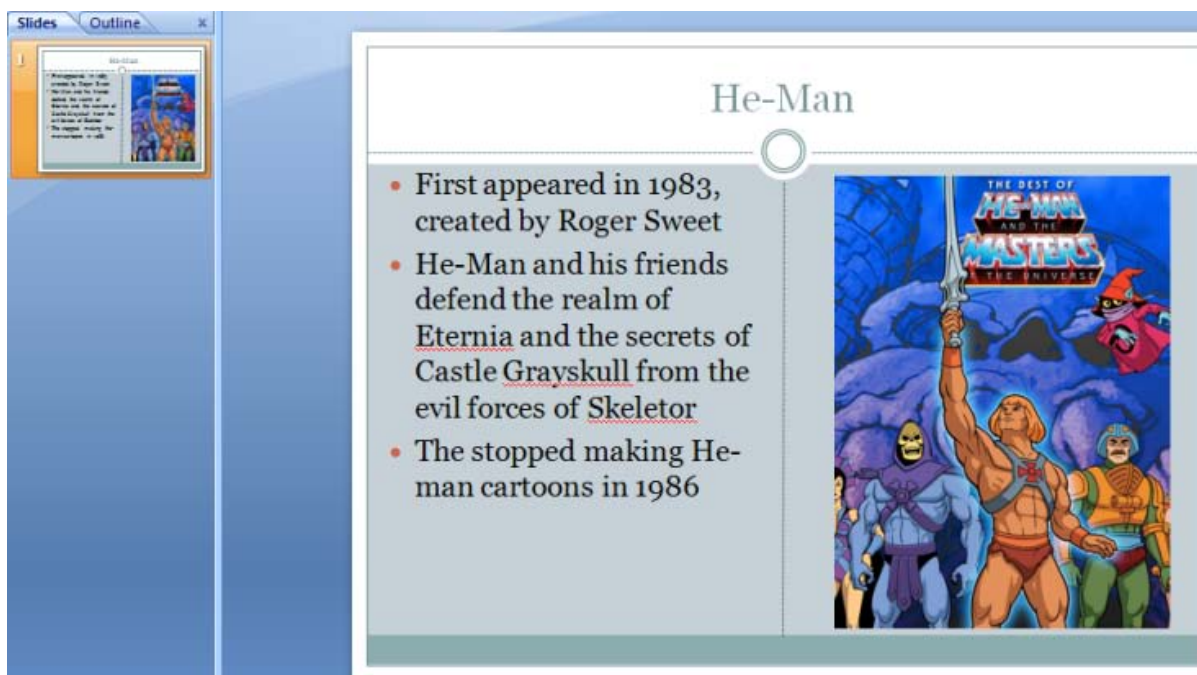


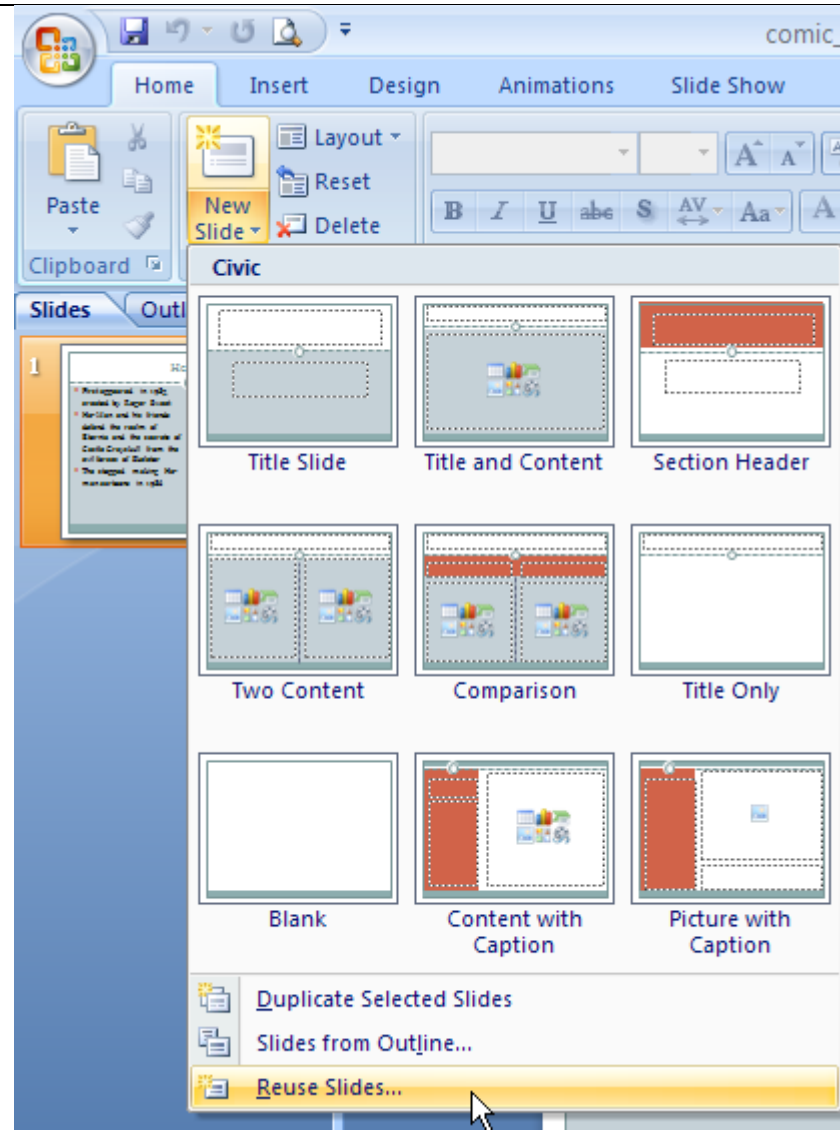
How to Merge slides in PowerPoint 2007

PowerPoint is a presentation program that comes as part of Microsoft's Office suite. PowerPoint users can create presentations by providing, formatting and arranging content for a series of slides. There may come a time when you wish to use all or part of an existing presentation within another presentation. If you are working with PowerPoint 2007, you