



Google Slides

Basic Info

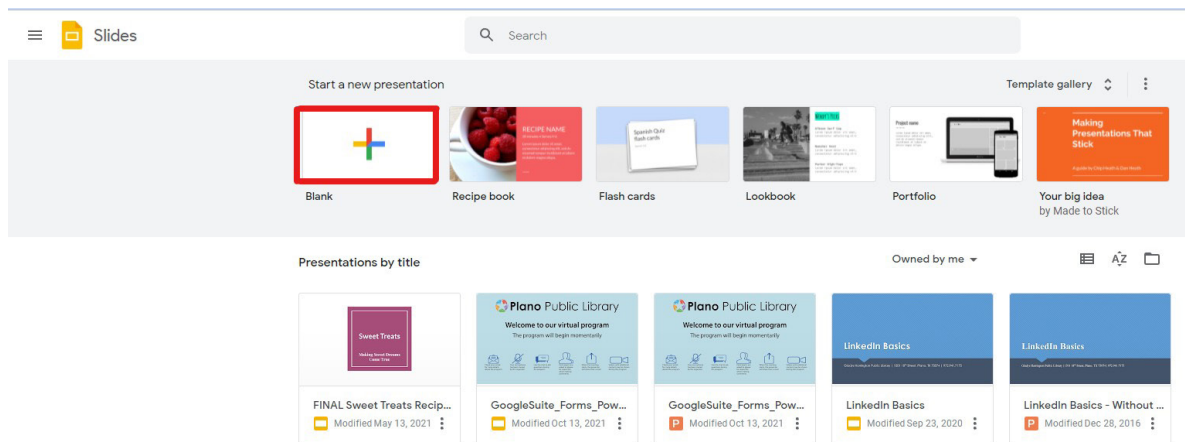


Introduction

Google Slides is a web-based application for creating presentations similar to Microsoft PowerPoint, available with a free Google account. You can create and edit presentations using your web browser or the mobile app. In addition to presentations you create, you can also edit and convert PowerPoint presentations. Slides files are accessible through Google Drive and the Google Slides homepage.

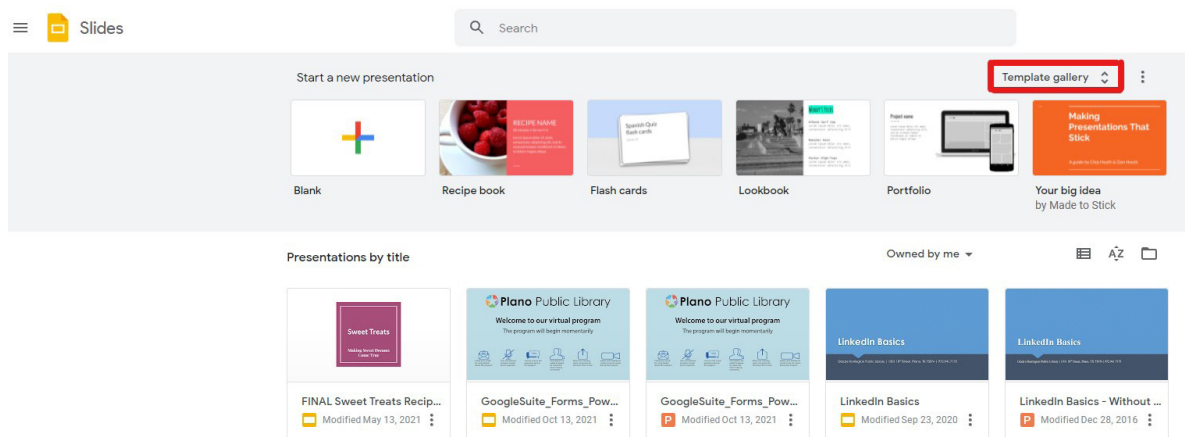
Creating and Importing Files

You can create new presentations by starting a blank presentation, using a template from the gallery, or uploading and converting an existing file.



To create a blank presentation from Google Slides:

