WORKING WITH
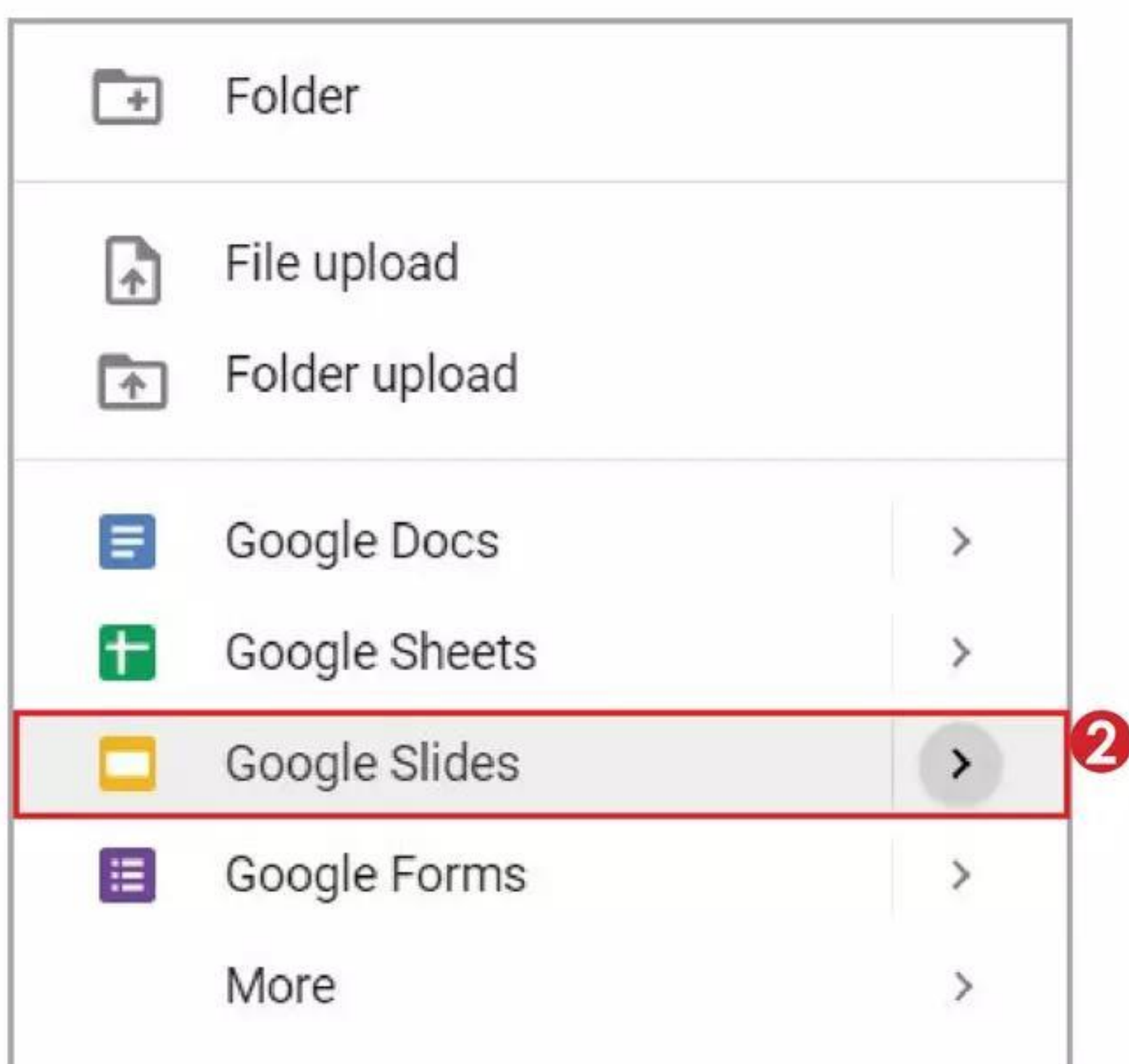# SLIDES
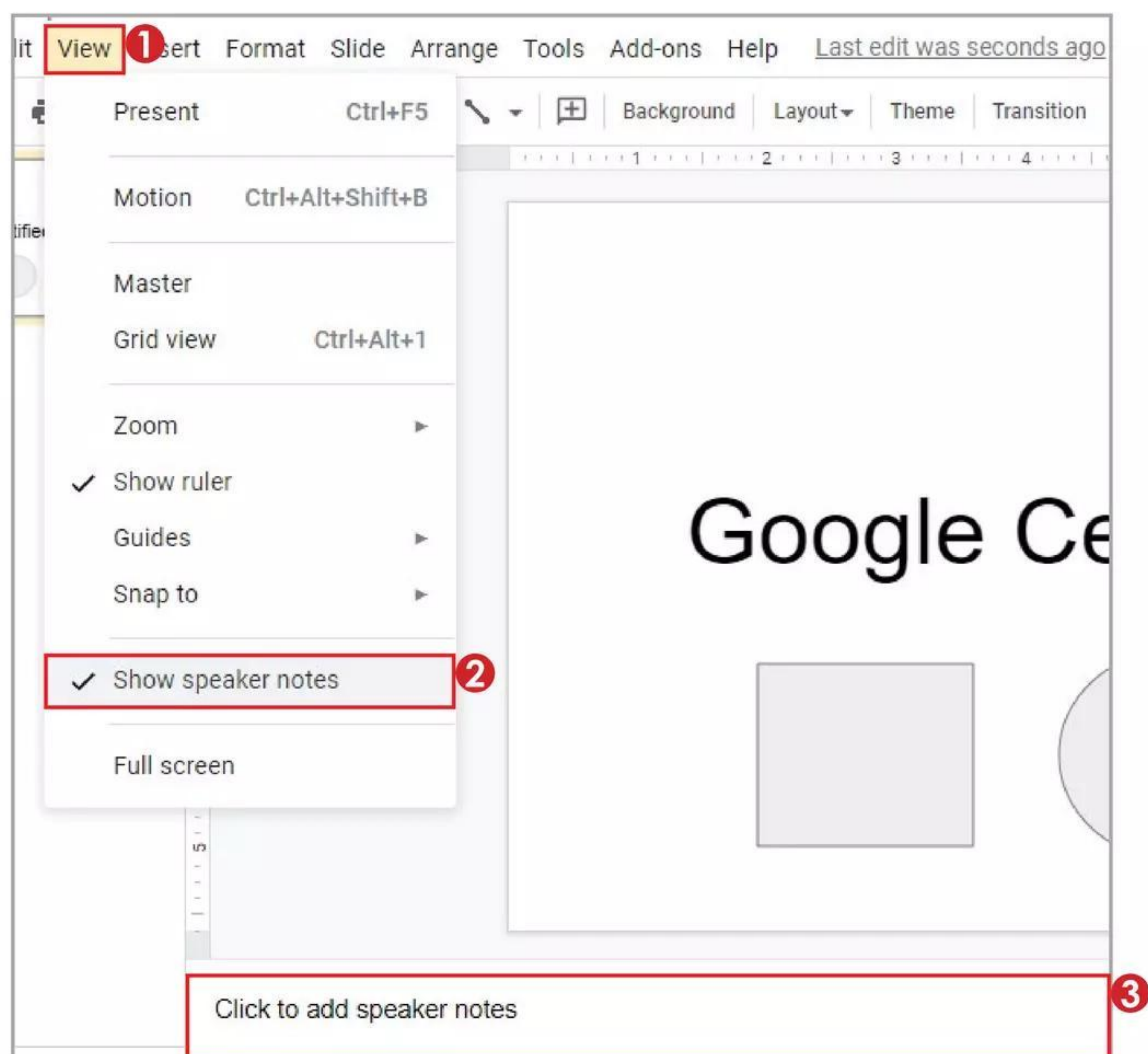
1. Click **New**.

