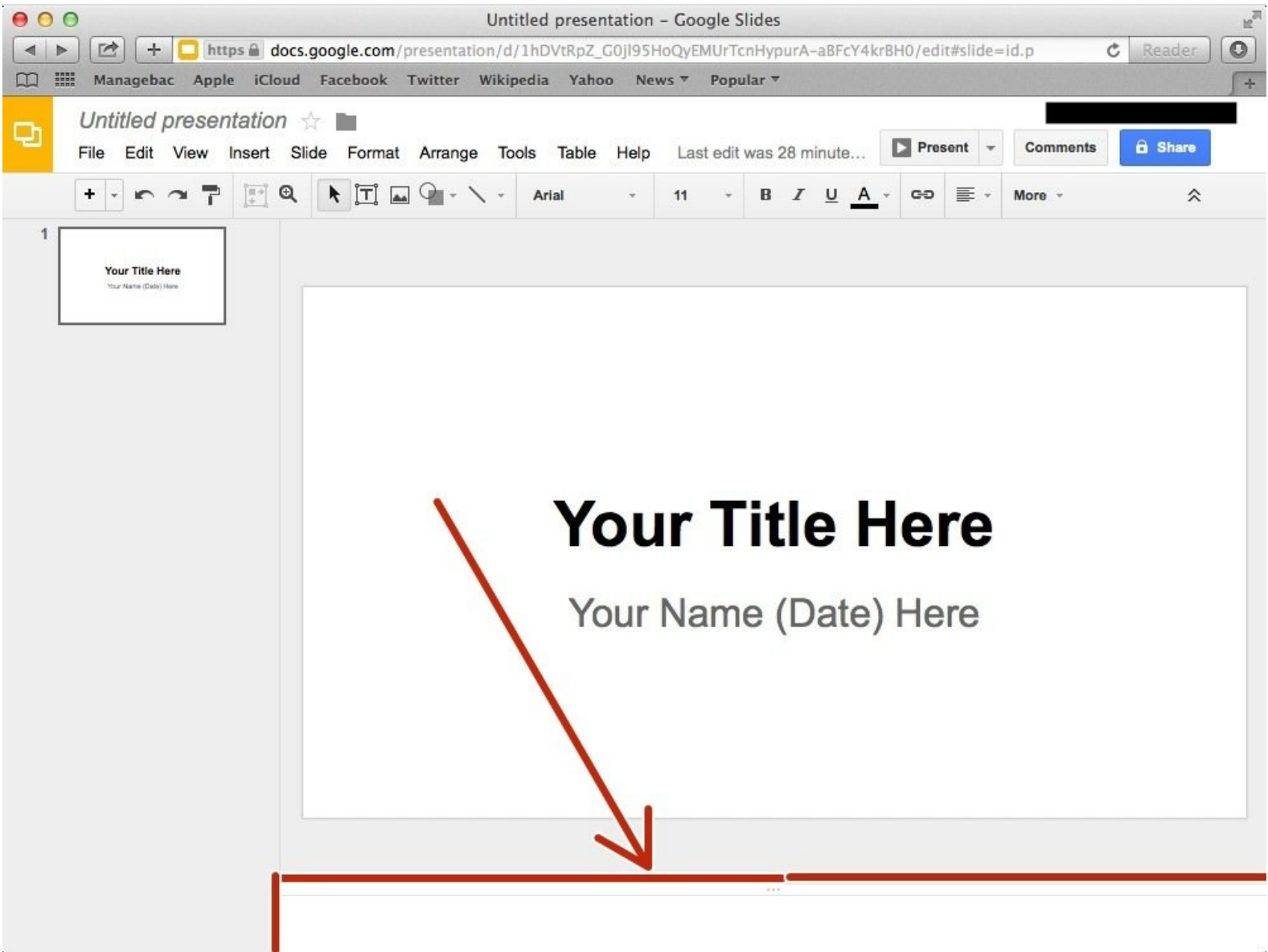# BIS Help Guides

How to Write Presenter Notes in Google Slides

Learn how to write presenter notes that the audience can't see in Google Slides.
