

Google Slides - Creating, Templates, Downloading, and Sharing

Overview of Google Slides

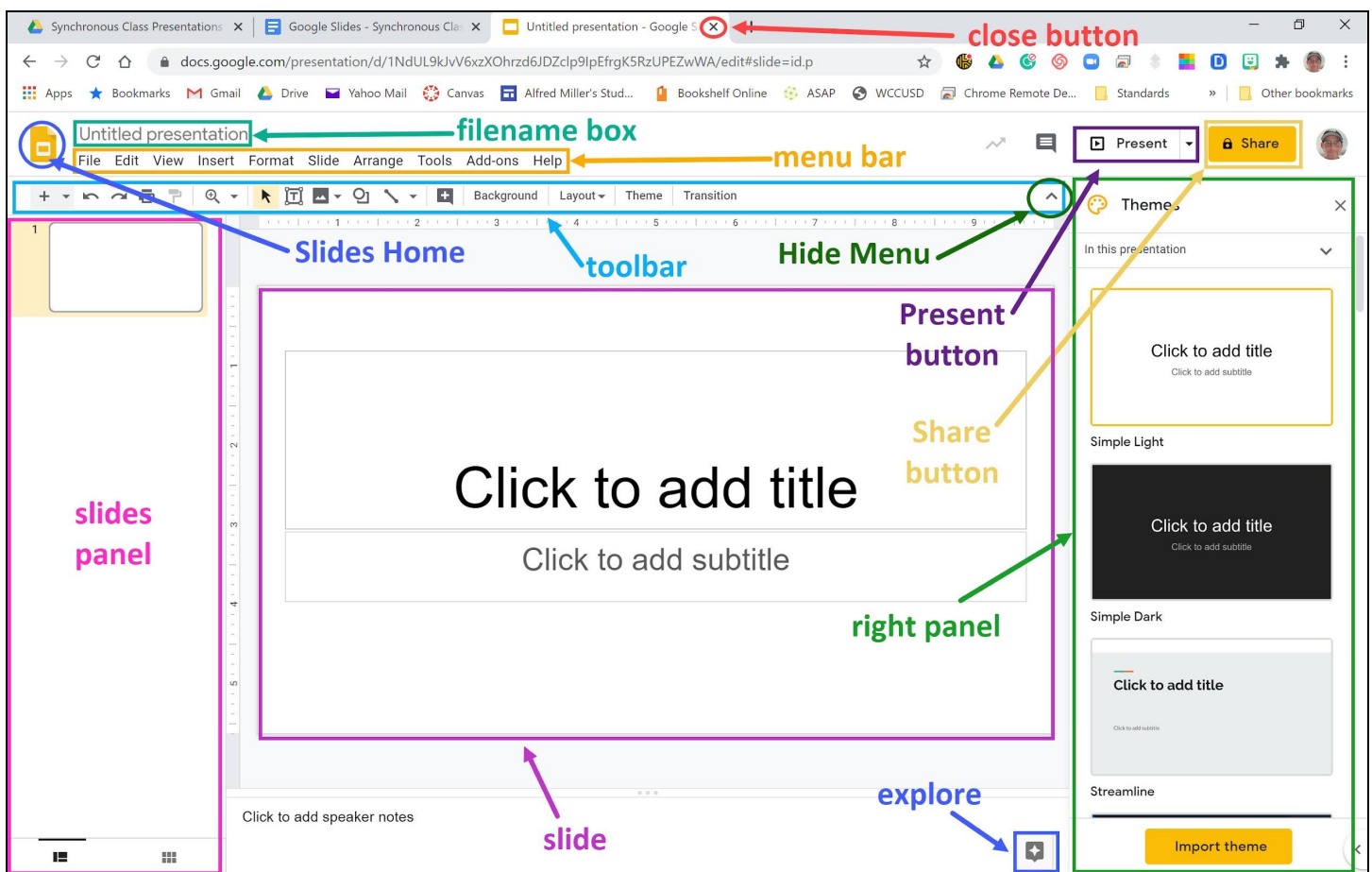
Google Slides is one of the Apps in Google Suite. Google Slides is a free online presentation program. With Google Slides, you can create engaging and dynamic presentations. Presentations are also known as slideshows or slide decks. While working in Google Slides you never need to save the file. Although Google Slides constantly saves the file, you do need to name it and control the folder where it is saved. Additionally, the power of Google Slides is the ability to share a slide to collaborate with others in real-time.

