



INSTRUCTIONS TO CONSOLIDATE BUDGET COURSE POWERPOINT FILES

Follow these steps to combine all training sessions into one continuous PowerPoint Presentation:

- Open file "Financial Sayings "
 - Select "Slide Sorter View" option on bottom left bar.
 - Go to end of bottom slide.

- Open "Session 1"
 - Select "Slide Sorter View" option.
 - Hit Control and letter A, to select/highlight all slides.
 - Select "Copy" on top bar
 - Go back to "Financial Sayings" document (this should still be open, so just select it on your bottom bar)
 - After the last slide, PASTE all slides copied from Session 1

- Now, do a "Save As" (previous document entitled "Financial Sayings") under NEW NAME, i.e., "Budget Course PPT-ALL", or whatever you want to call this combined presentation

- Close Session 1

- Open Session 2, and repeat instructions above, copying into NEWLY created file

- Repeat for all Sessions until each presentation is copied onto your one new document