# **BIS Help Guides**

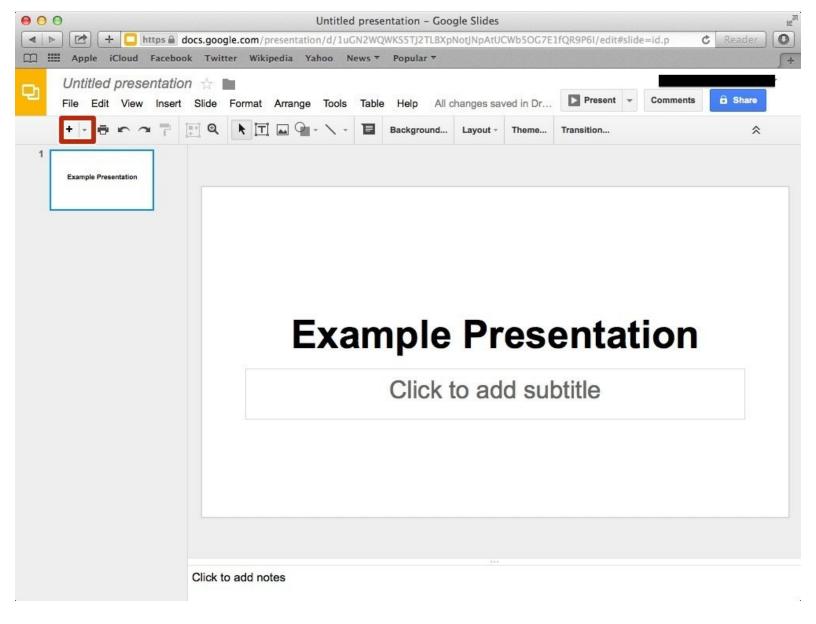
# Creating advanced animations to present complex ideas

Learn how to create advanced animations to present complex ideas.

Written By: Alex Spencer

Creating advanced animations to present...

Guide ID: 192 - Draft: 2015-06-22

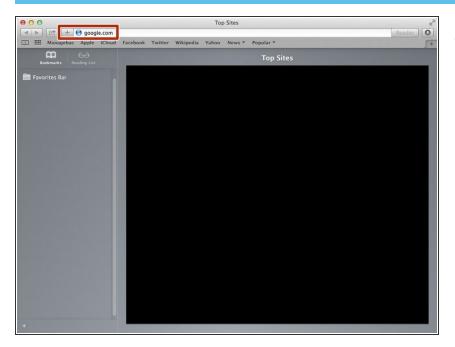


Creating advanced animations to present...

# INTRODUCTION

Learn how to create advanced animations to present complex ideas.

# Step 1 — How to Access google.com



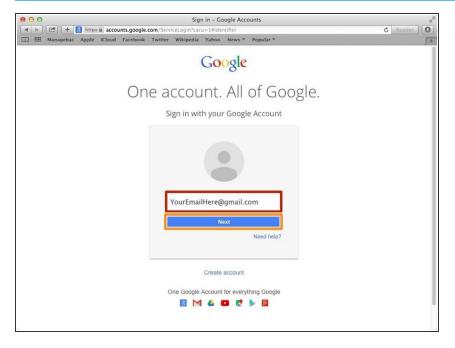
• Type "google.com" in the address bar to go to the google website

# Step 2 — Finding The Sign In Button

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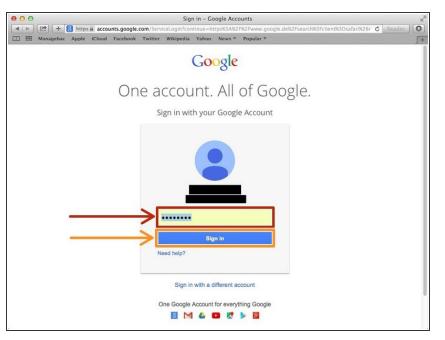
 Click on the "Sign In" button to sign in your google account

# Step 3 — Entering Your Email



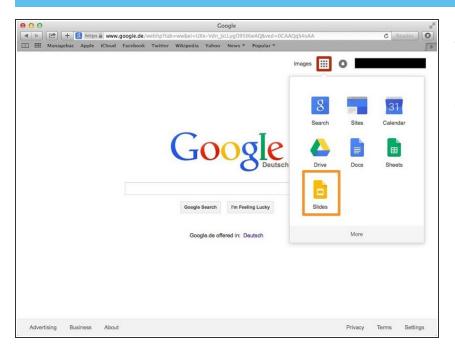
- Type your email address into this box
- Click on the blue "Next" button

#### Step 4 — Entering In Your Password



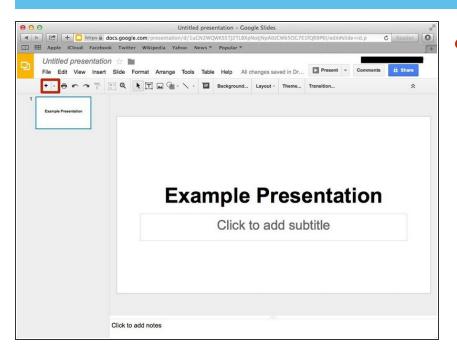
- Type your password into this box
- Click on the blue "Sign In" button

#### 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

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

#### Step 8 — Naming Slides

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

# Step 9 — Accessing More Commands

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• Click on the "more" drop down menu

# Step 10 — Inserting a Link

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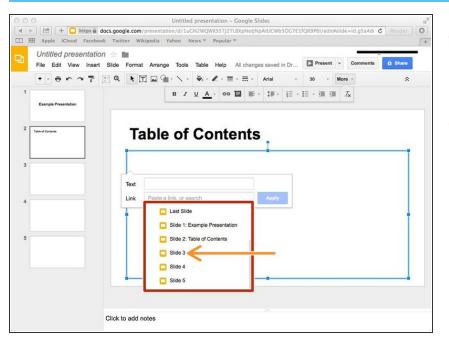
• Select the "Insert Link" option

#### Step 11

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- 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

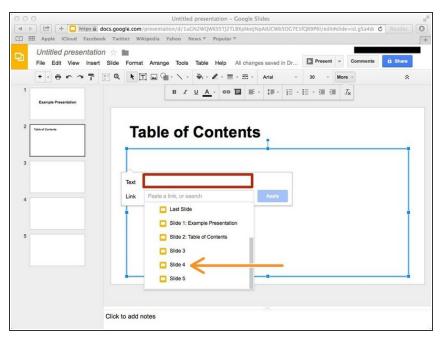


- A drop down menu will appear with all of the slides present in the slideshow.
- Select Slide 3

#### Step 13 — Saving Changes

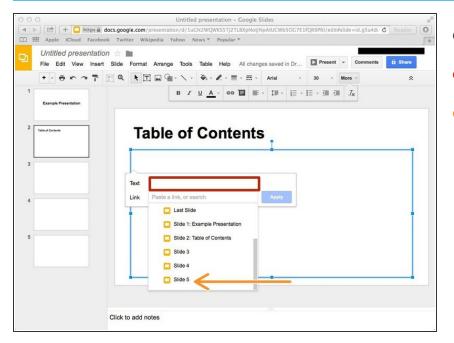
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# Step 14 — Creating Another Link



- 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

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