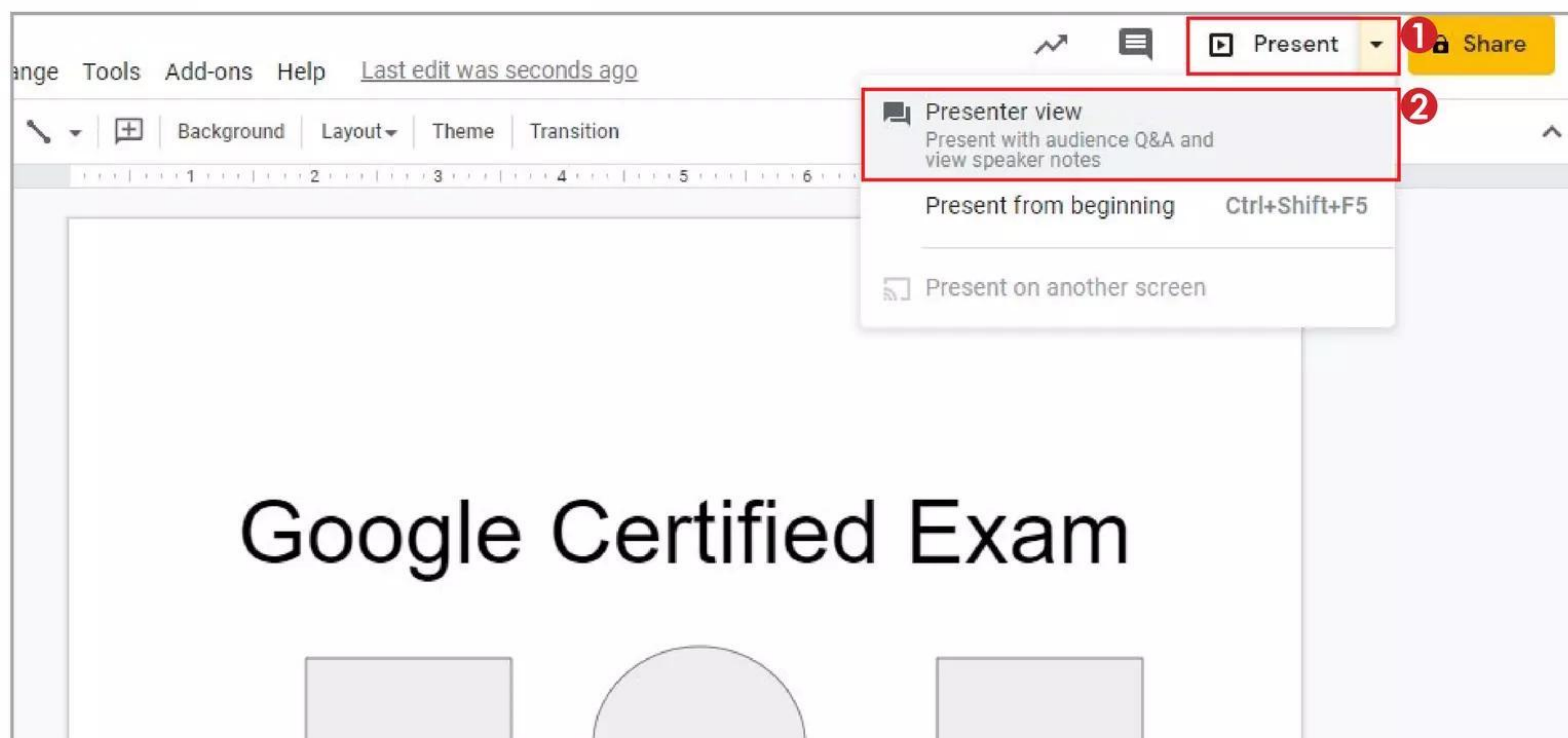
2. Click **Google Slides** to create new Google Slides.

Building a Presentation

1. Click **View**.
2. Make sure **Show speaker** notes is ticked.
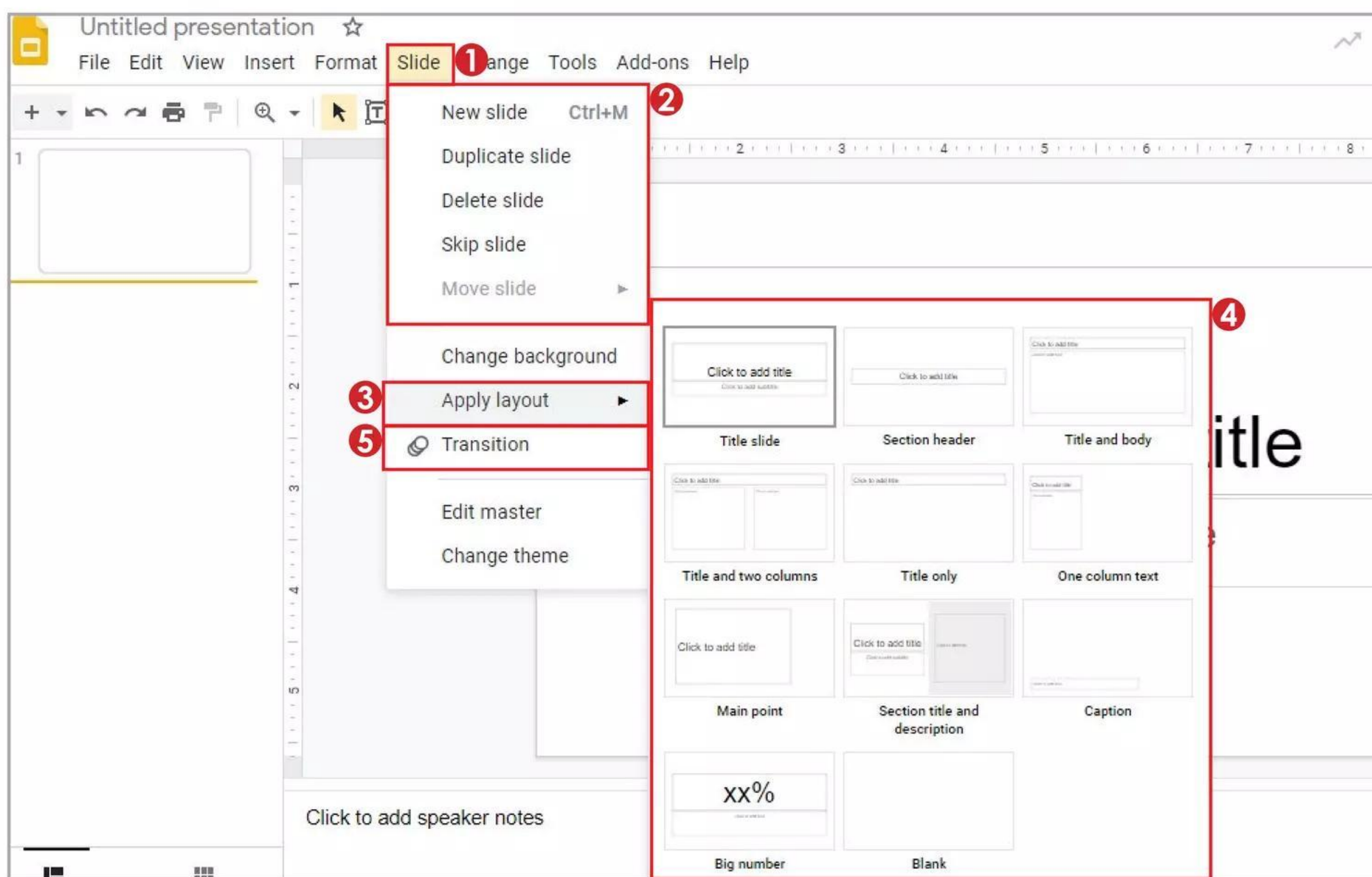3. Type in notes for later viewing in presenter view.

