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WHAT's New?



**Don't Use All Your Slides (MS PowerPoint)**

If your presentation has tons of slides but only a handful fit the current audience, don't waste time by scrolling through all the slides.

The *Custom Slide Show* feature is available in *PowerPoint* that will allow you to launch an abbreviated presentation.

**NOTE:** Productivl.T.y is a regular email publication of Information Security and IT Governance under NCVI. For comments and suggestions, kindly email: [ict-process@pjluhuillier.com](mailto:ict-process@pjluhuillier.com)

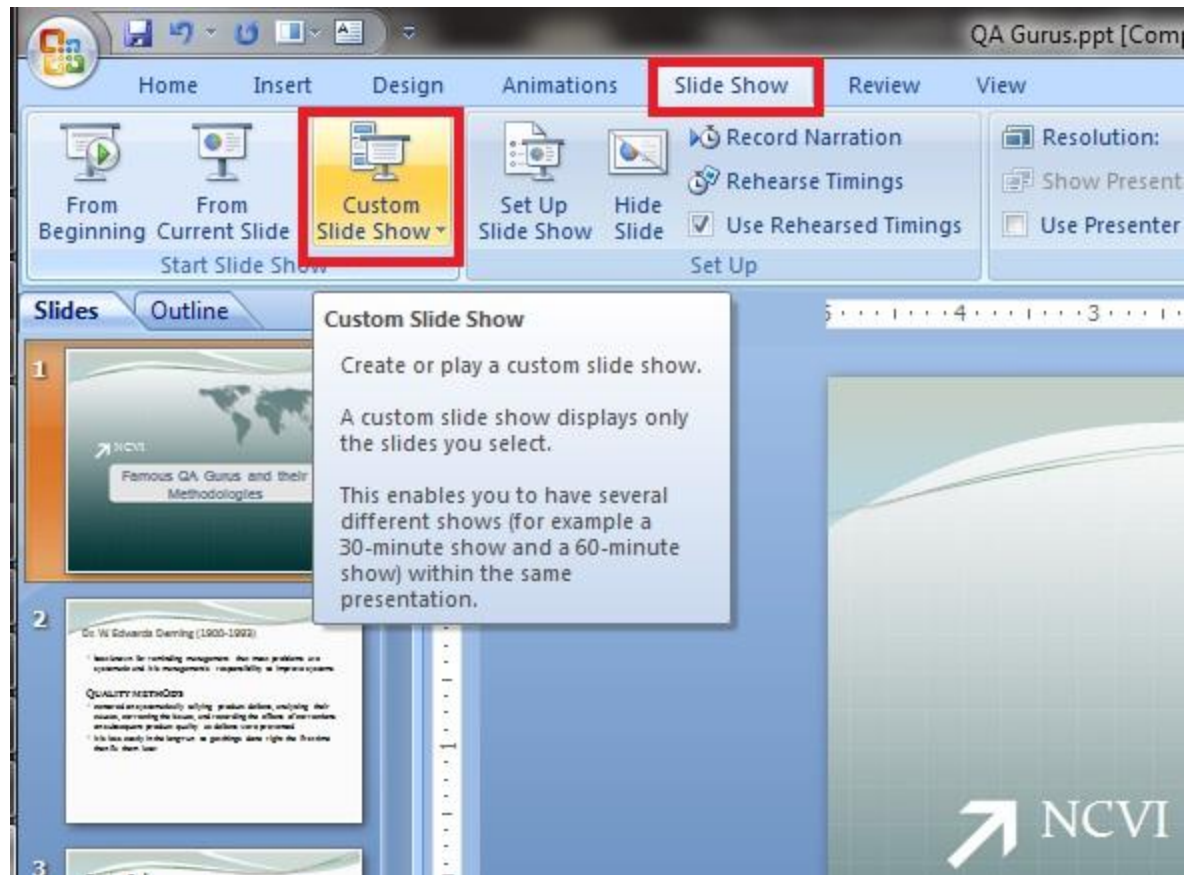
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<Back      Next>