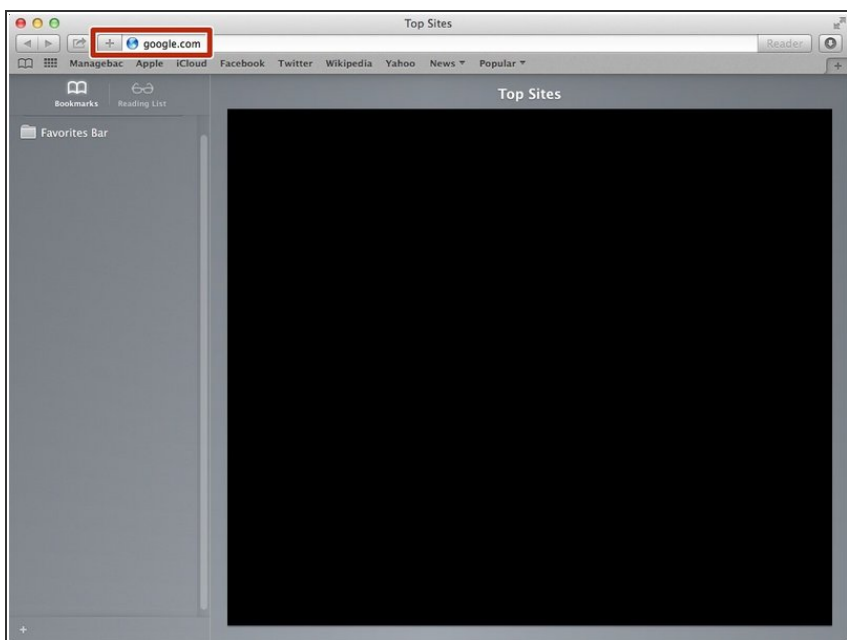
Written By: Mirai

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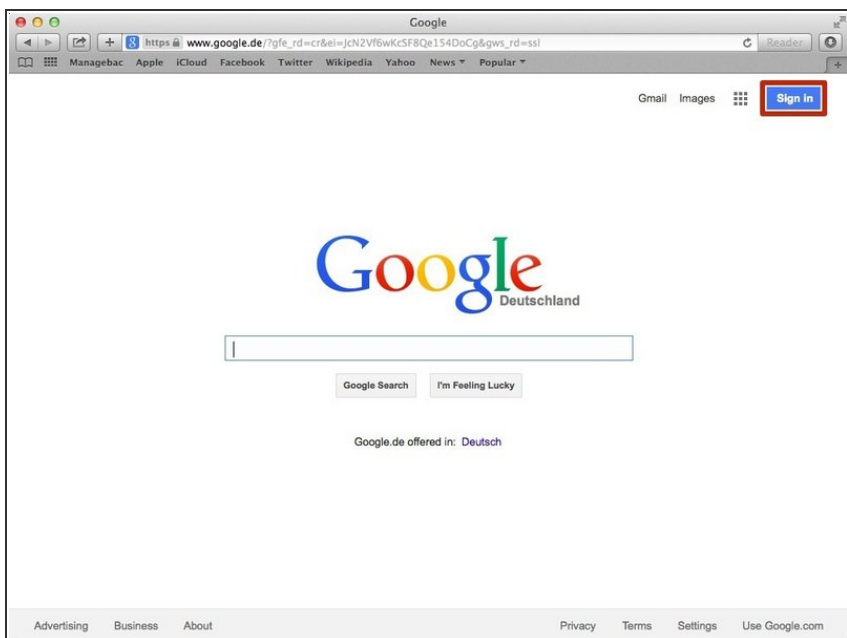© 2021 bavarianis.dozuki.com/ Page 2 of 8

