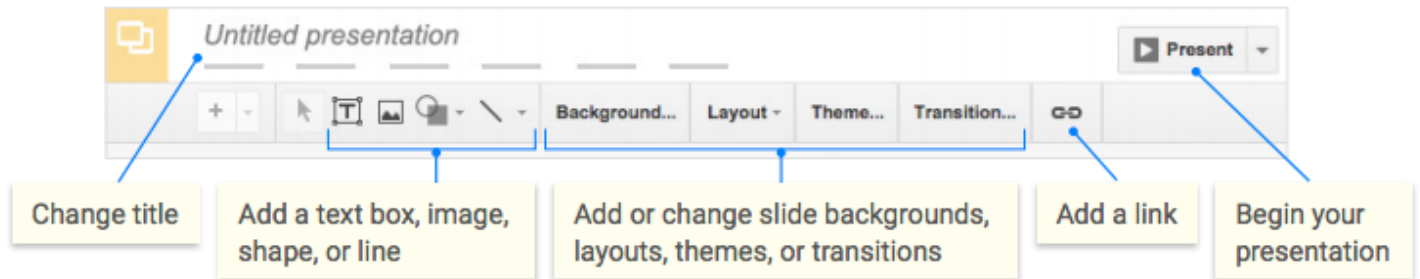## Slides Cheat Sheet

### Create and simultaneously edit presentations with your team, right in your browser.

Collaborate on professional pitch decks, project presentations, training modules, and much more. All changes are saved automatically.

1 Add and edit content in your slides.

Change title

Add a text box, image, shape, or line

Add or change slide backgrounds, layouts, themes, or transitions

Add a link

Begin your presentation

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**.
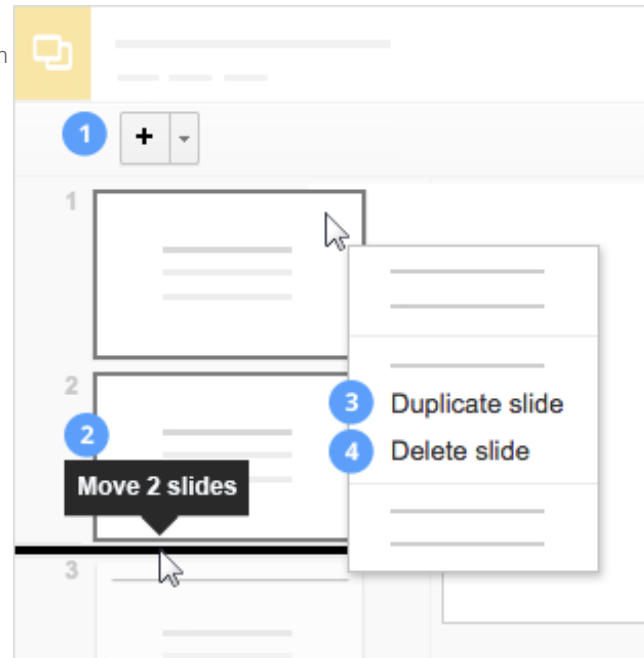
Slides Cheat Sheet

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.

Import slides Add slides from another presentation to your current slide deck.

See revision history See all the changes you and others have made to the presentation, or revert to earlier versions.

Download as Download your presentation in other formats such as Microsoft® PowerPoint® or PDF.

Publish to the web Publish a copy of your presentation as a webpage, or embed your presentation in a website.

Email as attachment Email a copy of your presentation.
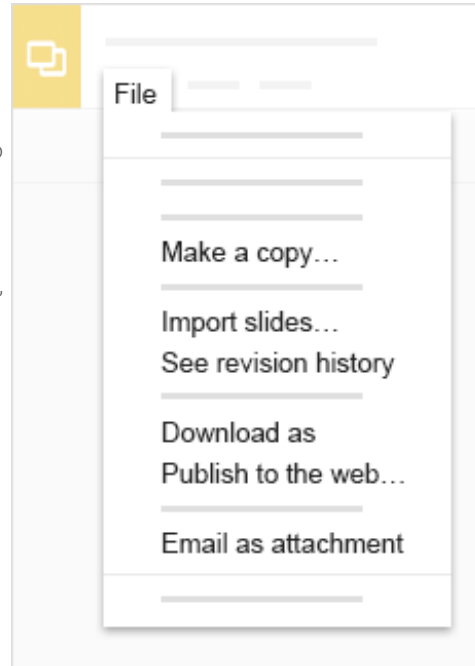
4 Click [🔒 Share] to share your presentation, then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Add comments
Can edit	✓	✓	✓
Can comment	—	—	✓
Can view	—	—	—