1. Sign into <https://slides.google.com>
2. Click the tile for Blank at the top of the page

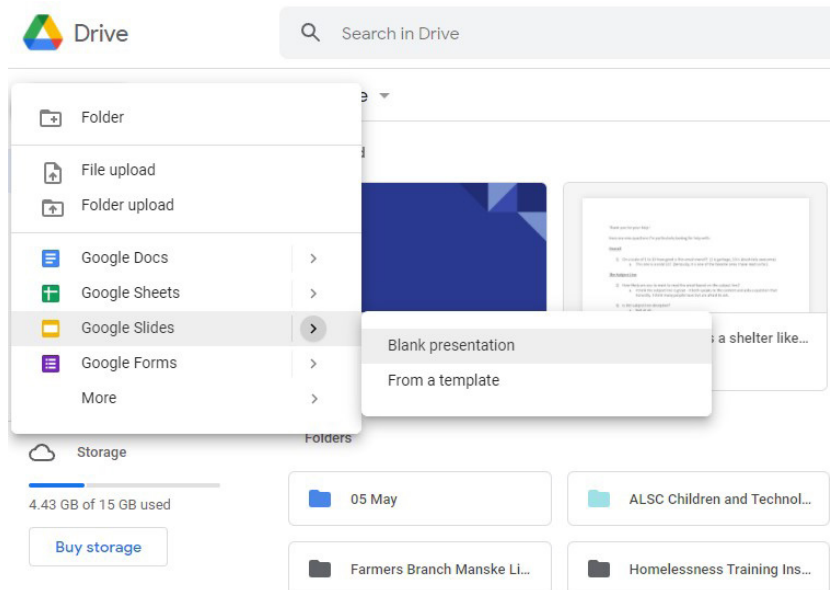


Revised 12/8/2021



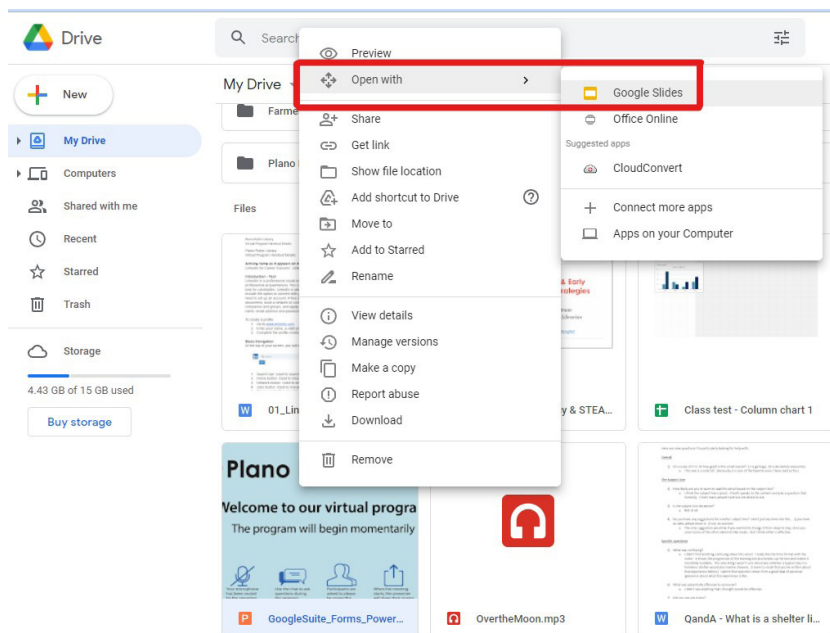
To create a presentation from a template in Google Slides:

1. Use the arrows in the top right corner to expand the template gallery
2. Choose your category
3. Select the template you need



To create a presentation from Google Drive:

1. Sign into <https://drive.google.com>
2. Click the New button in the top left corner
3. Choose Google Slides
4. Use the arrow over to select Blank presentation or From a template

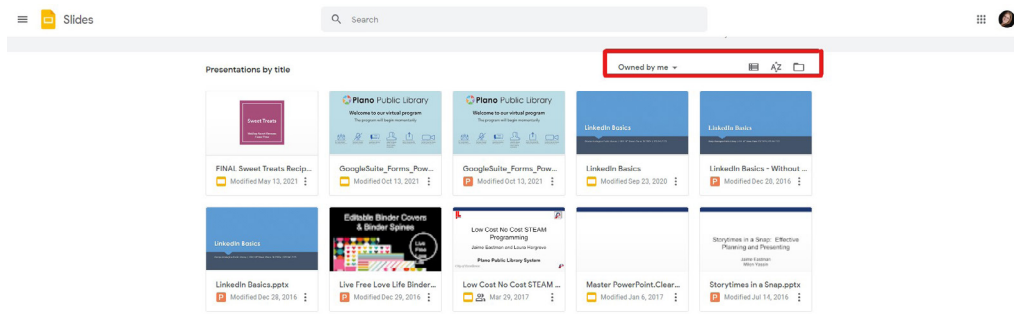


To convert a PowerPoint file from Google Drive:

1. Sign into <https://drive.google.com>
2. Click on the New button in the top left corner
3. Choose File upload
4. Select the PowerPoint file on your computer and click Open
5. Right click on the uploaded file (or double click to open)
6. Choose Open with and select Google Slides if it does not open in Slides automatically
7. Convert your PowerPoint file to Google Slides by selecting File from the menu, then clicking on Save as Google Slides.
 - a. This creates a new file

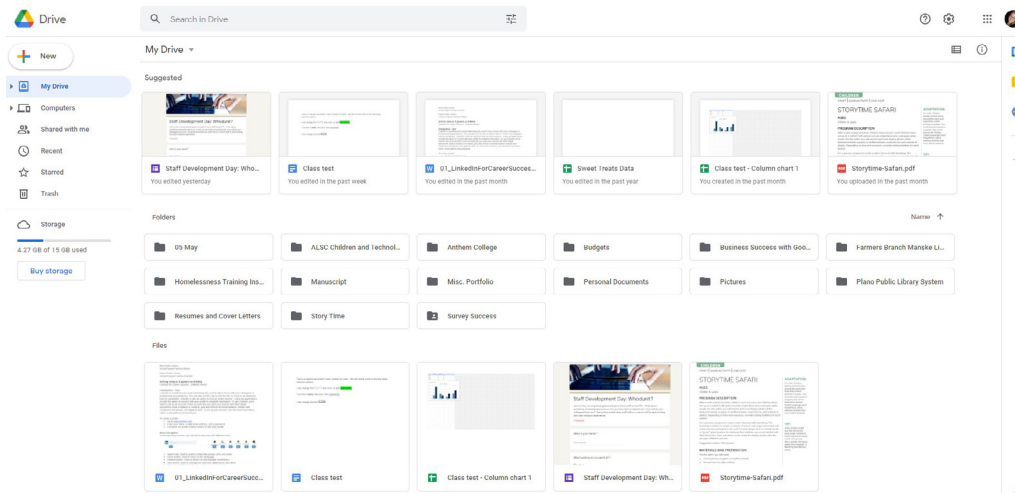
Accessing Your Files

You may want to open presentations you have previously created or need to continue editing. You can access your files from either Google Slides or Google Drive.



To access a file from Google Slides:

1. Organize your files
 - a. Choose grid view or list view
 - b. Sort files by name, last modified date, or last opened date
 - c. Filter files by ownership
2. Choose the presentation you want to open
3. If you can't find the file you need, search for it with the file picker or search bar at the top of the page

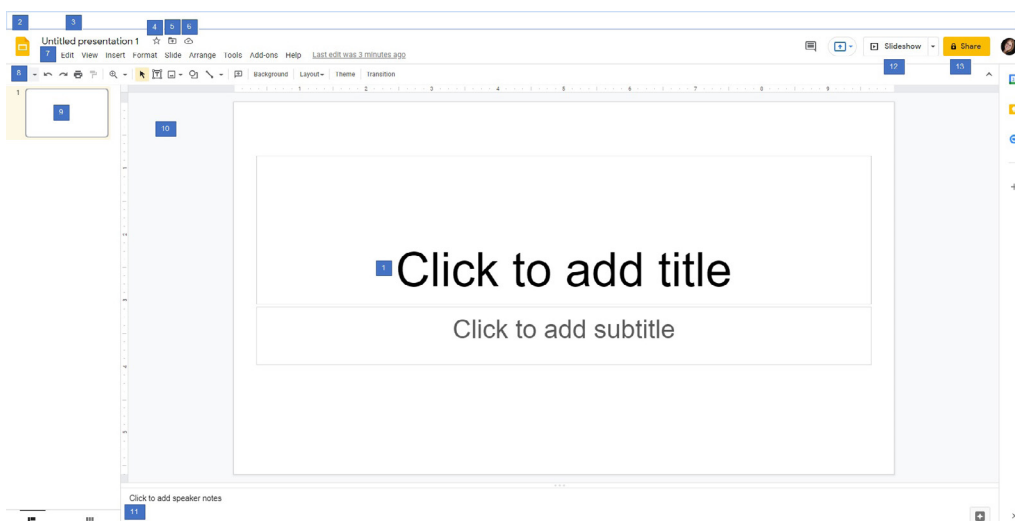


To access a file from Google Drive:

1. Organize your files
 - a. Folders will appear first, followed by files
 - b. Sort files by name, last modified date, or last opened date
 - c. Sort files ascending or descending
2. Choose the presentation you want to open
 - a. Suggested files will appear in the top menu
 - b. Recent files can be accessed from the left side menu
 - c. Starred files (files marked as important) can be accessed from the left side menu
3. If you can't find the file you need, search for files in the Drive search bar at the top of the page

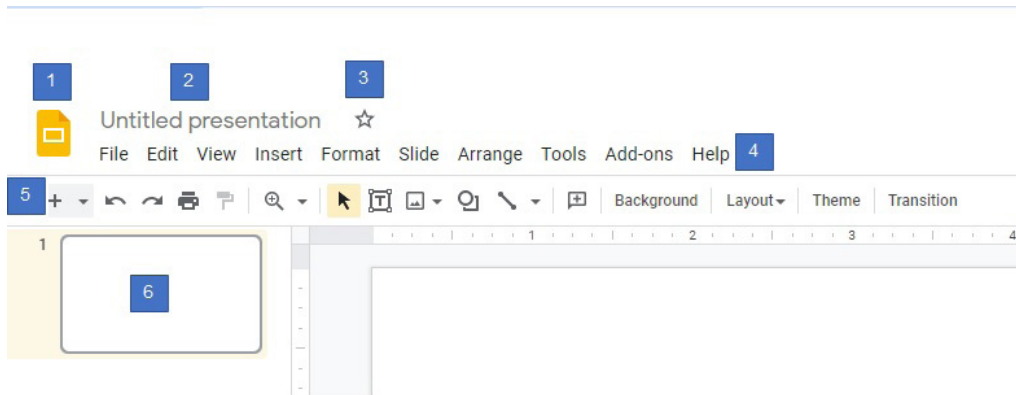
Navigation

Within a presentation, you can navigate from the main screen, menu toolbar, and shortcuts toolbar. The slide pane lets you view and edit a selected slide.



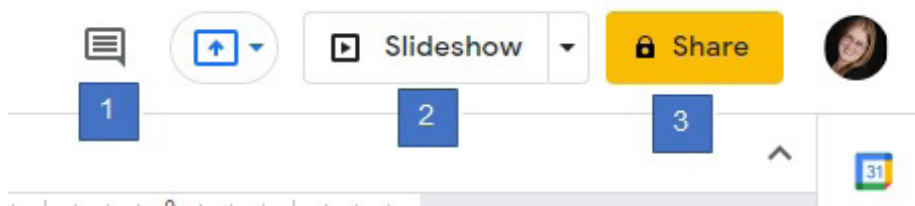
1. Placeholders show where you can click to add information
2. Speaker notes pane lets you add notes for use when presenting (not viewed as part of the presentation)

The top left of the screen includes basic navigation tools.



1. Return to Google Slides from the icon in the top left corner
2. View the presentation name in the top left corner
3. Star icon adds your file to your starred files; folder and cloud syncing icons will appear to the right for presentations that are named or included content
4. Menu toolbar shows various drop-down menus with commands and options
5. Shortcuts toolbar shows shortcut buttons for commonly used features and commands
6. Slide navigation pane shows previews of your slides

The top right of the screen includes presenting and sharing options.



1. Comment icon lets you easily view and manage comments
2. Present options let you play completed presentations for an audience and access presentation tools
3. Share options let you share your file for collaboration with other users

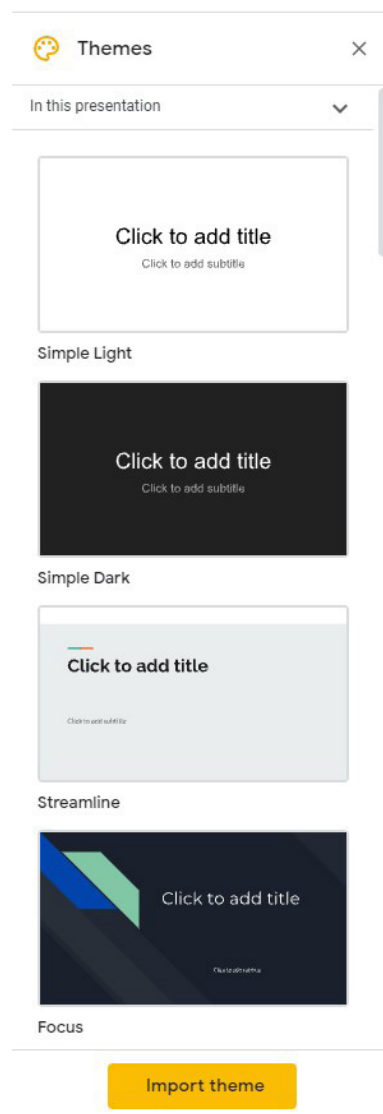
The drop-down menus on the menu toolbar group similar commands and options.

- File menu: Includes options for email, downloads and page setup
- Edit menu: Includes editing commands like copy, paste and undo

- View menu: Includes options related to how items appear on screen while working
- Insert menu: Includes commands to add components like images, audio and video to your presentation
- Format menu: Includes commands to adjust how text appears, like bulleted lists
- Slide menu: Includes commands for managing slides, including duplicating, changing layout and applying transitions
- Arrange menu: Includes commands for arranging individual elements on your slides
- Tools menu: Includes tools like spelling and grammar check
- Add-ons: Allows access to any add-ons installed on your account
- Help: Accesses Google's help information and keyboard shortcuts

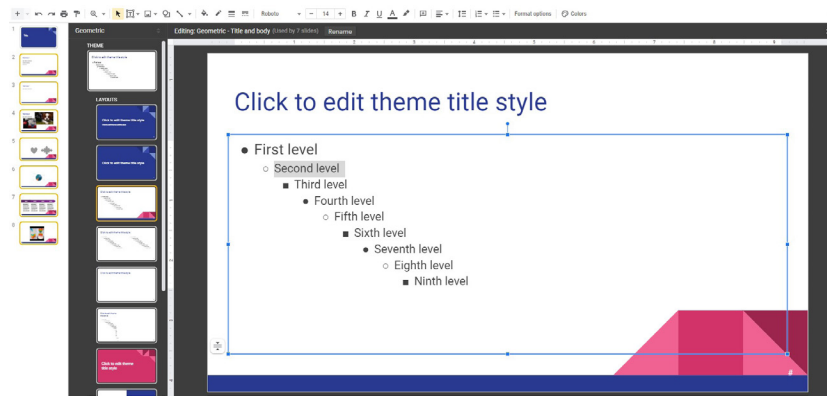
Themes and Personalization

Themes include colors, fonts and slide layouts that give a consistent look and feel to your presentation.



