


**REMINDER:** Emailed to a group account. Do NOT reply using the email group account.

**ProductivI.T.y** – For Internal Use Only

WHAT's New?



**Use Hidden Slides in PowerPoint Presentations**

Hiding *slides* is one of the best kept secrets of presenters. As a good presenter, keep spare information ready in an extra slide for the question period. You may keep the extra slides, with all sorts of additional information, hidden from view during the presentation.

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

[Missed an issue? Click here to visit the ProductivI.T.y section in MyLink for back issues.](#)

<Back      Next>

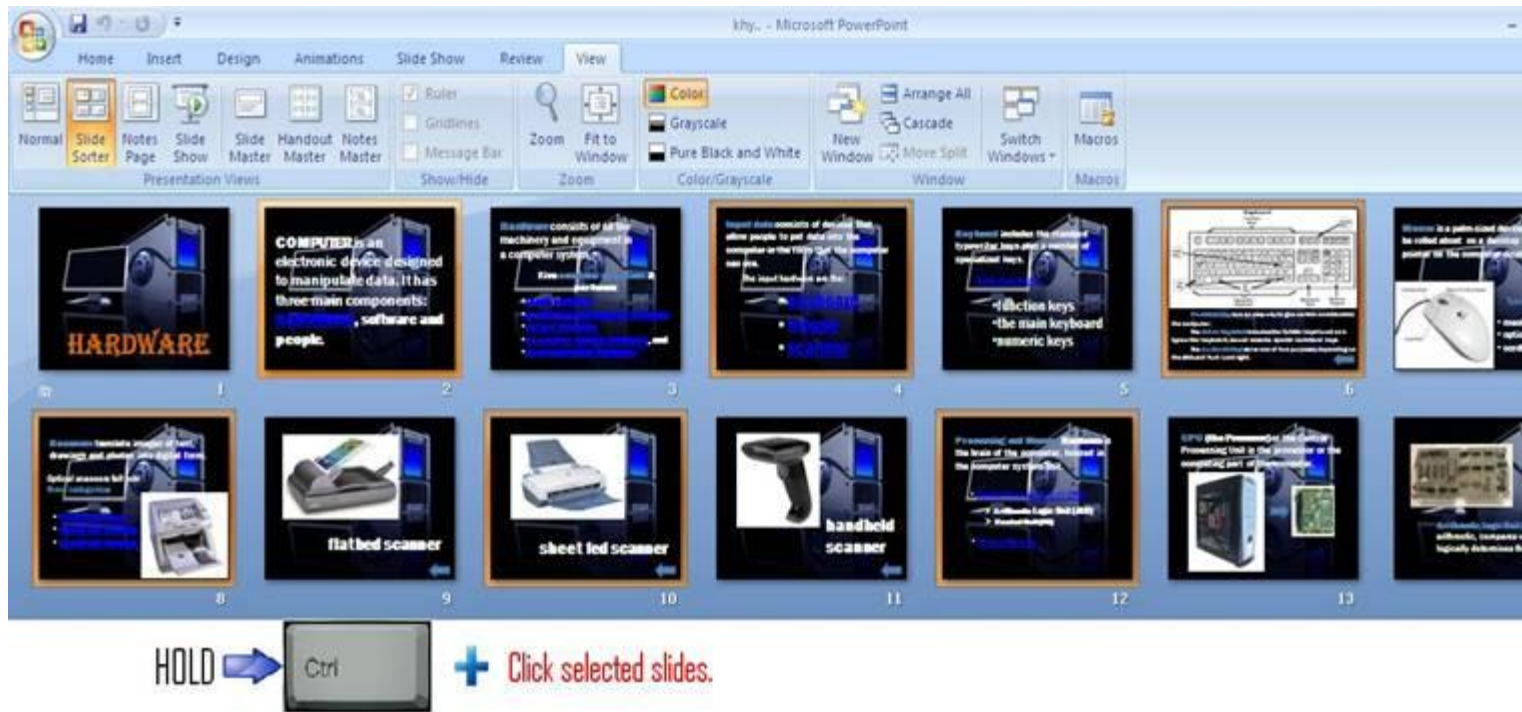
