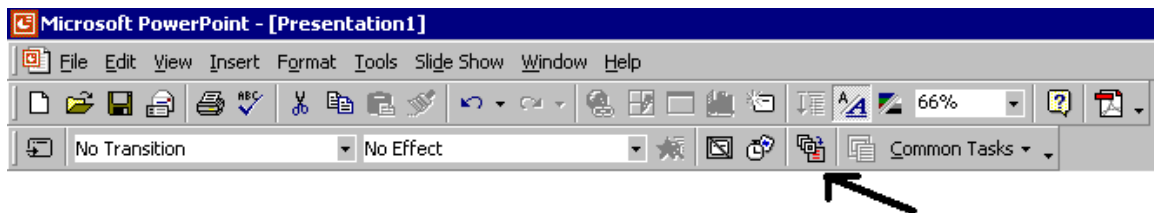


Creating a Summary Slide in PowerPoint

You've just created a quick PowerPoint presentation, but you haven't added an introduction, agenda, or conclusion. PowerPoint provides a quick method of adding a Summary Slide to your existing presentation. This slide can be renamed "Introduction" or "Agenda," or you can copy it to the end of your presentation and rename it "Conclusion" or "Review."

To create a summary slide from the titles of other slides:

1. Open the completed presentation you want to add a summary slide to.
2. On the **View** menu, click **Slide Sorter**.
3. In slide sorter view, select the slides with the titles you want to use. To select multiple slides, hold down **CTRL** and click the slides you want. (Be sure to select the slides that will best summarize your presentation.)
4. On the **Slide Sorter** toolbar, click **Summary Slide**.



A new slide, titled "Summary Slide," with bulleted titles from the selected slides, appears in front of the first selected slide.

5. Double-click the new slide to edit it. You can change the title, edit existing bullets, or add new ones.