can merge two or more presentations into one. Doing so eliminates the need to retype the same information onto another set of slides. Make sure you have all three PowerPoint presentations made before you follow these steps.

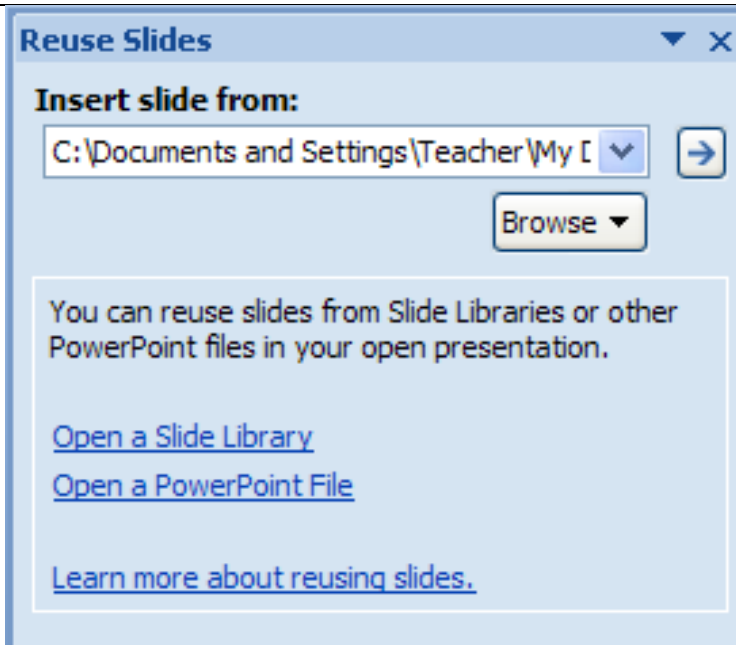
Launch PowerPoint and open the file containing the presentation that you wish to merge with another. If the two presentations you are merging contain a different number of slides, open the one that has more slides



