



1) Open PowerPoint 2007

2) On the Home tab, click on the down arrow **next to** New Slide, and then click Reuse Slides (bottom).

3) In the Reuse Slides pane, click Browse down arrow, Browse file.

4) In the Browse dialog box, locate and click the presentation file that contains the slide that you want, and then click Open.



5) **IMPORTANT:** Select the “Keep source formatting” check box before you add the slide to the destination presentation (located at the very bottom).

6) To add all of the slides, right-click **any slide**, and then click **Insert All Slides** on the

7) Browse for more slides until you have all of the slides that you want on one computer.

8) **SAVE AS** a name that you want for this group of slides.

9) **START OVER**, for the next group of slides.