

# WORKING WITH SLIDES

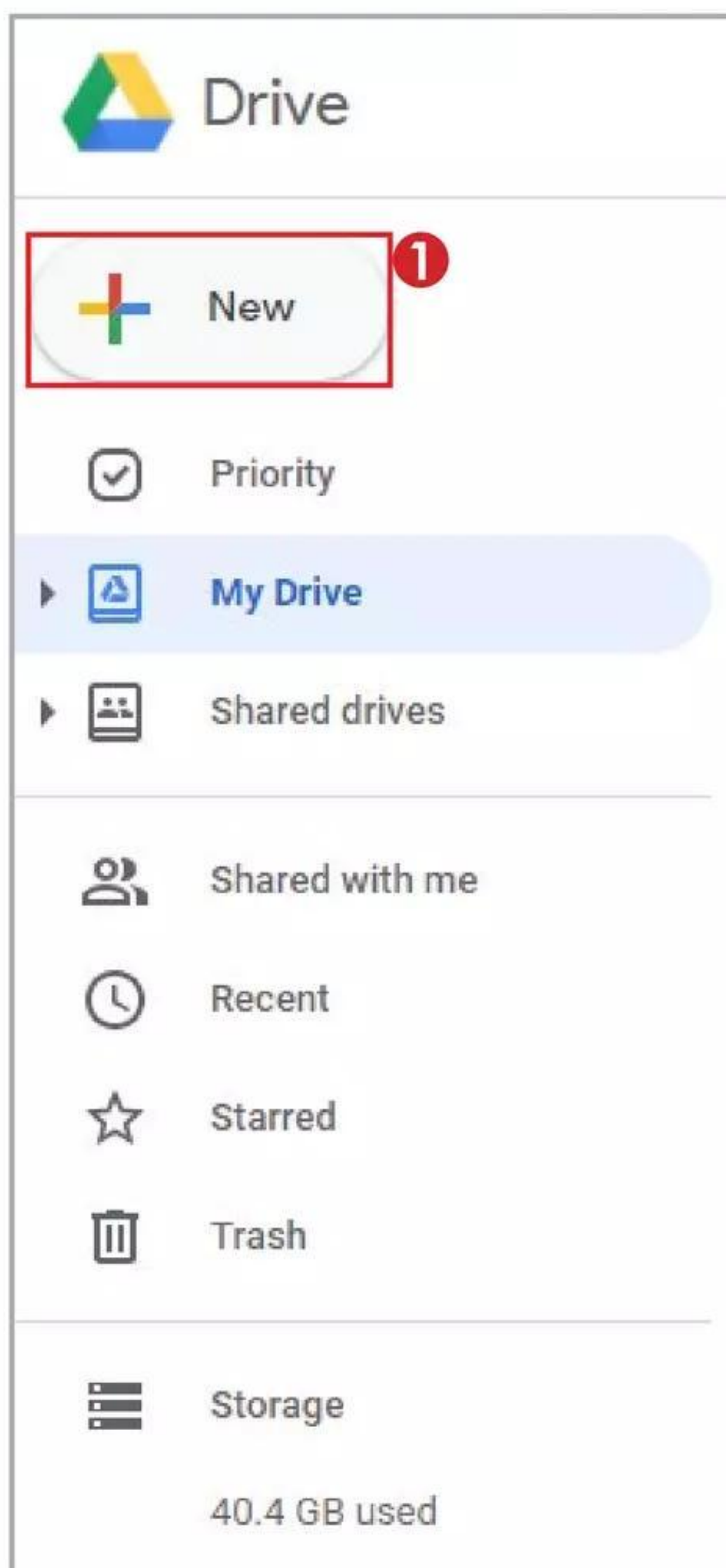


Brought to you by:

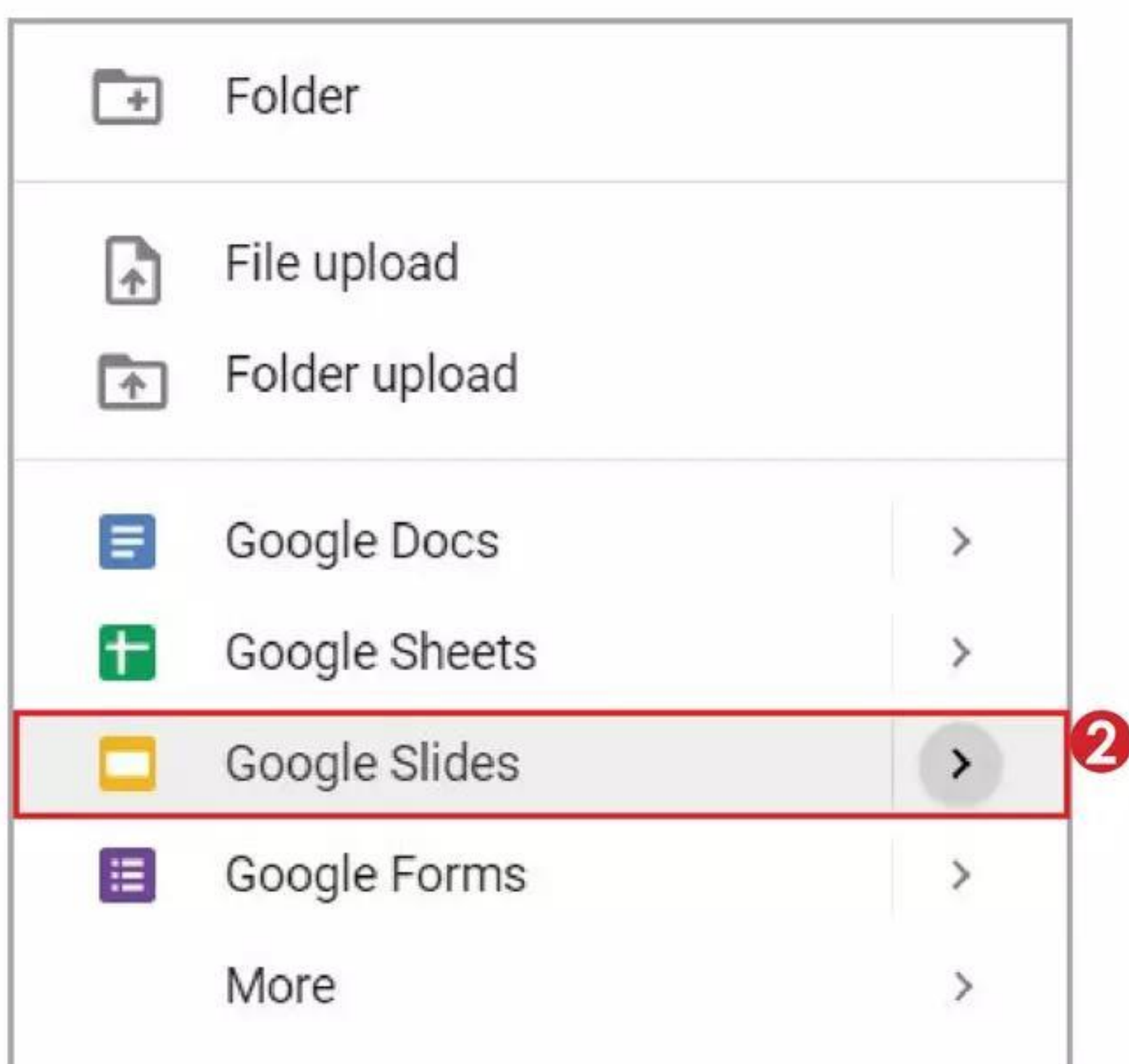




## Create a New Slides



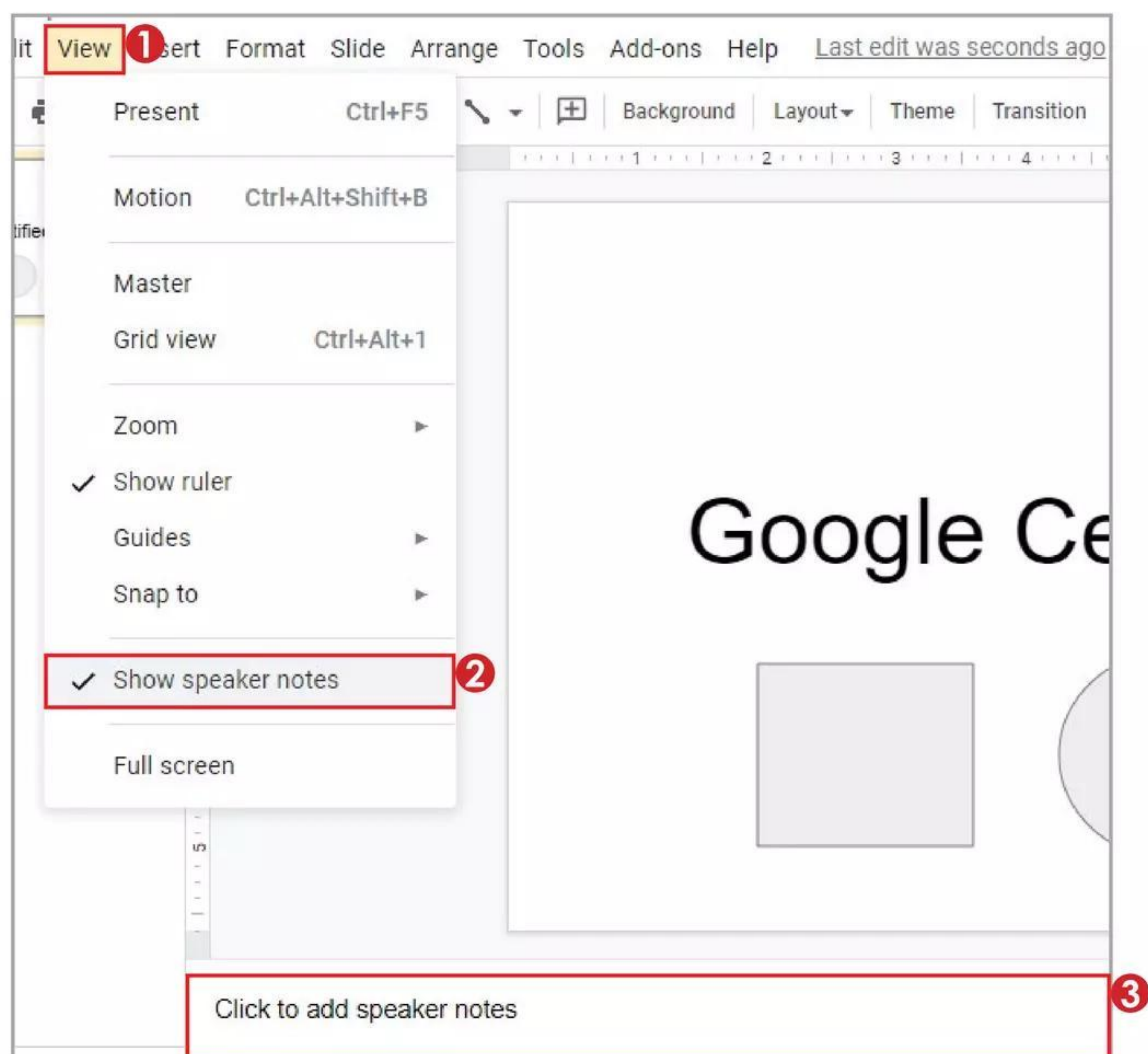
1. Click **New**.



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

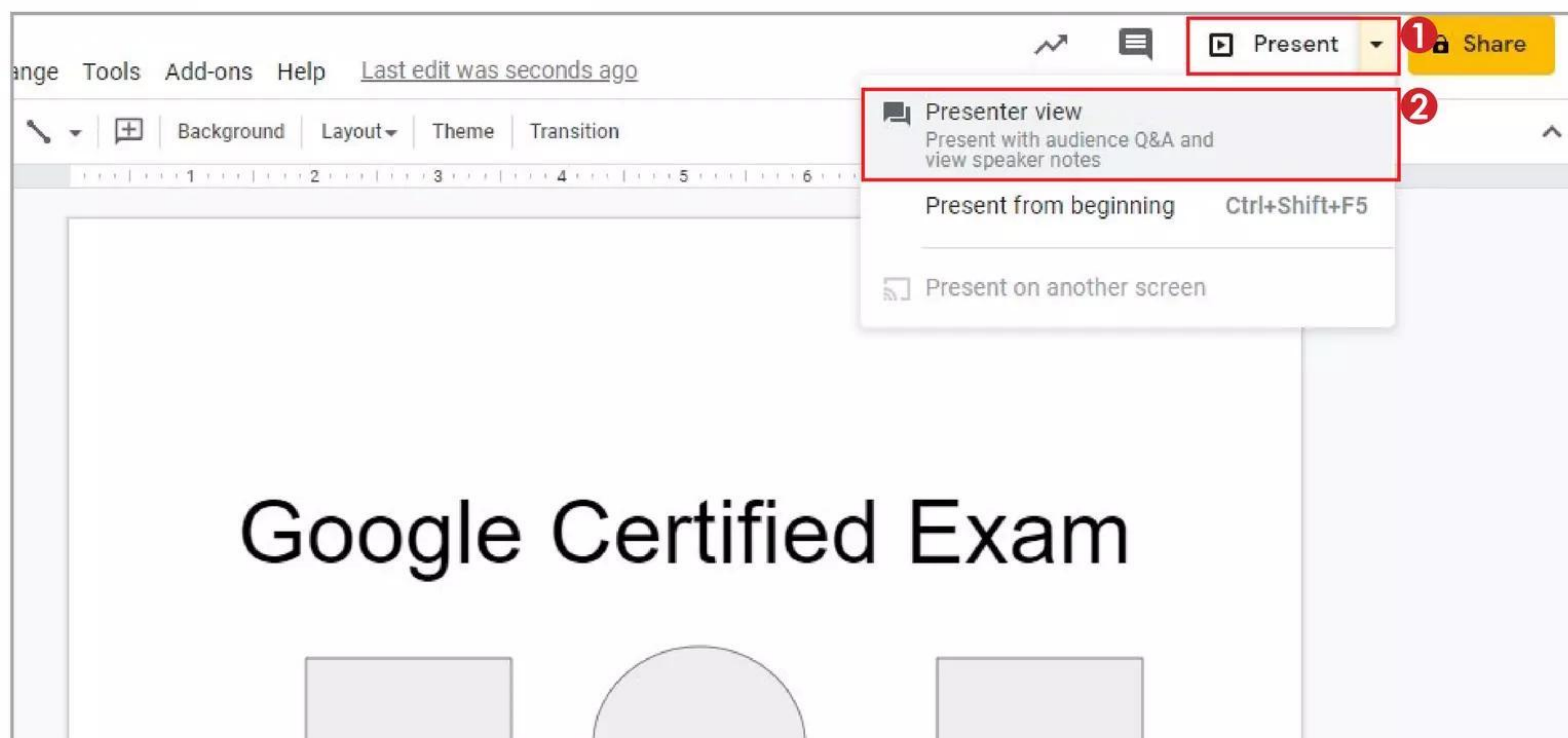


## Building a Presentation



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

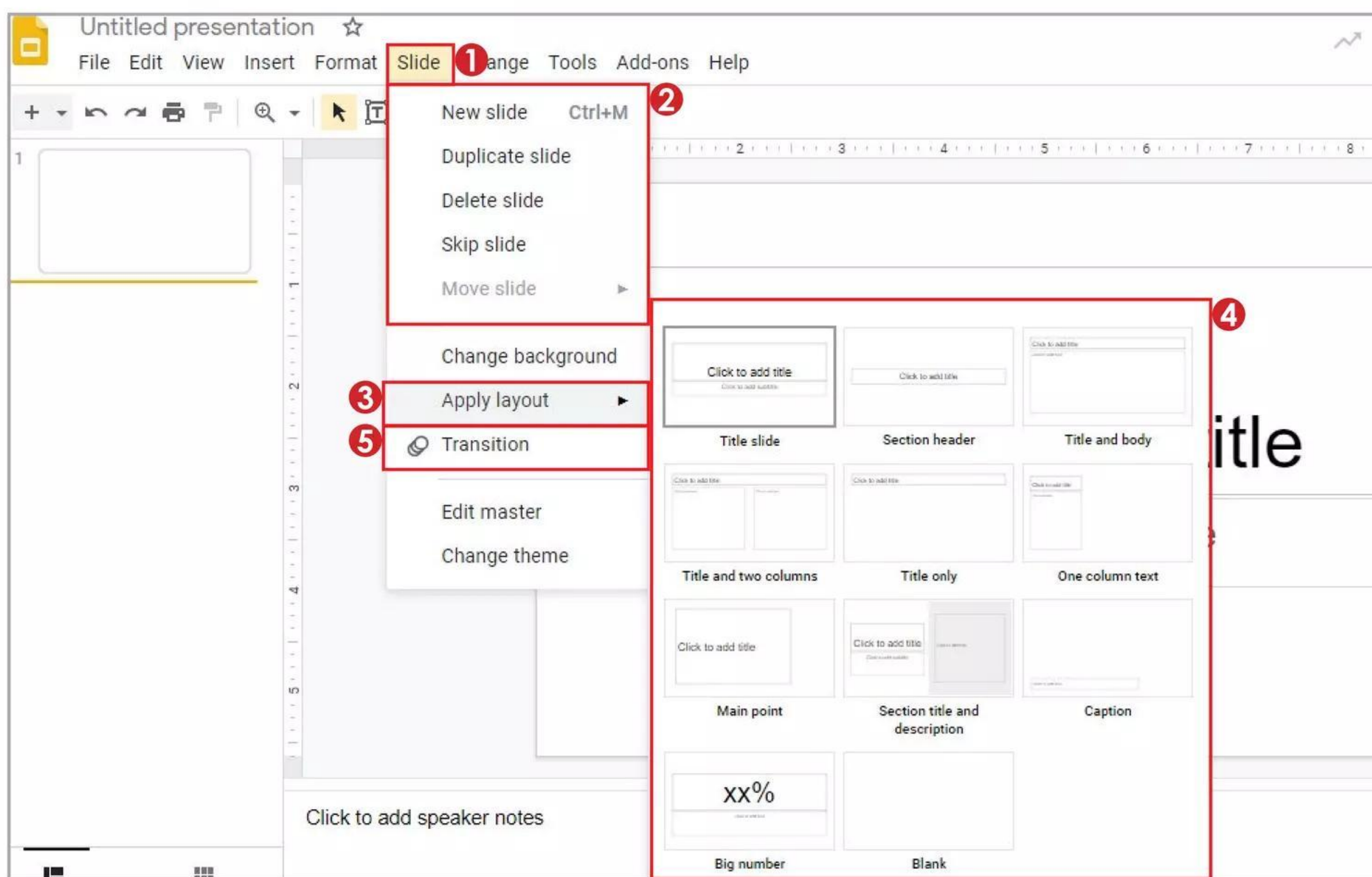
## Presenter View



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.