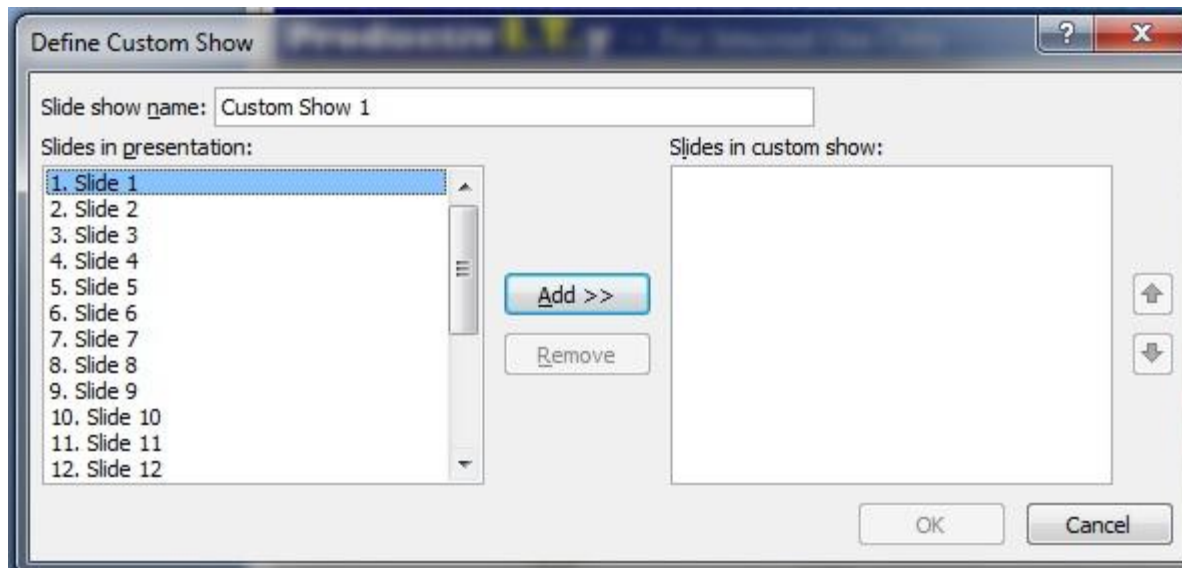
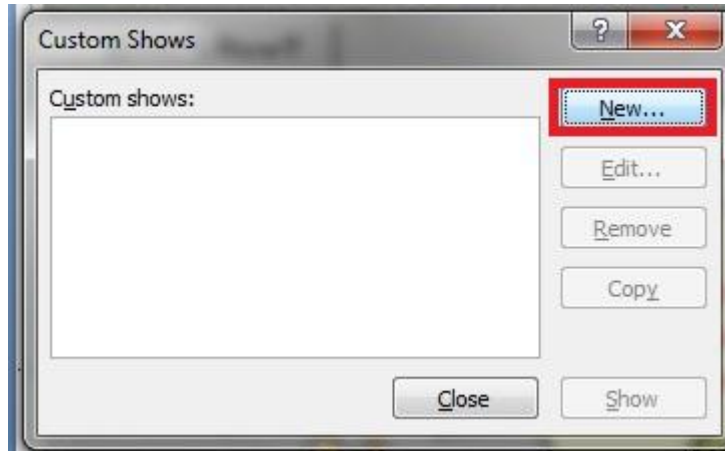
OK      Cancel