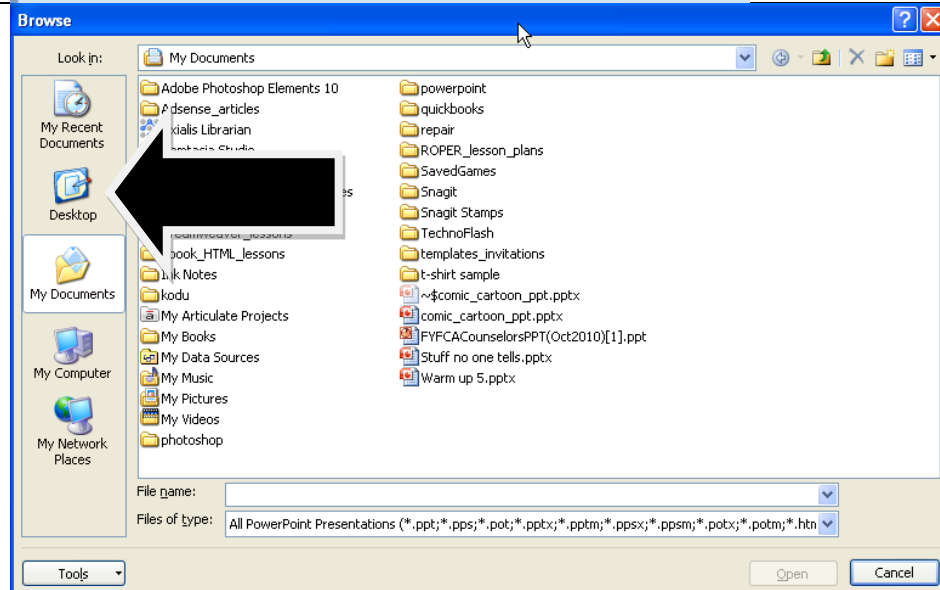
Move your mouse to the left side of the PowerPoint window. In the "Slides" group, click on "New Slide" and select "Reuse Slides" from the menu that appears.



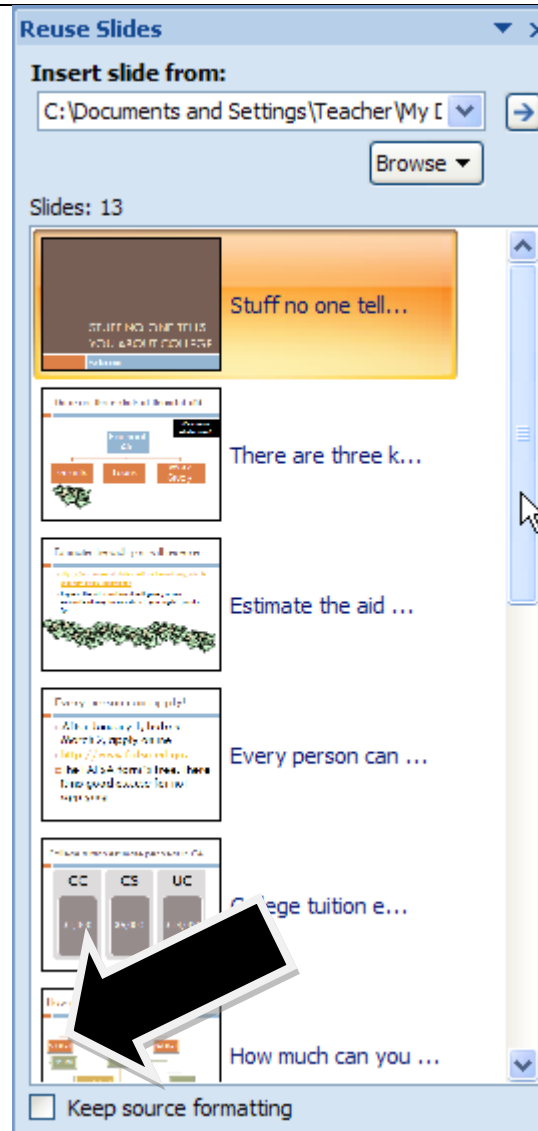
A pane called "Reuse Slides" will appear on the right side of the PowerPoint window. Click on "Open a PowerPoint File."



Click on "Desktop" then go on the student server to find the PowerPoint presentation of your first partner. Click on the name of the presentation that you wish to merge with your presentation and click "Open." You will return to the "Reuse Slides" pane



Each of your presentations should keep the original design. Click on the "Keep Source Formatting" box at the bottom of the "Reuse Slides" pane.



Right-click on any of the slides and select "Insert All Slides" to merge your partner's entire presentation with your presentation.



Repeat steps 2 to 6 to merge your next partner's presentation. You should end up with 31 or more slides.

Print out your presentation as a handout with 9 slides and staple your planning sheets to your presentation.