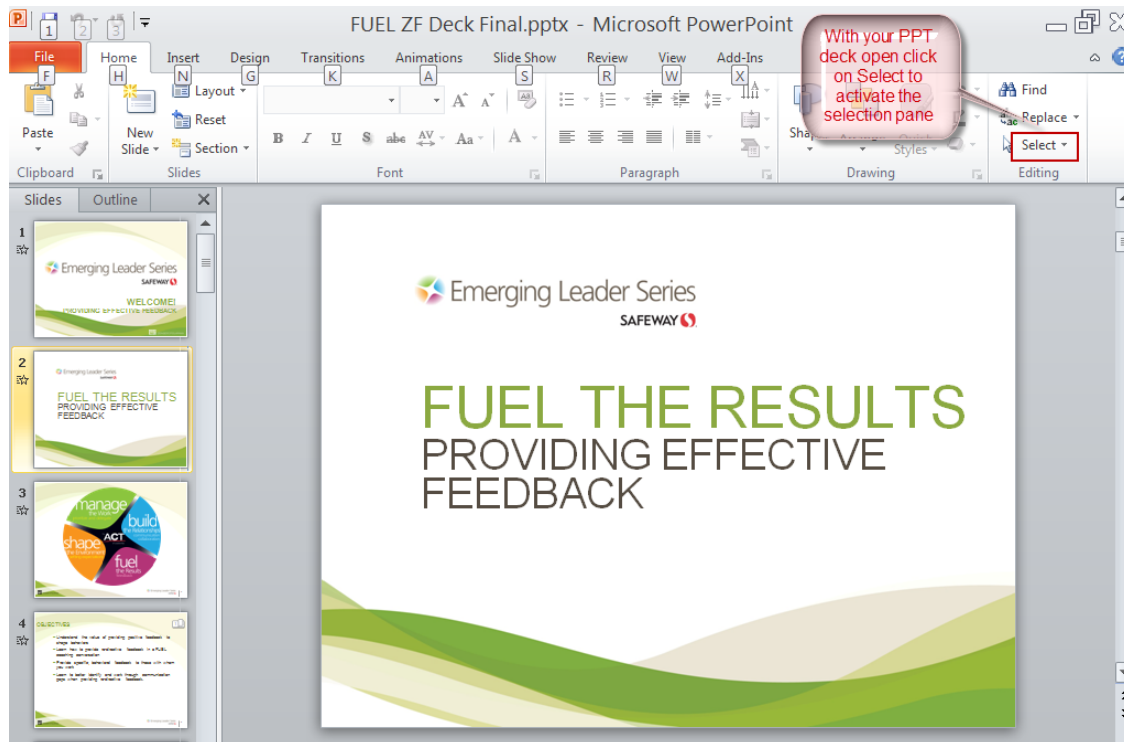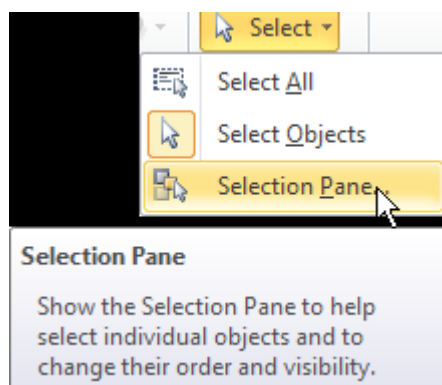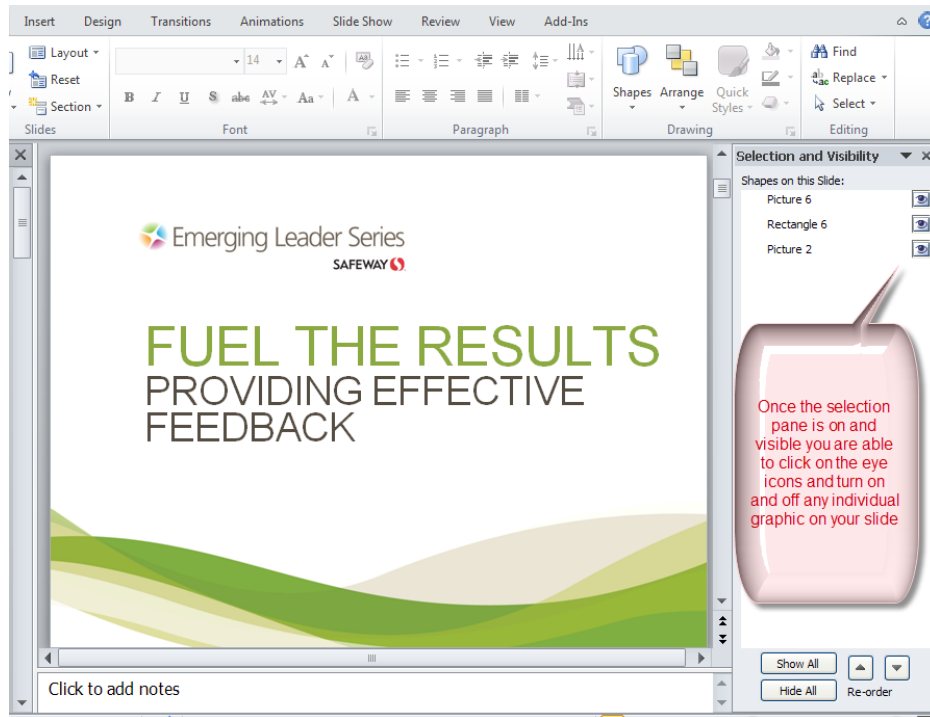Selection and Visibility Controls in PowerPoint are important and useful in creating a presentation. You may have worked on an individual slide that you could use multiple times in your presentation but each time you may not need some or all of the graphical representations on the slide. You can hide the graphics you don't need and copy and paste the slide into your presentation saving you time in your development of your presentation.
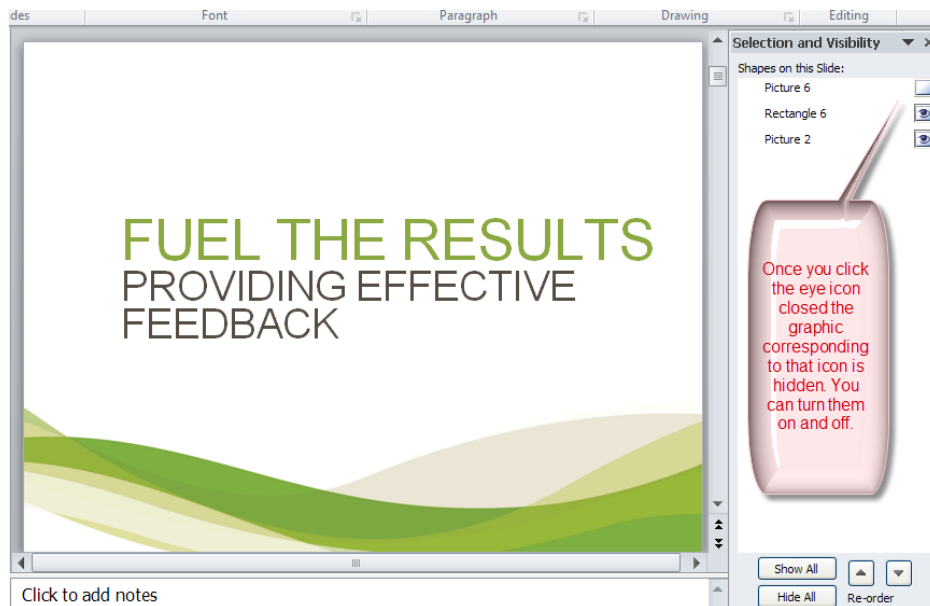

1) With your presentation open in PowerPoint 2010 go to the far right of your menu ribbon and click on the drop down menu for" Select" shown above in the red square.

2) You will see the below menu, you will want to choose "Selection Pane" to open up the Selection Pane for this presentation.

3) Once the Selection Pane is open you will see a list of the graphical objects on your slide. Each one has an eye icon to the right of the name of that object. By clicking on the eye you can make the graphic visible or hidden. Notice that in this slide the Emerging Leaders Series with the Safeway log is visible in the next example it is hidden.

4) In the slide you see the logo hidden and the eye is closed. **TIP:** Once the Selection Pane is open you will see a list of the graphical objects on your slide. When you insert a graphical object on to your screen PowerPoint automatically assigns a name to that object most of the time that name is not helpful. You can rename the object by double clicking on the assigned object name andrenaming it in a more descriptive way to help you know whats on the slide.