## Don't Use All Your Slides (MS PowerPoint)

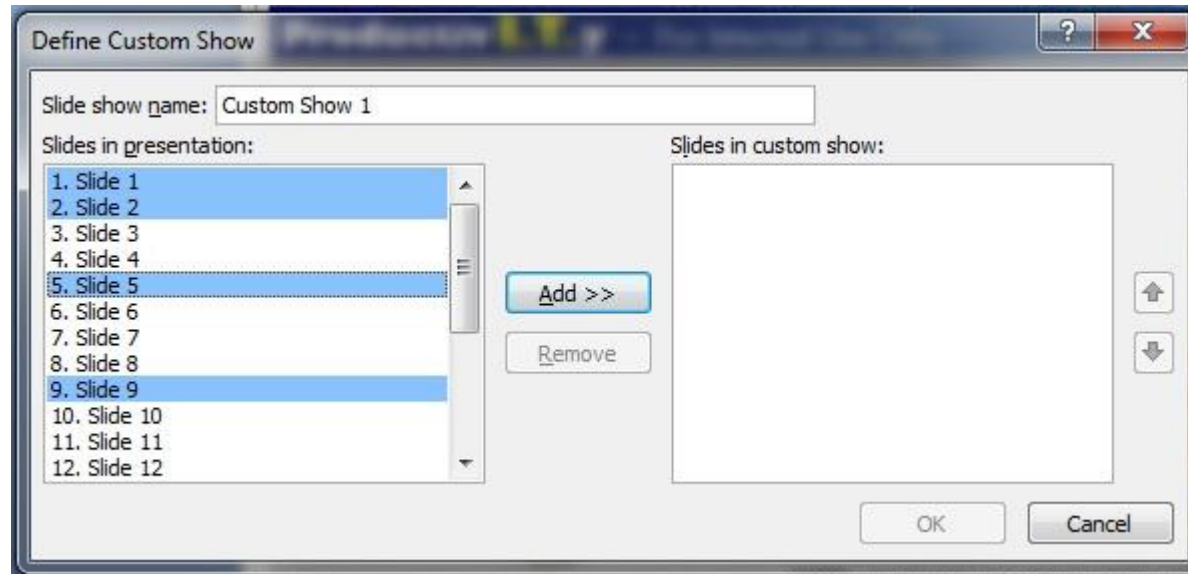
1. On the *Slide Show* tab, click *Custom Slide Show*.



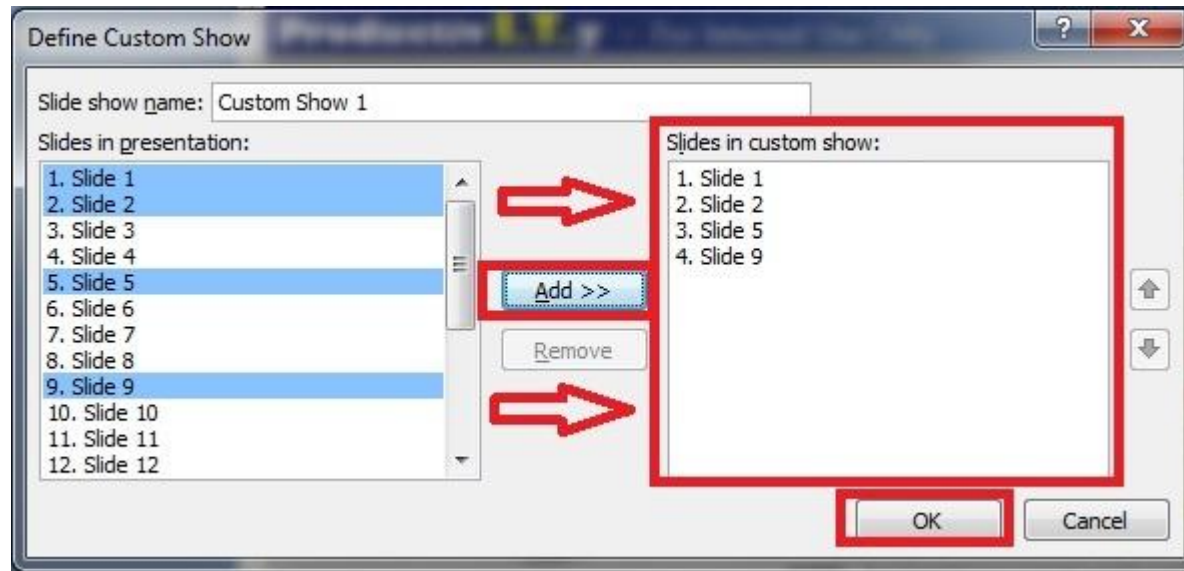
2. *Custom Shows* dialog box will appear. Click “**New**” button to define your custom slide shows.