INTRODUCTION

Learn how to write presenter notes that the audience can't see in Google Slides.
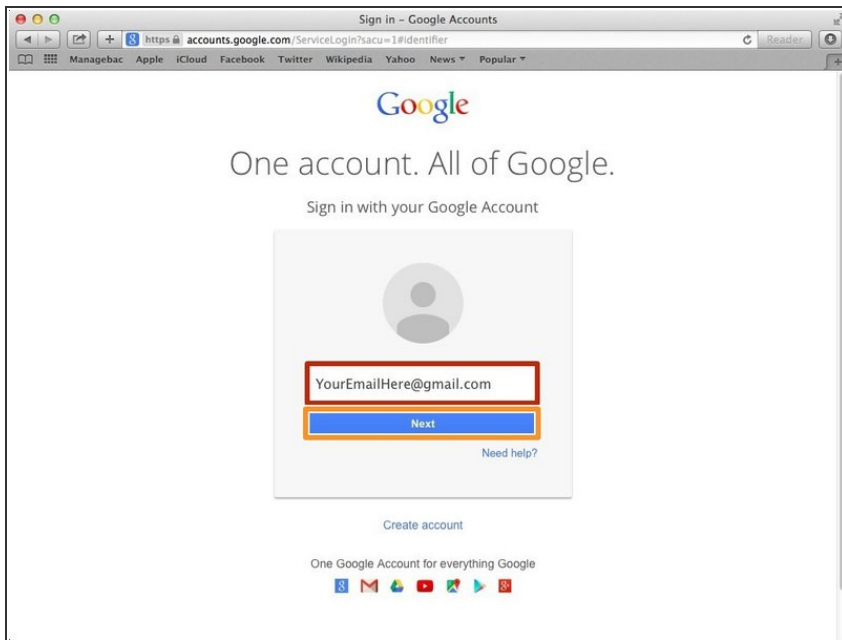
Step 1 — How to Access google.com

- Type "google.com" in the address bar to go to the google website
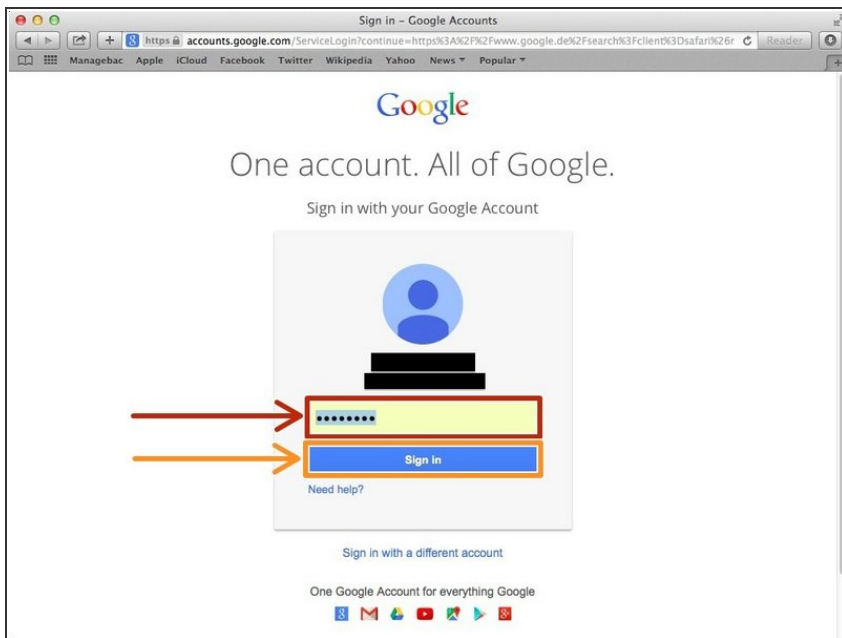
Step 2 — Finding The Sign In Button

- Click on the "Sign In" button to sign in your google account

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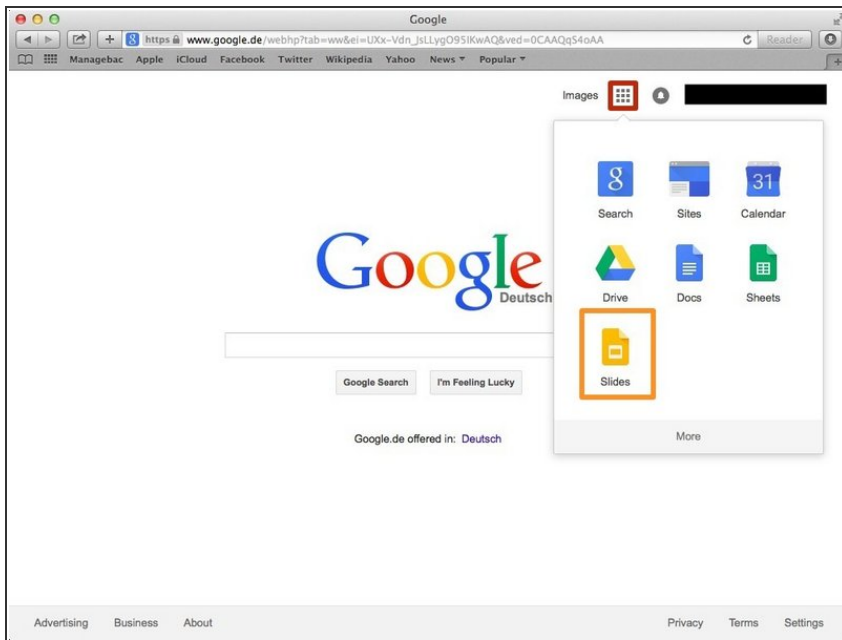
Step 3 — Entering Your Email