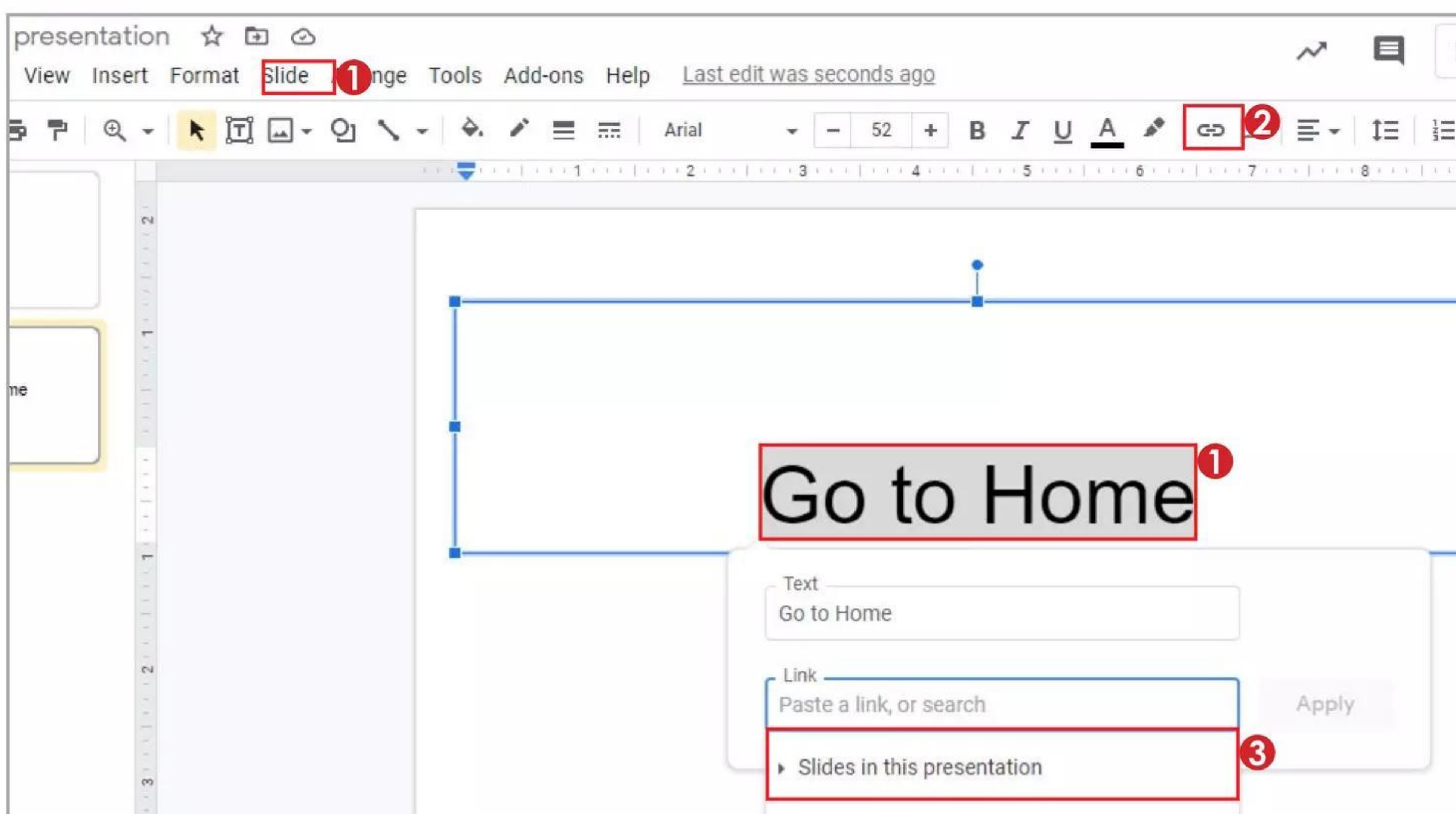


## Managing Slide



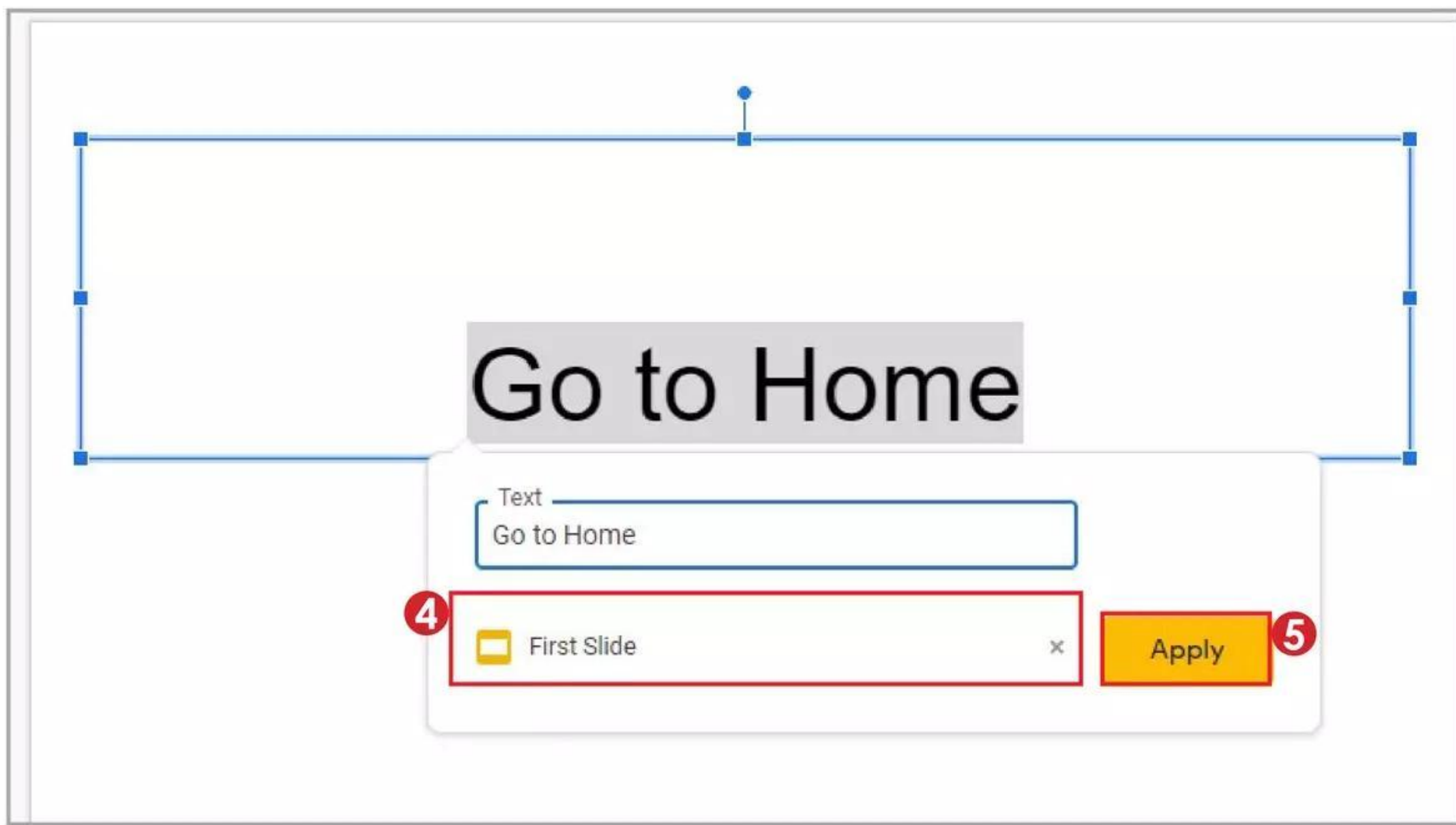
1. Click **Slide**.
2. Choose New Slide, Duplicate Slide, Delete Slide or Skip Slide here.
3. Click **Apply layout**.
4. Choose preferred layout.
5. Click **Transition** to create animations.