1. Click on Theme in the shortcuts toolbar
2. Scroll through the available options and choose your theme
3. If you don't see a theme you like, import a theme from an existing presentation by selecting Import theme

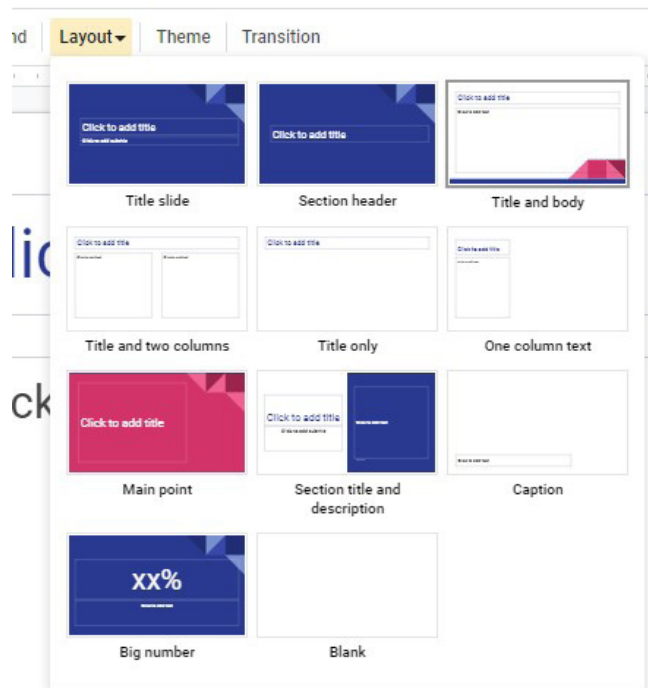
Use the theme builder to apply changes to any slide with that layout in your presentation.



1. Click on the View menu
2. Choose Theme builder
3. Choose the slide layout you want to change
4. Make your changes with the shortcuts toolbar
5. Click the white X to close the theme builder and return to the slide pane

Slides and Layouts

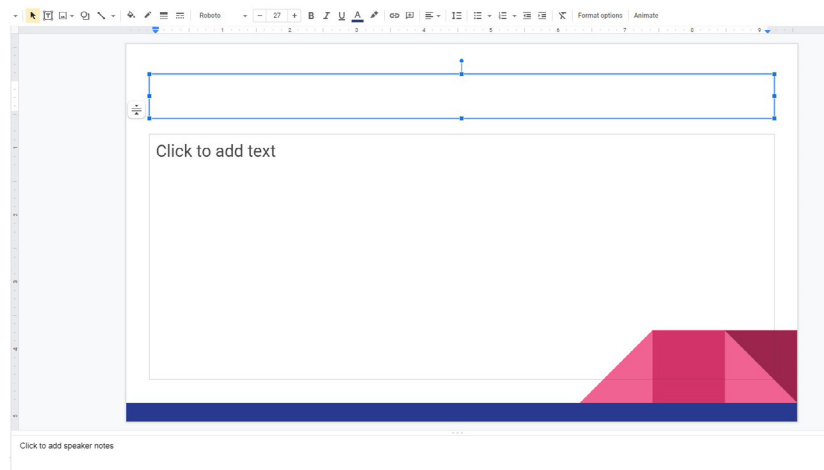
Many slide layouts include placeholders to show where text will appear. Choose from different slide layouts, depending on your content.



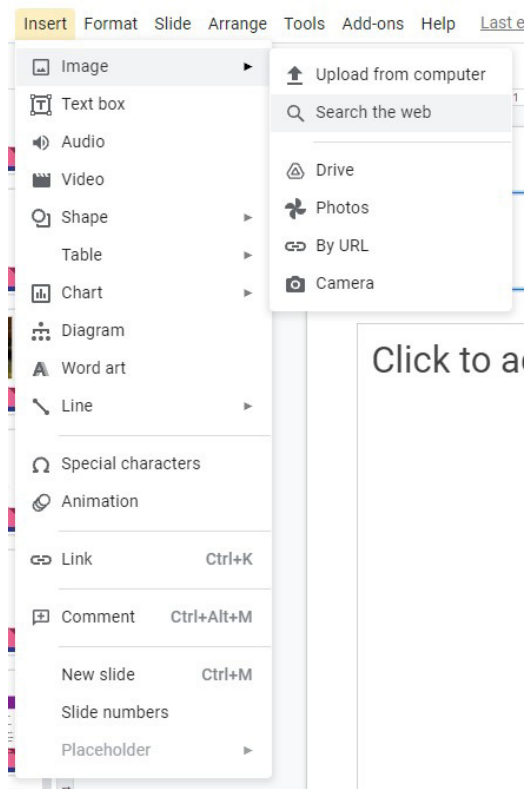
1. To insert a new slide and change the layout:
2. Choose an option to insert a new slide:
 - a. Choose the Slide menu and select New slide
 - b. Use the plus sign in the shortcuts toolbar
 - c. Use the keyboard shortcut CTRL + M
3. Select the desired slide to change its layout
4. Choose your desired layout
 - a. From the Slide menu:
 - Choose the Slide menu
 - Choose Apply layout
 - Choose the layout you need
 - b. From the shortcuts toolbar
 - Select Layout
 - Choose the layout you need
5. As you create slides, you may need to organize or rearrange them. Duplicate slides to make exact copies, delete slides you no longer need, or reorganize your slide order
6. To duplicate a slide from the menu:
7. Select the slide you want to duplicate
8. Choose the Slide menu
9. Choose Duplicate slide
10. To duplicate a slide from a right click:
11. Select the slide you want to duplicate
12. Right click
13. Choose Duplicate slide
14. To delete a slide, choose one of the following:
15. Select the slide you want to delete, choose the Slide menu, and choose Delete slide
16. Select the slide you want to delete, right click, and choose Delete
17. Select the slide you want to delete and hit backspace or delete on your keyboard
18. To reorder slide, you can drag and drop them from either the film strip view or the grid view. To move multiple slides, press CTRL while clicking on them

