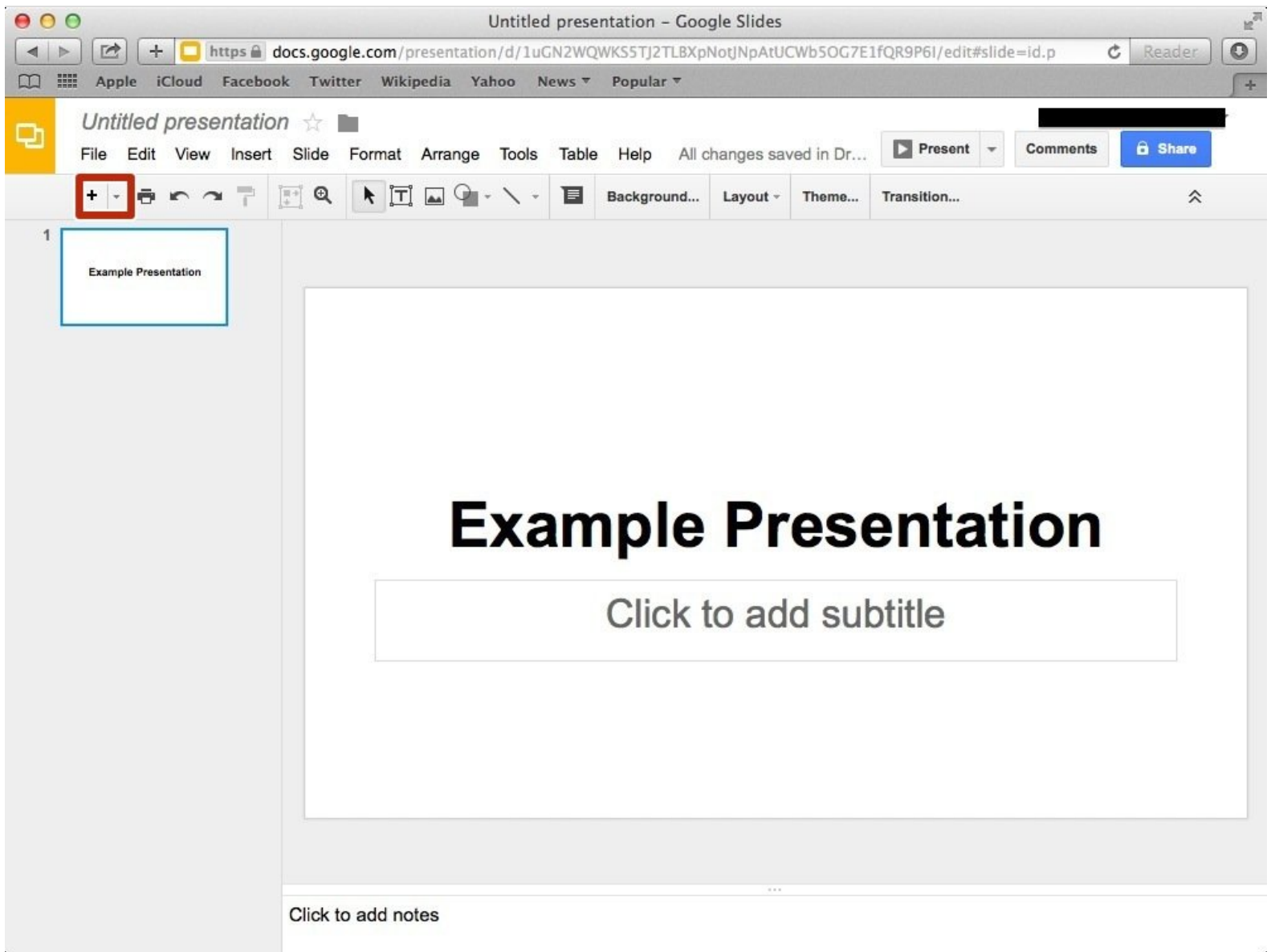


# BIS Help Guides

## **Creating advanced animations to present complex ideas**

Learn how to create advanced animations to present complex ideas.