GOOGLE SLIDES



The Google Slides Screen

It is important to recognize a few areas of the Google Slides screen before creating a presentation. The Google Slides app opens on a tab, so when closing the file, simply close the tab. The major areas of the screen include the menu bar, toolbar, slides panel, slide area, and the filename box. All of the tools you need to input text, edit, insert images, and beautify can be found in the menu bar and many of the common tools are located on the toolbar. Below is a picture of the Google Slides screen with a few of the areas labeled. A description of the items is below the picture.



- **Close Button**- click the close button (x on the tab) to close the file.
- **Filename box** - click in the box to name the file. Google Slides will propose a name, but you can change it to any name you desire.

- **Menu bar** - contains all the tools to edit and format your slide.
- **Toolbar** - contains buttons with popular tools for formatting your slide. Point to a button to see a screen with the name of the button.
- **Slides Home** - clicking this button sends you to the Google Slides start where you can open an existing slide or create a new slide based on a template.
- **Slides Panel** - shows a smaller version of each slide in the presentation.
- **Slide** - the area with the information you are presenting. Slides usually have placeholder boxes on them.
- **Share button** - click this button to add collaborators or get a share link.
- **Present button** - when you are ready to present to an audience or view your presentation like the audience will see it.
- **Explore** - changes the way a slide looks by offering design ideas.
- **Hide menu** - click the arrow to toggle showing/hiding the menu bar and filename box area to minimize unnecessary tools. It increases your workspace.
- **Right Panel** - a panel that opens on the right of the slide when you are doing many actions like changing themes, animation, inserting images, and the explore feature.

Creating a Google Slides Presentation

There are two main methods to open Google Slides and create a Google Slides Presentation. One method is to create it from a Google Drive screen. If you are doing it from Google Drive, navigate to the folder where you want to save it, click the **New** button and click **Google Slides**, or point to the arrow to the right of Google Slides and choose either Blank slide or From template. Remember the motto, “Where you are is where it happens”. The other method is to access the Google Sheet App directly (slides.google.com). On the **Slides home screen**, you can open existing slides, start a new blank slide, or create a slide from a template. Regardless of the method, the file is saved in your Google Drive.

When creating a presentation, Google Slides helps format the presentation with **Themes**. Themes are built-in designs that control the font, font size, and colors on the slides. The theme should complement the presentation and never distract the audience from your content. The theme is applied to the entire presentation but you can change formatting on individual slides.

Slides use a layout that determines what objects you may want on a slide. For example, one layout has a title and 2 text boxes and another is title only. You can choose the layout when you insert a new slide by clicking the new slide menu button  or you can change the layout after inserting the slide.

Grow Your Skills 4.1 - Creating the Google Apps Suite Presentation

1. If necessary, open your **web-browser** (Google Chrome, Edge, Explorer, Firefox, Safari). Chrome is best for Google stuff.
2. Click in the **address bar** and go to www.drive.google.com.

3. Sign in if needed.
4. Double-click your **Google Suite Class** folder. If necessary, make one from the **New** menu.
5. Double-click your **Slides** folder. If necessary, make one from the **New** menu.
6. Click the **New** button.
7. Click **Google Slides**.
8. In the themes pane on the right-side click the **Momentum** theme.
9. Click in the **title** box on the slide where it says **Click to add title** and type **Google Apps Suite**.
10. Click in the **subtitle** box where it says **Click to add subtitle** and type **A few of Google's Web Apps by [Your Name]**.
11. Click in the **filename box** in the upper-left where it says **Untitled presentation**. It should propose the name **Google Apps Suite**, so click on the slide to accept the name.
12. Click the **New Slide** button  to add a new slide.
13. Click in the **title** box on the slide where it says **Click to add title** and type **Google Apps**.
14. Click in the box where it says **Click to add text** and type the following pressing **ENTER** after each App except the last one:

Docs

Sheets

Slides

Forms

Gmail

Calendar

15. Click the **New Slide** button  to add a new slide.
16. Click in the **title** box on the slide where it says **Click to add title** and type **Google Docs**.
17. Click in the box where it says **Click to add text** and type the following pressing **ENTER** after each App except the last one:

An online word processing program

Creates documents like letters, memos, flyers, etc.

