

Making a Google Slides Presentation

- 1.** Find the *Slides* program in your Waffle. You can find it in the upper right corner. It is the 9 tic-tac-toe squares.
- 2.** Once you open the program, the first slide is for your name and project title. I will need this to give you your grade.
- 3.** After you have made your first title slide, you will need more. Follow directions for adding new slides. There are several ways.

While we do Distance Education, many of the assignments will be completed through Google Slides. This will allow you to add color and images. Once you have done a few presentations, you will get better and faster.

Adding New Slides: The ABC's of It All

- 3a.** On the left hand you should see a preview of your slides. In the tool bar across the top, click on "Insert." Find "New Slide" near the bottom of the dropdown menu. Click on that.
- 3b.** Simply clicking Ctrl + M will also give you a new slide.
- 3c.** Clicking on the word "Slide" in the tool bar will also give you a new slide. However, it may not look like what you need.
- 3d.** Move the cursor over to the left on the preview of your first slide. Do a right click on the mouse.

Choose "Duplicate Slide" if you are on a blank slide or go to "Layout" and choose a blank slide there.