- Type your email address into this box

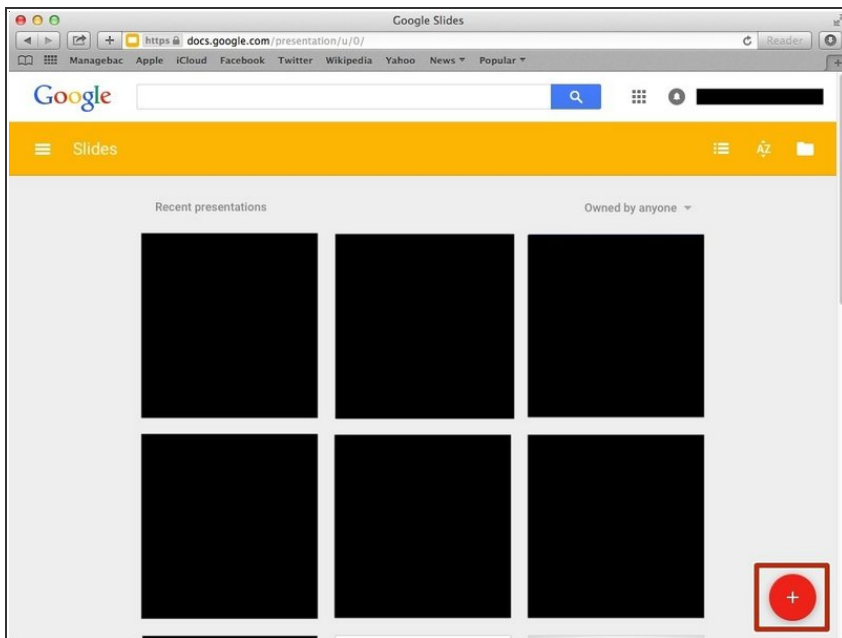- Click on the blue "Next" button

Step 4 — Entering In Your Password

- Type your password into this box

- Click on the blue "Sign In" button

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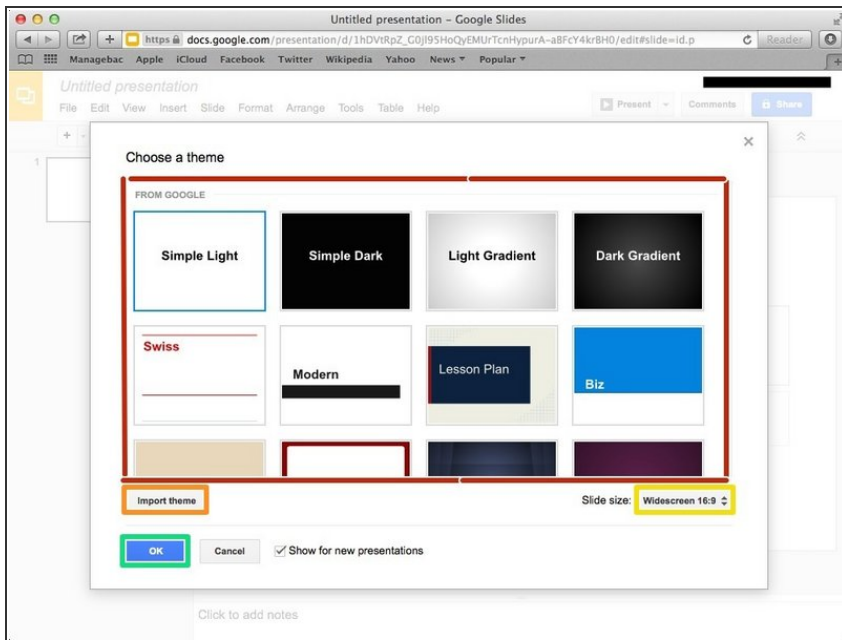
Step 5 — Opening Google Slides