Presenter View

1. Click drop down arrow beside **Present**.
2. Click **Presenter view** to present with audience Q&A and view speaker notes at the same time.
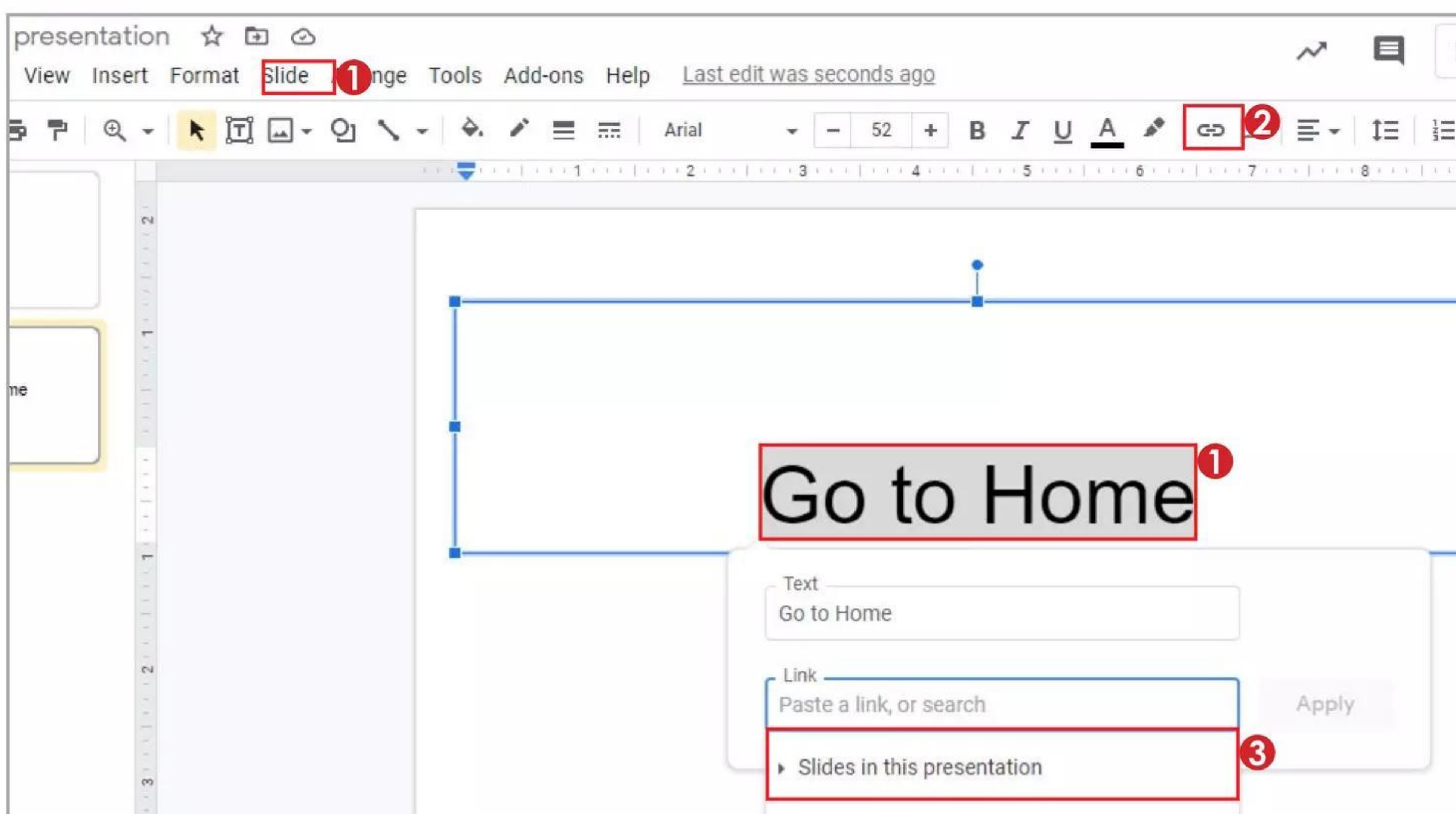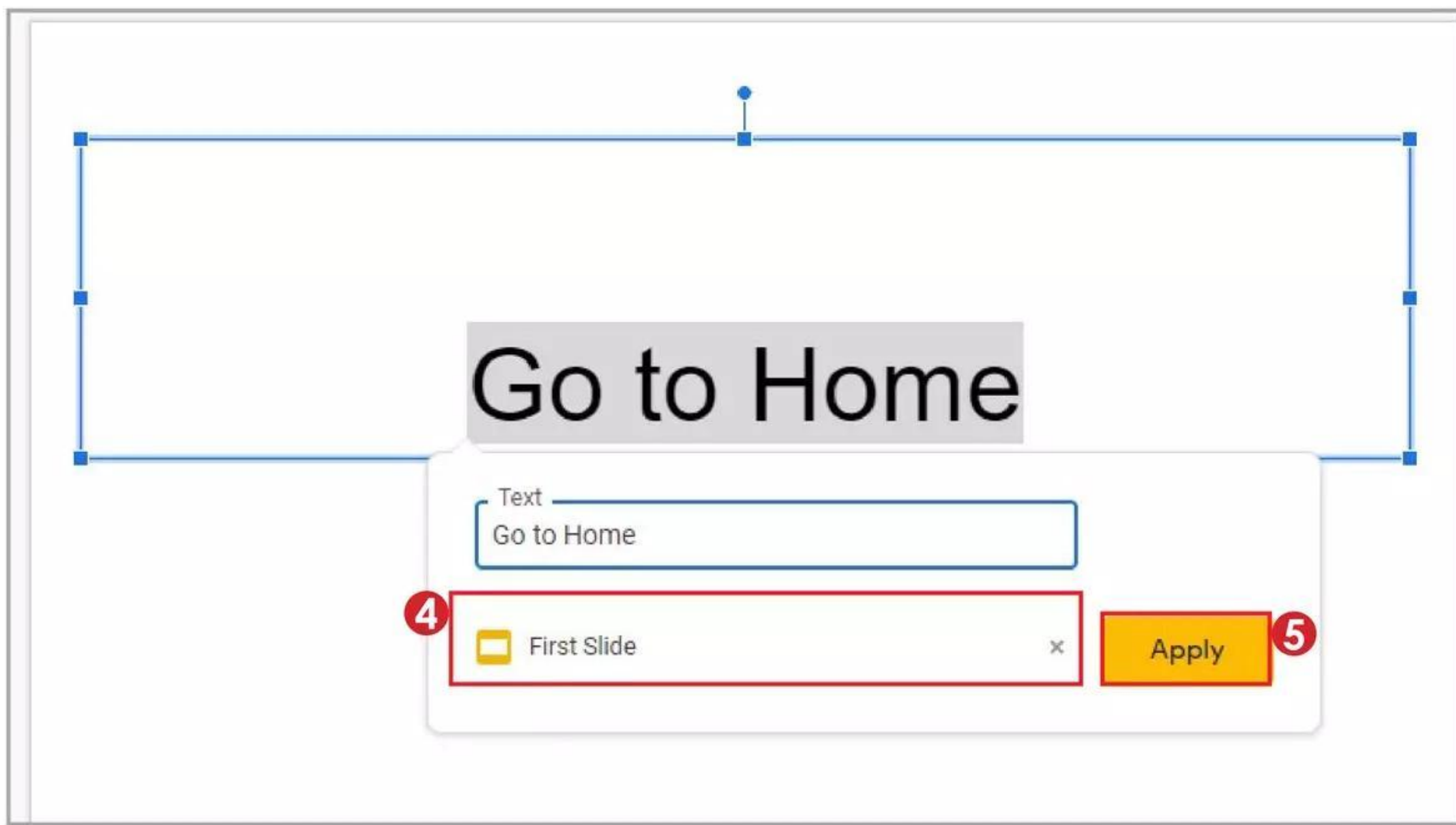
Managing Slide

