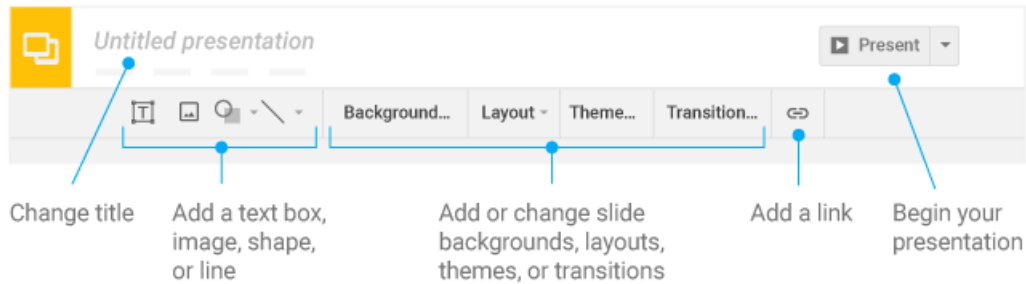


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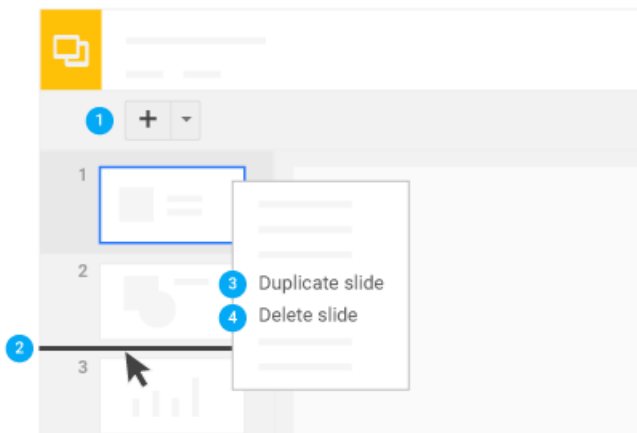
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1 Add and edit content in your slides.

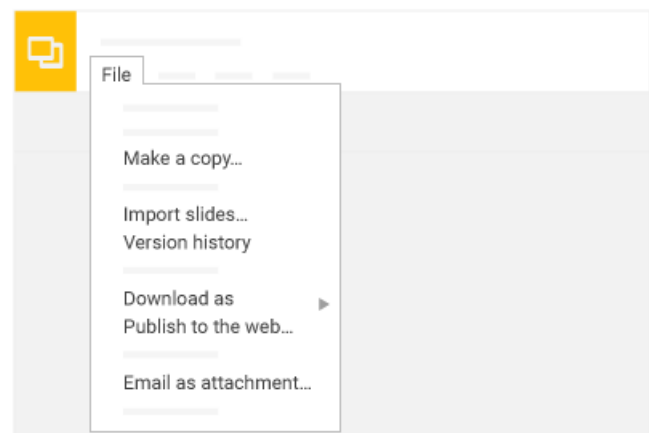


2 Add and organize slides.



- 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**.
- 4 Delete slide**—Right-click the slide and select **Delete slide**.

3 Work with different copies and versions of your presentation.



- Make a copy**—Create a duplicate of your presentation. This is a great way to create templates.
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4 Click  to share your presentation, then choose what collaborators can do. They'll also receive an email notification.

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