

Adding New Slides:

- ◆ **Go to **View** and select **Slide Sorter**.**
- ◆ **Click to the desired slide area.**
- ◆ **Right Click and select **New Slide****
- ◆ **Click Slide again and select **Slide Design**.**
(a menu will appear on the right with all the templates)
- ◆ **Select the desired color (there is five) and click the arrow on the right side of the template and select **Apply to Selected Slide**.**
- ◆ **Go to the slide and type in your text.**

Good luck & Enjoy!