1. Click **Slide**.

2. Choose New Slide, Duplicate Slide, Delete Slide or Skip Slide here.

3. Click **Apply layout**.

4. Choose preferred layout.

5. Click **Transition** to create animations.
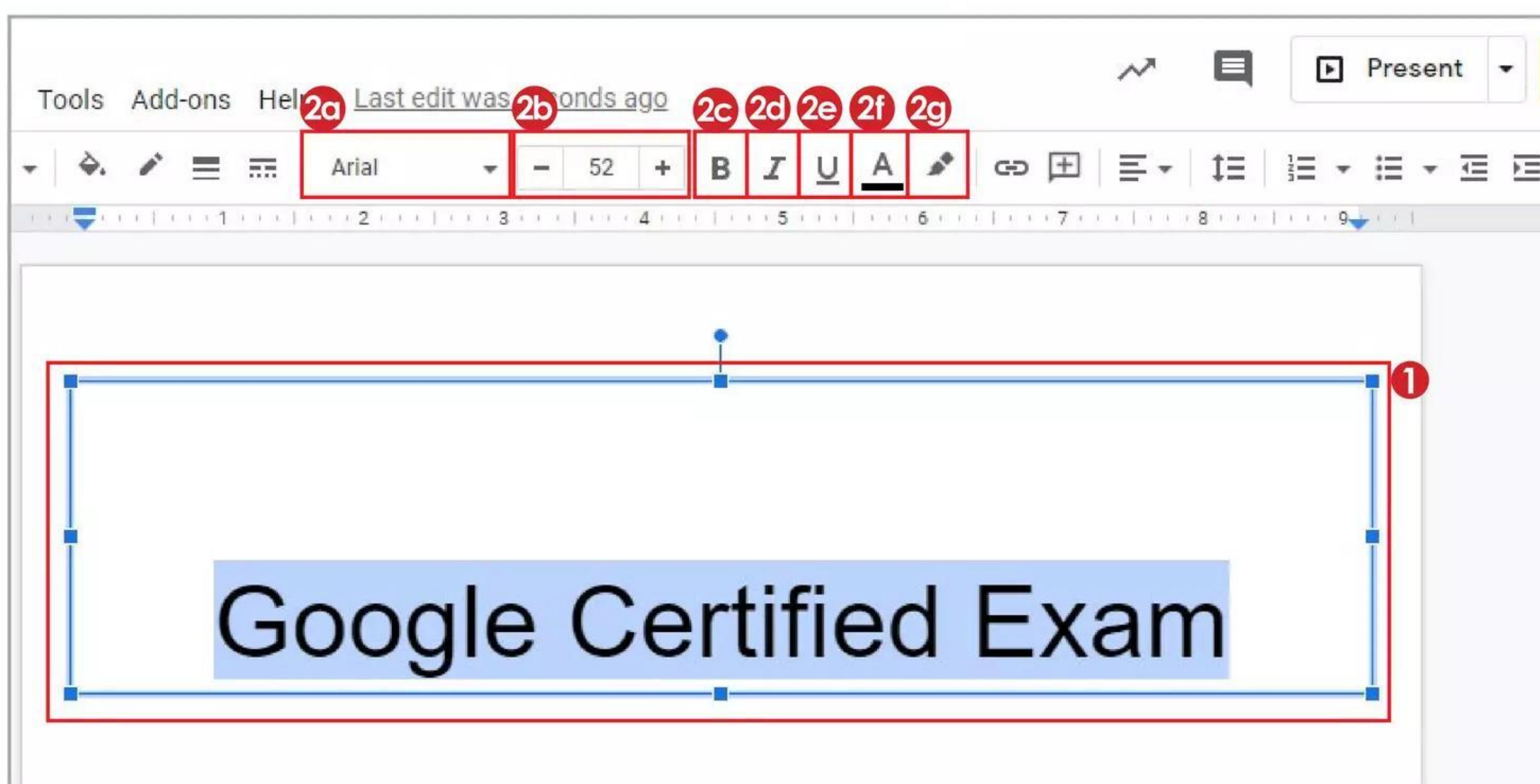
Creating Link in Slide

1. Highlight the word to link to the slide.

2. Click ⊝ .

3. Click **Slides in this presentation**.

4. Select Slide to link to preferred slide.

5. Click **Apply**.

Changing Text Attributes in Slide

1. Highlight the word to edit in the slide.

2. Format the text.
   a. To change font style: Click the dropdown arrow.
   b. To change font size: Click the dropdown arrow.
   c. To bold: Click B .
   d. To italicize: Click I .
   e. To underline: Click U .
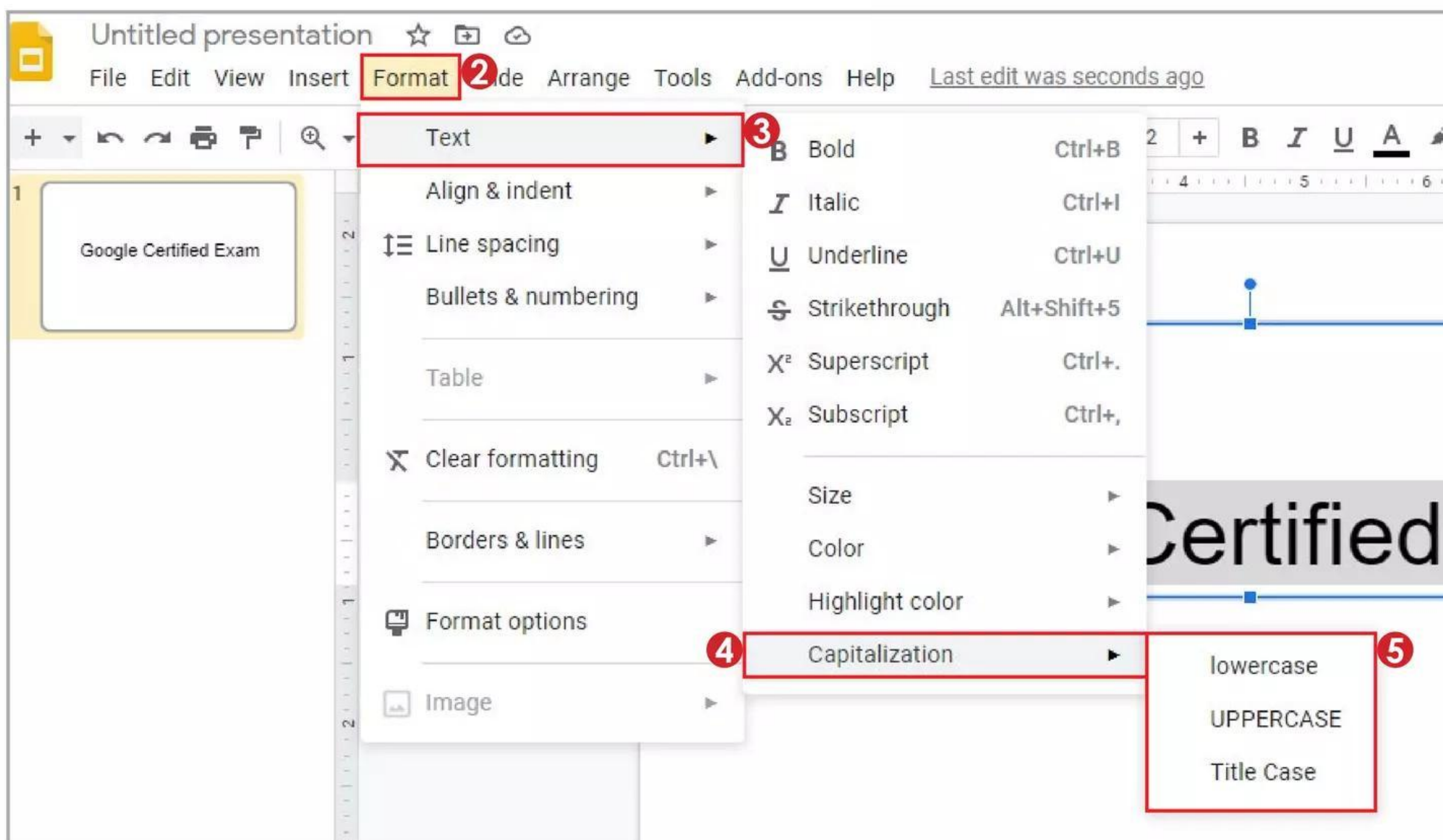   f. To change font color: Click A .
   g. To highlight : Click ✦ .

Adding Text Attributes in Slide
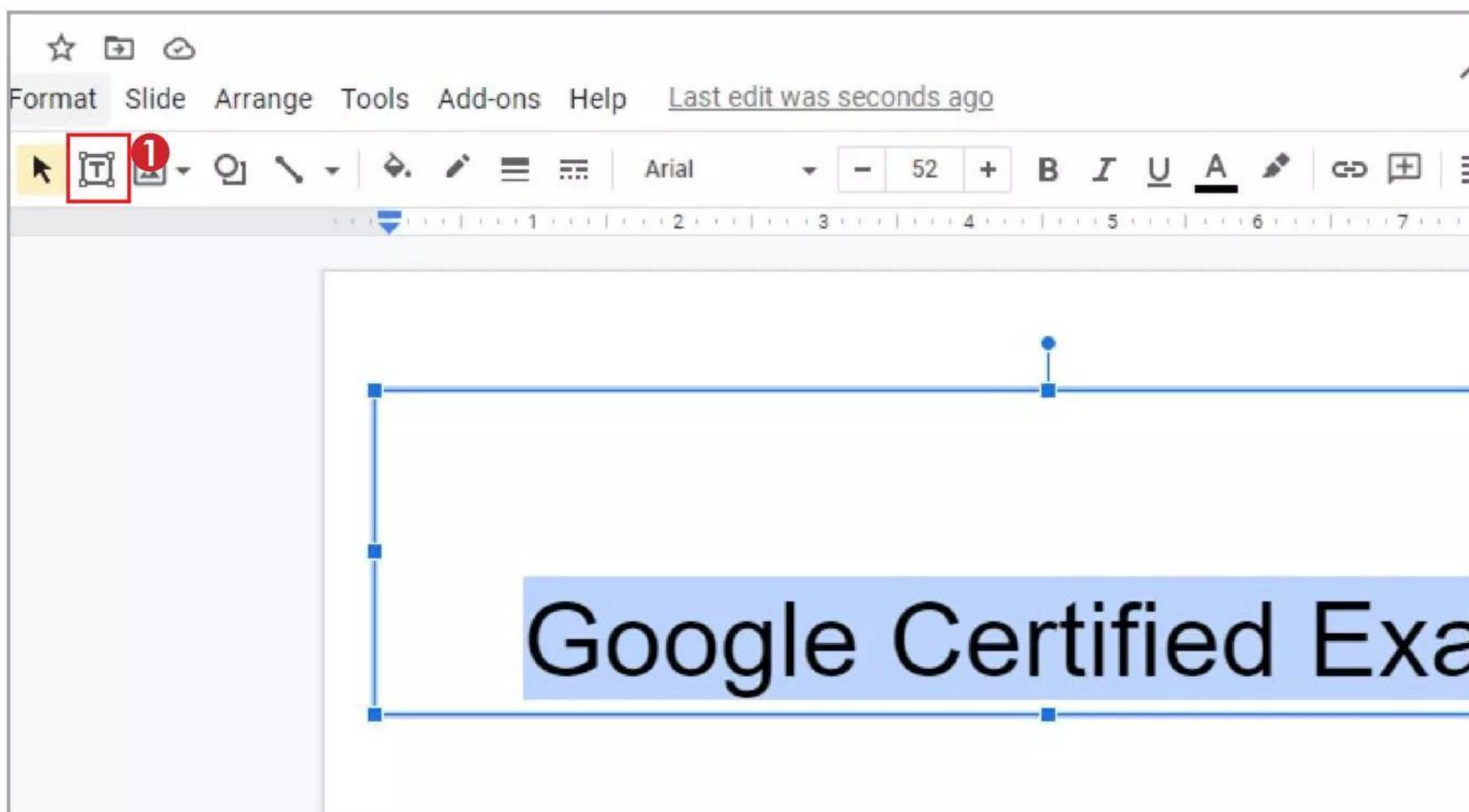
1. Click **Text Box**
2. The object will get added to the slide.
3. Drag and drop the to determine the size of the box.
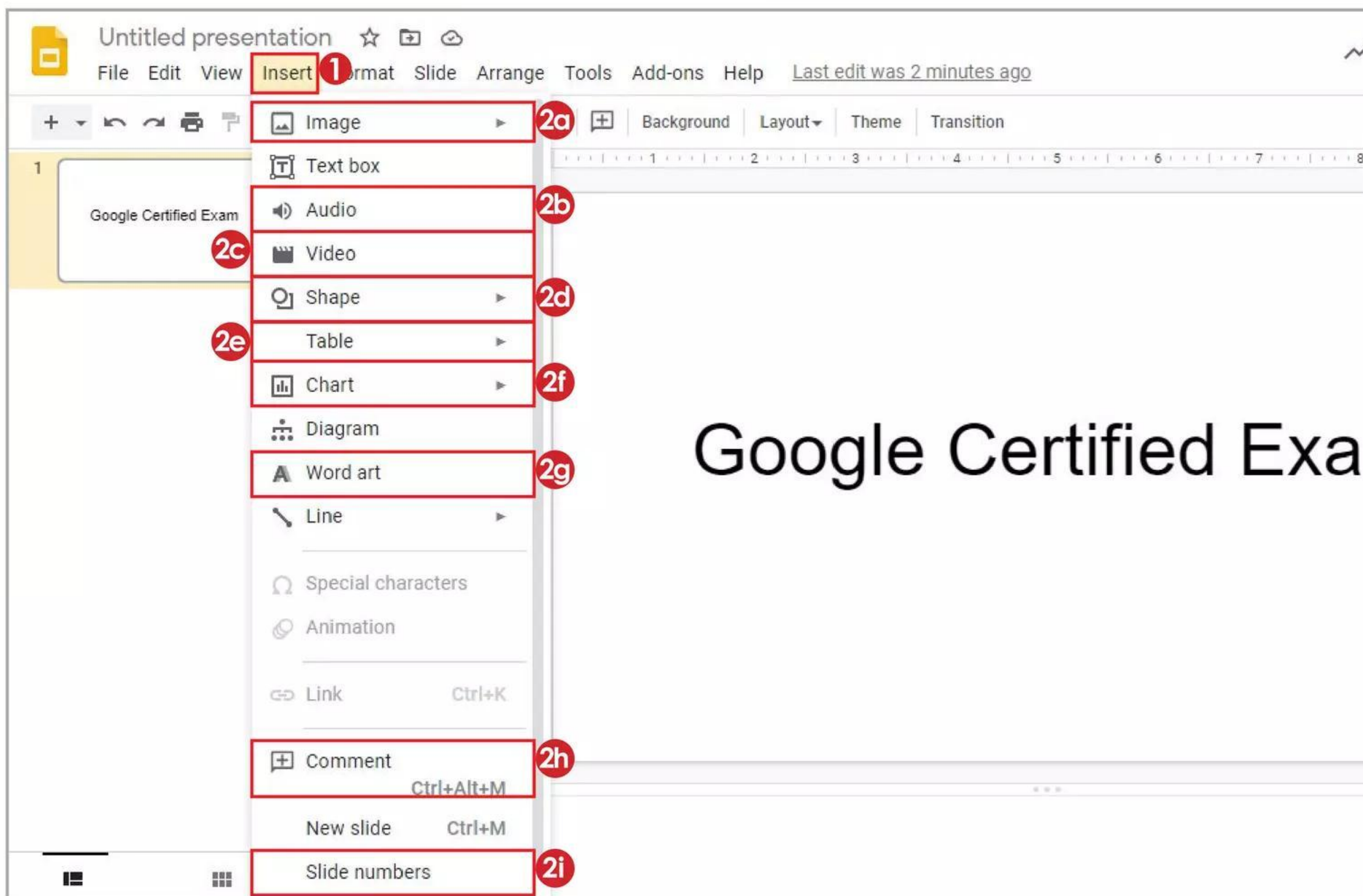4. Type the preferred text in the box.

