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ProductivI.T.y – For Internal Use Only

WHAT's New?

Expand One Slide Into Two

If you can't make text fit properly on one slide without squeezing it in too tightly, split the text into two slides. This is easily done using the Outline toolbar.

Read below to know how...

NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under ICT. For comments and suggestions, kindly email: **ict-process@pjlhuillier.com**

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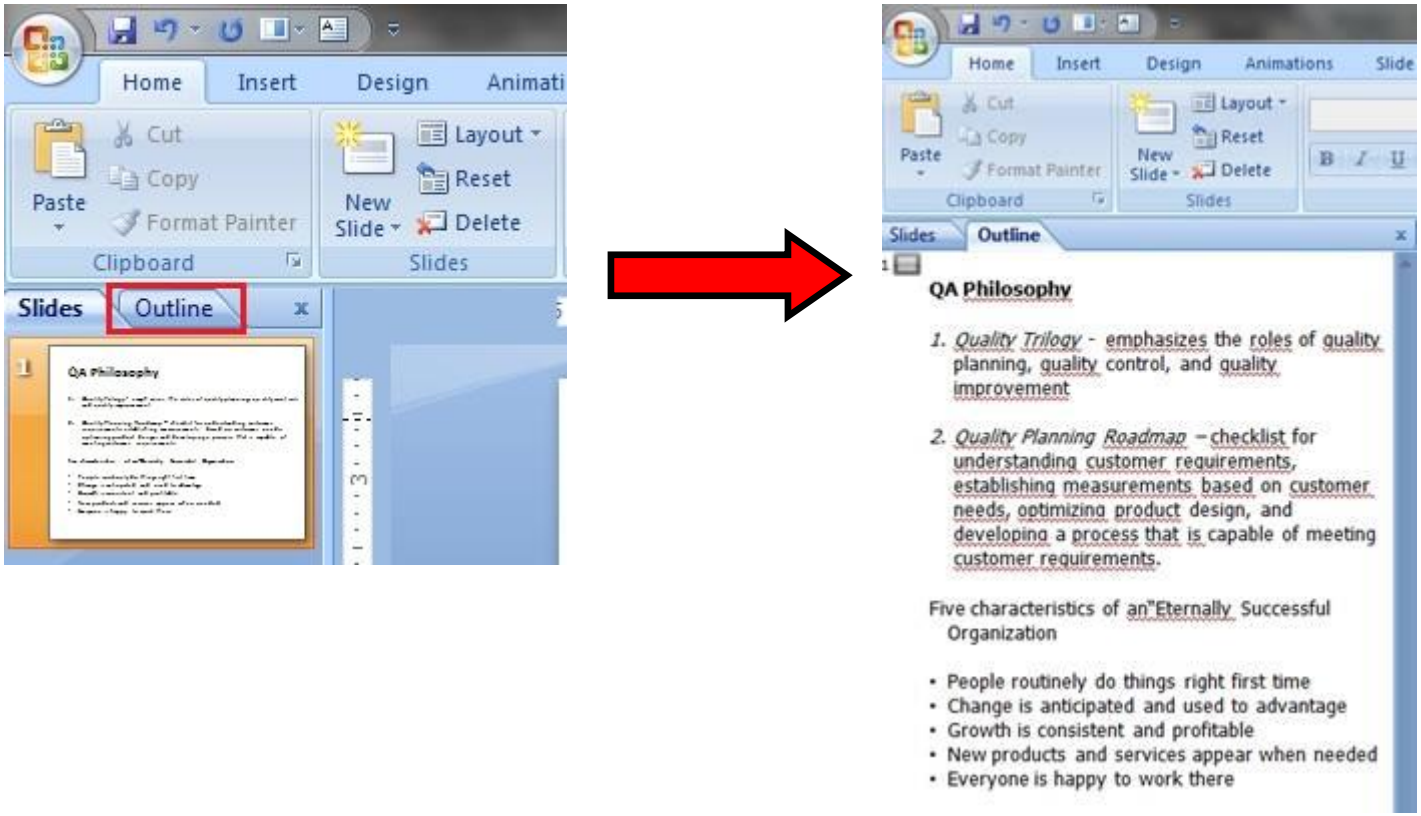
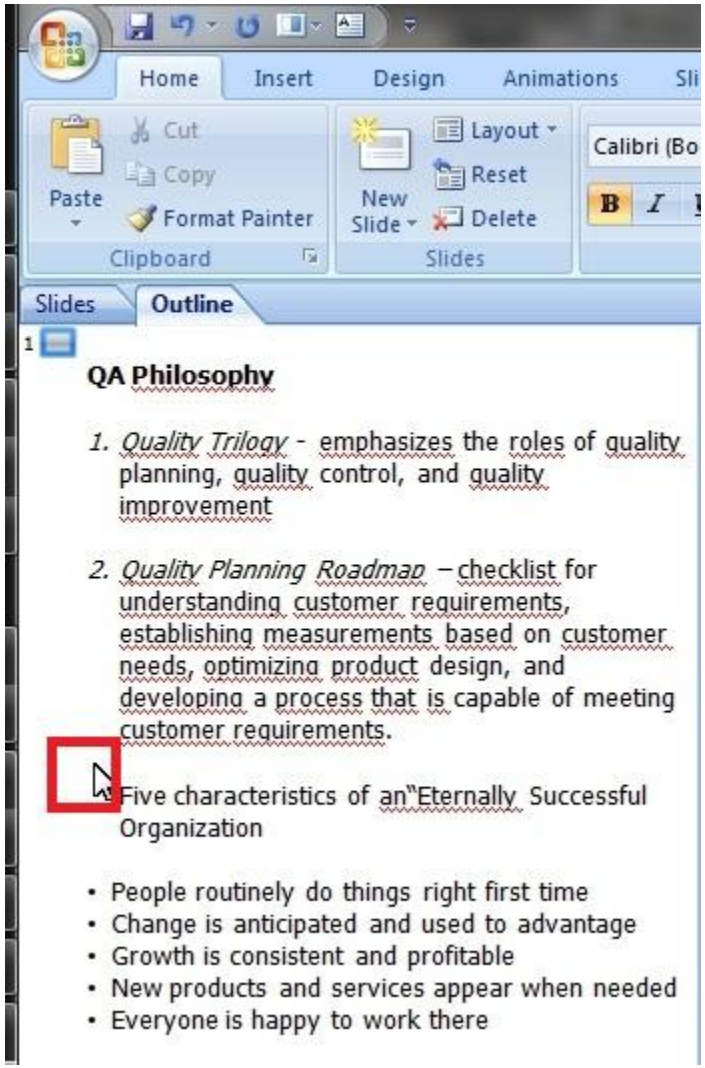
OK | Cancel

