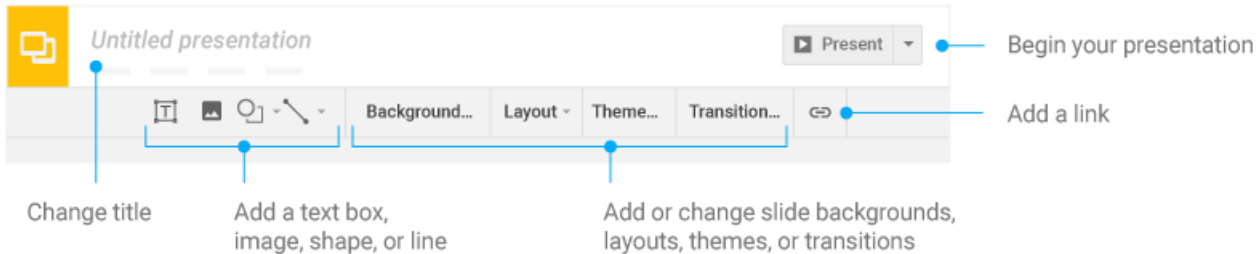


 Slides Cheat Sheet

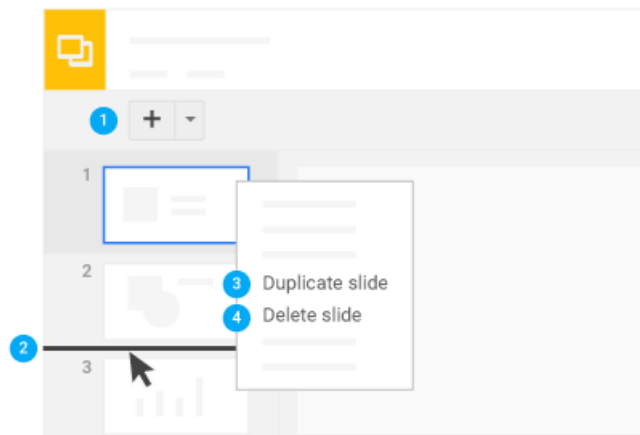
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1 Add and edit content in your slides.



2 Add and organize slides.



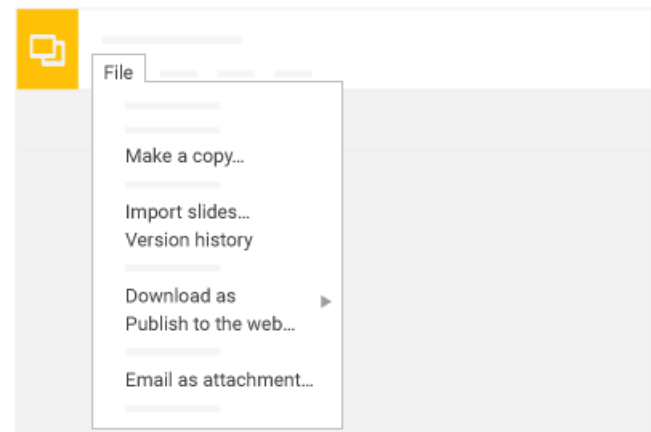
1 New slide—Click New slide **+** in the toolbar. Click the Down arrow **▾** to choose a layout for the new slide.

2 Move slide—Drag the slide to a different position in the presentation. To move several slides at once, **Ctrl+click** multiple slides before dragging them.

3 Duplicate slide—Right-click the slide in the sidebar and select **Duplicate slide**.

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4 Click  to share your presentation, then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Add comments
Can edit	✓	✓	✓
Can comment	—	—	✓
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5 Collaborate with your team in real time.