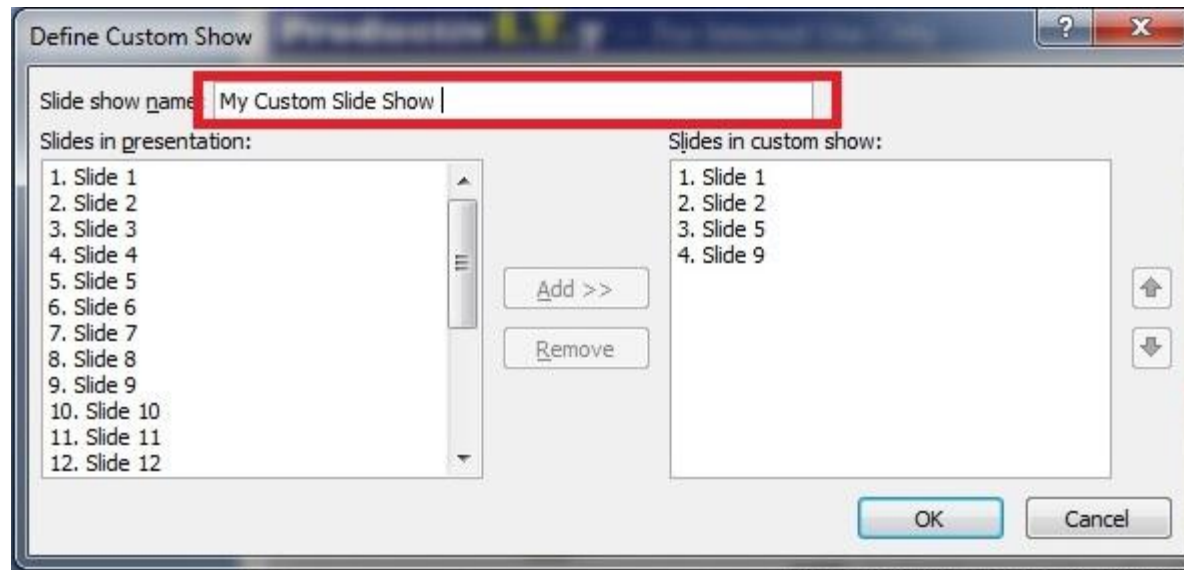
3. On the *Define Custom Show* dialog box, under “*Slides in presentation:*” list box, select the specific slides that you need for your presentation. You can select one slide or multiple slides at a time (*hold Ctrl key while selecting multiple Slides*).



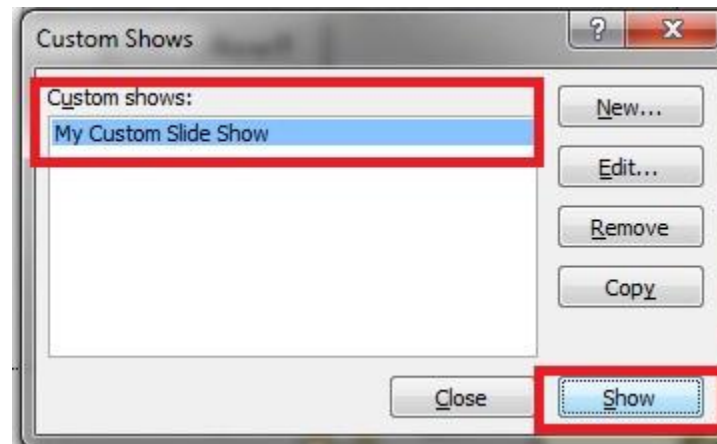
4. Click “Add >>” button. Selected slides will now be listed under “Slides in custom show:” list box. Click OK button.



**NOTE:** You can also change the name of your Custom Slide Show by editing the input field “Slide show name:”.



5. The *Custom Show* you made (“My Custom Slide Show”) will then be displayed on the *Custom Shows* dialog box. Click “*Show*” button to play your selected slides.



**NOTE:** You can *Edit, Remove, or Copy* the Custom Slide Show you made by clicking the button at the right side of the *Custom Shows* dialog box. Also, the Custom Slide Show you made can be accessed easily by clicking on the “*Custom Slide Show*” under “*Slide Show*” tab.

