
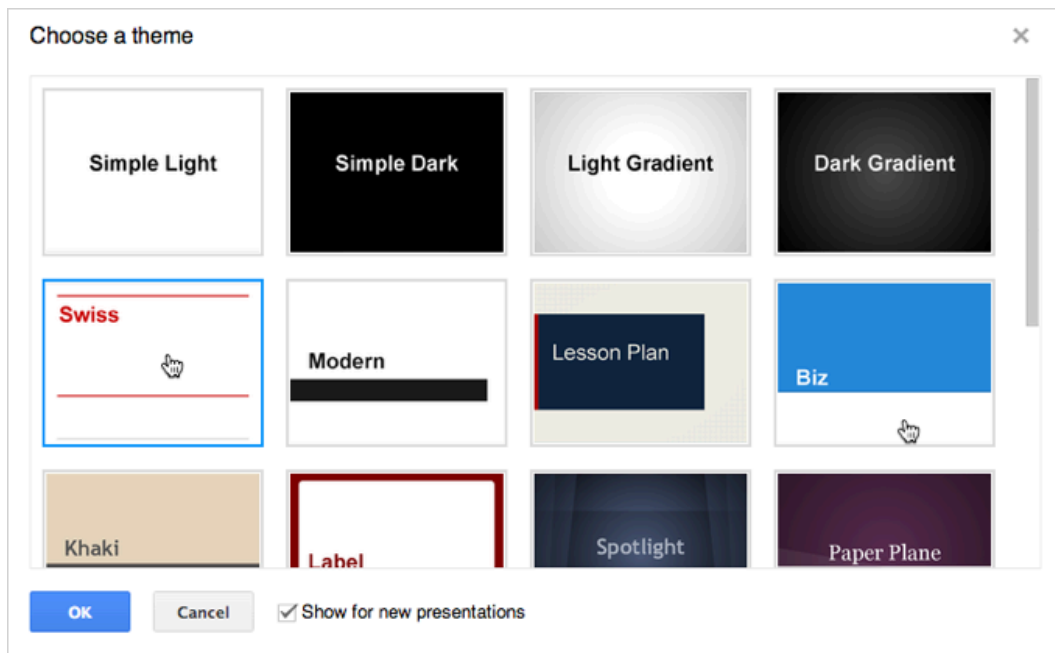
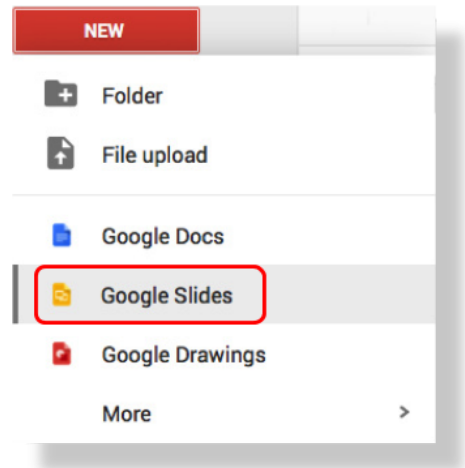




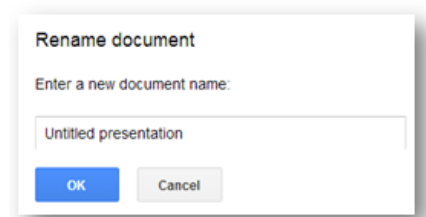
# Google Presentation Basics

## Create a Presentation

1. From Google Drive, click the **New** button and select **Google Slides**.
2. If you are using a Chromebook, click on the Apps Launcher (  ) in the Shelf at the bottom of the screen and select **Drive**.
3. When you first create a presentation, you can choose a theme. Themes give all your slides the same background and fonts. You can override the background and fonts for a specific slide if you want to. You can switch the theme later if you change your mind. Select the theme you wish to use and click **OK**.