## Creating Link in Slide



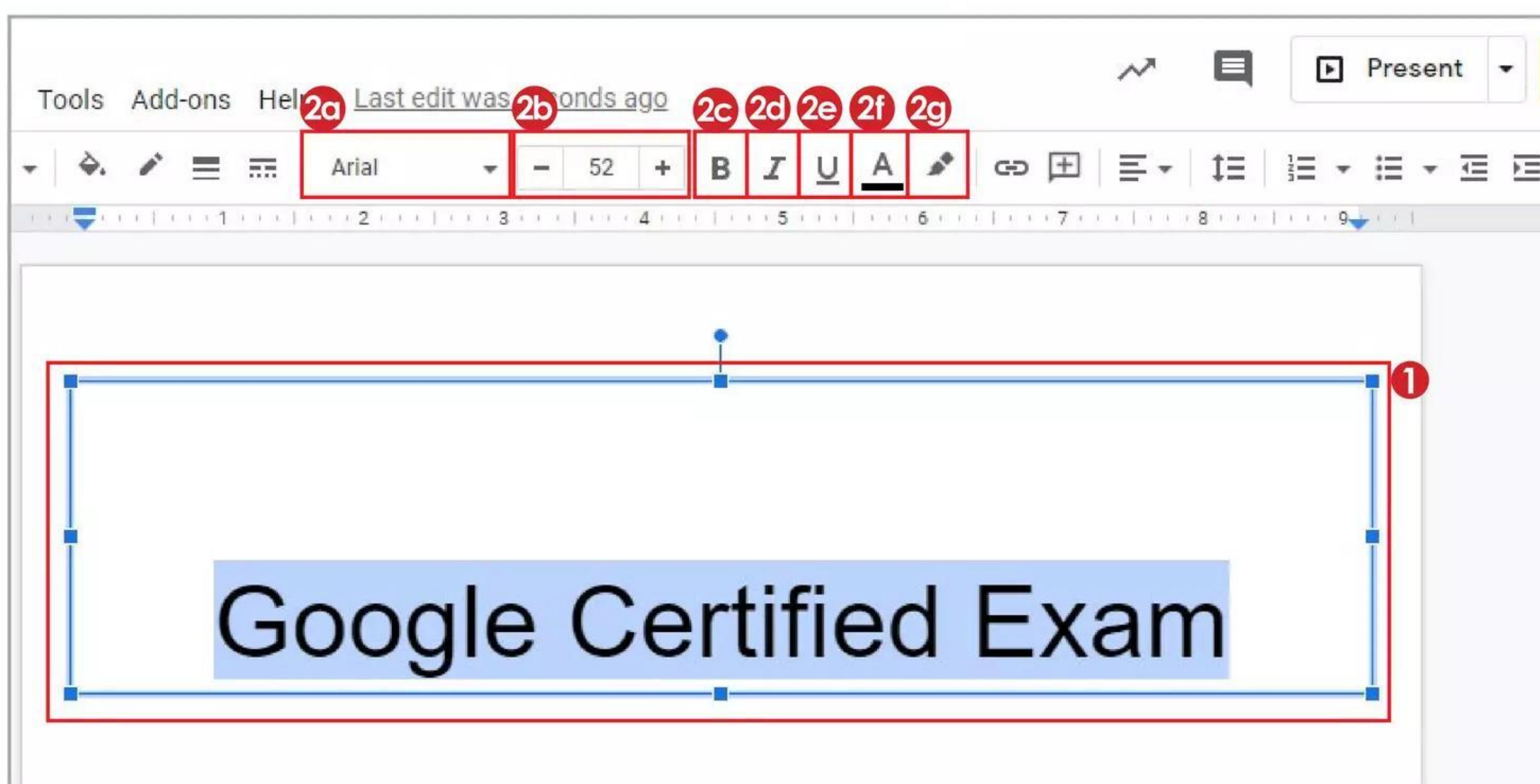
1. Highlight the word to link to the slide.
2. Click **Link**.
3. Click **Slides in this presentation**.






4. Select Slide to link to preferred slide.
5. Click **Apply**.

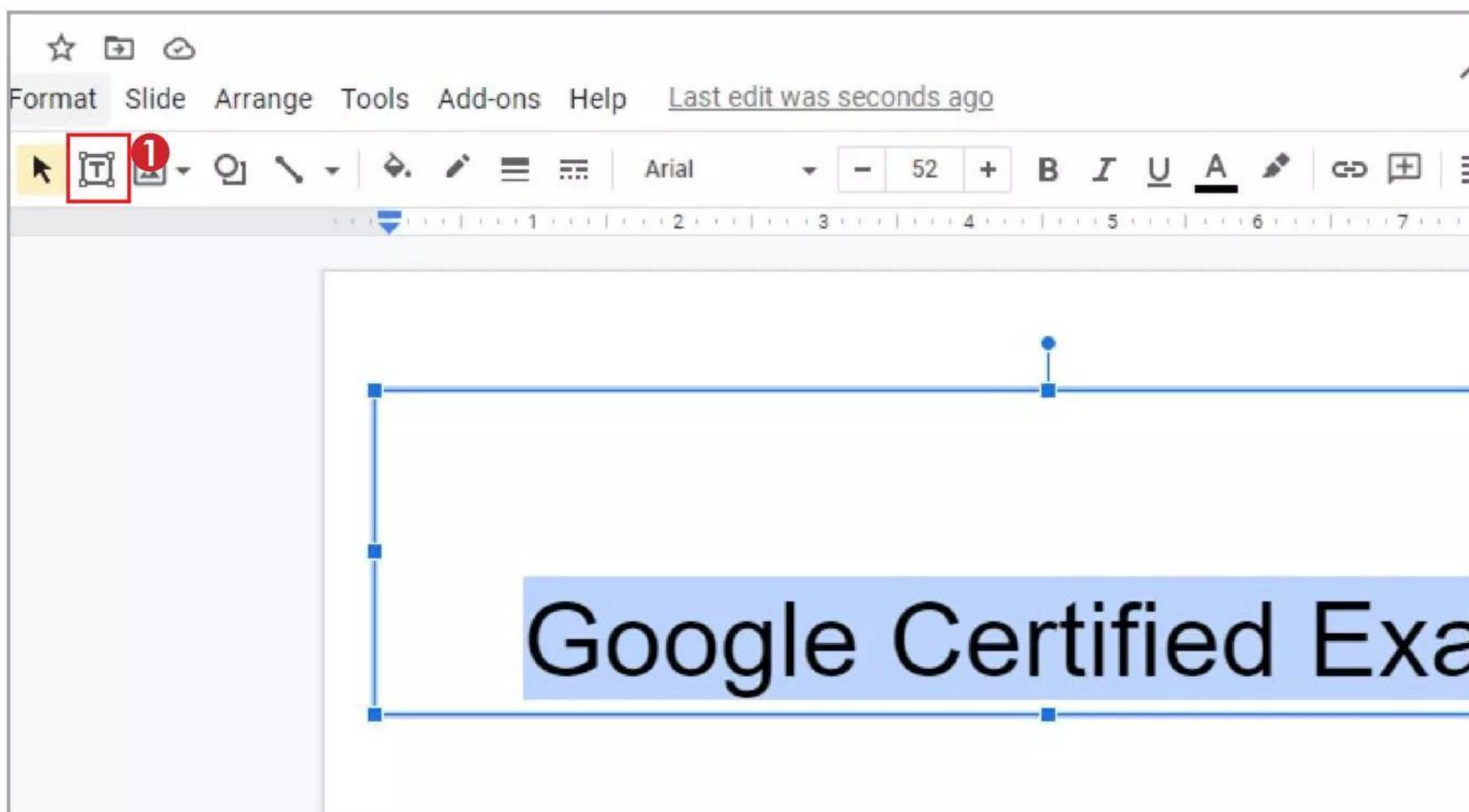
## Changing Text Attributes in Slide



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 .

