

Organizing Your Presentation into a Hierarchy

You can adjust the nesting level of slides to organize multilevel navigation in your presentation with the **Promote** and **Demote** buttons (green arrows to the right of slide thumbnails).

Available levels will increase each time you move a slide to a subsequent level. For example, when all slides of your presentation are assigned to the top level (1), you can add only one nested level (2). Once you move any slide to Level 2, you will be able to move the following slides to Level 2 or 3 and so on. Nesting depth of your presentation may reach five levels. You can collapse and expand nested slides using the "-" and "+" icons to the left of a top level slide.

The screenshot shows the 'Presentation Explorer' pane in PowerPoint. The top toolbar includes buttons for 'Save & Close', 'Hide Slide', 'Promote' (green left arrow), 'Demote' (green right arrow), 'On-Click', 'Auto', 'Slide Duration', 'Branching', and 'Lock'. The main area displays a list of slides with columns for '#', 'Title', 'Advance', 'Branching', 'Lock', 'Presenter', and 'Layout'.

#	Title	Advance	Branching	Lock	Presenter	Layout
1	PowerPoint to...	[Icons]	2.0s	Default	None	No Change
2	Animations: Entrance Effects	[Icons]	10.0s	Default	Geoseffe T...	Full
3	Animations: Exit Effects	[Icons]	8.6s	Default	Geoseffe T...	Maximized Video
4	Animations: Emphasis Effects	[Icons]	1s	Default	Geoseffe T...	Maximized Video
5	Animations: Basic Motion Path Effects	[Icons]	19.0s	Default	Geoseffe T...	Full

Annotations in the image:

- A red callout box points to the 'Promote' and 'Demote' buttons with the text: "Change the nesting level of the selected slides".
- A red callout box points to the '+' and '-' icons next to slide 1 with the text: "Collapse/Expand nested slides".
- A red callout box points to the 'Promote' and 'Demote' buttons next to slide 4 with the text: "Change the nesting level of a slide".