Expand One Slide Into Two

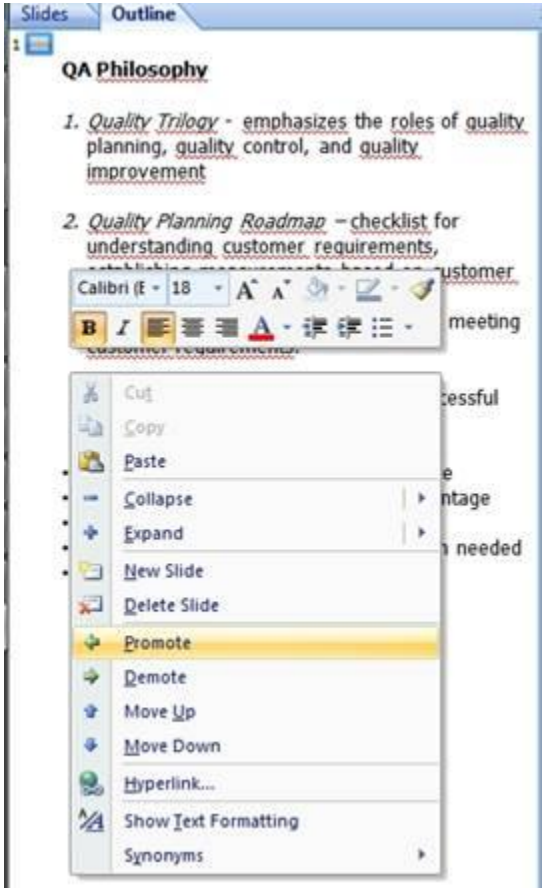
1. Click the ***Outline*** pane tab (located on the left side of the PowerPoint window).