- Click on this button to open a menu of options

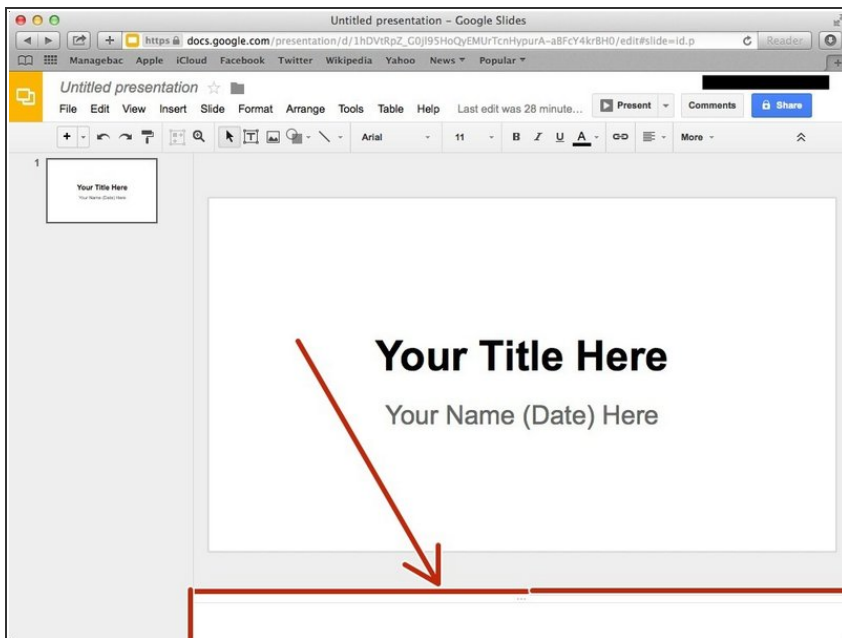- Click on the "Slides" button

Step 6 — Creating a New Slide

- Click "+" to create new presentation.

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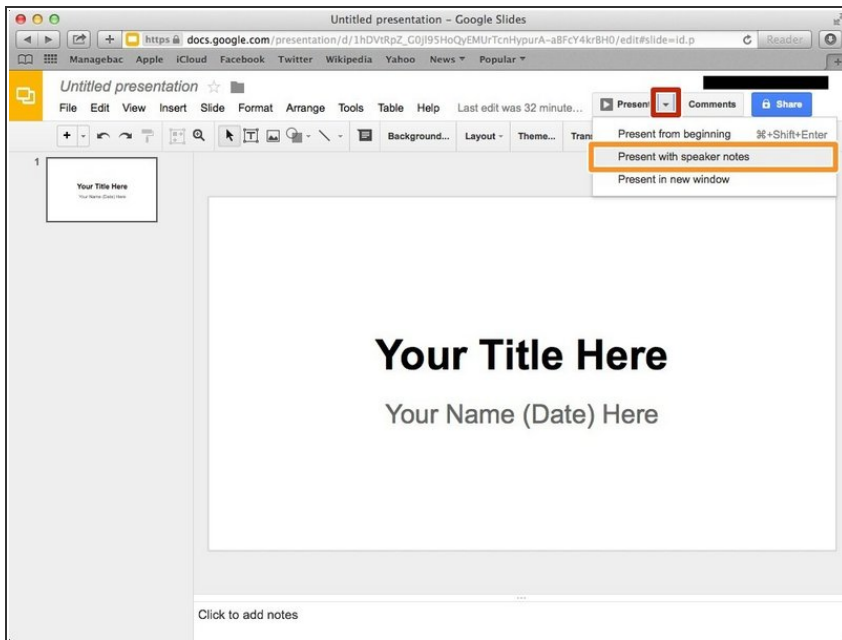
Step 7 — Selecting a Theme

- Choose one of the theme from this box

- Or you can import a theme if you click "Import theme"

- You can change the "Slide Size" if you click here and select the different scale.

- Click "OK" to select the theme

Step 8 — Creating a Presenter Notes

- Click this box and then put in the notes.

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Step 9 — Presenting with Presenter Notes

- Click the down arrow

- Click "Present with speaker notes" to present with speaker notes.

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