How to use Google Slides

A quick overview on Google Slides

What is Google slides?

- A way for teachers and students to collaborate, share feedback and work together in real time on presentations or slide decks
- Very similar to Microsoft powerpoint
- Add pictures, shapes, links, videos, audio to create interesting presentations
- Design your own slide presentations
- Use add-ons to make your docs even better

What can you use Google Slides for?
- Presentations
- Reports
- Interactive displays
- Mind mapping
- Publishing
- Sharing ideas
- Working with others to collaborate

What does google slides look like?
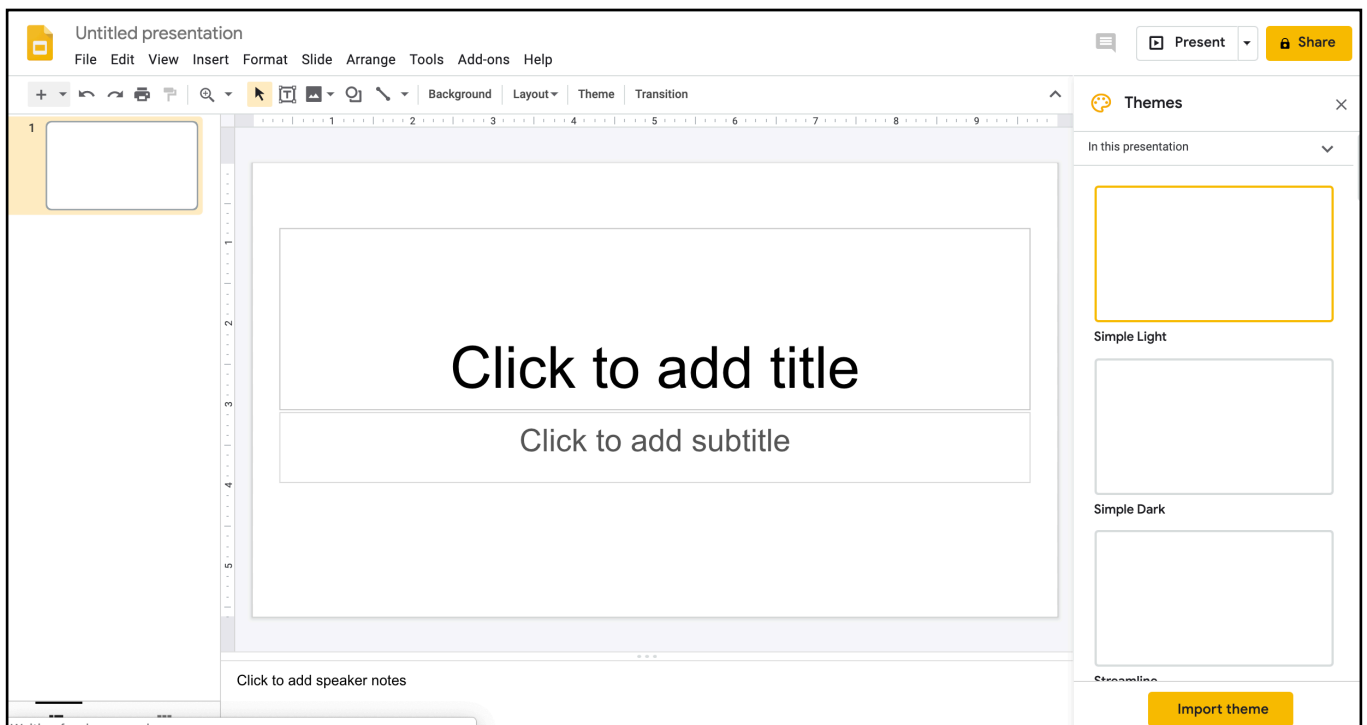
Google Slides is an online version of powerpoint.
When you first open the document it will be blank like above.