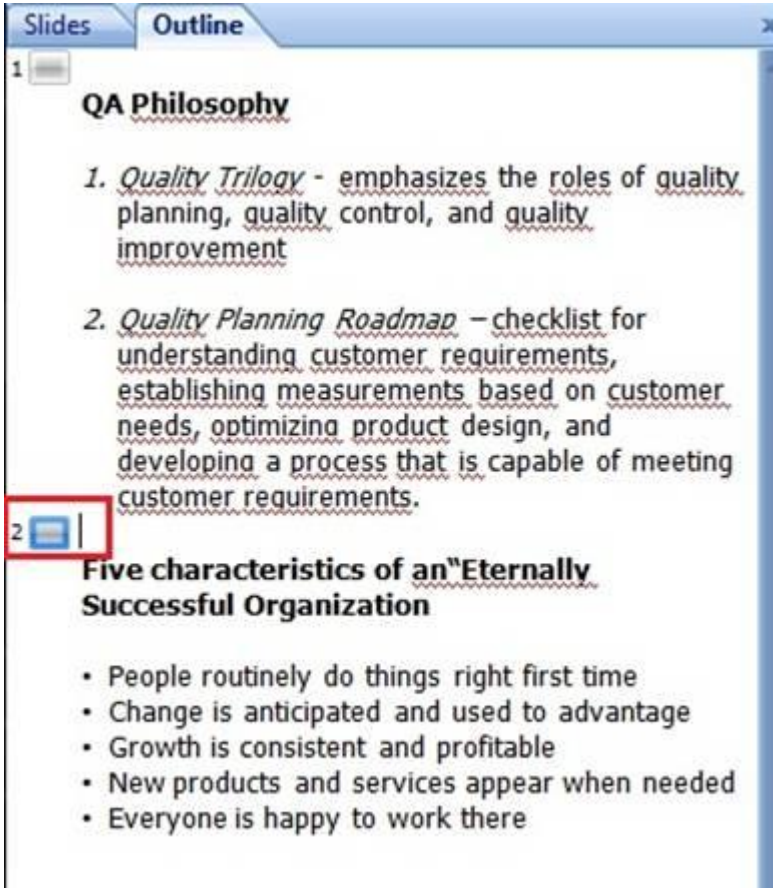


2. Place the cursor inside the Outline pane (not on the slide), exactly before the group of text that you want to move onto the next slide.