Setting Capitalization in Text

1. Select word to edit.
2. Click **Format**.
3. Click **Text**.
4. Click **Capitalization**.
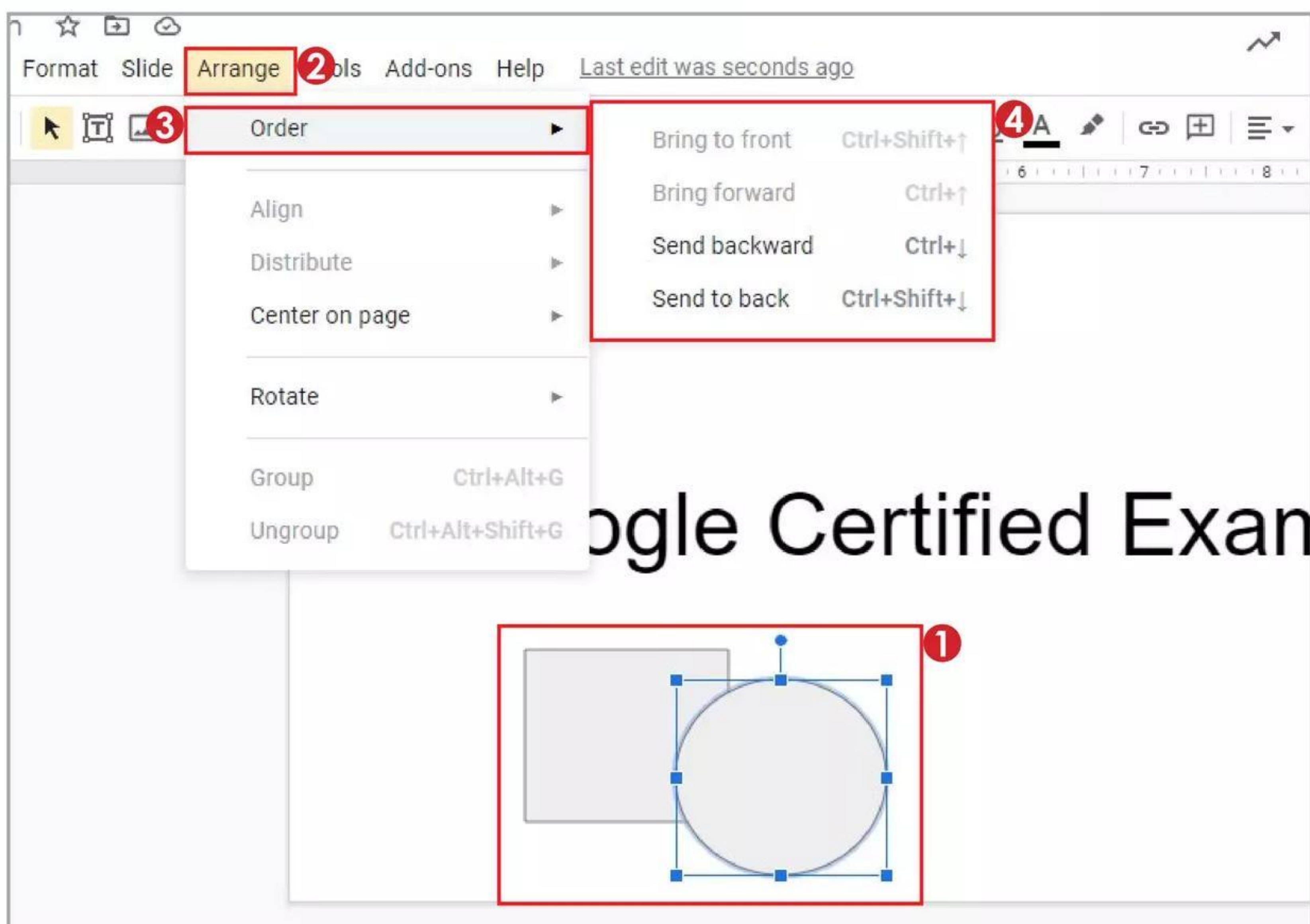5. Choose preferred style.

