



# MICROSOFT POWERPOINT

## FEATURE 7

### How to Add Slide Titles

#### USE UNIQUE SLIDE TITLES:

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**STEP 1:** To restore all placeholders for the selected slide, on the Home tab, in the Slides group, select Reset

**STEP 2:** On the slide, in the Title box, type a unique name

#### HIDE A SLIDE TITLE:

*Make a title invisible on the slide, but still voiced by screen readers*

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**STEP 1:** On the Home tab, in the Drawing group, select Arrange, and then choose Selection Pane

**STEP 2:** Select the Home tab

**STEP 3:** In the Selection pane, next to the Title text box, click the eye icon