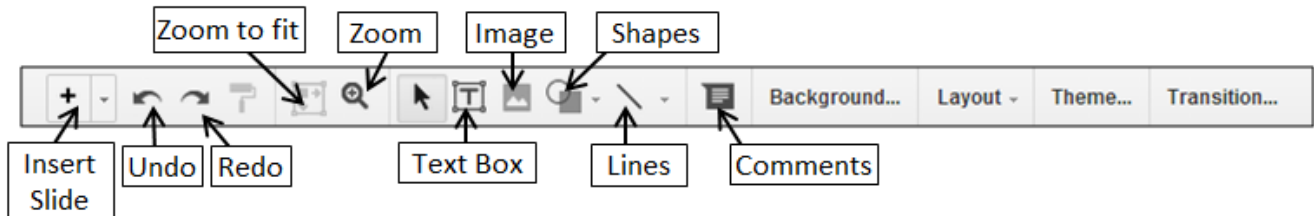


4. Click **Untitled presentation** in the top left of the screen to rename your presentation.




## Editing your Presentation

Use the edit toolbar to customize your presentation.



## Add a New Slide

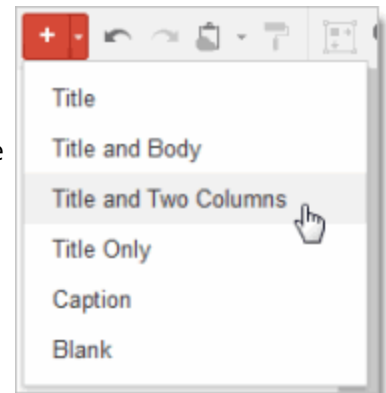
There are several ways to add a slide to your presentation:

1. Click the  button in the edit toolbar. Click the down-arrow to the right of this if you want to specify a new layout for the slide:

The layout determines the placement of text boxes on your slide. You can always move, delete, or re-size the text boxes, though, or add new ones.

If you don't use the down-arrow to specify a new layout, the default layout is used. For slide 1, the default layout is **Title**. For slide 2, the default is **Title and Body**. After that, the default is the layout of the previous slide.

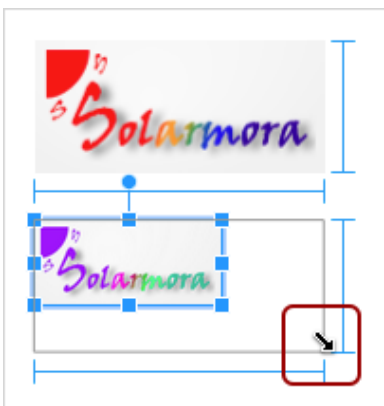
2. Click **Slide > New slide** or **Slide > Duplicate slide**. You can also right-click on an existing slide to see these options.
3. Click **Insert > Import slides** to add slides from other Google Slides or PowerPoint presentations (.ppt or .pptx format, up to 10MB in size).



## Format your Presentation

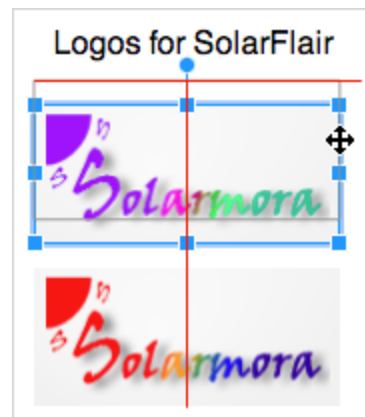
Once you insert an image or shape, Presentations helps you to keep your images consistent and line them up with each other using red, gray, and blue guidelines.

### Resize an object



When you resize an image, grab a corner or side of an image and drag. Blue lines appear to help line up the edges of the image with surrounding objects, like text boxes, shapes, or other images.

### Align your objects



When you move an image, you can line it up with the edges or center of nearby objects by using the red lines to guide you.

## Arrange your Slides

1. It's easy to rearrange your slides. Select a slide in the left pane and click the **Slide** menu for options to move it up, down, or to the top or bottom of your presentation.
2. Or, you can drag and drop the slide to a new position. Just click a slide in the left pane, hold the mouse button down, and drag the slide to a new location.
3. To move several slides at once, use **Shift-Click** to select a sequence of slides, or **Ctrl-Click** to select multiple, non-sequential slides. Then use the **Slide** menu options or drag and drop to move all the selected slides at the same time.