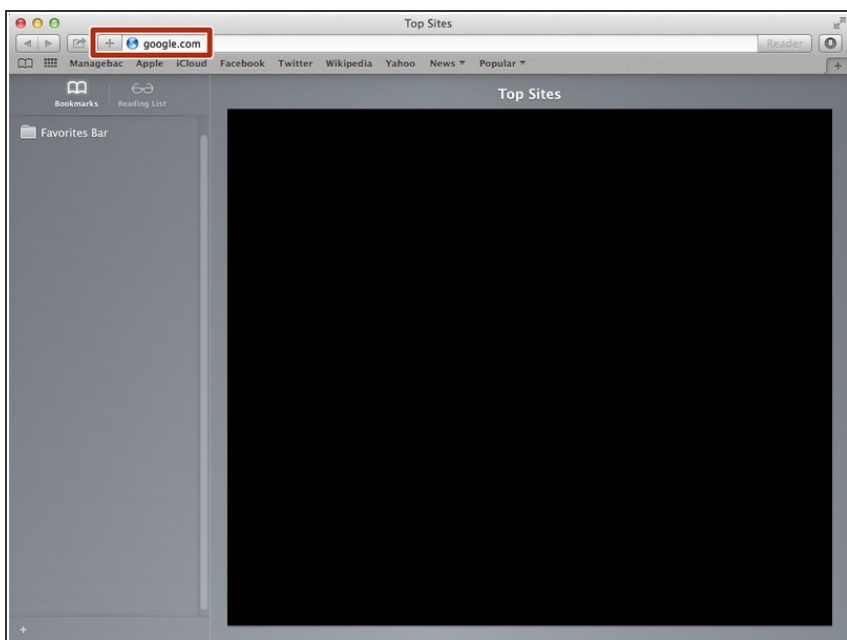
Written By: Alex Spencer



# INTRODUCTION

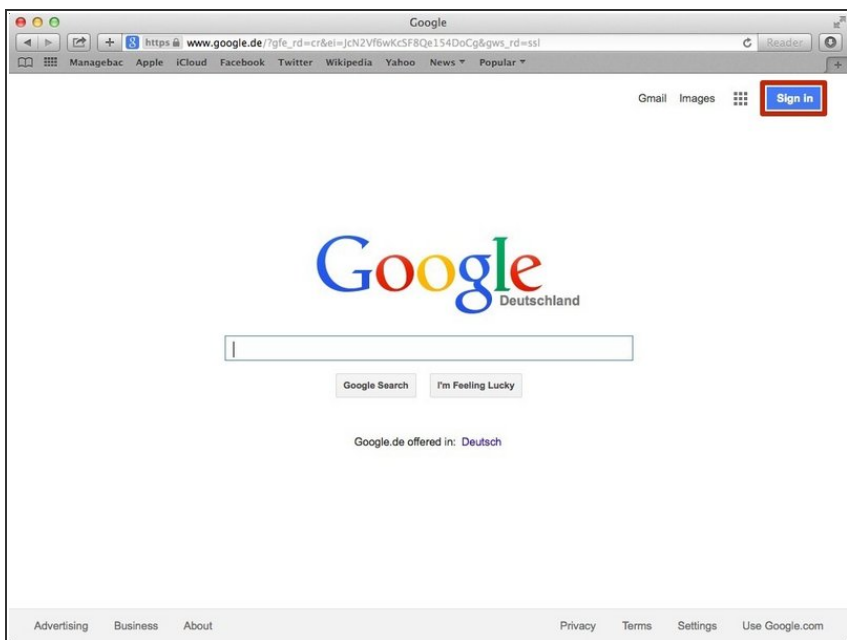
Learn how to create advanced animations to present complex ideas.