Automatically saves files

Share and collaborate online

Export into other formats such as Microsoft Word or PDF

18. Click the **New Slide** button  to add a new slide.
19. Click in the **title** box on the slide where it says **Click to add title** and type **Google Sheets**.
20. Click in the box where it says **Click to add text** and type the following pressing **ENTER** when needed:

An online spreadsheet program

Use formulas and functions to performs calculations

Creates spreadsheets like invoices, budgets, reimbursements, payroll, etc.

Automatically saves files

Share and collaborate online

Export into other formats such as Microsoft Excel or PDF

21. Click the **New Slide** button  to add a new slide.
22. Click in the **title** box on the slide where it says **Click to add title** and type **Google Slides**.
23. Click in the box where it says **Click to add text** and type the following pressing **ENTER** when needed:

An online presentation program

Creates digital presentations with animations and transitions

Automatically saves files

Share and collaborate online

Export into other formats such as Microsoft PowerPoint or PDF

24. Click the **New Slide** button  to add a new slide.
25. Click in the **title** box on the slide where it says **Click to add title** and type **Google Forms**.
26. Click in the box where it says **Click to add text** and type the following pressing **ENTER** when needed:

An online survey creation program

Creates questionnaires, quizzes, and surveys

Has many different question types

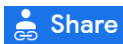
Can export data to Google Sheets

Automatically saves files

27. Click the New Slide Icon  to add a new slide.

28. Click in the **title** box on the slide where it says **Click to add title** and type **Gmail**.
29. Click in the box where it says **Click to add text** and type the following pressing **ENTER** after each App except the last one:
- An online email program**
 - Send and Receive emails**
 - Can share a link or attach files from Google Drive**
 - Organize messages with labels**
30. Click the **New Slide** button  to add a new slide.
31. Click in the **title** box on the slide where it says **Click to add title** and type **Google Calendar**.
32. Click in the box where it says **Click to add text** and type the following pressing **ENTER** after each App except the last one:
- An online calendar and organizer program**
 - Creates events, to-do's, reminders, etc.**
 - Can create sub-calendars**
 - Share and invite attendees to events**
 - Share an entire calendar**
33. Click the **New Slide Menu Arrow**  , choose **Section Header** to add a new slide with a different layout.
34. Click in the **title** box on the slide where it says **Click to add title** and type **Any Questions?**.
35. In the upper-right hand corner, click the **Present menu arrow**  and choose **Present from beginning**.
36. Run through your show by clicking the mouse, page down, or the down to go to the next slide or page up or the up arrow to go back a slide. Press **ESC** when done running your show.
37. Keep the file open.

Sharing a Google Slides Presentation

You can add collaborators to your presentation by clicking the **Share** button  in the upper right corner. Collaborators are given access to your slide. When giving access to a presentation (files) there are 3 types of access: **Editor** (can do anything), **Commenter**, and **Viewer**. You can share directly to someone via email or a link. When sharing with email, the recipient will receive an email invite to the shared item unless you decide not to. You can share it with someone with any email address. When sharing with someone with Gmail, the shared item will show in their Shared with me folder. Share links are useful for putting on flyers,

websites, and places where you do not know someone's email address or you prefer not to share directly with an email address.

