

Creating Unique Slide Titles

[Microsoft PowerPoint 2016](#)

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It is important for every slide to have a unique title. This allows for easier navigation through the presentation for all users. Without unique slide titles, it is incredibly difficult for a visually impaired user to navigate through a presentation.

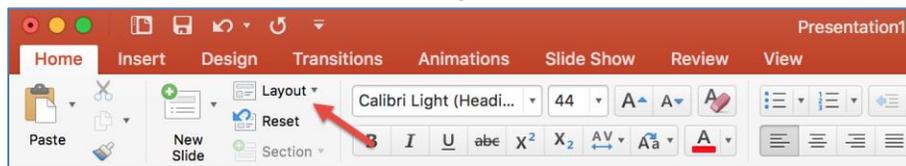
[Microsoft PowerPoint 2016](#)

When creating a new presentation:

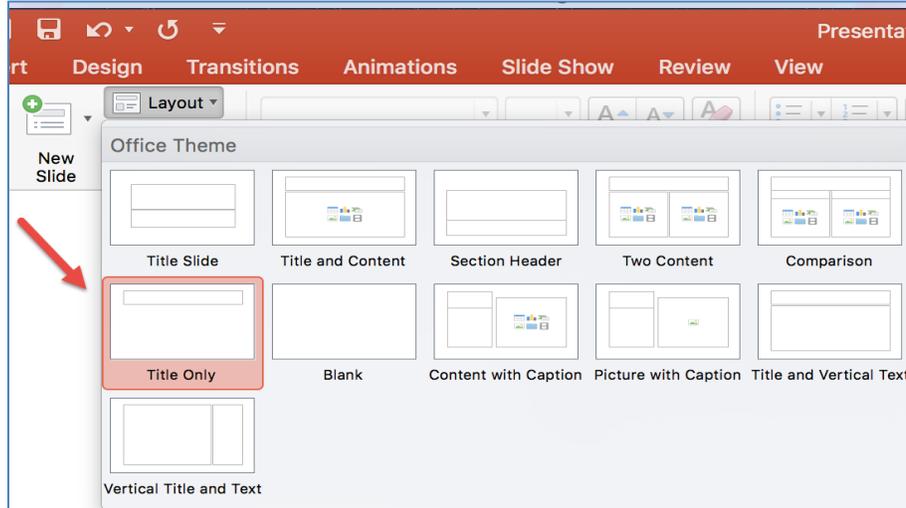
1. In every slide, click on the title box and type a unique name.

When adding a **Slide Title** to your slide after the slide has already been created:

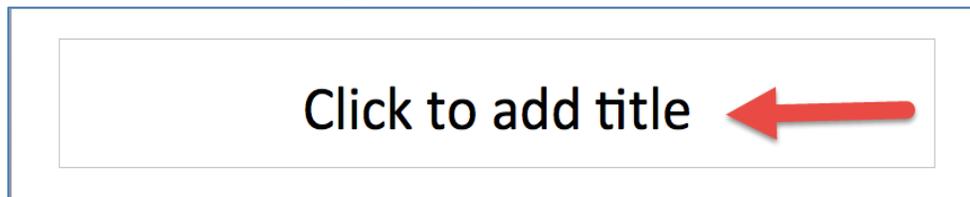
1. Go to **“Home”** Tab and click on **“Layout”**.



2. Select **“Title Only”**.



3. Click on the title box and type a unique name.



4. Click **Save**

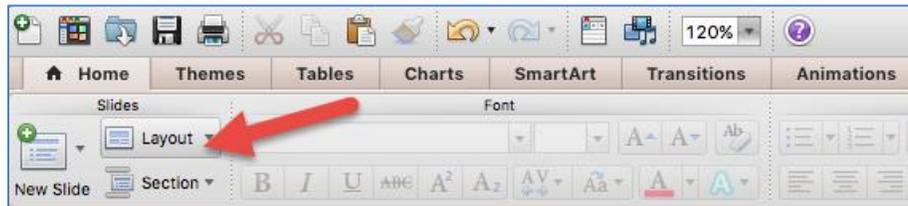
Microsoft PowerPoint 2011

When creating a new presentation:

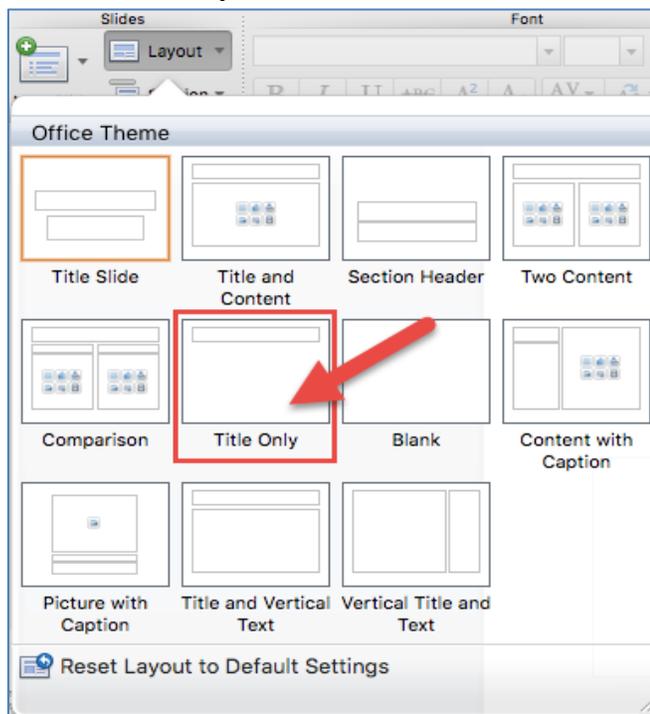
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When adding a **Slide Title** to your slide after the slide has already been created:

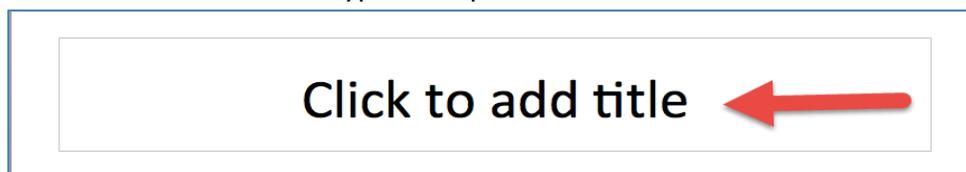
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