You can simply type what you need on the slides, adding a title, text and by choosing a theme down the right hand side. The tool bar above your page is where you can insert objects, format your presentation, choose your slide animations and use tools and add-ons.
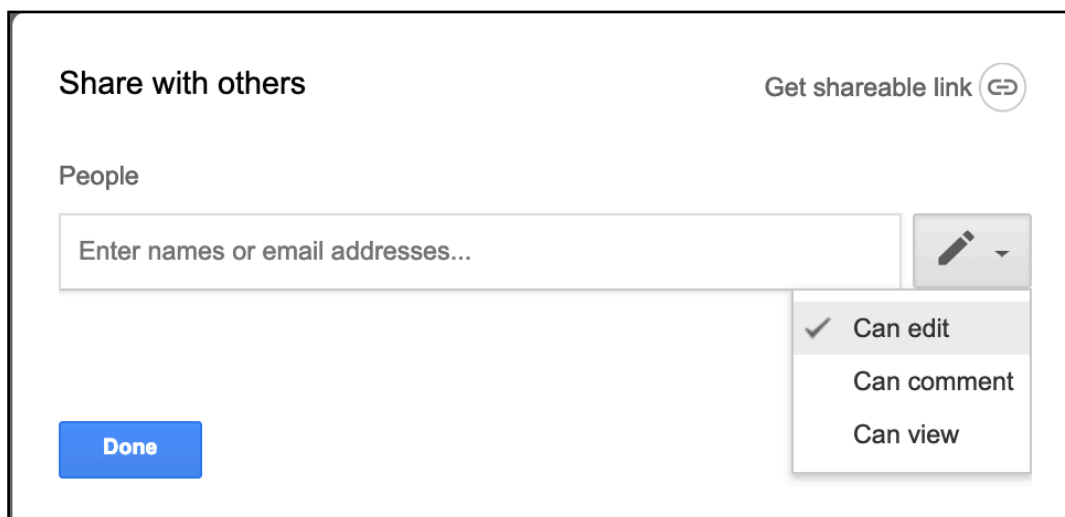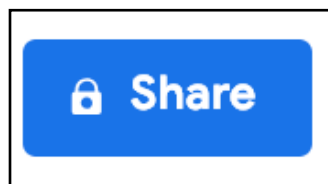
How to name your slide deck:
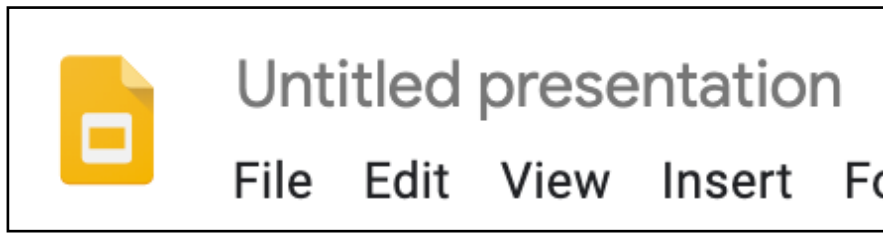
The first thing you should do is name your slide deck.
Click where it says 'untitled document' and type in the title of
the slides you would like. You'll know if it has saved as your
document will say 'all changes saved'.

How to share your slide deck:

When you want to share your document click on 'share' in the top right hand corner.

You can then type in the name or email address of the person you would like to share it to. When you can share it, you can share it in three different ways:

-the teacher can edit

-the teacher can comment

-the teacher can view

How to work your slide deck:

The part running across the top is your tool bar. This is where you can find some key tools (from left to right)
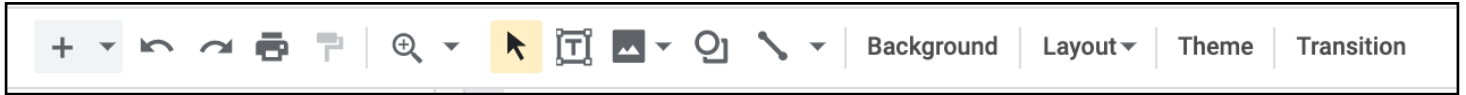
-add a new slide

-undo

-redo

-print

-paint format

-zoom

-select

-text box

-insert image

-insert shapes

-insert lines

-background

-layout

-theme

-transition

More about the 'file' options:

Share > share to someone

New > document, spreadsheet, presentation, form, drawing

Open

Import Slides

Make a copy > Makes a copy of the document

Download as >. Power point, pdf

Email as attachment

Make available offline

Version history > see current and past history

Rename > give another name

Move to trash

Publish to the web

Email collaborators

Document details

Language > change to a different language

Page set up

Print settings and preview/print

File	Edit	View	Insert	Format

Share

New ▸

Open ⌘O

Import slides

Make a copy

Download ▸

Email as attachment

Make available offline

Version history ▸

Rename

🗑 Move to trash

Publish to the web

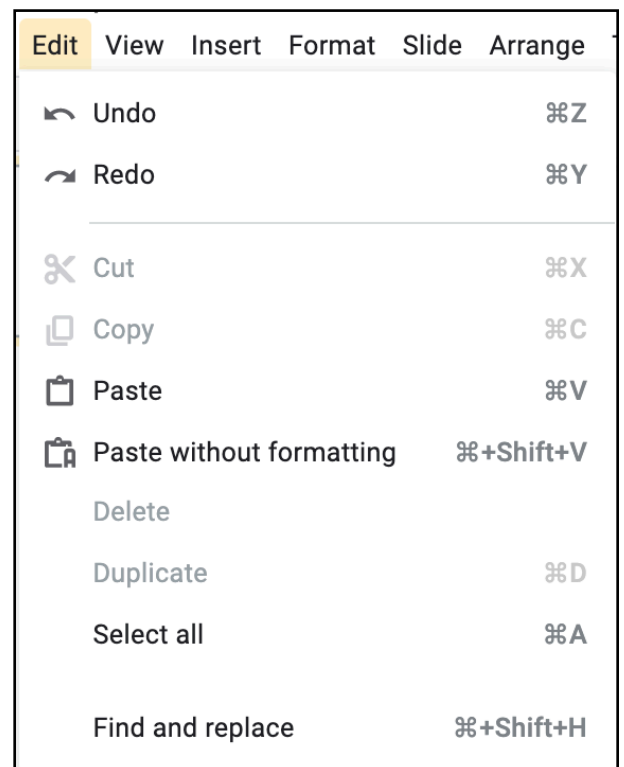Email collaborators

Document details

Language ▸

Page setup

Print settings and preview

🖨 Print ⌘P
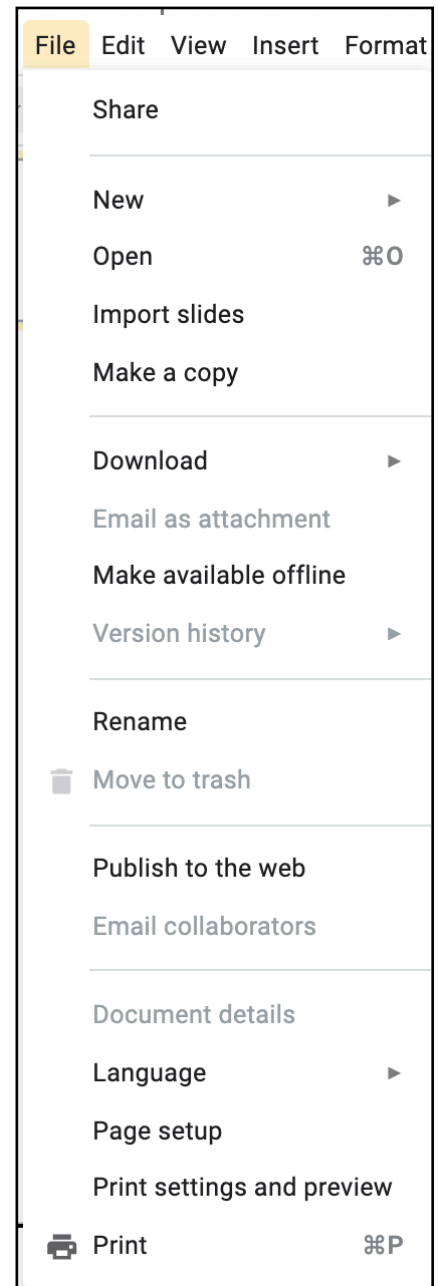
More about the 'edit' options:

Undo
Redo
Cut
Copy
Paste
Paste without formatting
Delete
Duplicate
Select all
Find and replace

Edit	View	Insert	Format	Slide	Arrange	
↰ Undo						⌘Z
↱ Redo						⌘Y
✂ Cut						⌘X
⧉ Copy						⌘C
📋 Paste						⌘V
📋 Paste without formatting						⌘+Shift+V
Delete						
Duplicate						⌘D
Select all						⌘A
Find and replace						⌘+Shift+H

More about the 'view' options:

Present
Animations
Master
Grid view
Zoom
Show ruler
Guides
Snap to
Show speaker notes
Full screen

