

TSENG COLLEGE GRADUATE, INTERNATIONAL AND MIDCAREER EDUCATION

Creating Unique Slide Titles

Microsoft PowerPoint 2016

Microsoft PowerPoint 2011

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".

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	Title Only	Blank	Content with Caption	Picture with Caption	Title and Vertical Text
	Vertical Title and Text				

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



4. Click Save

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4. Click Save