1. Click **Insert**.
2. Choose the preferred element to insert:
   a. Image
   b. Audio
   c. Video
   d. Shape
   e. Table
   f. Chart
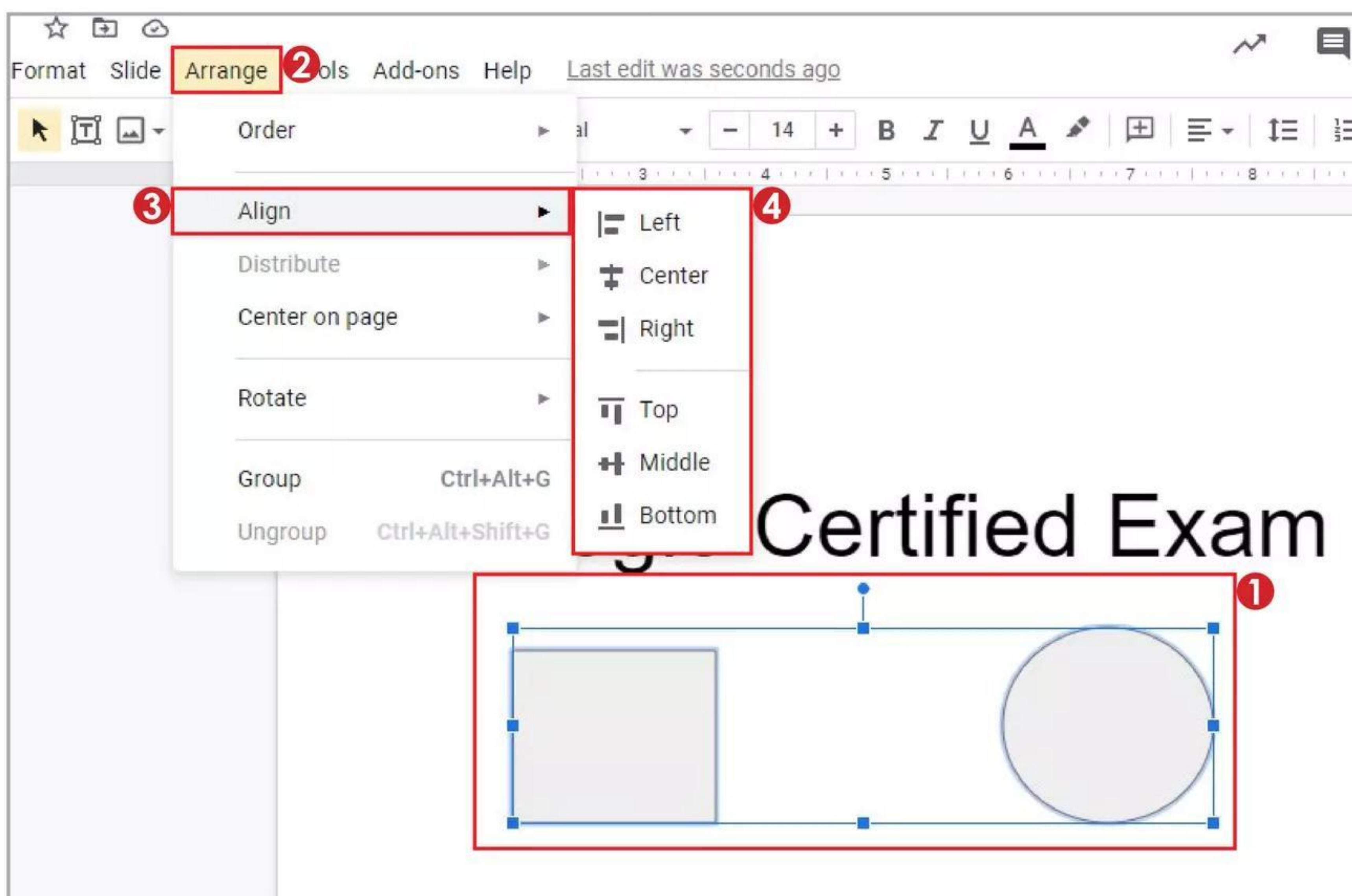   g. Word Art
   h. Comment
   i. Slide Numbers

Arranging the Order of the Elements

1. Select object to be re-order.
2. Click **Arrange**.
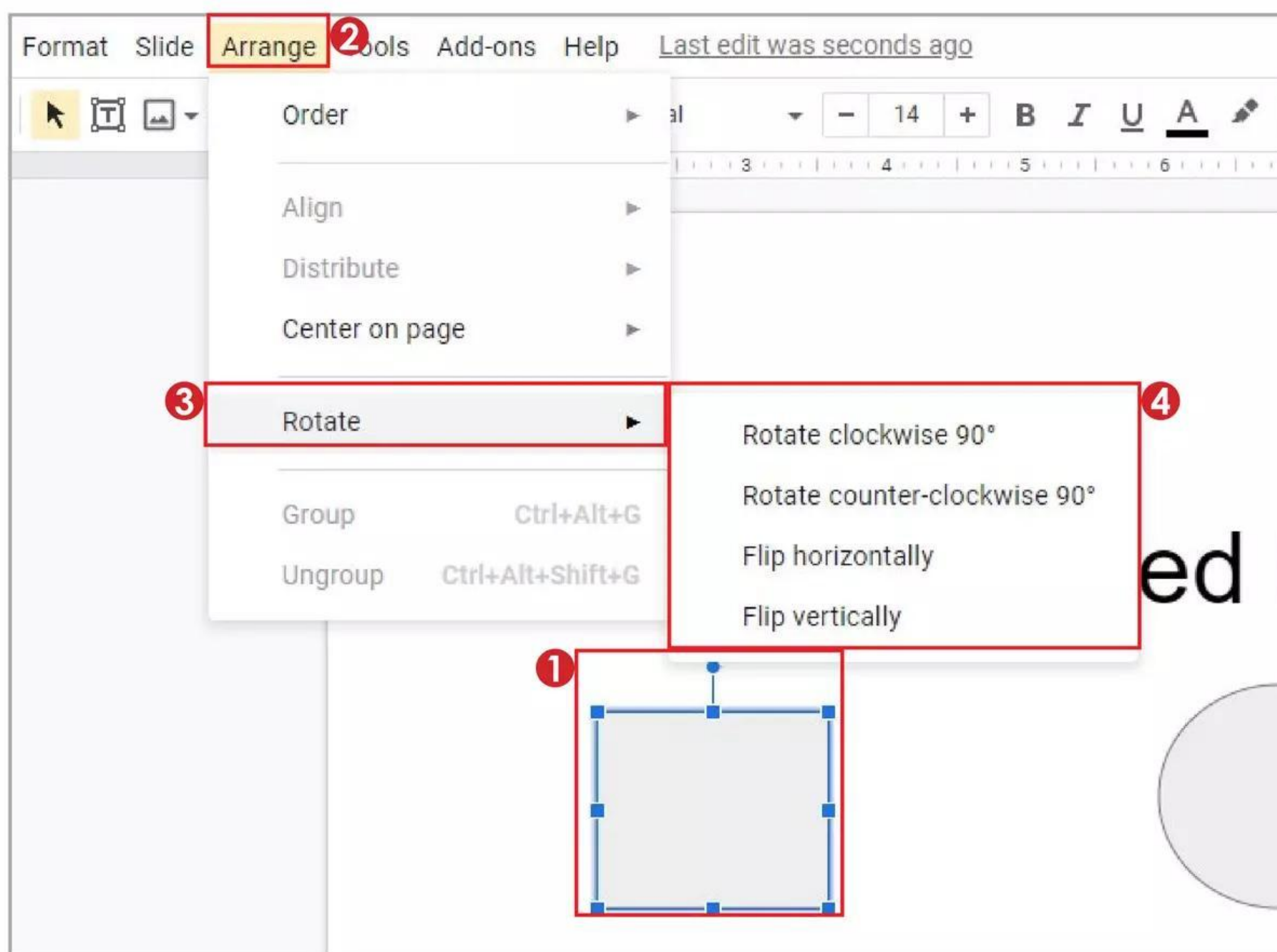3. Choose **Order**.
4. Choose the preferred settings.