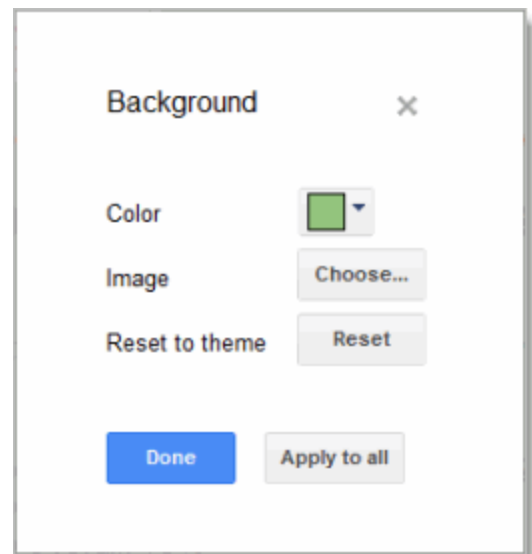
## Change your Presentation Style

You can change the theme for your slides at any time, or use a different background for one or more slides instead.

1. To select a new theme, click **Slide > Change theme**. This will change the theme for all your slides.
2. To choose a background image or color for the current slide (or all slides), click **Slide > Background**.

If you select a new background color, you can choose from a palette of standard colors, custom colors, colors that match or coordinate with your current theme, or a transparent background.

If you prefer a background image, you can upload one from your computer, choose one from Drive or your photos, find one on the web, or even take a new snapshot.

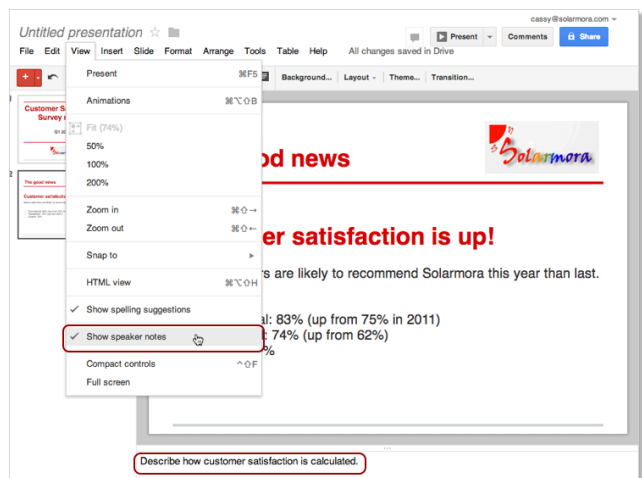


## Add Speaker Notes

Use speaker notes to keep track of your talking points for each slide. In the Presentation Editor, they are displayed in the text area beneath the current slide. When you first add a new slide, this area shows **Click to add notes**.

If you don't see the speaker notes, click the **View menu** and make sure **Show speaker notes** is checked.

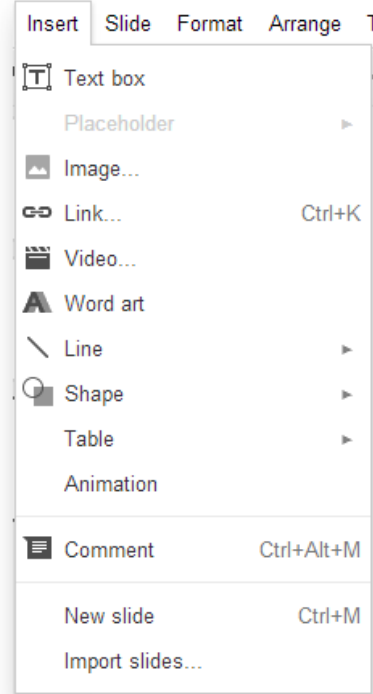
When you present your slides, your speaker notes are displayed in a separate window. (This window also has



controls to advance or pause your slideshow.)