## Step 1 — How to Access google.com



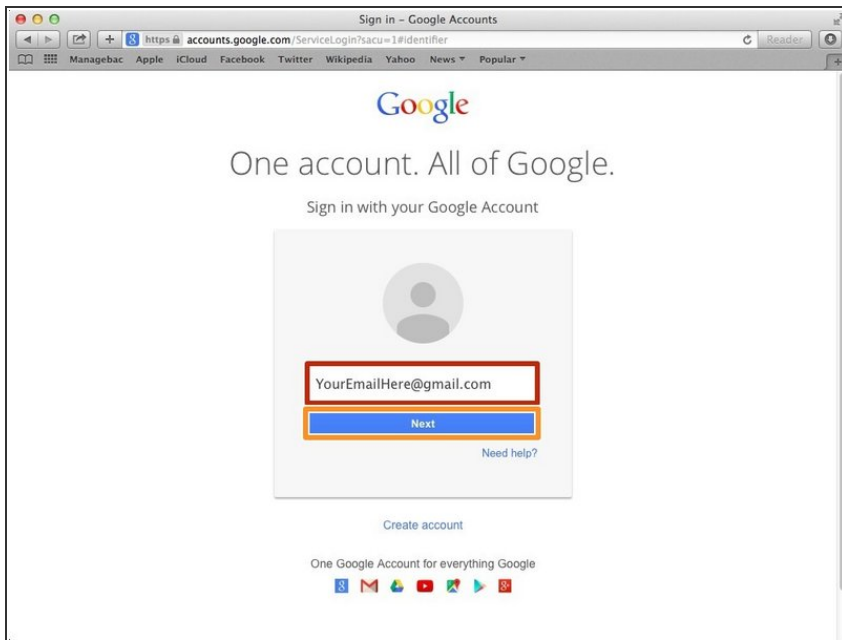
- Type "google.com" in the address bar to go to the google website

## Step 2 — Finding The Sign In Button



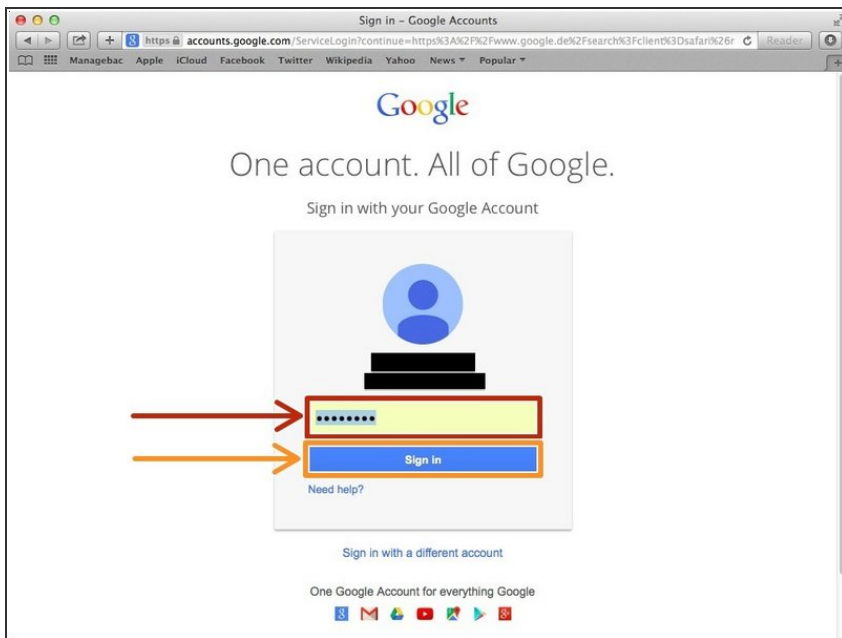
- Click on the "Sign In" button to sign in your google account

## Step 3 — Entering Your Email



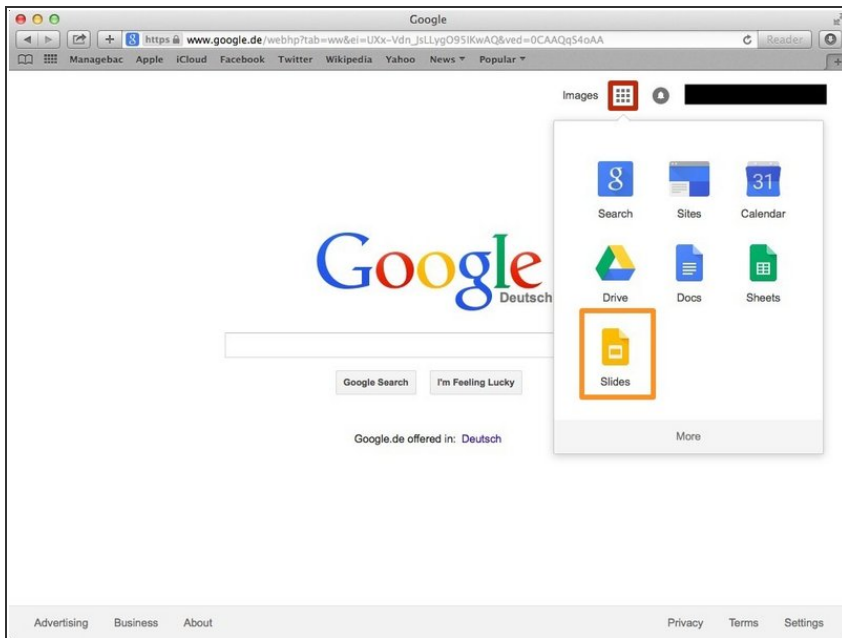
- Type your email address into this box
- Click on the blue "Next" button