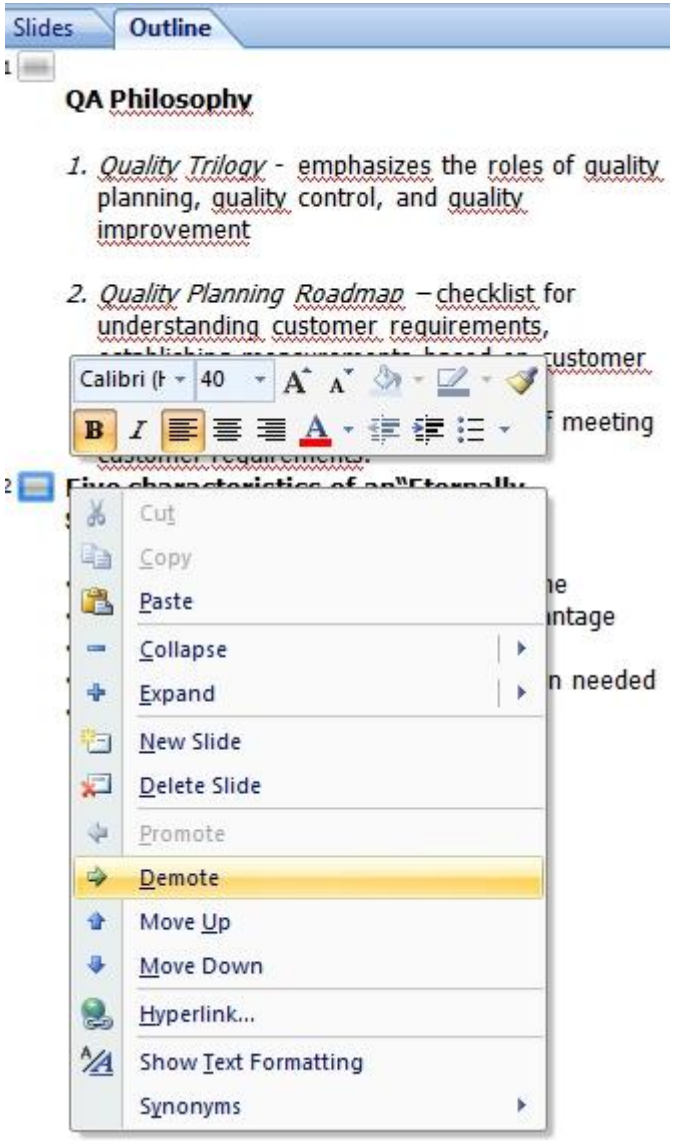


3. Right-click the mouse and select ***Promote***. A new slide icon will appear in the Outline pane. Type a title for the new slide. You can also adjust the rest of the text as needed.





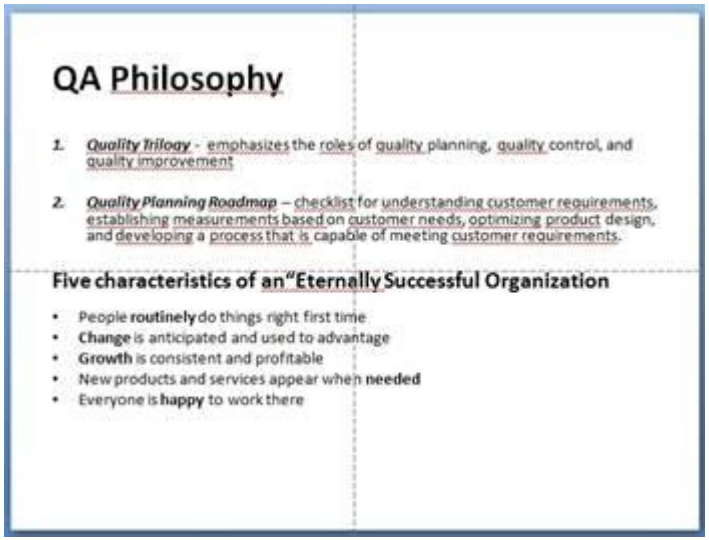
4. Choose ***Demote*** if you want to merge the new slide with the previous slide.


Slides
Outline
QA Philosophy
1. Quality Trilogy - emphasizes the roles of quality planning, quality control, and quality improvement
2. Quality Planning Roadmap – checklist for understanding customer requirements,
Calibri (
40
meeting
Cut
Copy
Paste
Collapse
Expand
New Slide
Delete Slide
Promote
Demote
Move Up
Move Down
Hyperlink...
Show Text Formatting
Synonyms

OUTPUT

A. Promote

Before

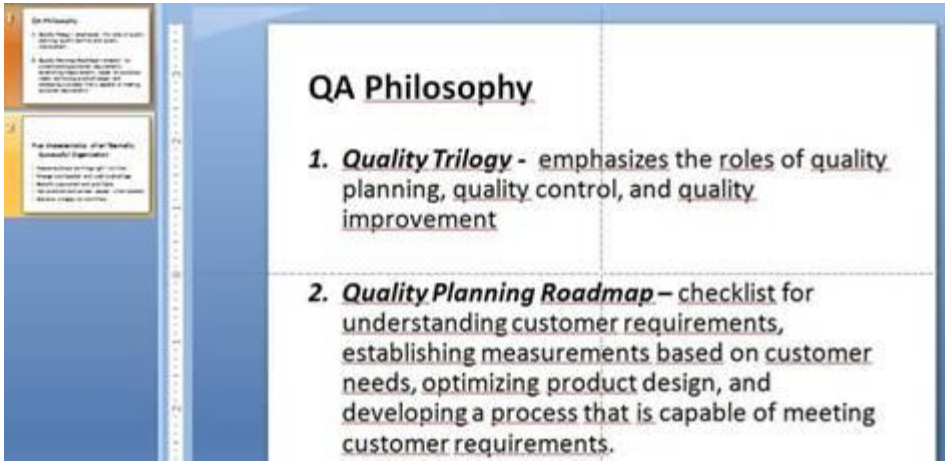


After

B. Demote

Before

After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Five characteristics of an "Eternally Successful Organization
• People routinely do things right first time
• Change is anticipated and used to advantage
• Growth is consistent and profitable
• New products and services appear when needed
• Everyone is happy to work there