Adding Content

1. You can add text, images, shapes, charts, diagrams, audio and video to your slides
2. Many slide layouts include placeholder boxes to add text



- Click in the placeholder box to add text.
- Use the shortcuts toolbar to change font size, color, or style
- Use the sizing handles (points) around placeholder boxes to resize
- Click on the box to grab it, then drag and drop placeholder boxes to rearrange them on the slide
- When the text box is selected, use the icon with two lines and an arrow to resize text on overflow
- Insert additional text boxes from the shortcuts toolbar or Insert menu
- Click in the box underneath the slide to add speaker notes

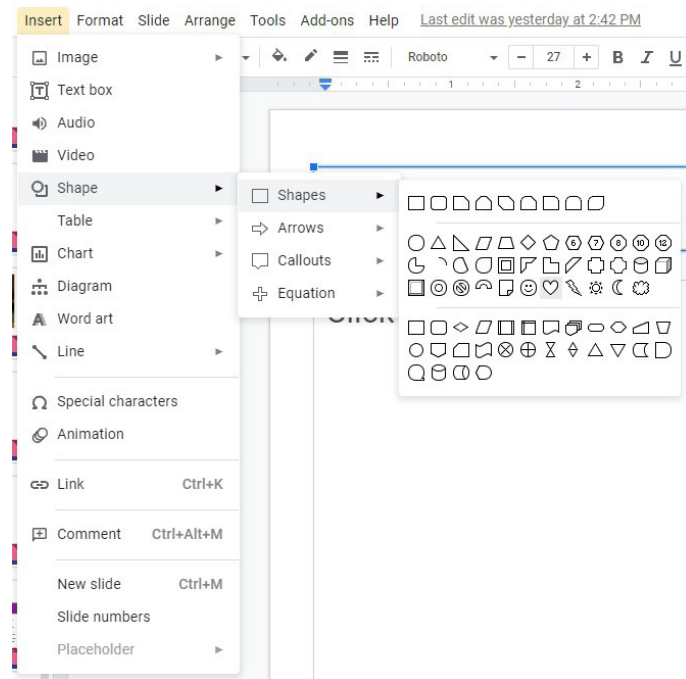


To insert an image from the menu:

1. Select Insert
2. Choose Image
3. Choose your image source
4. Navigate to or select your image
5. Choose Insert

To insert an image from the shortcuts toolbar:

1. Click on the image icon
2. Choose your image source
3. Navigate to or select your image
4. Choose Insert

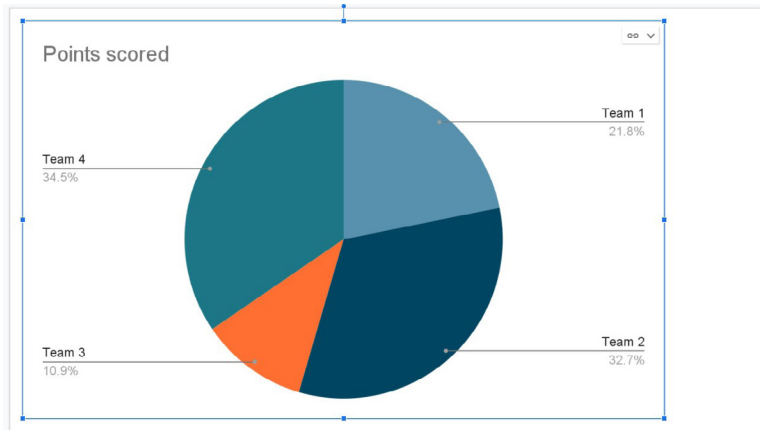


To insert a shape from the menu:

1. Select Insert
2. Choose Shape
3. Choose your shape category
4. Choose your specific shape
5. Click and draw the shape on your slide

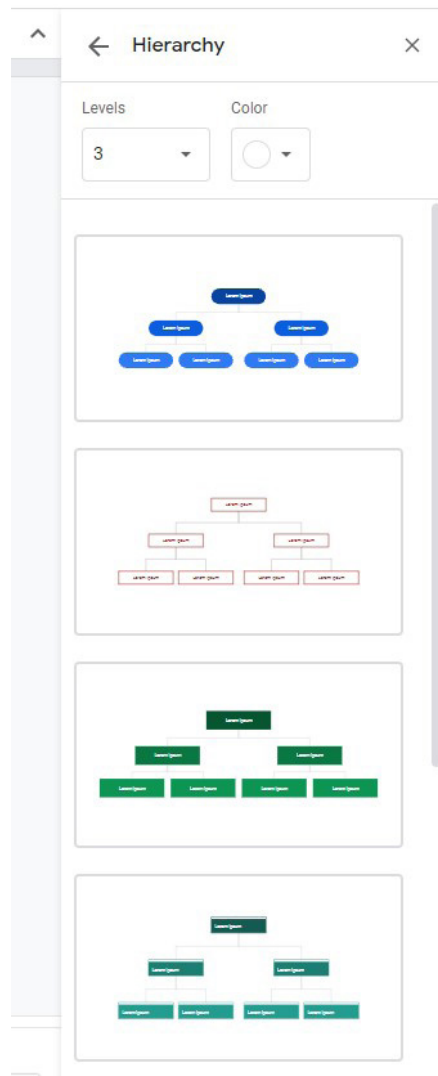
To insert a shape from the shortcuts toolbar:

1. Click on the shapes icon
2. Choose your shape category
3. Choose your specific shape
4. Click and draw the shape on your slide



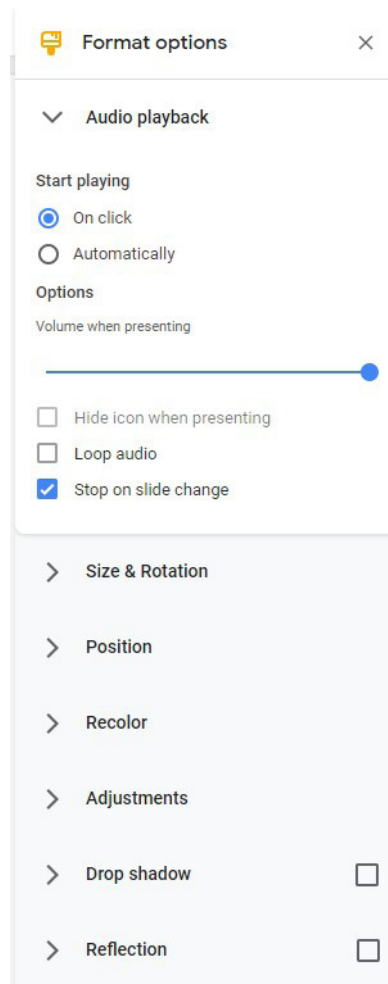
To insert a chart:

1. Select Insert
2. Choose Chart
3. Choose the type of chart you need
4. Modify your chart in Google Sheets by clicking the link icon in the top right corner to access the source
5. Resize the chart by using the handles
6. Move the chart by dragging and dropping



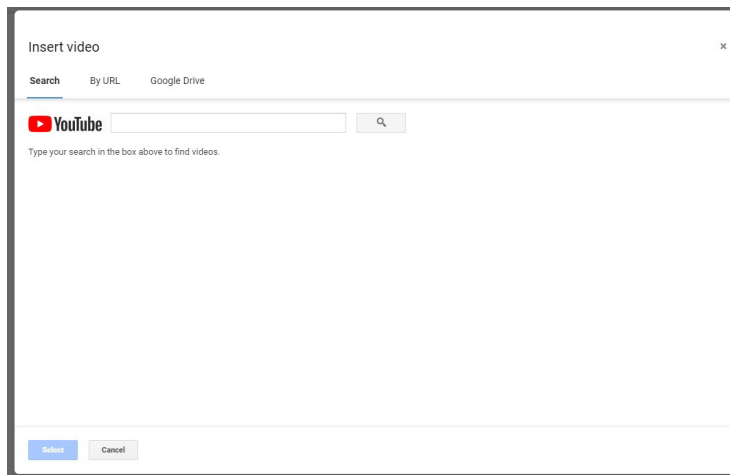
To insert a diagram:

1. Select Insert
2. Choose Diagram
3. Choose the type of diagram you need
4. Choose the number of steps and your color
5. Choose the layout
6. Edit content by clicking on the placeholders



To insert audio:

1. Select Insert
2. Choose Audio
3. Navigate to the audio you want to include
4. Choose select
5. Adjust options with the format options menu

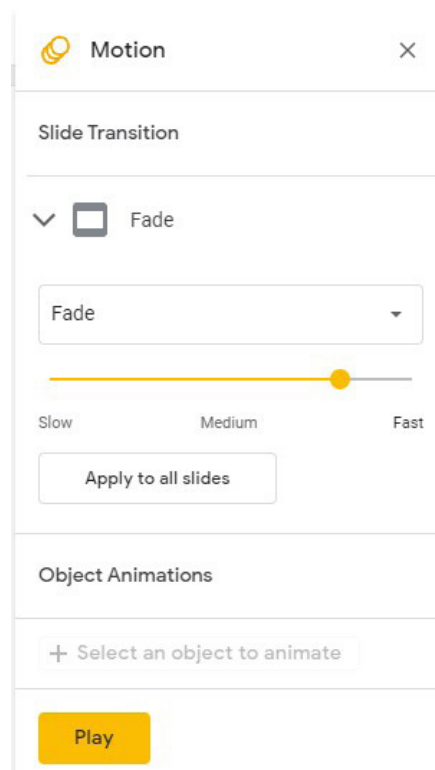


To insert video:

1. Select Insert
2. Choose Video
3. Choose your video source
4. Navigate to your video and choose Select
5. Adjust options with the format options menu

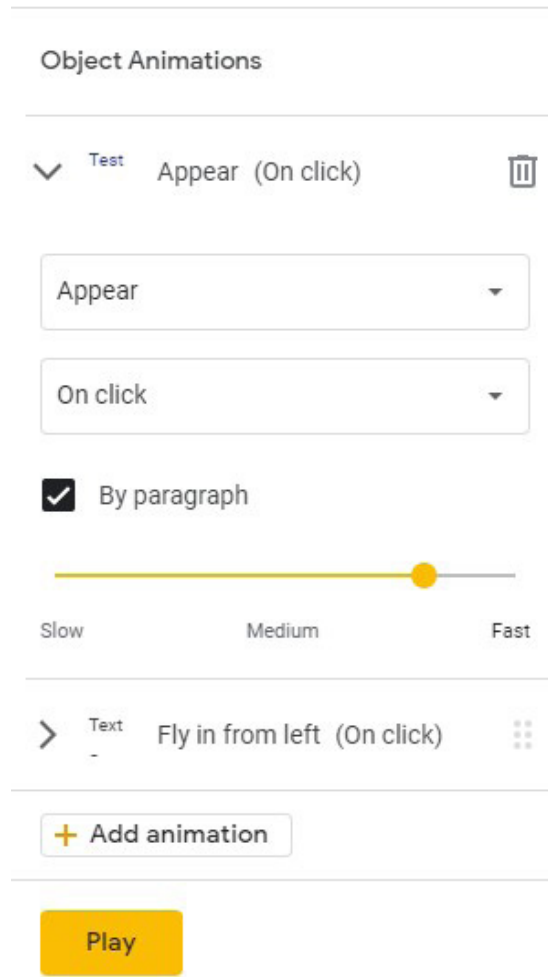
Transitions and Animations

Transitions and animations can help make presentations more dynamic and engaging. Transitions refer to how an entire slide behaves. Animations refer to how individual items on the slide behave.



