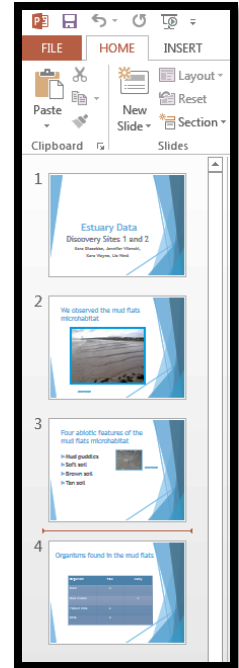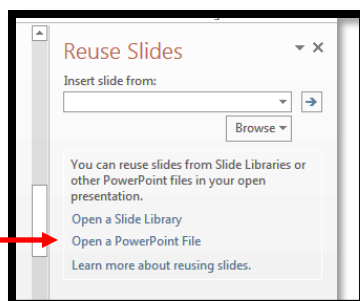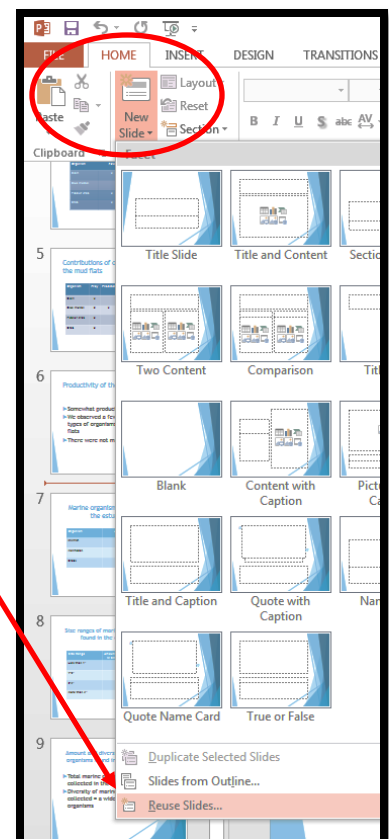# Merge slides to create ONE GROUP POWERPOINT

1. Open the presentation that you want to add the other slides to

2. In the left hand pane, click where you want to insert the slides, either after all your slides, or in between two of your slides. You'll see a red line between the two slides

3. Select the **Home** tab. Then select the drop down arrow next to **New Slide.** Then select **Reuse Slides**
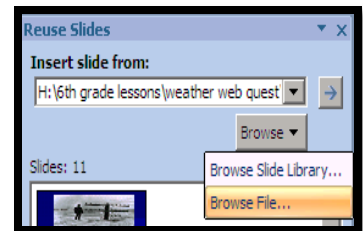
4. In the **Reuse Slides** pane on the right, select

   Open a PowerPoint File

5. In the **Browse** dialog box, navigate to where the other PowerPoint files are saved (most likely in the P drive, if it's another student's slides)

6. Double click on the PowerPoint file that contains the slides that you want

7. Thumbnails of the slides will appear in the **Reuse Slides** pane on the right

8. Click on the slides that you want to insert into your original PowerPoint file

> The inserted slides will inherit the same formatting of your original PowerPoint file you just inserted them into. If you want the new slides to keep their different format (design, font), then check the **Keep source formatting** box *before* you insert the slides. It's at the bottom right of the screen.

9. For each new set of slides you need to insert into your original PowerPoint file, select **Browse > Browse File**, then navigate to where the slides are and insert them (follow steps 6 – 8 above)

10. RESAVE your PowerPoint file in your H drive with a new name (ex- group 1):
   - Select **File > Save As**
   - In the **Save As** box, navigate to your **H drive > grade folder (6, 7 or 8) > subject folder (science, social studies, etc.)**
   - In the **File Name** box, title the file with your topic followed by your name (ex- group1
   - In the **Save as type** box, select **PowerPoint Presentation** (first choice on top)
   - Select **Save**

11. If it is a group PowerPoint file, then work as a group to add any finishing touches such as transitions and animations, and a title slide with all group member's names

> If it is a GROUP POWERPOINT, then resave the file in two places when completely done:
>
> 1. Your H drive class project folder
> 2. The shared P drive class folder, as directed by your teacher