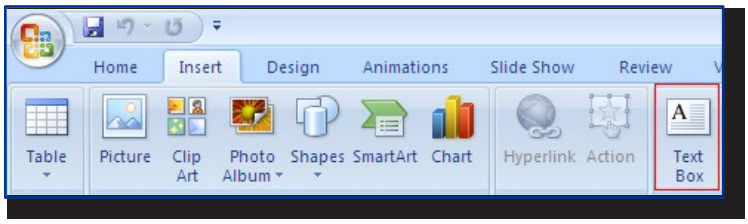
INFORMATION PARTNERS CAN USE TO CUSTOMIZE POWERPOINT® PRESENTATIONS

PowerPoint® is a software program widely used by educators and trainers to create slides, hand-outs, notes, and outlines. The following information is intended to help you customize **PowerPoint®** training materials provided by the National Medicare Training Program. These materials include **PowerPoint®** presentations and accompanying workbooks designed to be used with our nationwide Train-the-Trainer workshops. This tip sheet will help you easily tailor our training materials to meet your audiences' information needs and your time constraints.

Adding Text Boxes

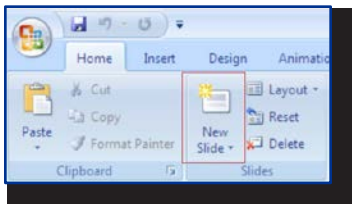
Text boxes can be used to add speaker, event, and local information to the slides.

1. On the toolbar click on the **Insert** tab, and then on **Text Box**.
2. On the slide, point to where you want the text box, and then type or paste the text.
3. To move the text box, left click and drag it to the correct location.



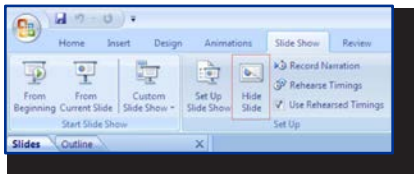
Adding or Inserting Slides

1. To add a new blank slide, click on the **Home** tab in the toolbar. Then, click **New Slide**.
2. To insert a slide from another presentation, open the other presentation and click on the **View** tab in the toolbar. Click on the **Slide Sorter** view and copy the slide you'd like to insert (select the slide, then right click on it and choose **Copy**). Go to the presentation where the slide will be inserted (using **Slide Sorter** view again) and place the cursor where you'd to insert the slide. Then, right click and select **Paste**.



Hiding a Slide

1. In any view, select the slide or slides you want to hide. (To select multiple slides in a row, click the first slide, hold down the **Shift** key, and click the last slide you want to move).



2. Then, click on the **Slide Show** tab in the toolbar and select **Hide Slide**. In **Slide Sorter** view, the hidden slide icon appears with the slide number inside, next to each slide you have hidden. **Note:** The slide remains in your file, even though it is hidden when you run the presentation.

Changing Slide Order

1. In **Slide Sorter** view, select one or more slides.
2. After you make the selection, you can either:
   a. Left click and drag the slides to a new location
   b. Right-click on one of the selected slides to copy and paste the slides into a new location.