## Step 4 — Entering In Your Password



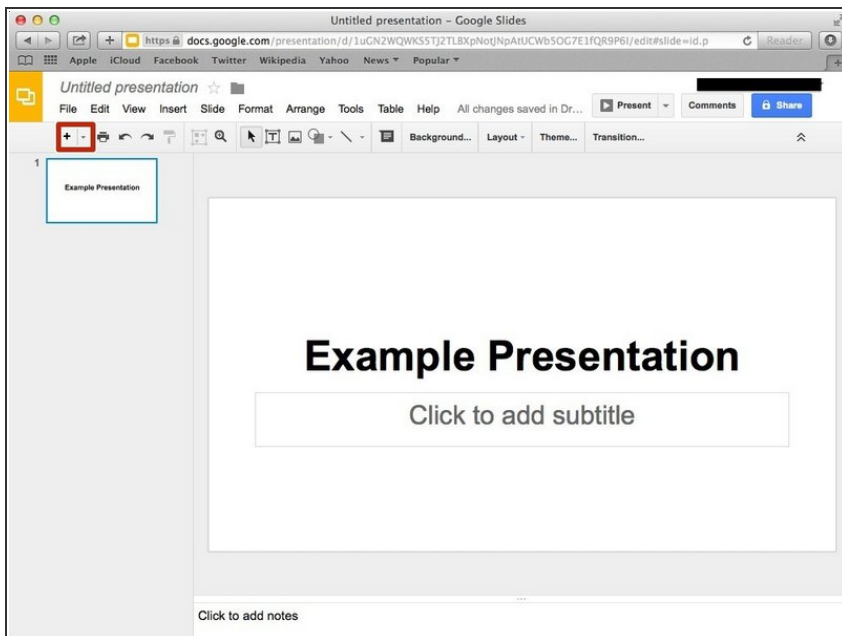
- Type your password into this box
- Click on the blue "Sign In" button

## Step 5 — Opening Google Slides



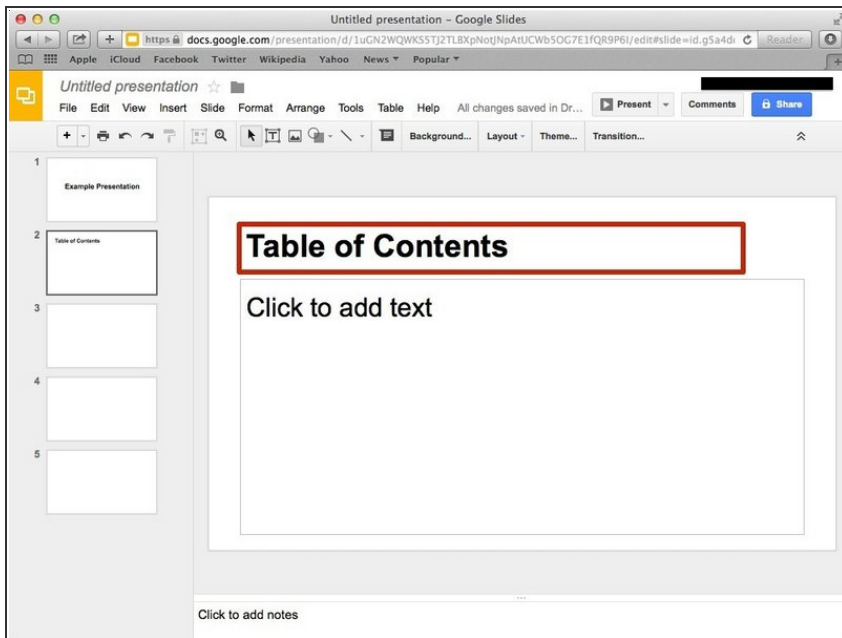
- Click on this button to open a menu of options
- Click on the "Slides" button

