

## Deleting and Duplicating Slides in PowerPoint

1. Deleting Slides:
  - Open your presentation in PowerPoint.
  - Navigate to the slide you want to delete in the Slide Pane on the left side of the screen.
2. Deleting a Single Slide:
  - Right-click on the slide you wish to delete.
  - From the context menu that appears, select "Delete Slide".
3. Deleting Multiple Slides:
  - To delete multiple slides at once, hold down the Ctrl key on your keyboard.
  - Click on each slide you want to delete to select them.
  - Right-click on any of the selected slides.
  - From the context menu, choose "Delete Slide".
4. Deleting a Slide Using the Ribbon:
  - Alternatively, you can select the slide you want to delete.
  - Then, go to the "Home" tab on the PowerPoint ribbon.
  - In the Slides group, click on the "Delete" dropdown arrow.
  - Select "Delete Slide" from the dropdown menu.
5. Confirm Deletion:
  - PowerPoint will prompt you to confirm the deletion of the slide. Click "Delete" to confirm.
6. Duplicating Slides:
  - Open your presentation and navigate to the slide you want to duplicate in the Slide Pane.
7. Duplicating a Single Slide:
  - Right-click on the slide you wish to duplicate.
  - From the context menu that appears, select "Duplicate Slide".
8. Duplicating Slides Using the Ribbon:
  - Alternatively, you can select the slide you want to duplicate.
  - Then, go to the "Home" tab on the PowerPoint ribbon.
  - In the Slides group, click on the "New Slide" dropdown arrow.
  - Select "Duplicate Selected Slides" from the dropdown menu.
9. Confirm Duplication:
  - PowerPoint will duplicate the selected slide immediately after it.
  - You can now edit the duplicated slide as needed.

By following these steps, you can easily delete unwanted slides from your PowerPoint presentation and duplicate slides to streamline your content creation process.