Arranging the Alignment of Text

1. Select object to be aligned.
2. Click **Arrange**.
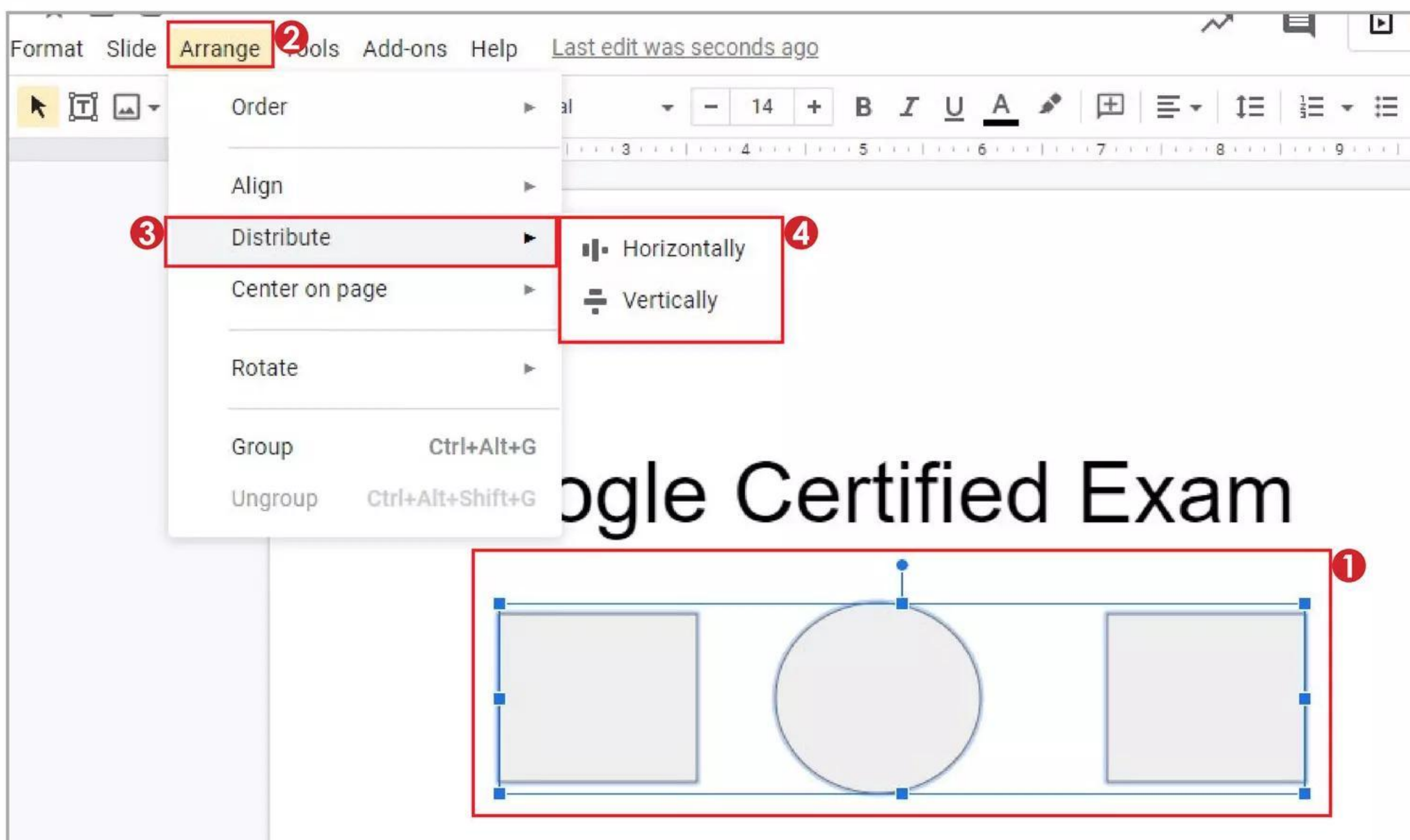3. Choose **Align**.
4. Choose the preferred settings.

1. Select object to be rotated.
2. Click **Arrange**.
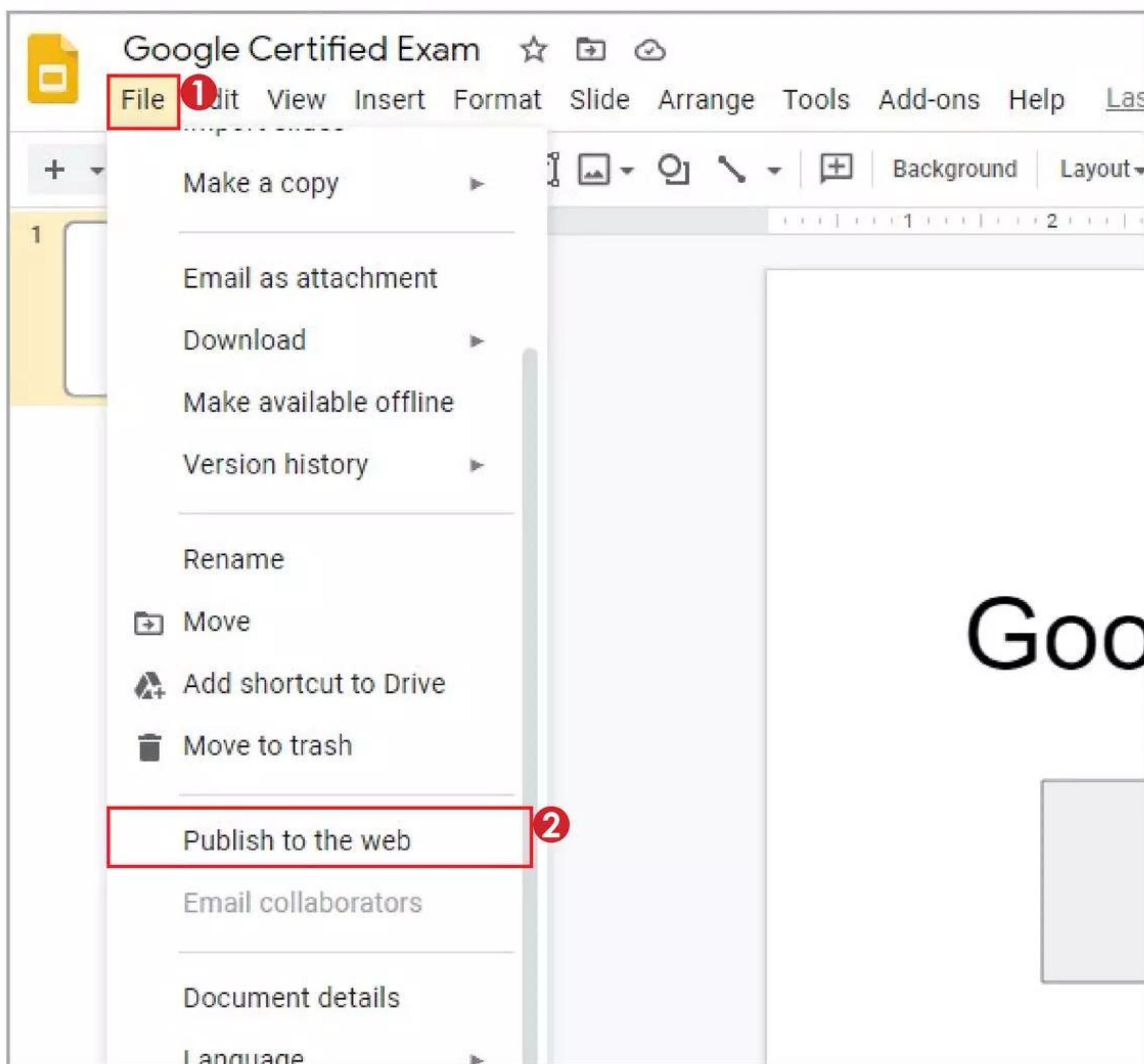3. Choose **Rotate**.
4. Choose the preferred settings.

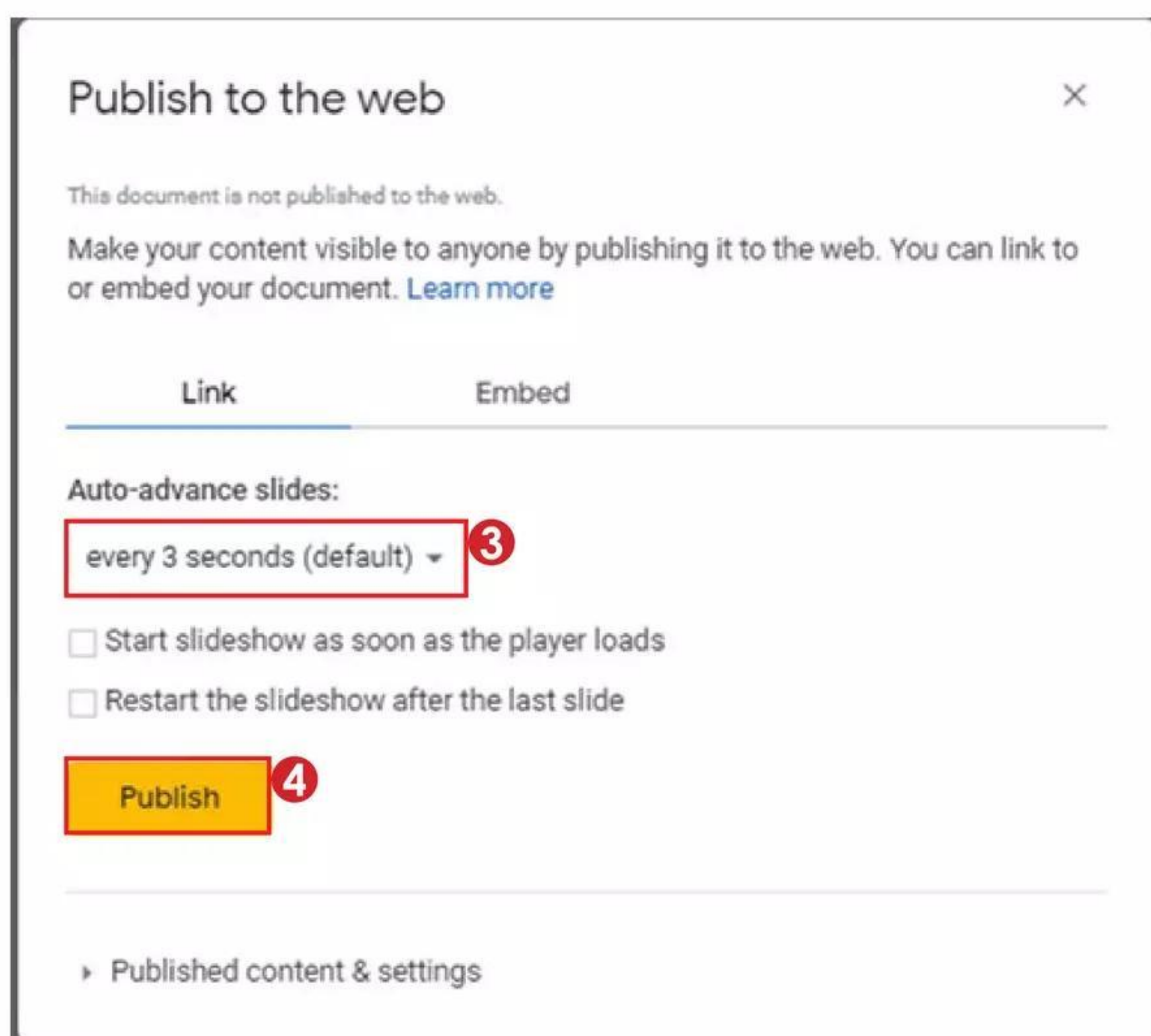1. Select object to be distributed.
2. Click **Arrange**.
3. Choose **Distribute**.
4. Choose the preferred settings.

