Add New Slide

- In this tutorial, you will learn how to add a new slide to your presentation.
- You can add new slides a few ways in PowerPoint using the button, your mouse, or your keyboard.

**Step 1:** Open your PowerPoint presentation and locate the **NEW SLIDE BUTTON**.

### Locating the New Slide Button

To locate the **NEW SLIDE BUTTON** click on the **HOME** tab of the ribbon. The **NEW SLIDE BUTTON** is found on the **SLIDES** group.
Step 2: To insert a new slide with the same layout as the current slide, click the NEW SLIDE BUTTON. To insert a new slide with a different layout, click the dropdown arrow on the NEW SLIDE BUTTON to view the gallery of the various slide layouts.
Step 3: Click the desired layout. For this example, we will select the Two Content layout.
Step 4: The Two Content layout is inserted.
Step 5: To add a new slide using your mouse, in Normal view, on the pane that contains the Outline and Slides tab, click the SLIDES tab.

Outline and Slides Tab
Step 6: Right-click the slide that you want to add the new slide after and select the **NEW SLIDE** option.
Step 7: A new slide is inserted with the same layout.

Finish: By following the steps above, you can add new slides to your presentation.

Tip: You can also add new slides to your presentation by pressing CTRL and the letter N on your keyboard.