Download Google Slides into other Formats

There are times when you need to send a Google Sheet file to someone without sharing. For example, when applying for a job, online applications request that you upload your resume. Google Sheet files cannot be uploaded. In cases like this one, you need to download your Google Sheet into another format. It is like a Save As in many applications. Google Slides downloads into the following formats Microsoft PowerPoint (.pptx), OpenDocument Format (.odt), Rich Text Format (.rtf), PDF Document (.pdf), Plain Text (.txt), Web Page (.html zipped), and EPUB Publication (.epub). To download into another format click **File** then point to **Download** and click the format desired. The file will download to your computer's **Downloads** folder.

Grow Your Skills 4.2 - Share and Download the Google Apps Suite Presentation as PowerPoint

1. Click the **Share** button in the upper right.
2. In the box that appears, click in the add people box and type **amillerbasclasses@gmail.com**.
3. Click the **Editor menu** button and click **commenter**.
4. Click **Send**.

Download the Presentation as a Microsoft PowerPoint File

5. Click **File**.
6. Point to **Download**.
7. Click **Microsoft PowerPoint (.pptx)**.
8. Keep the file open.

Using Templates

Save time with templates in Google Slides. You can choose an existing template to start a slide when you are not sure how you want to set it up. A few examples of Google Slides templates are to-do lists, calendars, reports, budgets, or invoices. Templates contain formatting and calculations, as well as text and pictures that you change to meet your needs.

Grow Your Skills 4.2 - Creating a Presentation from a Template

1. Click the **New Tab**  button in your browser.
2. Click in the address bar and type slides.google.com, press the **ENTER** key.
3. Sign-in if necessary.
4. Click on the **Portfolio** template. If you do not see the template, click **TEMPLATE GALLERY**  and in the Personal category choose **Portfolio**.

5. The **Portfolio** file opens, but it is currently saved in your My Drive folder. We will move it to our **Slides** folder. Click the **folder**  to the right of the filename Portfolio in the upper-left.

6. In the box, double-click **Google Suite Class**, double-click **Slides**, and click .

Share the Portfolio Presentation

7. Click the **Share** button in the upper right.

8. In the box that appears, click in the add people box and type **amillerbasclasses@gmail.com**.

9. Click the **Editor menu** button and click **commenter**.

10. Click **Send**.

Download the Presentation as a Microsoft PowerPoint File

1. Click **File**.

2. Point to **Download**.

3. Click **Microsoft PowerPoint (.pptx)**.

Help and Training

Google Slides offers a good help menu as well as training. You can access the help and training by clicking the Help menu at the end of the menu bar.

Grow Your Skills 4.3 – Get help on Animation

1. Make sure you are in Google Slides.

2. Click **Help**.

3. Click **Slides Help**.

4. In the search box, type **animations**.

5. Click the **Add or change animations and transitions** result.

6. Read the help (notice choices for Computer, Android, and iPhone and iPad).

7. Close the box when done.

8. Close the file by closing the tab.

Submit your work

CANVAS ONLINE COURSE USERS

1. Make sure you **downloaded** and **shared** the file(s) in the earlier exercises.

2. Return to the **Canvas Google Suite Course** website (<https://berkeleyas.instructure.com>) or tab.

3. Return to the **Google Slides Assignment 4.3 - Creating, Templates, Downloading, and Sharing** assignment.

4. Follow the instructions in the Assignment to submit your work in Canvas.

NOT IN A CANVAS ONLINE COURSE

1. Make sure you **downloaded** and **shared** the file(s) in the earlier exercises.
2. Upload the downloaded files using the [Student Exercise \(Assignment\) Upload Form](#).
3. Click and type your **first name** in the first name box.
4. Click and type your **last name** in the last name box.
5. Click your **class**.
6. Click in the exercise name box and type **Google Slides - Creating, Templates, Downloading, and Sharing**.
7. Click the **add file** button.
8. Click **Browse files** or use the **drag** option.
9. Navigate to the **Downloads** folder where you saved it.
10. Click the **Google Apps Suite** file.
11. Click **Open**.
12. Repeat steps 7-11 for the **Portfolio** file.
13. Click **Submit**.

If you are having challenges contact me or email the file(s) as an attachment(s) to alfredmiller@berkeley.net.