To insert a transition:

1. Choose Slide, then Transition or click Transition on the shortcuts menu
2. Choose the slide transition you want
3. Choose the speed of your transition by moving the slider
4. Choose whether to apply the transition to all slides
5. Click Play to preview your transition



To insert an animation:

1. Choose Slide, then Transition or click Transition on the shortcuts menu
2. Select the item on the slide you want to animate (text box, image, etc.)
3. Under Object Animations, choose Add animation
4. Choose the animation you want
5. Choose when the animation should occur
6. Choose whether to break up blocks of text, if needed
7. Choose Play to preview your animation

8. Drag and drop from the list to reorder animations, if needed
9. Use the trash can icon to delete animations, if needed

Presenting

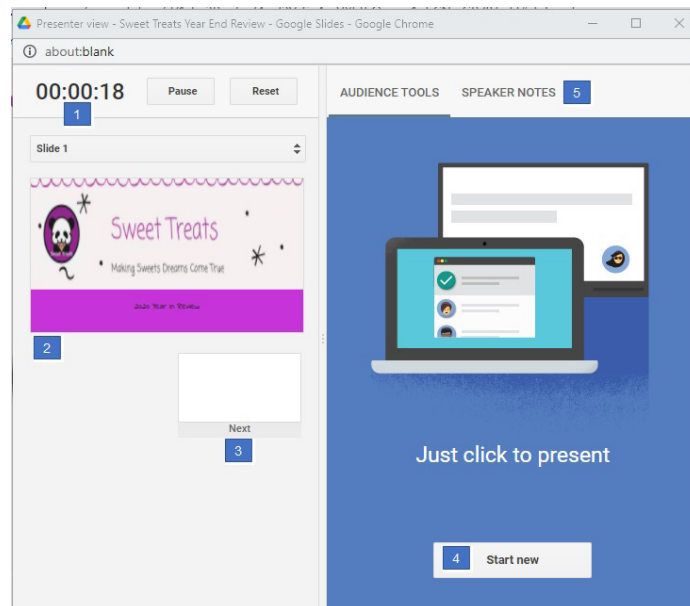
Presenting is how you share slides and content with others during presentations, meetings and other settings.

To present, choose one of the following:

- Click Present in the top right corner of your screen
- Select View, then choose Present
- Click CTRL + F5

Your slide show will open in full screen for others to view. Navigate by clicking the mouse, using your keyboard or using the menu bar at the bottom of the screen.

Presenter tools include your speaker notes, a timer and audience question and answer. To access these tools, click on the arrow next to Present in the top right corner of your screen and select Presenter view.



1. The timer can be used to check the timing of your presentation; pause and reset it at any time
2. The slide pane shows your current slide
3. Use the Next pane to preview upcoming content
4. Use Start new to start an audience Q & A session. Questions will appear in the Audience Tools window for you to manage as they are submitted
5. Use Speaker Notes to see any notes you have associated with the slide

Organizing Your Files

If you'd like to organize your files into folders or make copies of presentations, you will need to use your Google Drive homepage or be in the presentation.

To copy a file:

1. From within the presentation:
 - a. Select File, then Make a copy
 - b. Choose if you want to copy the entire presentation or selected slides
 - c. Name the copy of your presentation
 - d. Choose a location to save it
 - e. Choose whether to keep your sharing features and any comments
 - f. Click Ok to finalize
2. From Google Drive:
 - a. Select the file you want to copy
 - b. Right click and choose Make a copy

To rename a file:

1. From within the presentation:
 - a. Click in the file name box in the top left corner
 - b. Make the desired changes and click out of the box or press Enter to save
2. From Google Drive:
 - a. Select the file you want to rename
 - b. Right click and choose Rename
 - c. Make the desired changes and click OK

To move a file:

1. From within the presentation:
 - a. Click on the folder icon in the top left corner next to the file name
 - b. Select the location to move your file to
 - c. To access subfolders, click on the arrow icon next to the main folder name
 - d. Click Move here
2. From Google Drive:
 - a. Select the file you would like to move
 - b. Choose an option to move your file:
 - Drag and drop the file into the appropriate folder
 - Right click on the file and choose Move to

To delete a file:

1. Right click on the file you would like to remove and choose Delete
2. All files in your trash are deleted forever after thirty days

To restore a file:

1. Select Trash from the menu on the left side
2. Find the file you would like to restore
3. Right click and choose Restore

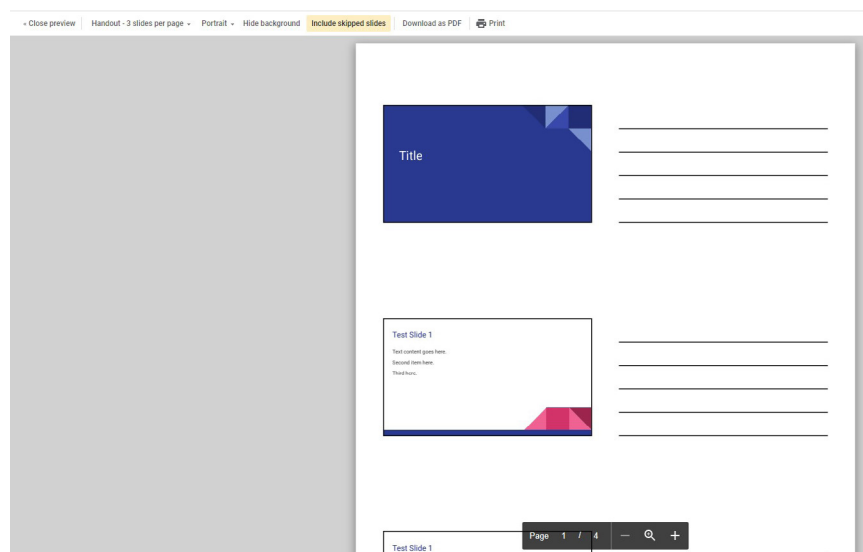
To restore a previous version of a file:

1. Select File, then Version history
2. Select See version history
3. To preview a past version, click on it
4. To restore that version, click Restore this version

Printing and Downloading

Since Google Slides saves as you work, you will always have access to the most current copy of your presentation online. You can also download, print or email your presentation.

Before printing, you will need to choose your print settings.



1. Select File
2. Choose Print settings and preview
3. Choose your slide layout, which includes notes and the number of slides per page
4. Select your page orientation, if needed

5. Choose whether to show or hide slide backgrounds
6. Choose whether to include any skipped slides

From this window, you can download your presentation as a PDF, print the file or close your preview.