## Step 6 — Creating Slides



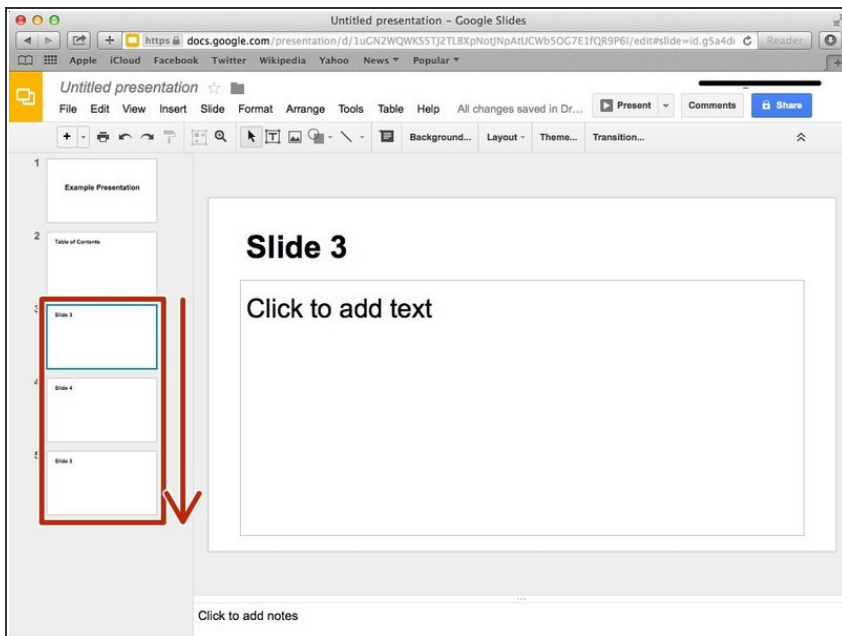
- Click on the button circled in red in order to add more slides to the presentation. Click the button four times to add four more slides.

## Step 7 — Table of Contents



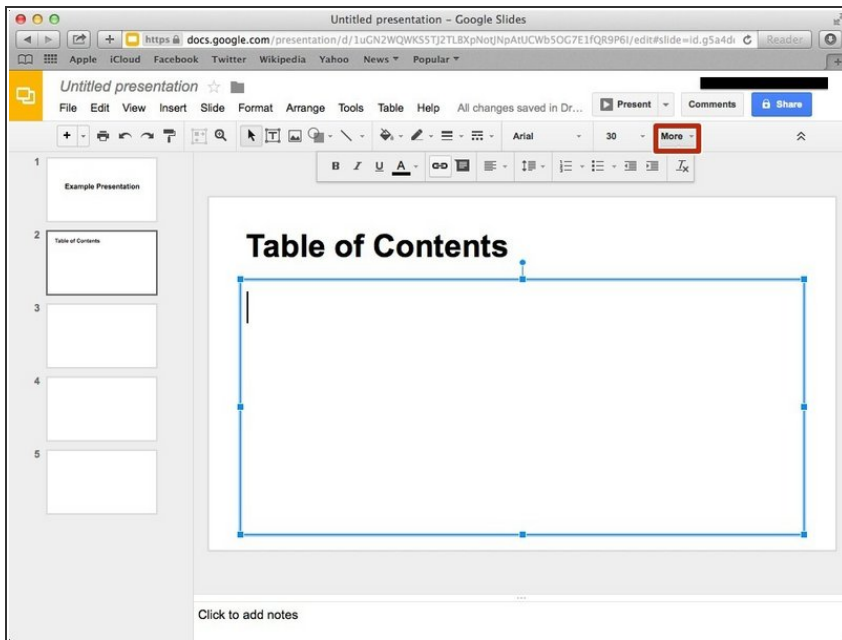
- Rename the Second Slide to "Table of Contents" By clicking on the highlighted box.