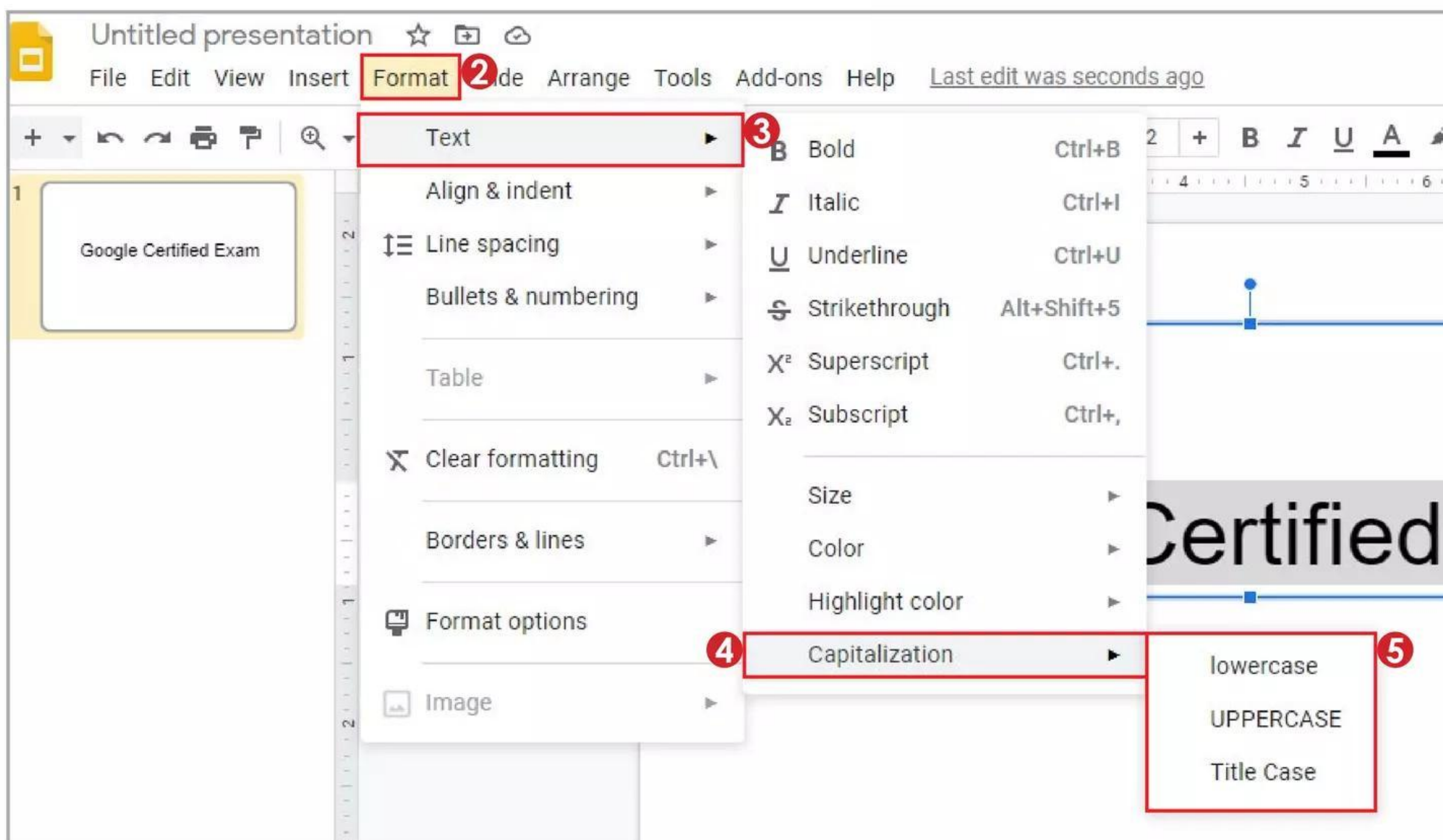


## Adding Text Attributes in Slide



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.

