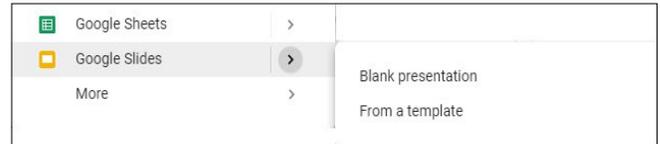


## Google Slides: Quick Reference Guide

Google provides an 'office' suite of software that does not need to be installed on your computer. The software is accessed and online, and your documents are stored online. Google Slides is one application in that software. Google Slides is a presentation software. This document will look at the features of the software.

### Create a Presentation

1. From Google Drive, click the **New** button and select Google Slides.
2. By hovering over the arrow, you may select Blank Presentation or from a template.
3. You may continue to add slides by clicking on the 



### Changing Themes

When you created a new presentation, you were asked to apply theme. You may change the theme at any time.

1. Click the **Theme...** button on the toolbar.
2. Browse through the list of themes and click on a desired theme.
3. Click **Ok**. If you do not like it after applying it, click Undo or follow the steps again and choose a different theme.

### Inserting Image, Videos & Using Explore

#### Inserting an Image

With Google Slides, there are a number of ways to insert an image, including from a computer, from the web, from Google Drive, Google Photos, By Url ,and from the camera.

1. Click **Insert > Image**.
2. Navigate and then select where the image is located. Then, navigate to the image.

#### Inserting a Video

With Google Slides, you can insert a video from YouTube and play it directly from your slides .

1. Click **Insert > Video**.
2. Search for a video you'd like to insert or enter a URL from YouTube.
3. After you've selected a video, check the box next to the video's thumbnail and click **Insert Video**.
4. An image of the video appears on the slide. You

can adjust the size of this image on your slide.

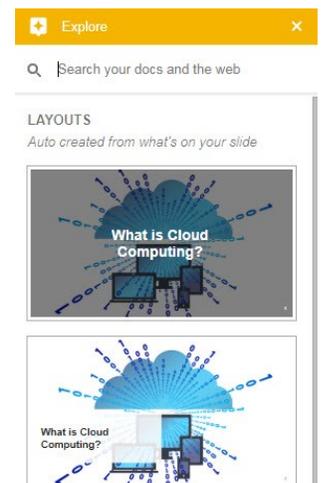
#### Using the Explore button

The Explore button opens the content that you are presentation.



content related to entering into your presentation.

1. To use explore, click on
2. Explore will open in a right sidebar.
3. Google Slides may recommend a different layout based on the information you are trying to present. You can also use the search feature to look for web information, images, or search your drive.



## Collaborate with Google Slides

### Share Your Presentation

1. Open the Google Slide Presentation that you want to Share.
2. Click the **Share** button.
3. Enter the email address of your collaborators.
4. Chose what type of access they should have: Can edit, Can comment, or Can View.
5. Then, click **Send**.

### Add Comments and Replies

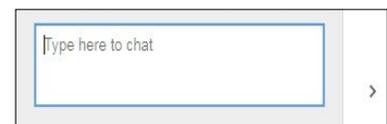
For asynchronous collaboration, you can leave feedback and questions that can be seen by collaborators.

1. Select a section of the  slide.
2. In the  menu bar, click on 
3. Then click on **Comments**.
4. Add your comment and then click the Comment button.

### Use Chat

For synchronous  collaboration, you can use the chat feature to communicate with colleagues.

1. Click on the chat button
2. A chat window will open.
3. Type into the chat window to communicate with other collaborators.



## Using the Presentation Features

1. When you're ready to present your slides, click **Present** button at the top of the page. Click the Down arrow to see more options.
2. To see your speaker notes, choose **Presenter** view .

### Start a Q&A session

1. While in the presenter view, click **Audience** tools.
2. To start a new session, click **Start** new. You will be presented with an url. To resume a recent session, click Continue recent. This way you do not have to create a new code for every class but the previous questions will be displayed.
3. You may show audience questions. Under "Audience Tools," find a question you'd like to display. Then, click **Present**.
4. Presenters can see questions from recent Q&A sessions by opening a presentation in Slides. Click **Tools> Q&A history**. Recent sessions will appear on the right. You may then look over recent questions that were asked during a session.