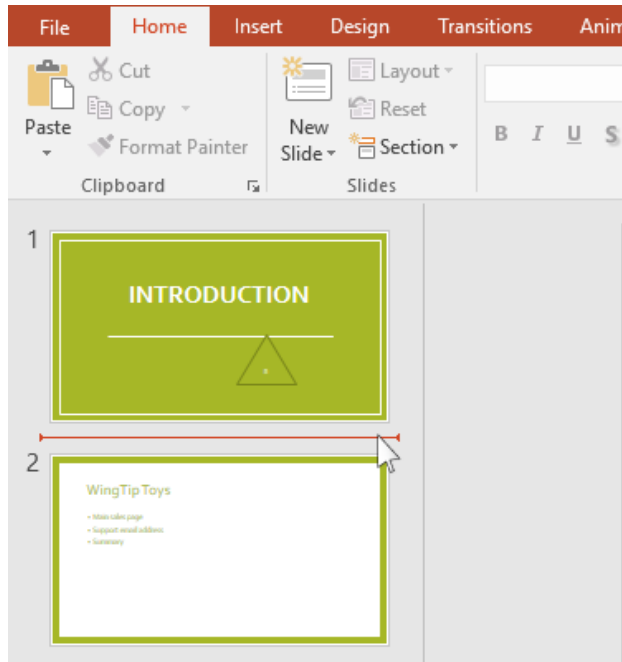


## USING THE POWERPOINT SLIDE COLLECTIONS

To use the Slide Collection for each topic, follow the following steps to reuse (import) one or more slides from another presentation.

1. Open the presentation that you want to add a slide to.
2. In the slide pane, click where you want to add a slide.
3. On the **Home** tab, in the **Slides** group, click the arrow below **New Slide**, and then select **Reuse Slides**.
4. In the **Reuse Slides** pane, click **Open a PowerPoint File**.
5. In the **Browse** dialog box, locate and click the presentation file that contains the slide that you want, and then click **Open**.
6. In the **Reuse Slides** pane, do one of the following:
  - a. To add a single slide, click the slide.
  - b. To add all of the slides, right click any slide, and then select **Insert All Slides**.



**NOTE:** If you want the slide that you are adding to the destination presentation to maintain the formatting of the original presentation, select the **Keep source formatting** check box before you add the slide to the destination presentation.

**Applies To:** PowerPoint 2016 Preview, PowerPoint 2010, PowerPoint 2013