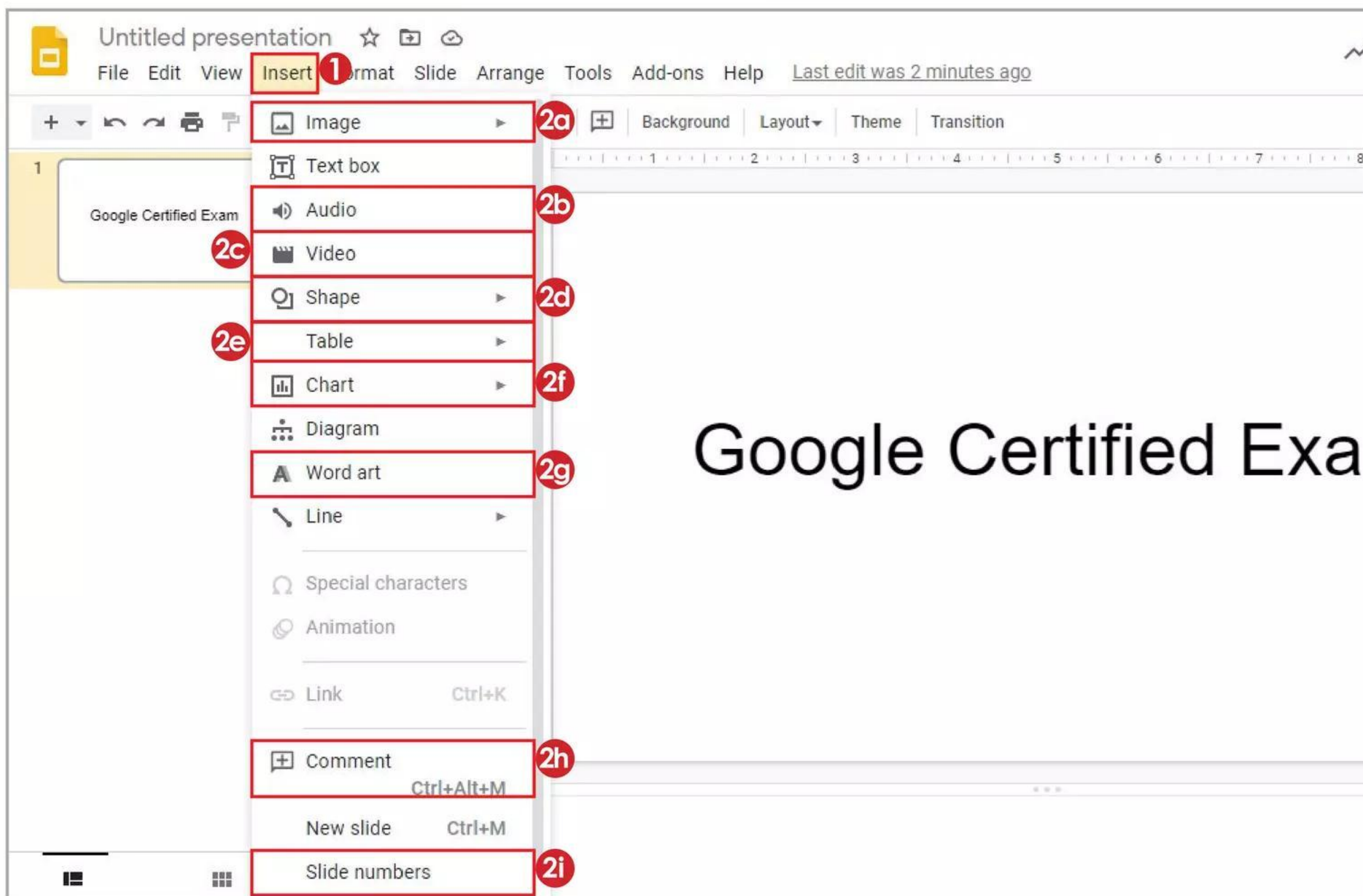
## Setting Capitalization in Text



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



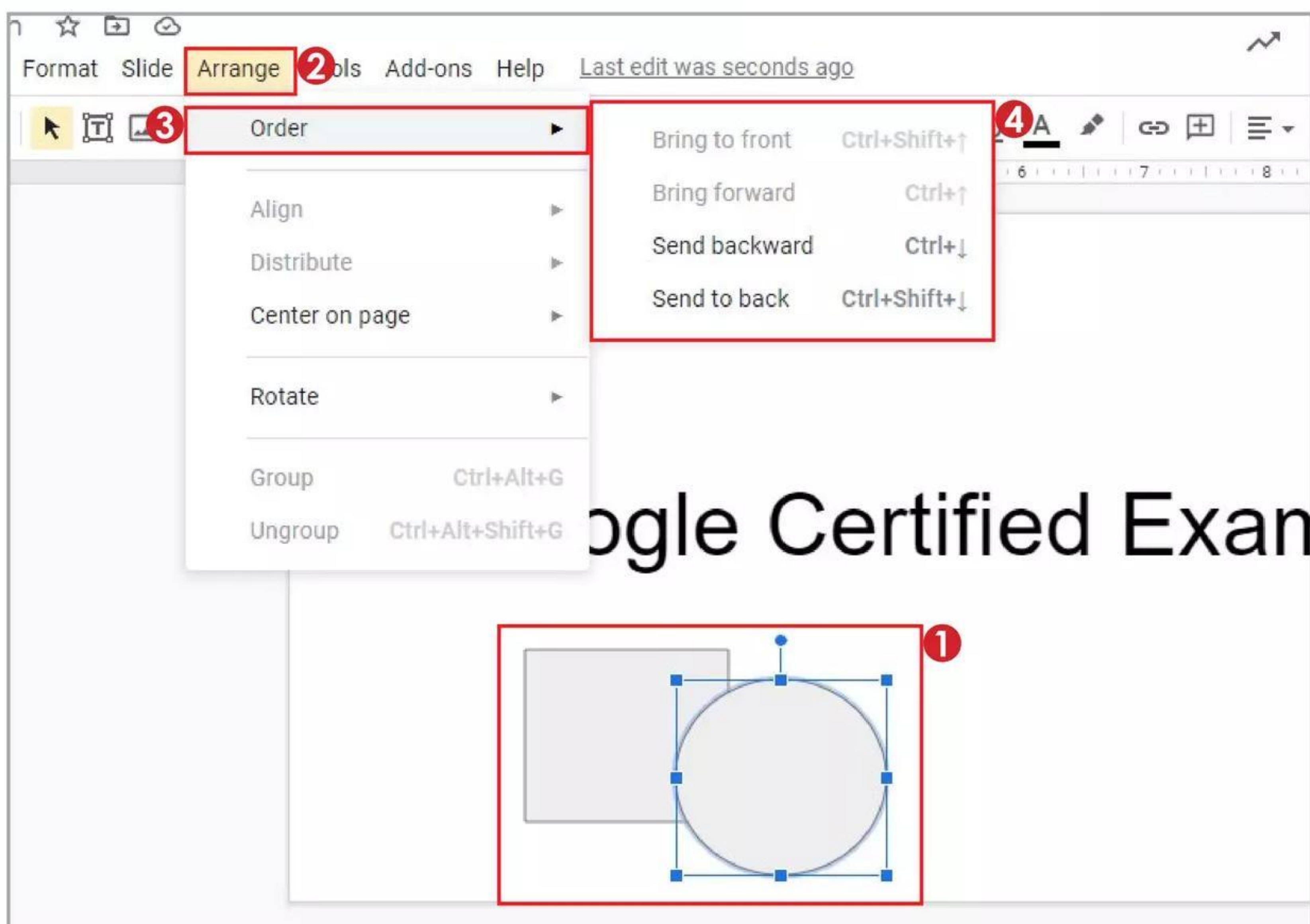
# Inserting Non-Text Elements



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

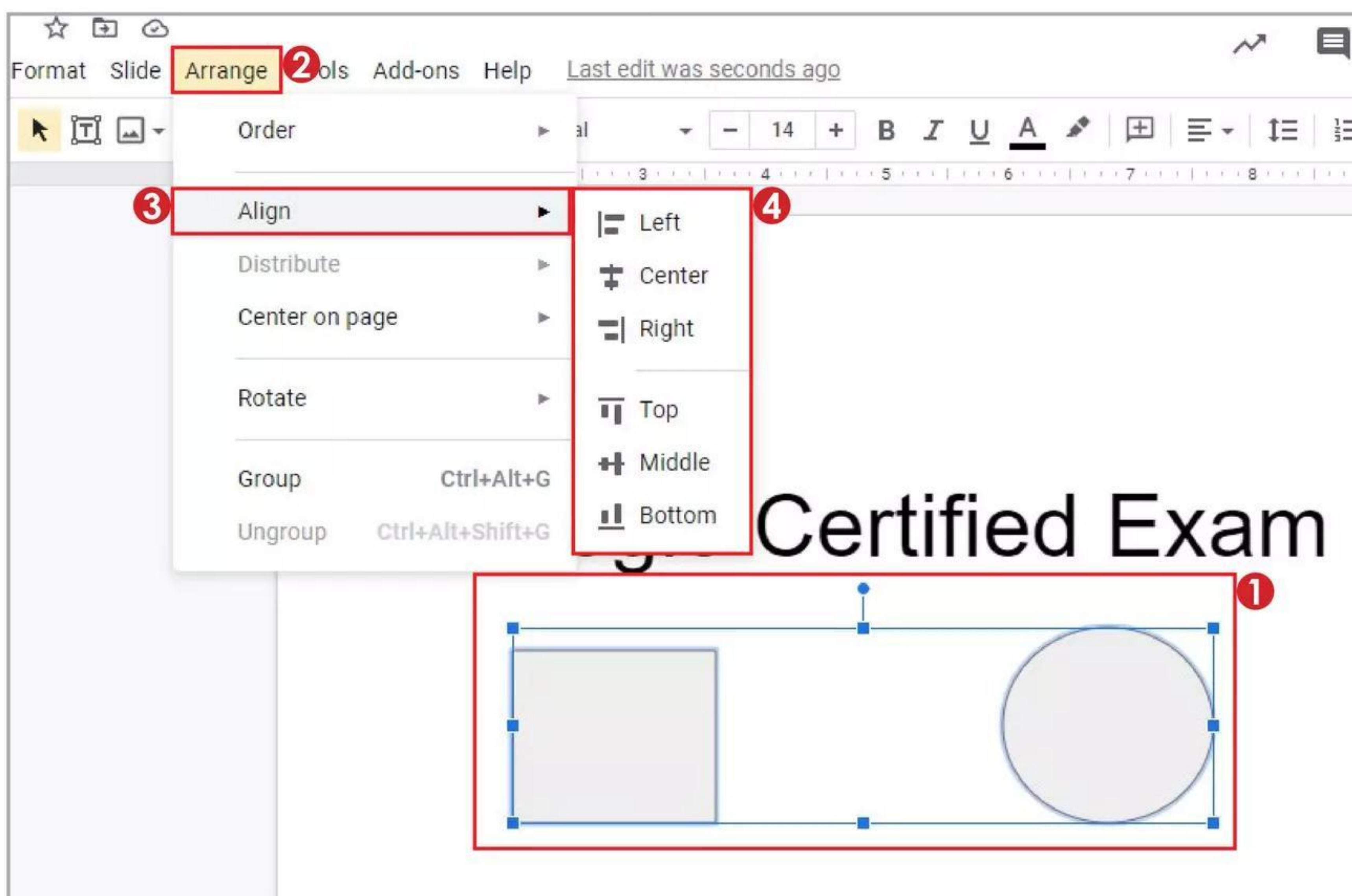


## Arranging the Order of the Elements



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

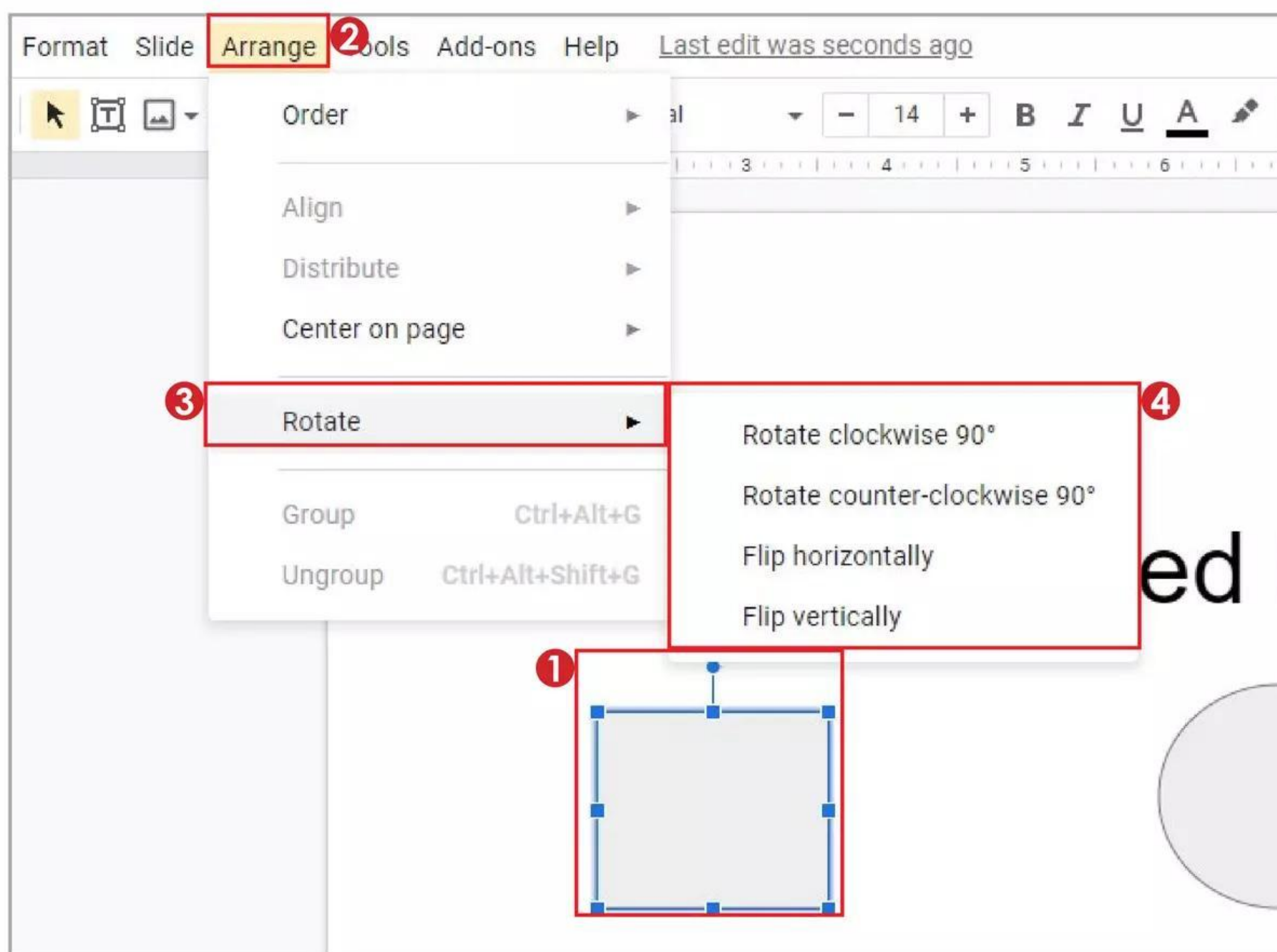
