

Google Slides Quick Guide

1. The Toolbar (Your Main Toolbelt): Found right under the main menu. This is where you'll find quick-click icons to add **Text Boxes** (T), **Images** () , **Shapes** () , and **Lines** (—).

2. The Slide Strip (On the Left): Shows small previews of all your slides. You can click to switch slides, drag them up or down to reorder them, or press **Enter** to add a brand new slide!

3. The Main Canvas (In the Center): This is your active slide page where you type your presentation title, arrange pictures, and design your layout.

4. Themes & Backgrounds (On the Right): Customize your look! Click **Theme** to pick a matching color style or **Background** to change slide colors and add background photos.

Step 1: Open a New Presentation (+ New  Google Slides)

Step 2: Pick a Theme (Style & Colors)

Step 3: Add & Edit Text (Title & Body)

Step 4: Add New Slides & Insert Pictures (+  & Insert   Image)

Optional Extra Steps to Consider Adding

- 1. How to Present (The Slideshow Button):**
 - *Step:* When your presentation is ready, click the **Present** button in the top-right corner (or press **Ctrl + F5**) to view your slides in full screen.
- 2. How to Add Animations or Transitions:**
 - *Step:* Select an object or click **Transition** on the toolbar to make text or pictures fade in, slide in, or move when you click through your presentation.
- 3. How to Add Speaker Notes:**
 - *Step:* Click inside the "**Click to add speaker notes**" box at the very bottom of any slide to type private reminders or script notes for yourself while presenting.
- 4. How to Reorder or Delete Slides:**
 - *Step:* In the left slide strip, drag and drop slides up or down to change their order, or press **Delete** (or **Backspace**) on your keyboard to remove a slide you don't need.