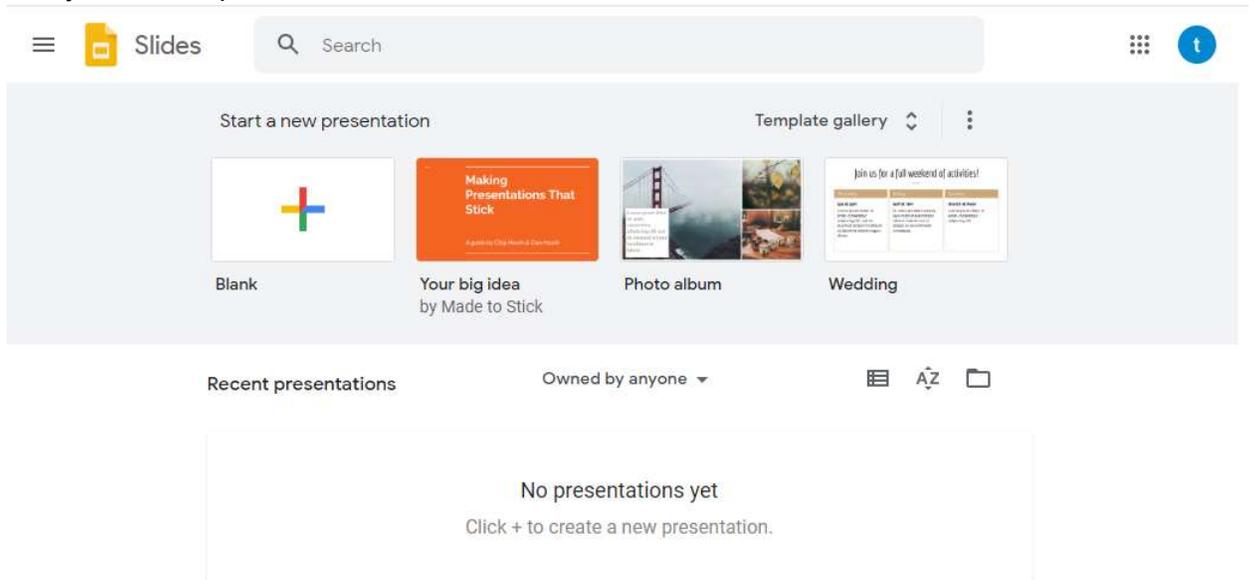




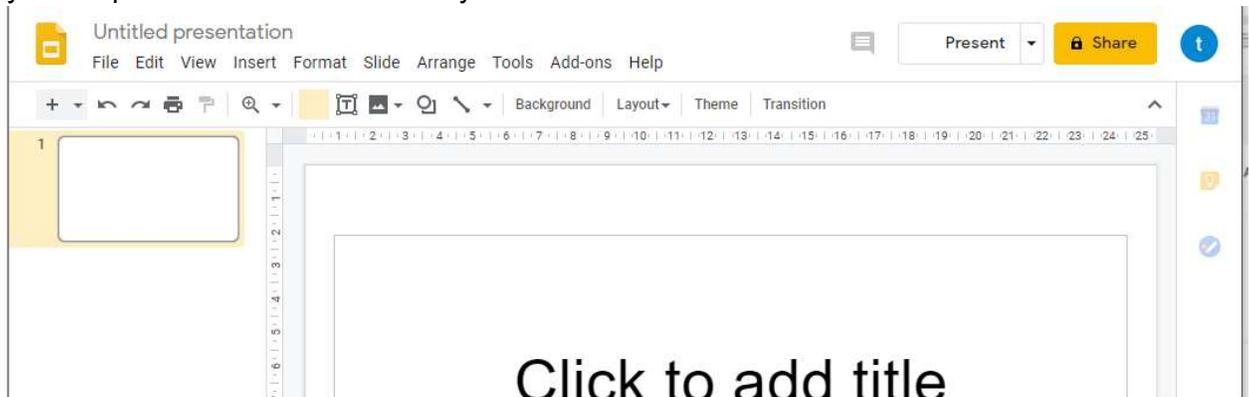
For the following, it is assumed that the user already has a google account and the computer being used is already logged in to that account.

Here are the basic steps you need to take in order to: create a Slide file and edit its contents

1. Log into g-mail and use the 'Google apps' icon at the top right
2. Find and start 'Slides' from the popup menu
3. Once started the interface provides a starting point to use a blank presentation or some ready-made template



4. Select the 'Blank' option to create a new blank presentation. The interface updates and you are presented with a familiar layout of a PowerPoint-like look-and-feel.



5. As usual you can rename the file by double clicking on the 'untitled presentation' on the top left, or share the file by clicking the 'Share' button on the top right and entering

sharing options. You can also switch to 'Present' mode when you are ready to present your work.

6. You can start by editing the title and subtitle and all you have to do is click on the element and start typing

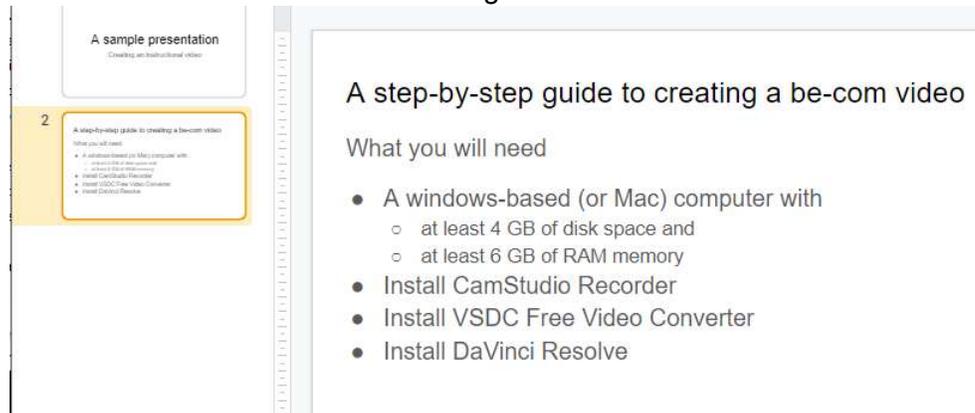


7. To insert a new slide use the 'Slide' menu and select 'New slide' or use the (shortcut Ctrl+M). As you will find out via the slide menu, you can manipulate individual slides (add, delete, skip) but you can also edit slide properties for the presentation (slide



master etc.)

8. After inserting some text, the slides are beginning to take 'shape'. To insert bullet point listings or numbered listings, click on the text you and then use the 'Format' menu and from there the 'Bullets and Numbering' submenu.



9. As we are already accustomed to, we can use the panel on the left-hand-side to see an outline of the slides of the presentation. Also, be aware that if you right-click on any of the selected slides, you get access to basic functionalities like cut, copy, paste, new slides, duplicate, delete, skip and more.



All three productivity software from Google (Docs, Sheets and Slides) take advantage of the fact that most people are familiar with functionalities from MS Office.