## Step 8 — Naming Slides



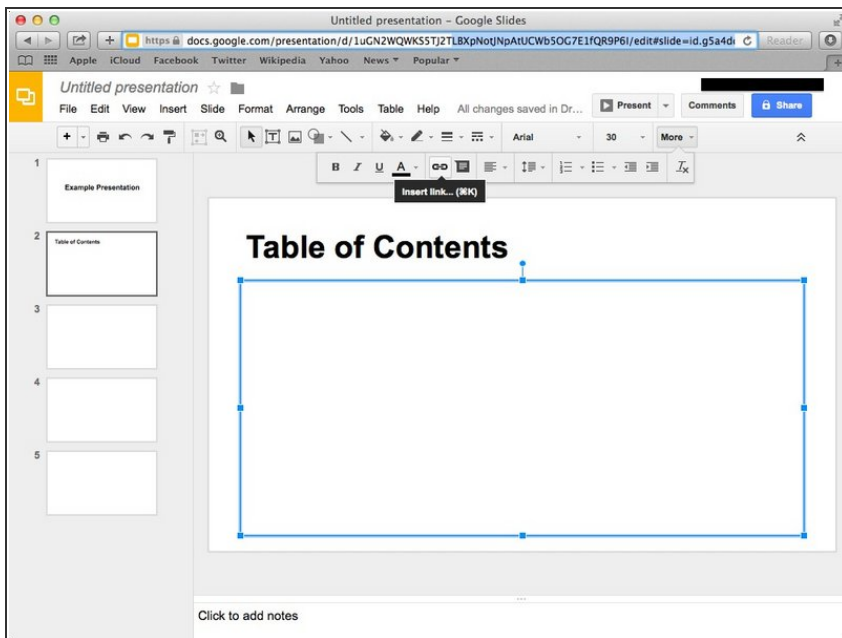
- Rename the following three slides to "Slide 3, Slide 4, and Slide 5" respectively