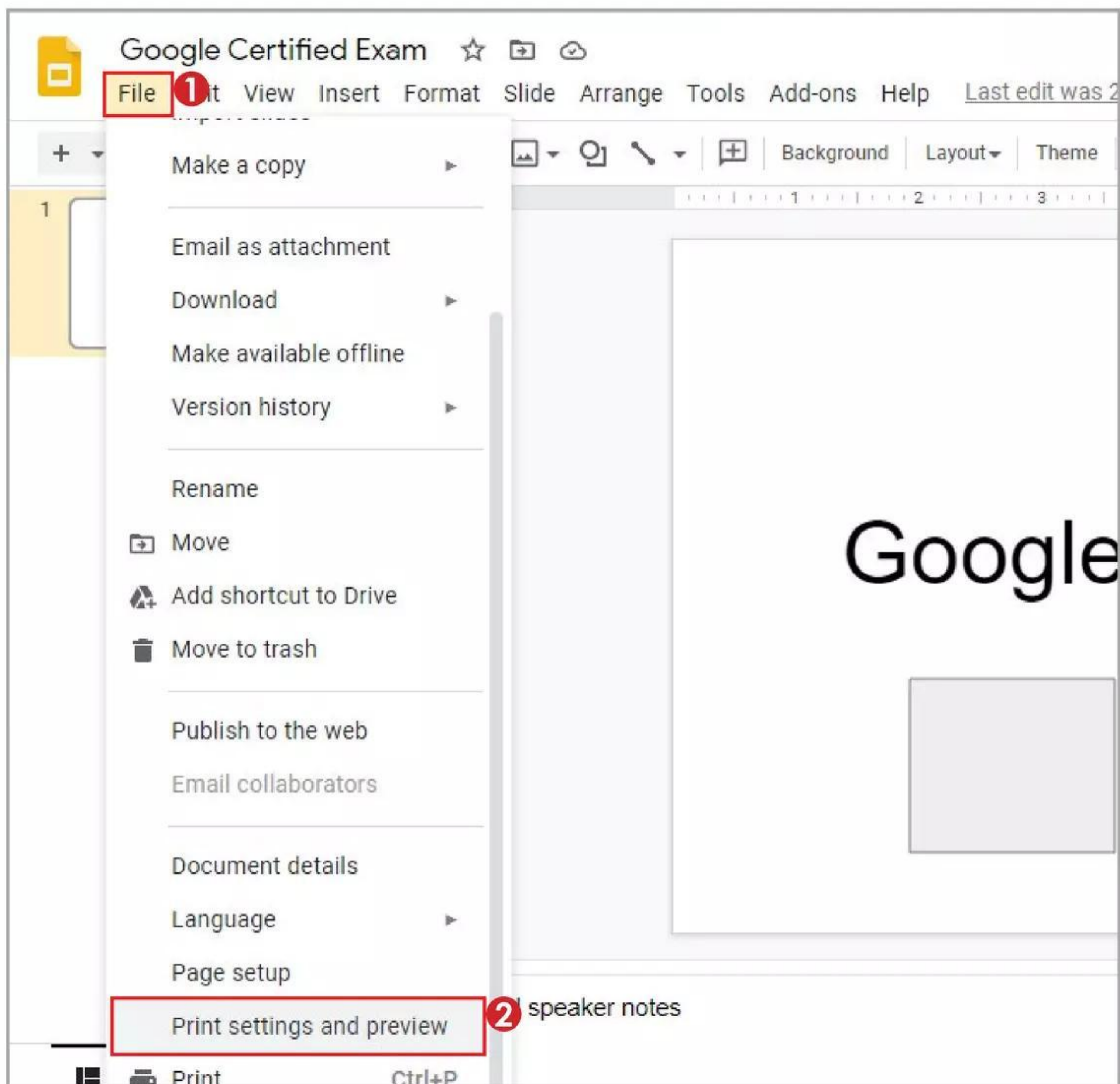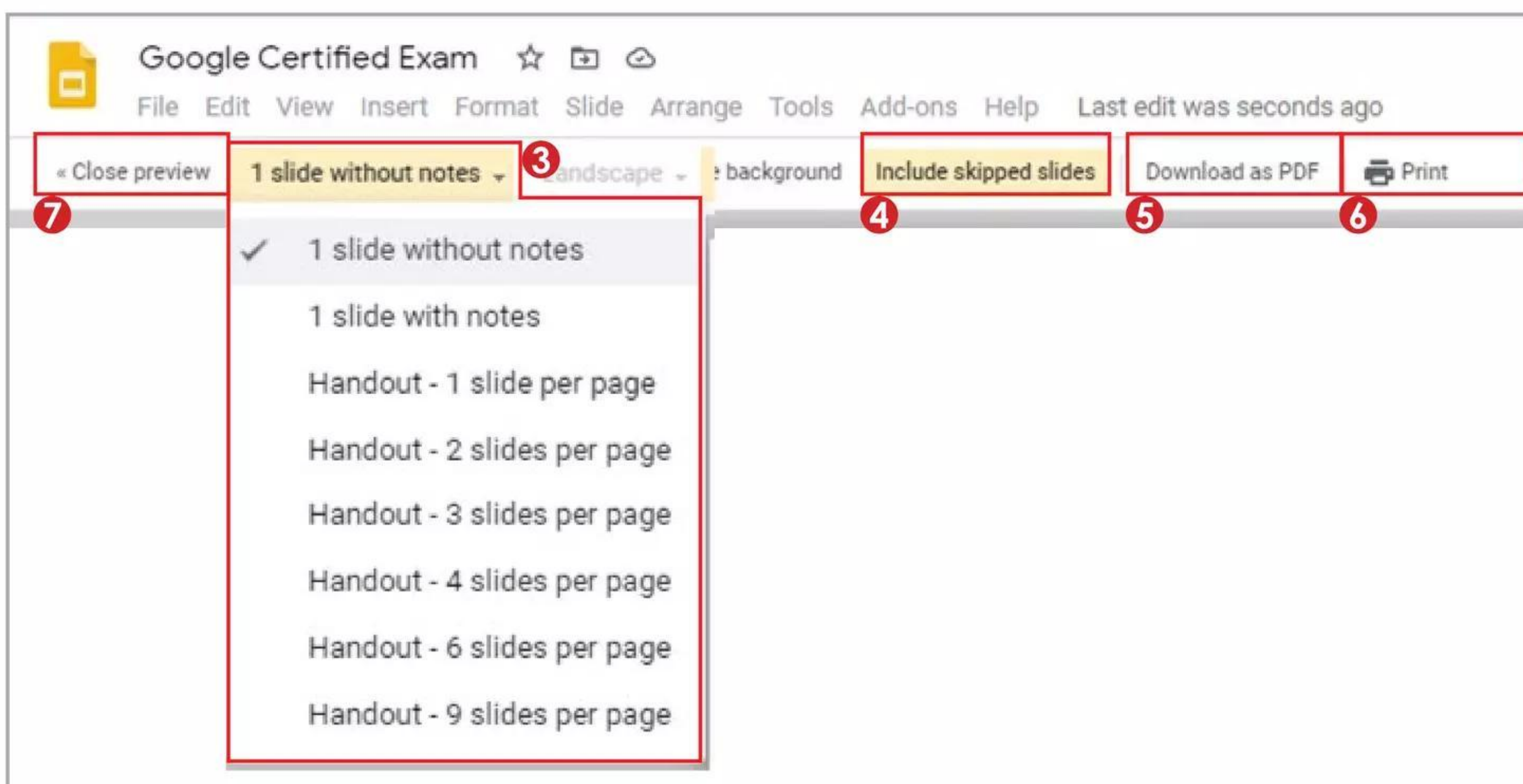1. Click **File**.
2. Click **Publish to the web**.

3. Choose how quickly to advance the slides.
4. Click **Publish**.

1. Click *File*.
2. Click *Print settings and preview*.

3. Choose the preferred layout.
4. Click *Include skipped slides* to include hidden slide.
5. Click to *Download as PDF*.
6. Choose to *Print*.
7. Click to *Close preview.*