View	Insert	Format	Slide	Arrange	
Present					⌘+Enter
Animations					⌘+Option+Shift+B
Master					
Grid view					⌘+Option+1
Zoom					▶
✓ Show ruler					
Guides					▶
Snap to					▶
✓ Show speaker notes					
Full screen					
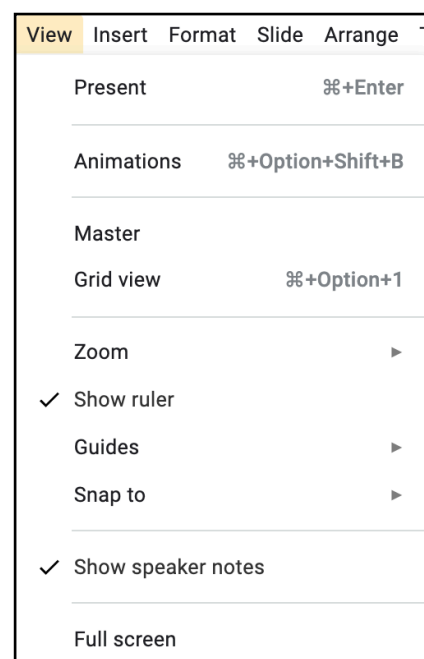
More about the 'insert' options:

Insert a image

Insert a text box

Insert audio

Insert video

Insert shape

Insert table

Insert a chart

Insert a diagram

Word art

Insert line

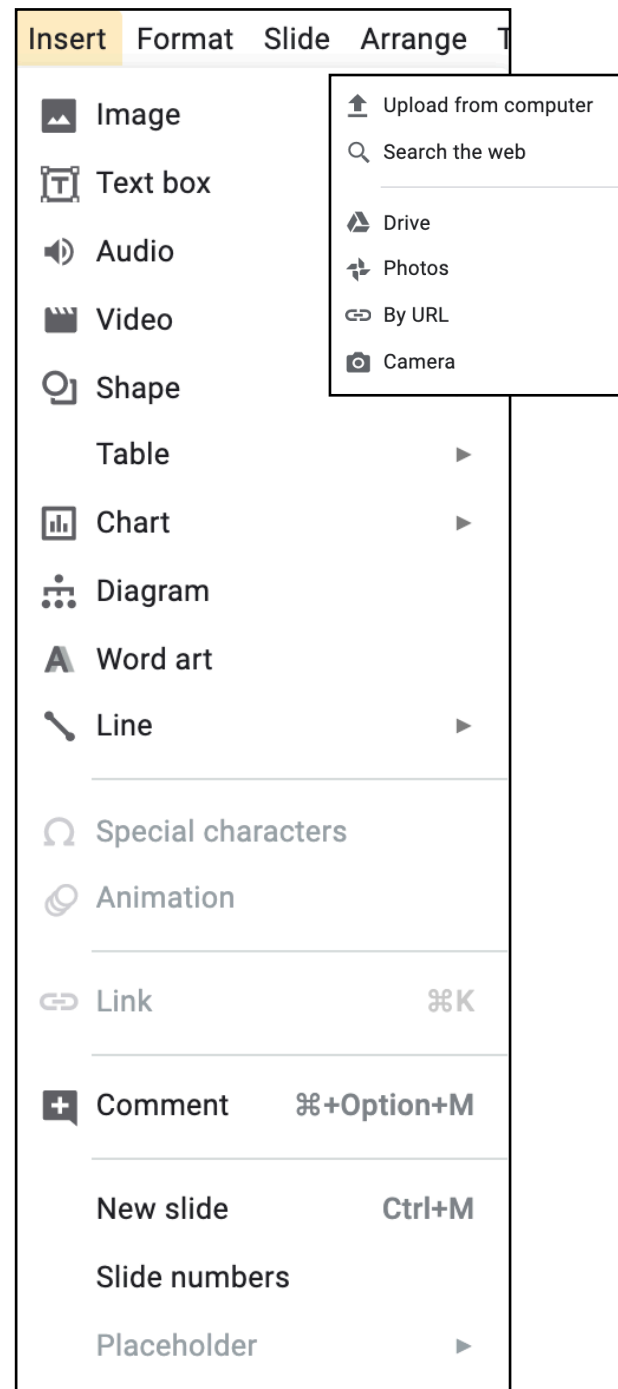Special characters

Animations

Link

Comment

New slide

Slide numbers

Placeholder

More about the 'format' options:

Text

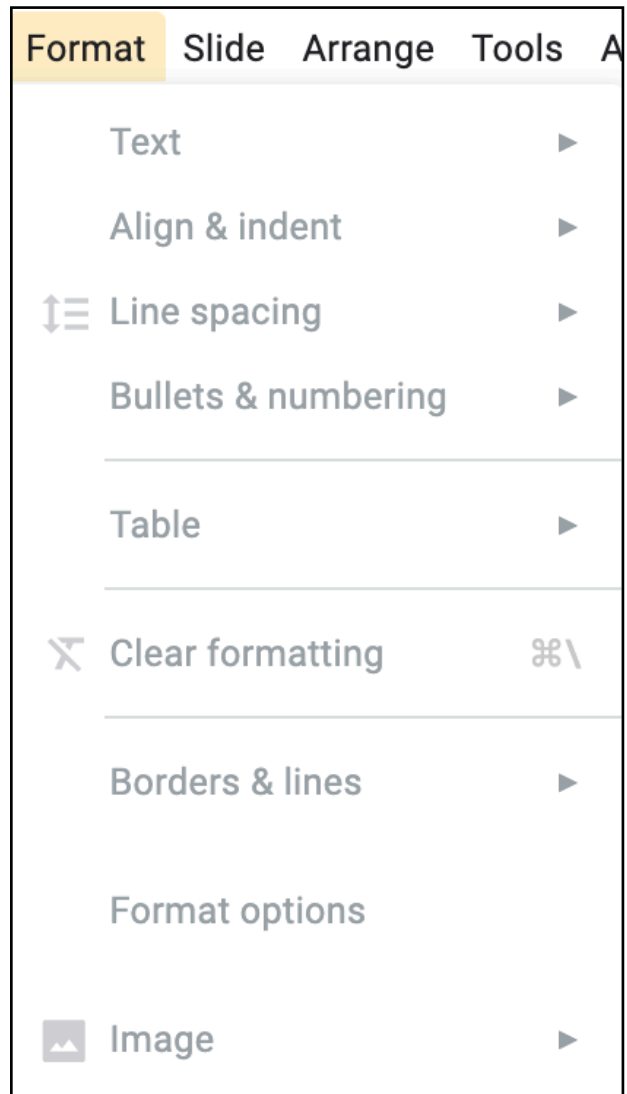Align and indent

Line spacing

Bullets and numbering

Table

Clear formatting

Borders and lines

Format options

Image

Format	Slide	Arrange	Tools	A
Text			▶	
Align & indent			▶	
⇕ Line spacing			▶	
Bullets & numbering			▶	
Table			▶	
✗ Clear formatting			⌘\	
Borders & lines			▶	
Format options				
🖼 Image			▶	

More about the 'slide' options:

New slide

Duplicate slide

Delete slide

Skip slide

Move slide

Change background

Apply layout

Change transition


Edit master

Change theme

Slide	Arrange	Tools	Add
New slide		Ctrl+M	
Duplicate slide			
Delete slide			
Skip slide			
Move slide		▶	
Change background			
Apply layout		▶	
Change transition			
Edit master			
Change theme			
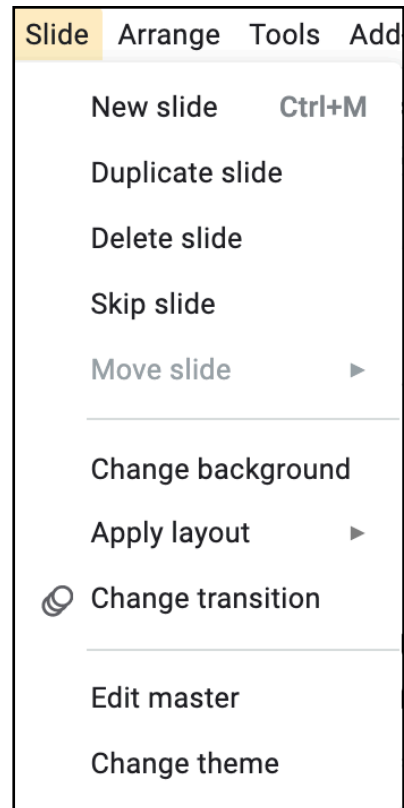
More about the 'arrange' options:

Order

Align

Distribute

Center on page

Rotate

Group

Ungroup

Arrange	Tools	Add-ons	Help
Order		▶	
Align		▶	
Distribute		▶	
Center on page		▶	
Rotate		▶	
Group		⌘+Option+G	
Ungroup		⌘+Option+Shift+G	
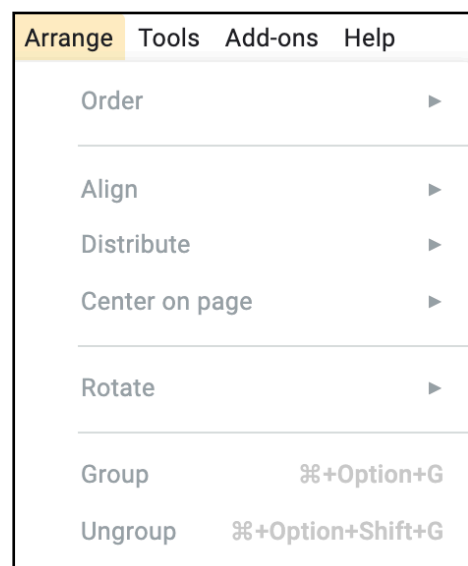
More about the 'tools' options:

Spelling

Explore
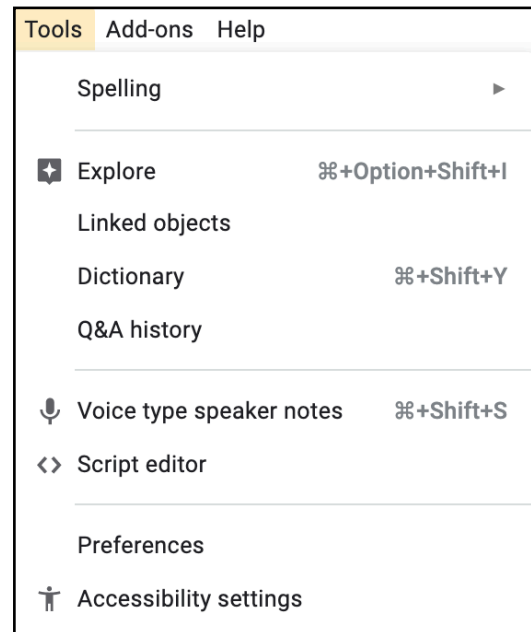
Linked objects

Dictionary
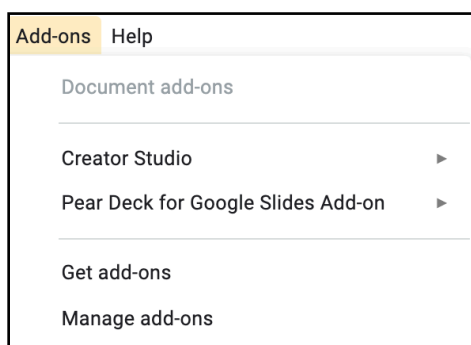
Q&A history

Voice type speaker notes

Script editor

Preferences

Accessibility settings

More about the 'add ons' options:

This is where you can get add ons for your Google Slides. Add ons help you add more details to your document and can create new things with it.
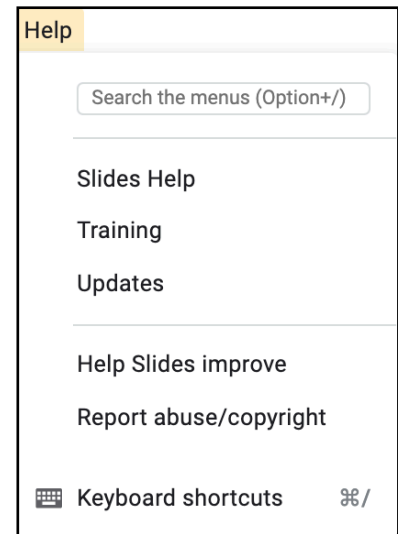
You can add on and manage current add ones here.

I have two add ons currently added to Google Slides - Creator Studio and Pear deck.

More about the 'help' options:

The help section is where you can get help about google slides, report a problem, report abuse/copyright and find keyboard shortcuts.
You can also find training and update information here too.