## Step 9 — Accessing More Commands



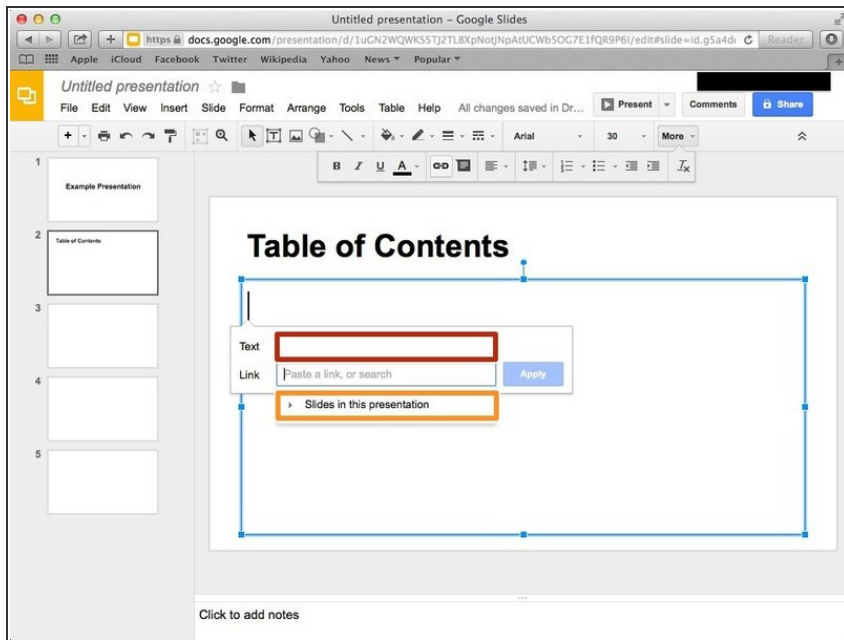
- Click on the "more" drop down menu

## Step 10 — Inserting a Link



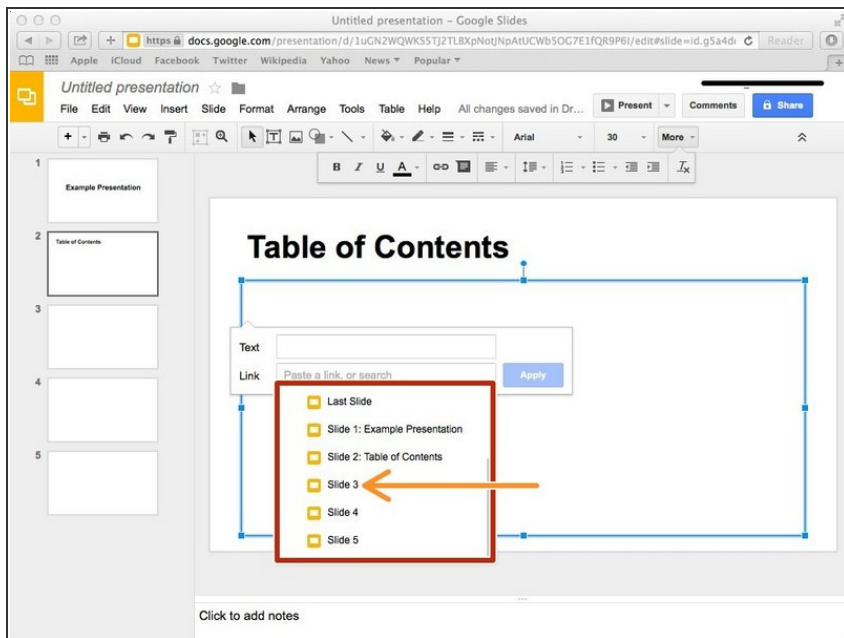
- Select the "Insert Link" option

## Step 11



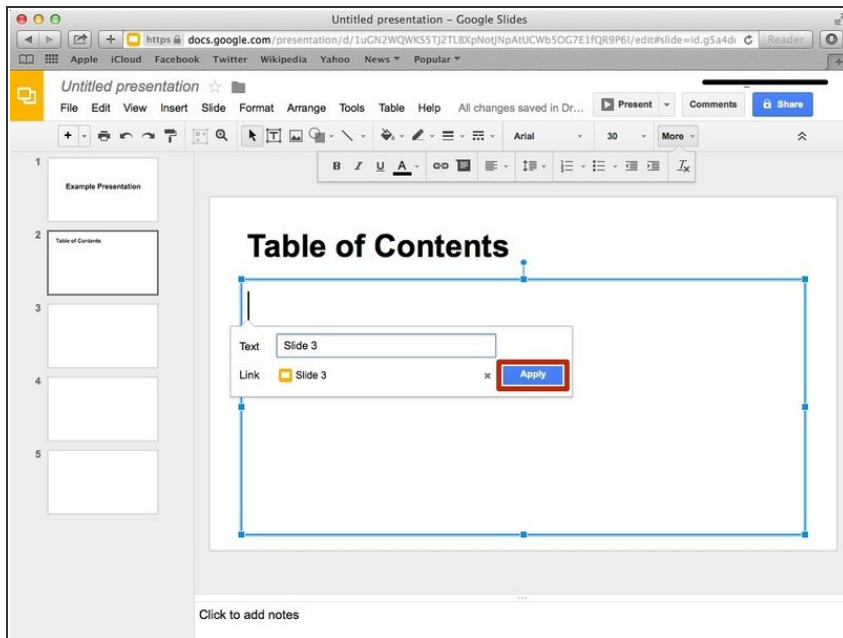
- Type in "Slide 3". This will appear in the table of contents and will indicate which slide if pressed it will take you to.
- Click the drop down menu to access a list of slides present in this presentation.

## Step 12 — Selecting a Slide



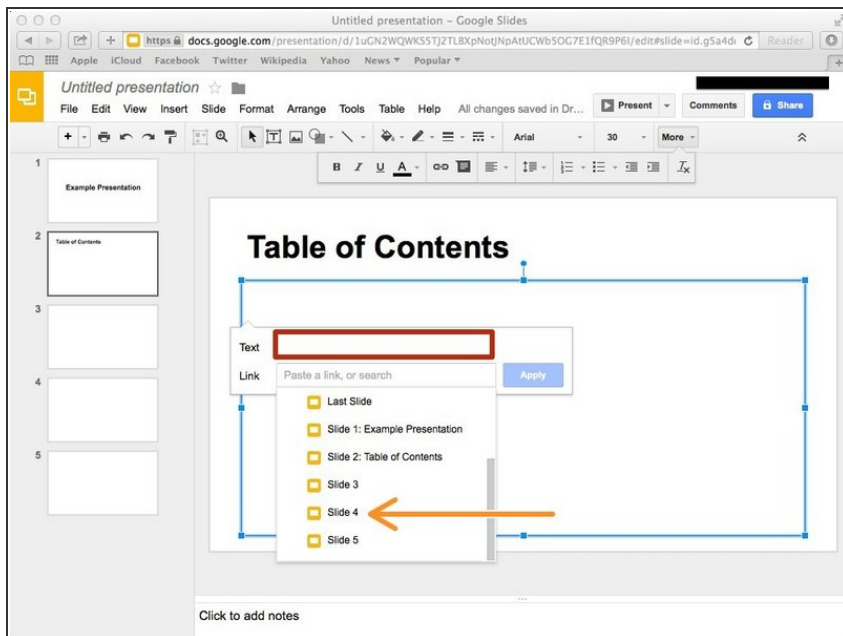
- A drop down menu will appear with all of the slides present in the slideshow.
- Select Slide 3