To print your presentation:

1. From the menu:
 - a. Choose File, then Print
 - b. View your document in the preview and adjust print options if needed
 - c. Select your printer and print settings
2. From the shortcuts toolbar:
 - a. Select the printer icon
 - b. View your document in the preview and adjust print settings if needed
 - c. Select your printer and print settings

To download your presentation:

1. Choose File, then Download
2. Choose the appropriate file type

To email your presentation:

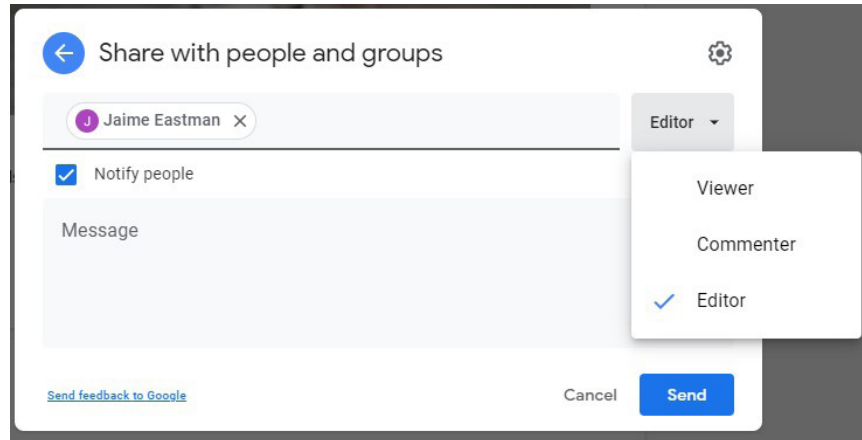
1. Choose File, then Email
2. Choose Email this file
3. Enter the email you would like to share the presentation with
4. Enter a subject line and message
5. Choose the file type for sending your presentation
6. Choose whether or not to send yourself a copy
7. Click Send

Collaborating and Sharing

Sharing your presentation gives you different options for collaborating with others and gathering feedback.

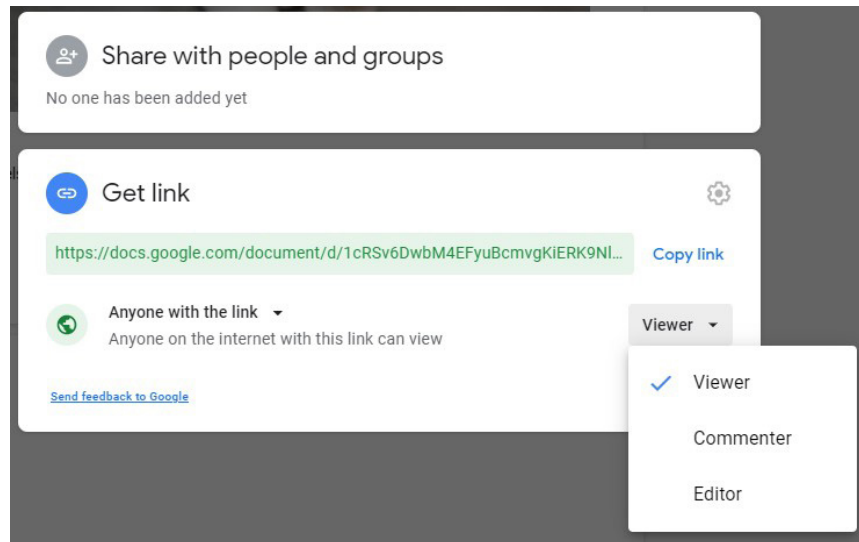
To share your presentation:

1. Click File, then Share or use the yellow Share button in the top right corner
 - a. Choose whether to share your document by email or link and enter the appropriate information



To share by email:

1. Enter the email addresses for your collaborators
2. Choose your permissions
 - a. Viewers can view your document but cannot make changes
 - b. Commenters can add comments but cannot make changes
 - c. Editors can make full changes
3. Add a personal message, if desired
4. Click Send



To share by link:

Copy the link to your presentation

Choose your permissions:

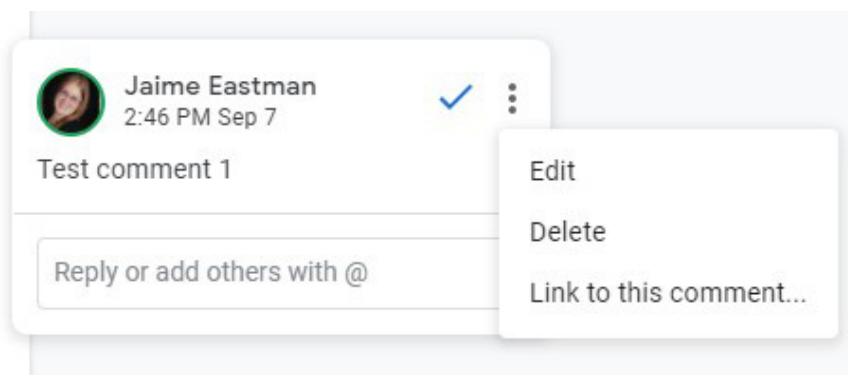
Restricted links work only for people you have added as collaborators

Anyone links work for anyone who has the link

Click Done

Comments allow you to suggest changes, ask questions and interact with other collaborators

1. From the comment history icon:
 - a. Click on the comment history icon in the top right corner
 - b. Click on Add a comment
 - c. Type your comment, then click Comment
2. From the shortcuts menu:
 - a. Click on the comment icon
 - b. Type your comment, then click Comment
3. From the menu:
 - a. Choose Insert, then Comment
 - b. Type your comment, then click Comment
4. From the slide:
 - a. Highlight the desired text or select the desired placeholder
 - b. Right click, then choose Comment
 - c. Type your comment, then click Comment



To manage your comments:

1. Click on the comment
2. Reply by typing in the box underneath the comment
3. Use the check mark to mark a comment as resolved
4. Use the three dots to access additional options, like editing, deleting or linking to your comment

Common Keyboard Shortcuts

Many tasks in Google Docs can be completed with keyboard shortcuts. You can access additional shortcuts through the Help menu.

Keyboard Shortcut	Outcome
CTRL + B	Bolds the selected text
CTRL + C	Copies the selected text
CTRL + D	Duplicates the selected slide or object
CTRL + I	Italicizes the selected text
CTRL + M	Adds a new slide
CTRL + P	Opens the print menu
CTRL + U	Underlines the selected text
CTRL + V	Pastes the copied text
CTRL + X	Cuts the selected text
CTRL + Y	Redoes the previous action
CTRL + Z	Undoes the previous action

Additional Information

Explore additional resources on our [website](#) and blog [Plano Library Learns](#), including information about library [databases](#). Use your Plano Public Library card to access [LinkedIn Learning](#) and [Learning Express Library](#) for online tutorials.

Books

Google Drive & Docs in 30 Minutes: The Unofficial Guide to Google Docs, Sheets & Slides
by Ian Lamont
[Checkout](#)

Google Apps
by Luke Johnson
[Checkout](#)

Additional Resources

Access additional learning resources and tutorials through [LinkedIn Learning](#). For additional help, explore the [Google Workspace Learning Center](#).

Google Slides Essential Training with Jess Stratton [Link](#)