OK      Cancel

## Use Hidden Slides in PowerPoint Presentations

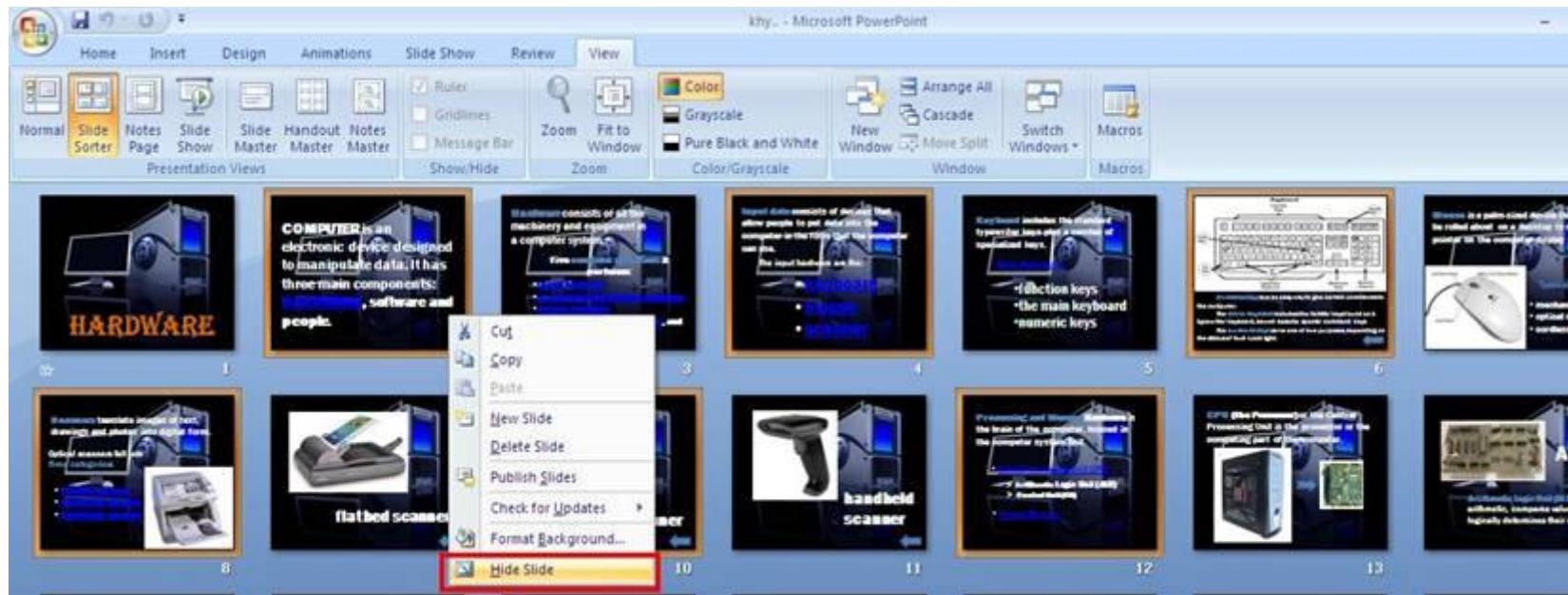
1. In the *View* panel, switch to *Slide Sorter View*.



2. Hold the *Ctrl* key and click on the individual slides that you wish to hide. This will highlight the selected slides.



3. Right-click on a thumbnail (from any of the selected slides) and choose *Hide Slide*. This will hide all the selected slides.



\*Note: This same procedure can be done using the slides/outline pane.

4. To reveal a hidden slide during a slide show:
  - a. Right-click on any slide.
  - b. Choose Go to Slide. Hidden slides are shown in parenthesis.
  - c. Select the slide number from the list shown.