Help
Search the menus (Option+/)
Slides Help
Training
Updates
Help Slides improve
Report abuse/copyright
⌨ Keyboard shortcuts   ⌘/

Others:

Star > the star is where you can star a google doc to help you find it easier in your starred google docs

Folder > where you can click to move it to another place

Accessing Google Slides:
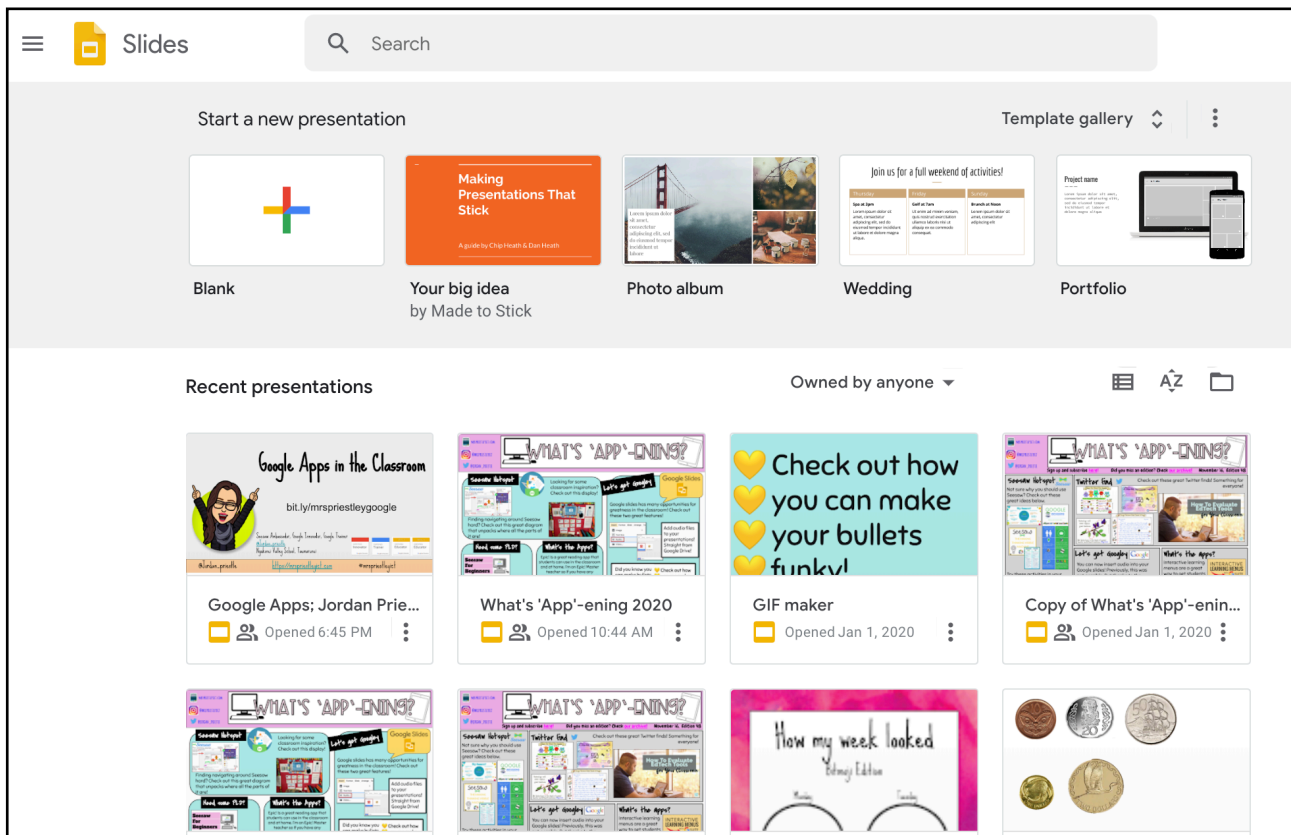
You can access your Google Slides from your Google Drive or from accessing Google Slides.

When you open Google Slides it will give you some template designs near the top, the chance to open a new document and some recent documents you have opened or edited.

More information:

Visit Google for education online

Search @Googleforeducation on Twitter

Check out my Google Apps PLD Slides that cover more than just

Google Slides
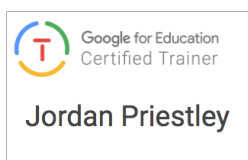
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