

Google Slides



Creating attractive visual presentations


STEPS

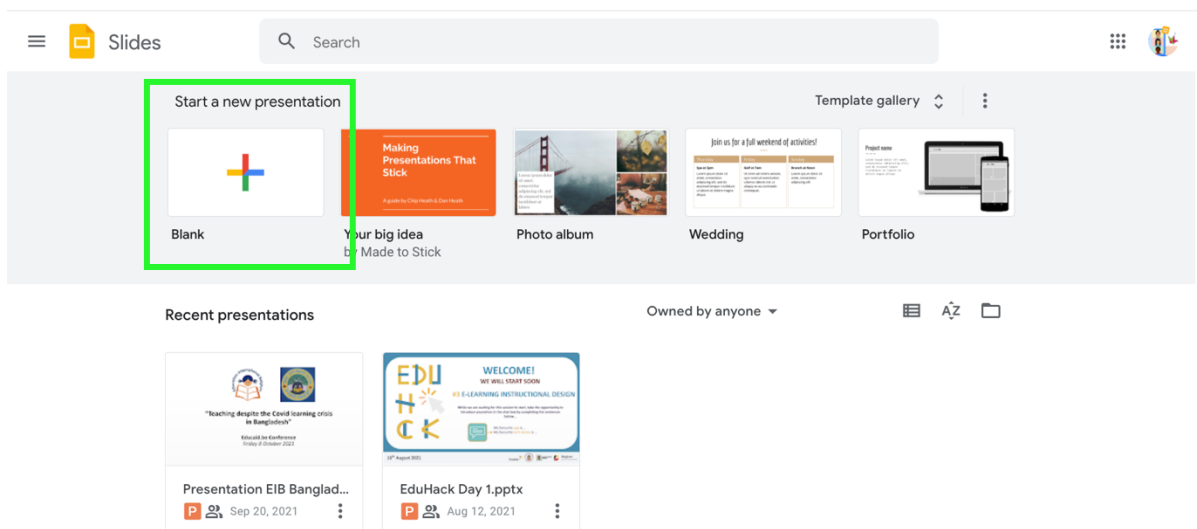
01 Getting started

In order to use Google Slides, you need to create a Google Account first.

- Go to <https://slides.google.com>
- Sign in using your Google Account (see written tutorial on how to create a Google Account)
- The home screens serve as a central place to collect your presentations in Slides. From here, you can view and edit your Slides

