Inserting Layouts and Deleting Layouts

Layouts are the building blocks of a presentation. This lesson will show you how to insert a new layout and how to delete a layout.

Exercise

- **Exercise File:** Launch Content Studio
- **Exercise:** Open a new blank presentation, if necessary.

  Insert a new layout into the blank presentation then delete it.

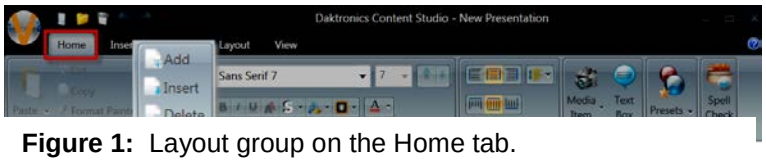

Figure 1: Layout group on the Home tab.

Insert a new layout

Inserting a new layout is quick and easy.

- Click the **Home** tab on the Ribbon, and click the **Add Layout** button in the Layout group. See Fig. 1 & 2

  A new layout is added to the presentation.

  Other Ways to Insert a New Layout:
  Press **<Ctrl>** + **<Shift>** + **<A>.** Or, right-click, and choose **Add New Layout** on the Layout Storyboard tab.

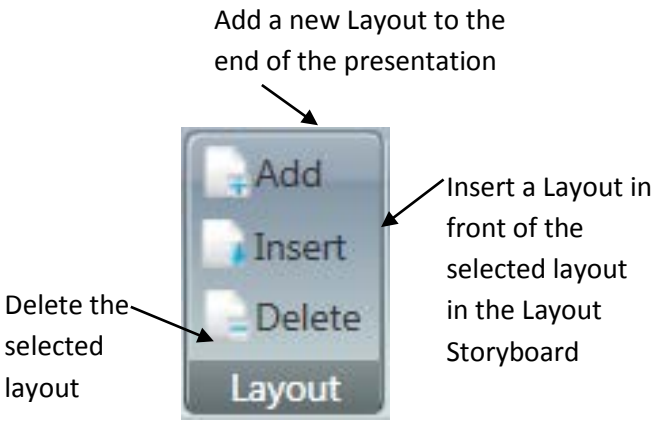

Figure 2: Layout options: Add, Insert or Delete

Delete a Layout

If you decide you don't need a layout, delete it.

1. On the Layout Storyboard tab, select the layout you want to delete. See Fig. 3
2. Press **<Delete>**.

The layout is deleted.

Other Ways to Delete a Layout:
On the Layouts tab on the Layout Storyboard, right-click the layout you want to delete, and select **Delete Layout**.

Or, press **<Ctrl>** + **<Shift>** + **<D>.**

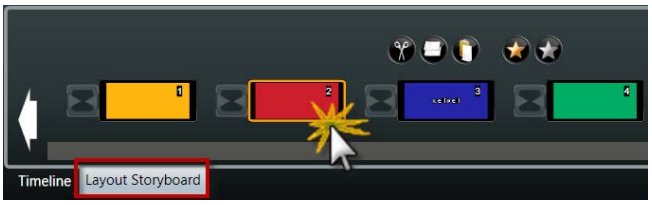

Figure 3: Select layout to delete from the Layout Storyboard