## Step 13 — Saving Changes



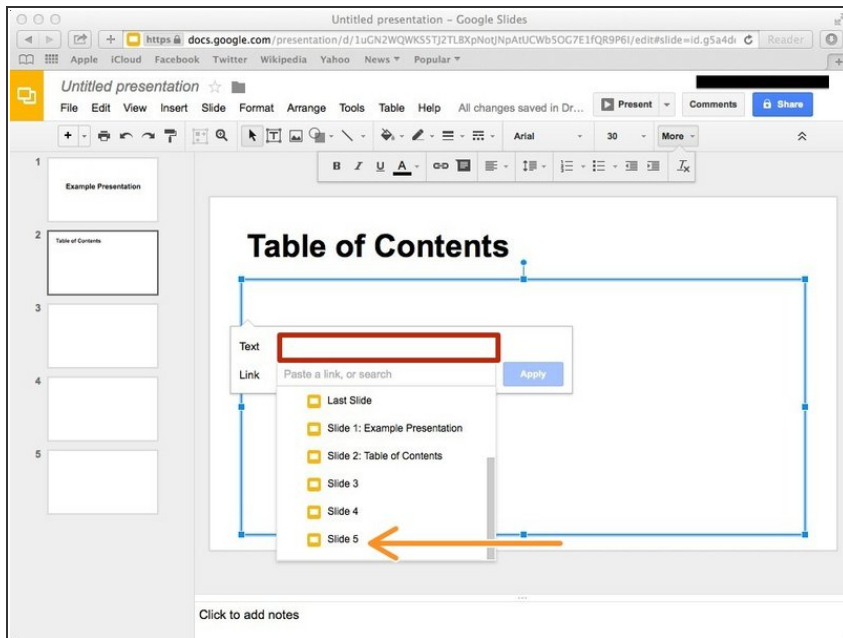
- Click apply

## Step 14 — Creating Another Link



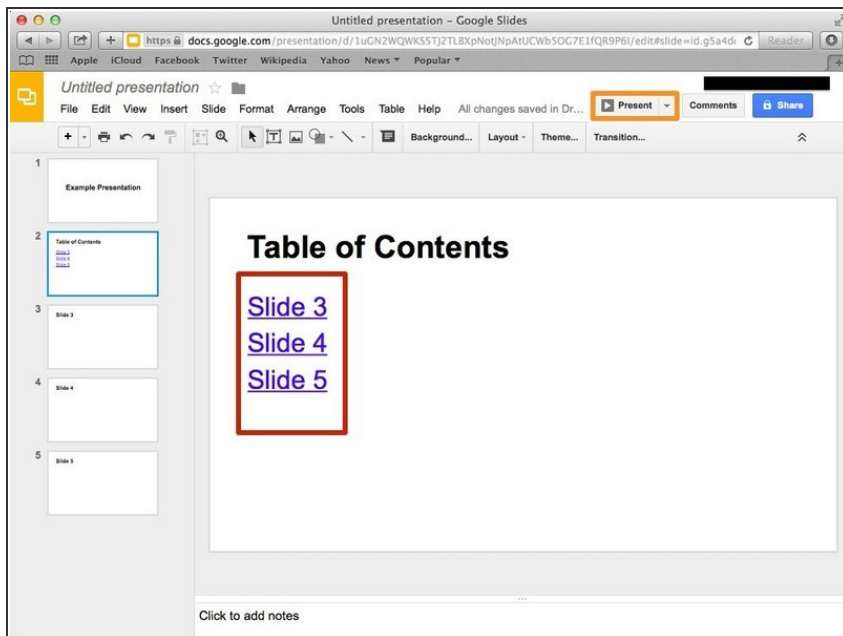
- Insert Another Link
- Type in "Slide 4" in the red text box.
- Select the fourth Slide (Slide 4)

## Step 15 — Create Another Link



- Insert Another Link
- Type "Slide 4" into the text box.
- Select the fifth Slide (Slide 5)

## Step 16 — Present



- Clicking on each title will bring you to the third, fourth, or fifth slide.
- Click Present