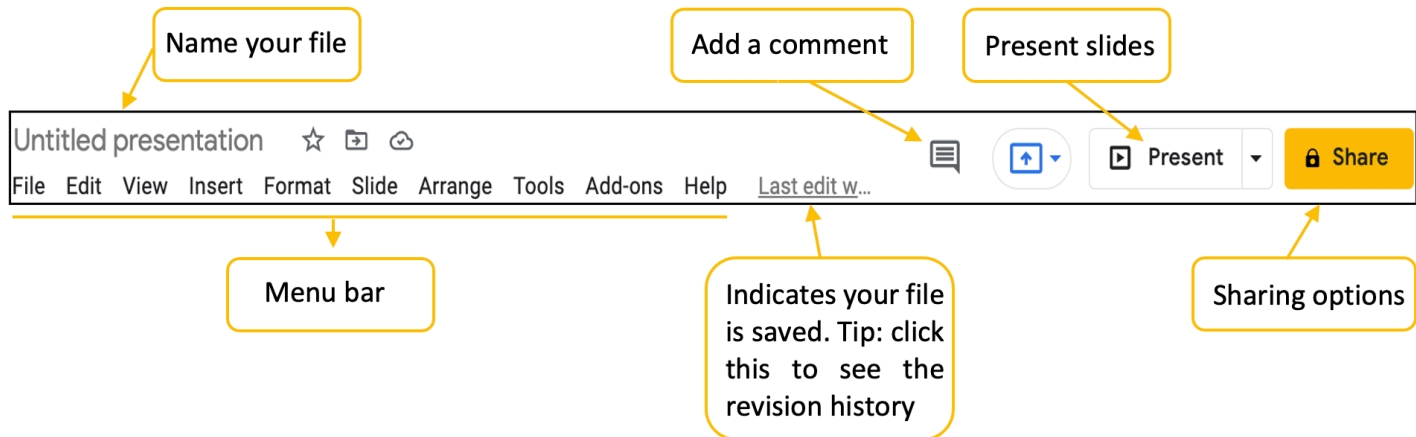
02 Creating a new presentation

- To create a new presentation from the home screen, click the plus icon 



- Next, a new presentation window opens in which you can start creating your presentation.

03 The Google Slides main menu



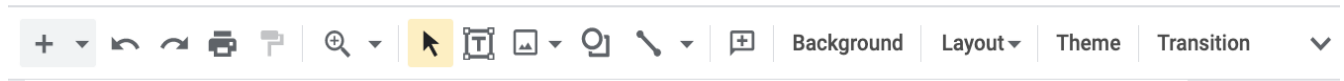
04 Insert menu highlights











The image shows the "Insert" menu in Google Slides. The menu items are: Image (1), Text box (2), Audio (4), Video, Shape (5), Table, Chart, Diagram, Word art, and Line. Below the menu items are "Comment" (6), "New slide" (Ctrl+M), "Slide numbers", and "Placeholder".

- 1. Insert image:** insert an image stored on your personal device or Google Drive.
- 2. Insert text box:** allow you to type and insert your own text.
- 3. Insert audio:** allows you to insert an audio file stored on your personal device or Google Drive. Tip: insert a podcast or audio narrative explaining the slide content.
- 4. Insert video:** allows you to insert a video file stored on your personal device or Google Drive.
- 5. Insert shape:** choose from a variety of shapes, arrows and more to insert.
- 6. Insert comment:** add comments to collaborate with others.

05 The toolbar

The toolbar has multiple controls to help you develop and edit your slides.



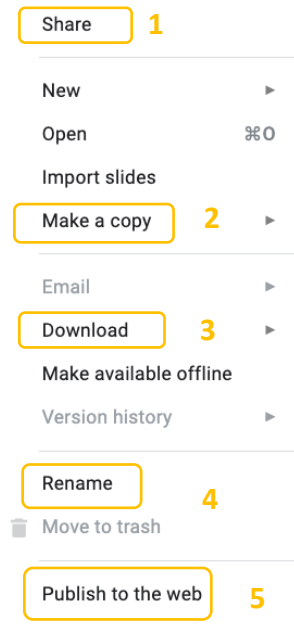
	Add a new slide
	Undo/redo slide modifications
	Paint format tool: allows you to copy the formatting you have applied to a specific section of text to another section
	Zoom in
	Select object in the slide
	Insert a text box in the slide
	Insert an image
	Insert shapes
	Line tool: add lines in the slide
	Insert a comment
Background	Change the background of your slide (colour or add a background image)
Layout ▾	Change the lay-out of your slide (body of slide text boxes)
Theme	Change the theme (choose from a variety of themes proved by Google Slide)
Transition	Add transitions between slides

06 File menu highlights

The file menu helps you manage your presentations.

Untitled presentation ☆ 📁 ☁

File Edit View Insert Format Slide Arrange Tools Add-ons Help



1. Share: share your presentation with others (via mail or get a shareable link).

2. Make a copy: this will make a duplicate copy of your presentation in your personal Google Drive.

3. Download: download your presentation in various formats, including PowerPoint and pdf.

4. Move to trash: this will move your file into your Google Drive trash.

5. Publish to the web: create a full-screen player of your presentation to share with others or get to embed code to add the presentation to your personal website, blog or Padlet.

07 Sharing options



Share your presentation via mail or a shareable link by clicking on the 'Share' button

To **change the permission** of your presentation, click the gear icon (when sharing via mail) or the blue button 'Change' when sharing via a link). Next, a new prompt will open, indicate if you want others to be able to view, comment or edit your presentation.