## Arranging the Alignment of Text



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

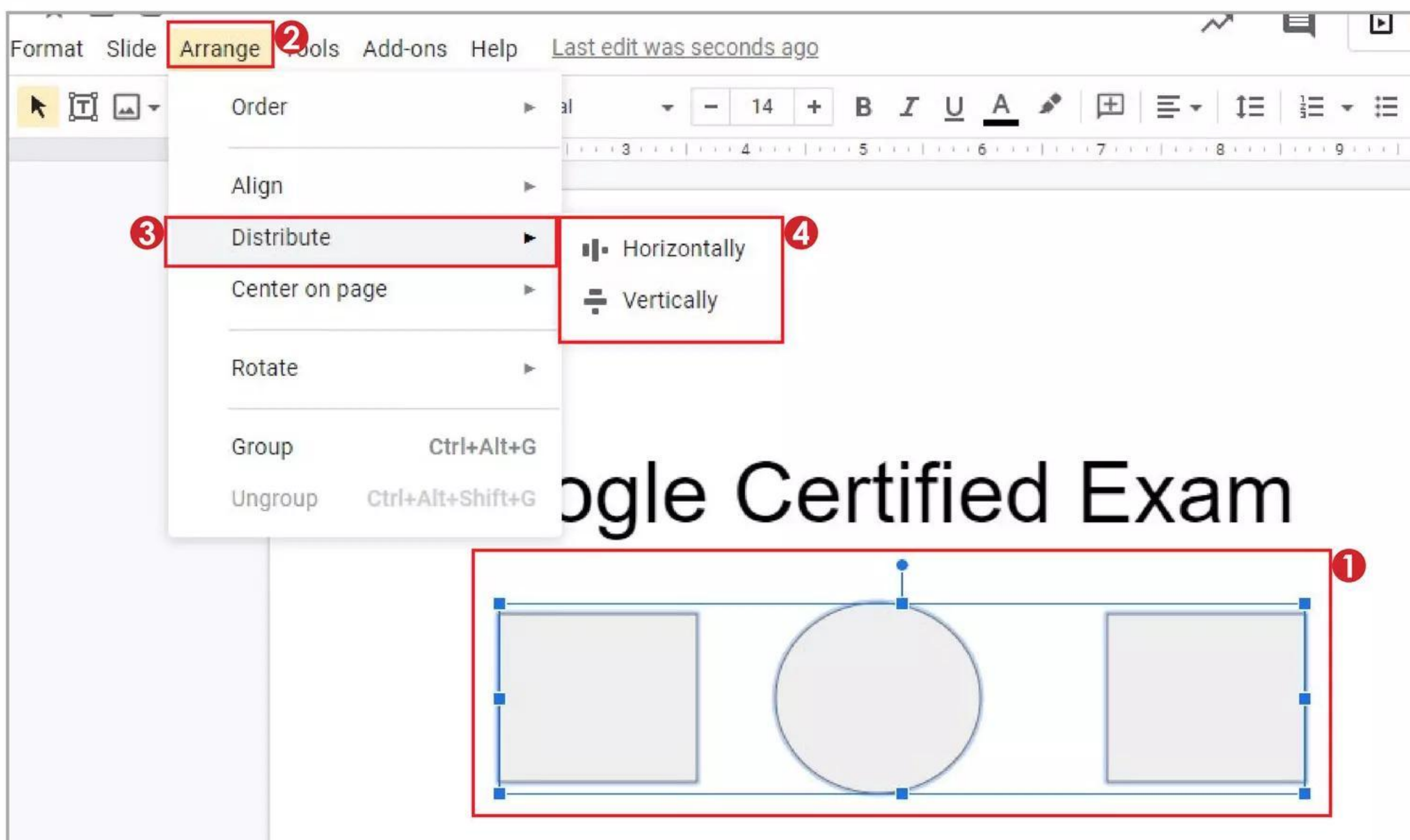


## Arranging the Rotation of the Element



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

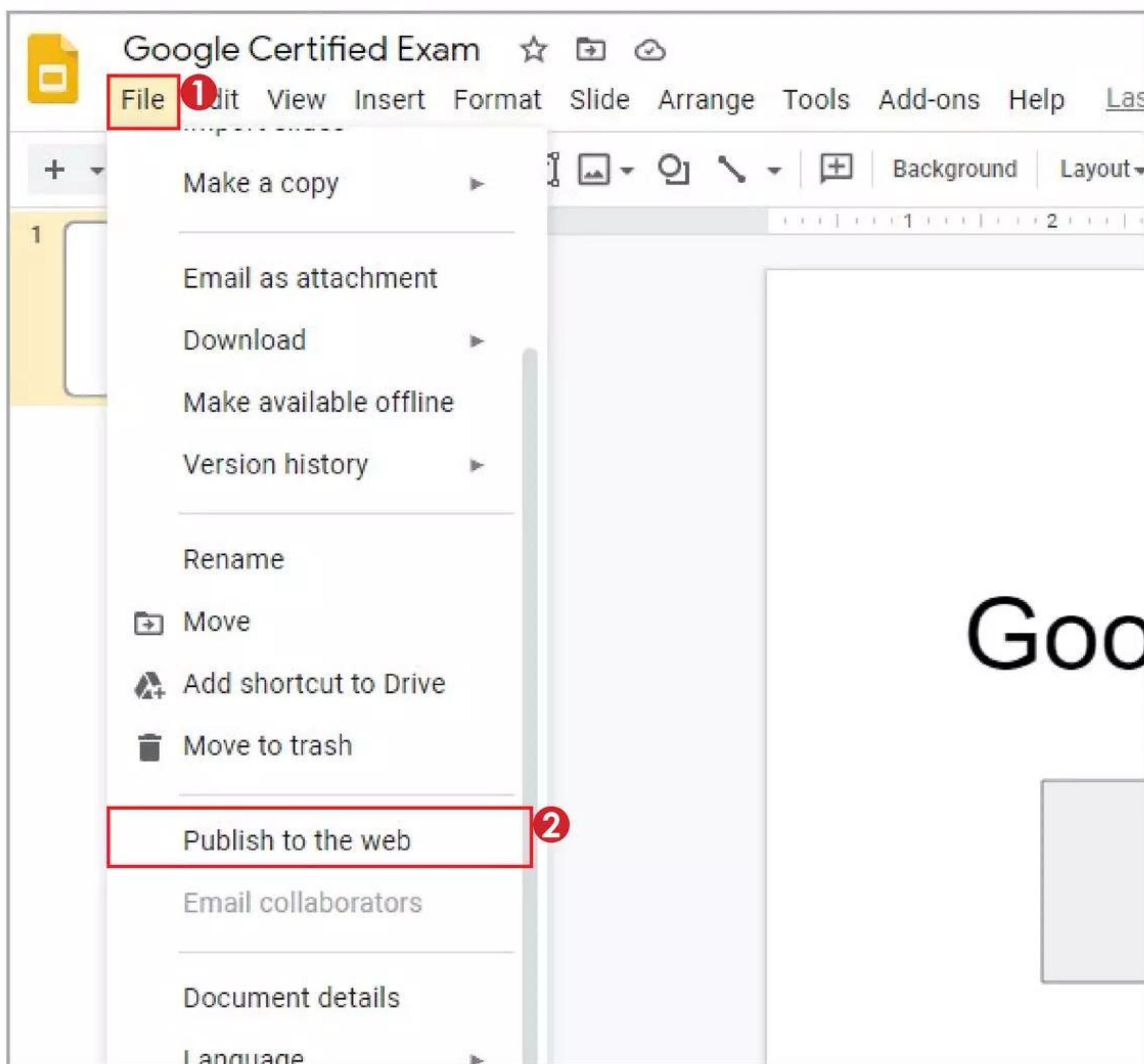
## Arranging the Distribution of the Element



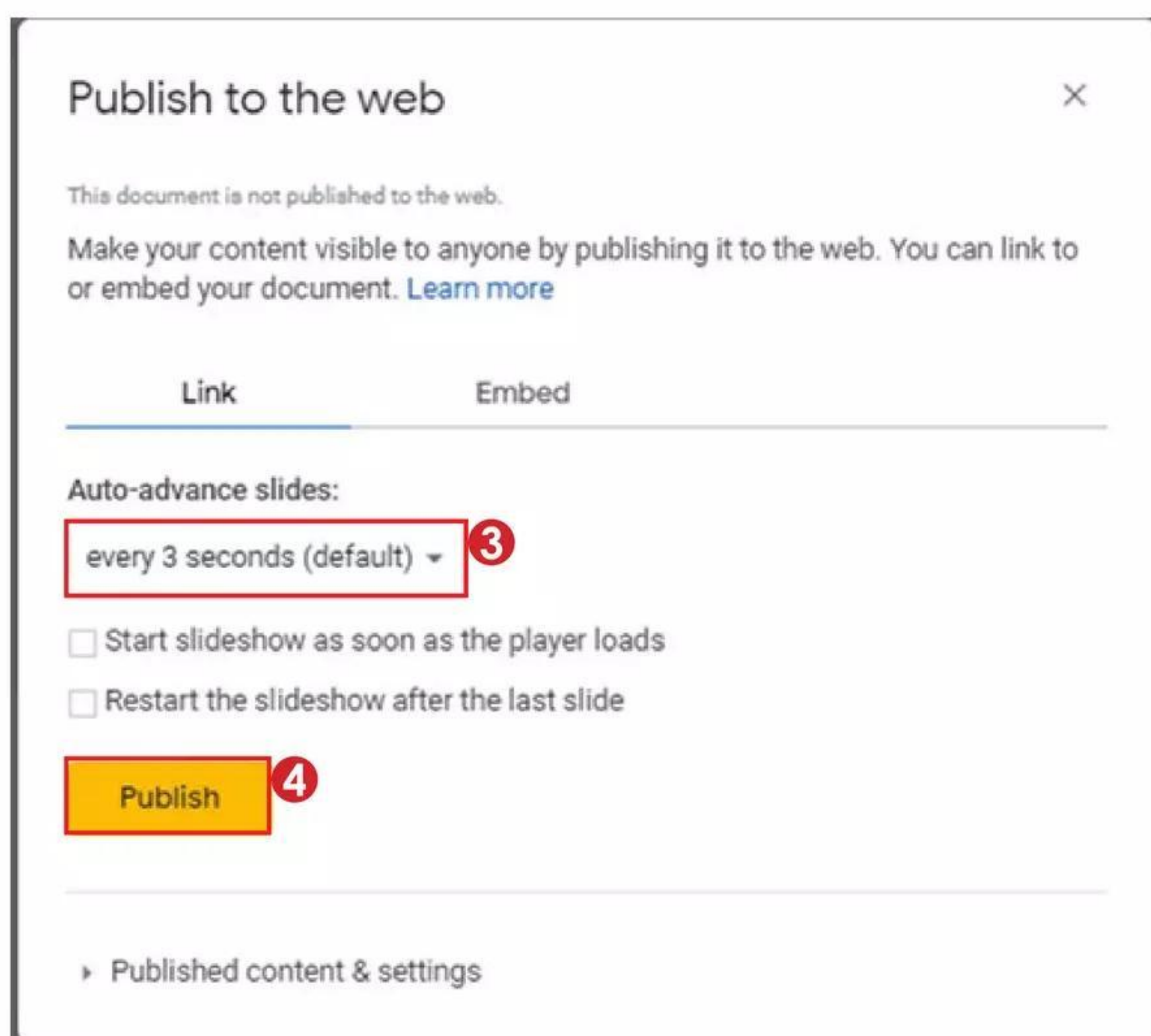
1. Select object to be distributed.
2. Click **Arrange**.
3. Choose **Distribute**.
4. Choose the preferred settings.