## Using the Insert Menu

1. Text Boxes
  - a. Choose **Insert > Text box**.
  - b. Draw the text box on the slide.
  - c. Type in the text you want.
  - d. Move the text box by clicking on the borders and dragging the box to the desired area.
2. Images
  - a. Choose **Insert > Image**.
  - b. Choose **Upload** (then Choose an image to upload), **Take a snapshot**, or **by URL**.
  - c. Size the picture by dragging the handles in or out.
  - d. Move the picture by pressing and dragging on the picture.
3. Link
  - a. Choose **Insert>Link**.
  - b. Paste in a URL or search for the website you want to use.
  - c. Click **Apply**.
4. Video
  - a. Go to YouTube and choose the video you wish to use.
  - b. Click **Share**. The URL will be displayed under the word **Share**. Copy the URL from YouTube.
  - c. On your Presentation slide, choose **Insert>Video**.
  - d. Click **URL**.
  - e. Paste in the URL that you copied from YouTube.
  - f. Click **Select**.
5. Word Art
  - a. Choose **Insert>Word art**.
  - b. Type in the word(s) you wish to use.
  - c. Hit **Enter** on the keyboard.
  - d. Use the tools (text color, font, etc.) to change the Word Art.
  - e. Size the Word Art by dragging the handles in or out.
  - f. Move the Word Art by pressing and dragging on the Word Art..
6. Lines and Shapes
  - a. Choose **Insert>Line** or **Insert>Shape**.
  - b. Select the line or shape you want to use.
  - c. Size the shape or line by dragging the handles in or out.
  - d. Move the shape or line by pressing and dragging on the ends/edges.
7. Table
  - a. Choose **Insert>Table**.

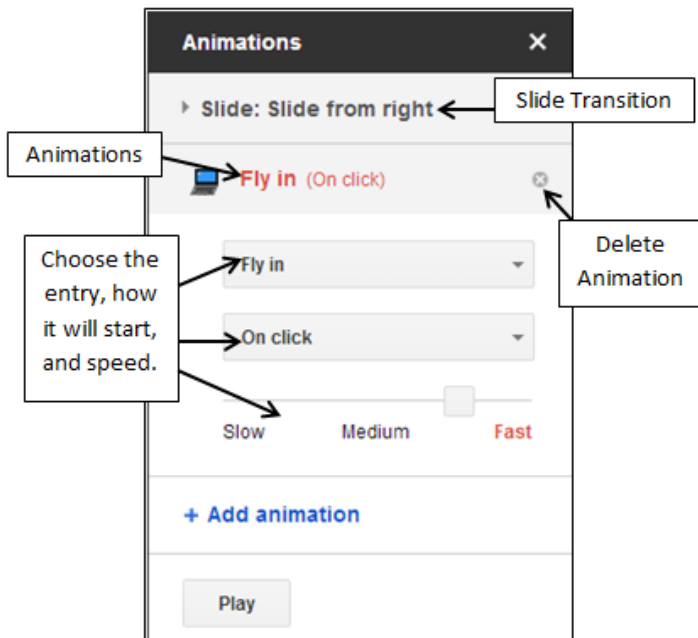
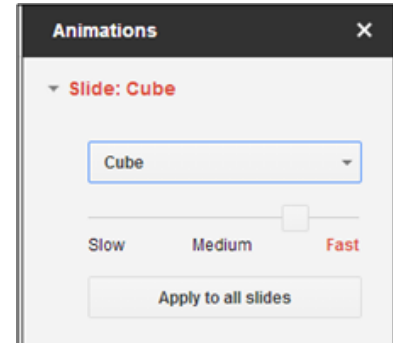


- Press and drag the number of rows and columns you need.
- Use the Table menu to add or delete rows/columns, merge cells, etc.
- Size the table by dragging the handles in or out.
- Move the table by pressing and dragging on the edges.

## Transitions and Animations

1. You can add transitions and animations by using the Transition (  ) button on the toolbar. You can also choose **View > Animations**.

- When you click the Transition button, click the drop down arrow next to the word **Slide**.
- Choose the type of slide transition you want to use.
- Choose the speed of the transition.
- You can also apply that transition to all slides by clicking **Apply to all slides**.



- If you have an image on your slide, you can add an animation. Click on the image and then click **+Add animation** to get started.
- Once you choose the animation you want to use, you can choose how it will appear, how it will start, and the speed of the animation.
- Click the Play button to preview the animation.

## Preview or Present your Slides

- Click the **Present** button at the top right of the page.
- Click the down-arrow for additional options.
- When you move the mouse on your slideshow, a bar temporarily appears with controls to:
  - Display another slide
  - Pause or resume the slideshow
  - Toggle to and from full-screen mode.
  - Click the gear icon in this bar to see more options.

