1. **Step-by-Step: Create Sections**
   1. **USE** the ***Blue Yonder Introduction*** presentation.
   2. Locate and open the ***Blue Yonder Introduction*** presentation and save it as ***Blue Yonder Sections***.
   3. Go to slide 2. In the Slides tab of the Slides/Outline pane on the left of the PowerPoint screen, right-click slide 2 and click **Add Section** from the menu that appears (see right). A new section bar labeled Untitled Section appears in the Slides/Outline pane above   
      slide 2, indicating that the new section begins with that slide.
   4. Go to slide 5. In the Slides/Outline pane, right-click slide 5 and click **Add Section**. Another new section (also labeled Untitled) appears above slide 5 in the Slides/Outline pane. Repeat these actions to create another new section above slide 7.
   5. Click the **Untitled Section** bar above slide 2. Slides 2, 3, and 4 become selected.
   6. Right-click the Untitled Section bar you just clicked and choose **Rename Section** from the menu that appears. The Rename Section dialog box opens, as shown above.
   7. Type **Introduction** in the Section Name box and click **Rename**.
   8. Rename the other two sections **Detail** and **Conclusion**, using the same actions you used in steps 4-6.
   9. Right-click the **Detail section heading** in the Slides/Outline pane and click **Move Section Up** to move that section to appear before the Introduction section.
   10. Right-click the **Detail section heading** again and click **Move Section Down**. The Detail section moves back to its original location.
   11. Right-click the **Introduction section heading** in the Slides/Outline pane and click **Collapse All**. All the sections collapse in the Slides/Outline pane.
   12. Double-click the **Conclusion section heading**. That section is expanded so you can see   
       the individual slides in it. See right.
   13. Right-click the **Conclusion section** and click **Remove Section**. The section heading   
       is removed, but the slides remain; they are added to the Detail section.
   14. Click the **Introduction section heading** to select it, and then on the Design tab, click **Background Styles**. On the background styles palette that appears, right-click **Style 1** (the white background) and click **Apply to Selected Styles**. Only the slides in the selected section change their background color.
   15. **SAVE** the presentation and **CLOSE** it.
   16. **LEAVE** PowerPoint open to use in the next exercise.
   17. Sections offer an easy way of selecting groups of slides together, so you can move them, format them, or even delete them. To delete an entire section, right-click the section header and click Remove Section & Slides. In the preceding exercise, you removed a section but kept the slides. Sections also enable you to rearrange groups of slides easily, by moving a section up or down in order.
   18. Sections are invisible to the audience when you present a slide show. If you want to make it more obvious that you have organized the presentation into sections, you may wish to insert summary slides at the beginning or end of each section.