## Publishing to Web



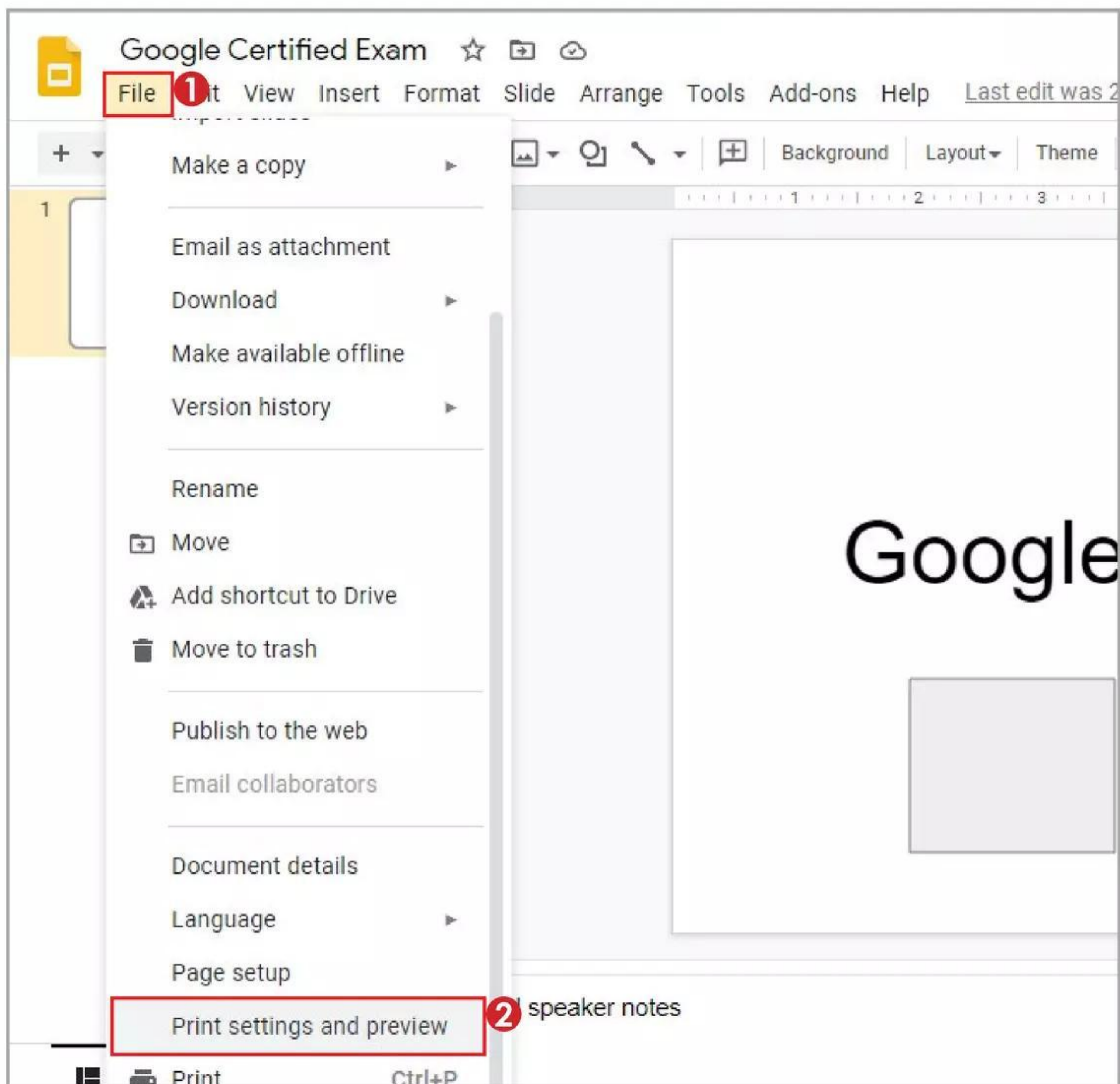
1. Click **File**.
2. Click **Publish to the web**.



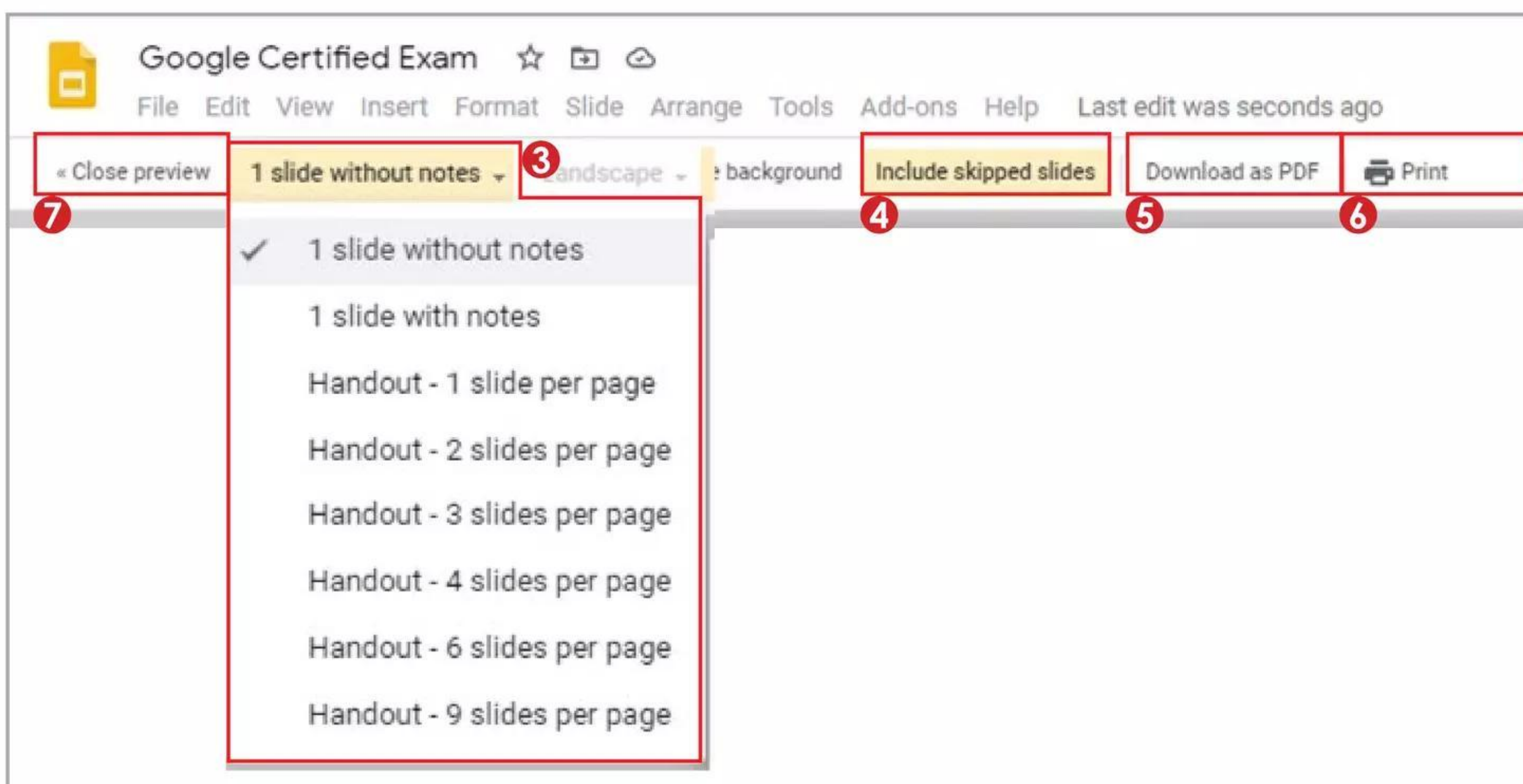
3. Choose how quickly to advance the slides.
4. Click **Publish**.



## Selecting Printing Setting and Preview



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**.





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