

# Google Slides



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# Google Slides

## Class Objectives

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- Creating a presentation
- Applying design themes
- Adding new slides
- Adding text and content
- Adding a background image
- Incorporating multimedia
- Animate text and graphics
- Rearranging slides
- Creating slide transitions
- Viewing and present slideshows
- Printing a slideshow

## What is Google Slides?

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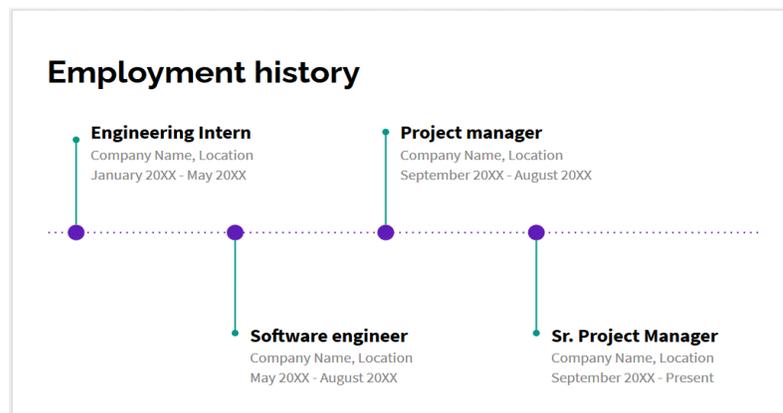
Google Slides is a free online slide presentation software, similar to Microsoft Powerpoint. This software is beneficial when presenting a message to a group audience, either in-person or virtually. It can be used in a variety of formats: a visual aid accompanied by a live oral presentation, a self-running slideshow that continuously loops, or a self-paced presentation uploaded to the Internet.

## Creating a New Slideshow

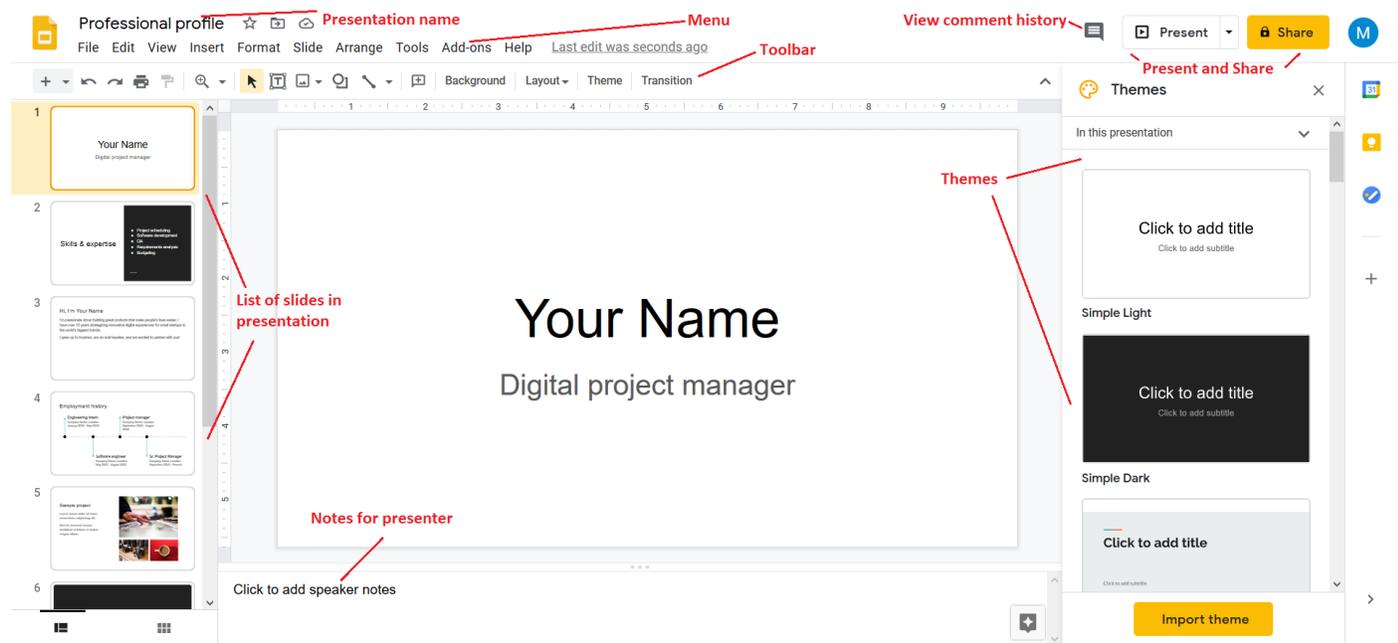
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There are a few ways you can access Google Slides. You can get there by:

1. Typing <http://slides.google.com> in your address bar, OR
2. Typing <https://docs.google.com/presentation> in your address bar, OR
3. Going to your Google account, clicking on the apps tray in the upper right, and scrolling down to the Slides icon.
4. You can also open a new Slides presentation by logging in to your Google Drive, clicking the New button, and clicking the arrow next to **Google Slides**. This will give you the option to either open a blank presentation or create one from a **Template**. Selecting the template option will take you to a page with lots of options for different presentations, from photo albums to professional profiles to recipe showcases. If you choose one of these templates, the slides will be pre-formatted, and all you'll need to do is plug in your text. For example, in this template, you can click on each text area to replace the sample text with your own information.



If you choose to start with a blank presentation instead of a template, this is what you will see:



At the top, you will see a space for the name of your presentation. Click on the words “untitled presentation” to change the name. Below that, there is a **Menu**, containing tools for creating, editing, and formatting your slides. The **toolbar** below the menu contains the most commonly-used tools for creating and formatting slides, such as the **font**, **font size**, **text color**, **alignment**, and options to add images, hyperlinks, and lists.

Along the right-hand side, you will see examples of **Themes** you can use for your slides. There are several themes to choose from, and an option to **Import** a theme. You can download themes from various websites, or you can use a theme from another Slides presentation, if you have it saved on your computer or in your Drive.

Along the left-hand side of the screen, you will see a list of all the slides in your presentation. If you are using a **template**, you will see all the slides you can use in your presentation (note that you can add or delete slides if you need to). If you are using a **theme**, you will only see the slides you have actually created.

In the upper right of the screen, you will see options to **View comment history**, which is useful if you have shared your presentation with anyone, and to **Present** or **Share**.

At the bottom, you will see a space to **add speaker notes**. This is where you can put notes to go along with each slide, such as information you want to remember to include during particular points in your presentation.

## Adding Text to Slides

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When you open a new blank presentation, the first slide will be a title slide by default. Click on the text boxes to add your own text.

You can edit your font settings using the options in the toolbar. You can change the slide's background by clicking **Slide** and selecting **Change Background**; this will open a menu where you can choose a background color for your slide, or select a background image to use. If you want the background color or image to appear on every slide in your presentation, select **Add to Theme**. Otherwise, the color or image will only appear on one slide.

## Adding New Slides and Slide Layouts

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To add a new slide to your presentation, click **Slide**, then select **New slide**. You can also use the keyboard shortcut **Ctrl+M**. The default layout for the new slide will have a text box for a title, and a larger text box for the body of your slide. You can change this layout by clicking **Slide**, then selecting **Apply Layout**. This will open a menu of several different slide layouts for you to choose from.

## Adding Content to Slides

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You can enhance your presentation by adding audio, video, charts, tables, Word Art, and animation to your slides. To do so, click **Insert** and select the type of content you want to add. For example, you can select specific text, click **Insert**, select **Animation**, and a menu will appear giving you the option to have the text spin, fade in or out, fly in from the side of the screen, etc. **Audio** allows you to add an audio file from your computer. **Video** lets you link to a YouTube video, or upload a video file directly from your computer. You can choose to have the audio or video play automatically when the slide appears, or set it to only play when you click on it.

To add a chart, click **Insert**, then place your mouse over **Chart**. A menu of different chart types will pop up: Bar, Column, Line, or Pie. Select the type of chart you want, and it will automatically be inserted into your slide. From there, you can add your data by clicking on the **Linked chart options** icon in the upper right corner. Clicking on **Open source** will take you to a Google Sheets spreadsheet, where you can add your own data to the chart, customize the colors and style, etc. You can also insert a chart directly from Google Sheets from the **Insert Chart** menu. To do this, instead of selecting a chart type, choose the **From Sheets** option at the bottom. This will allow you to select any spreadsheets you have saved in your Google Drive, and create a chart from that data.

## Importing Slides

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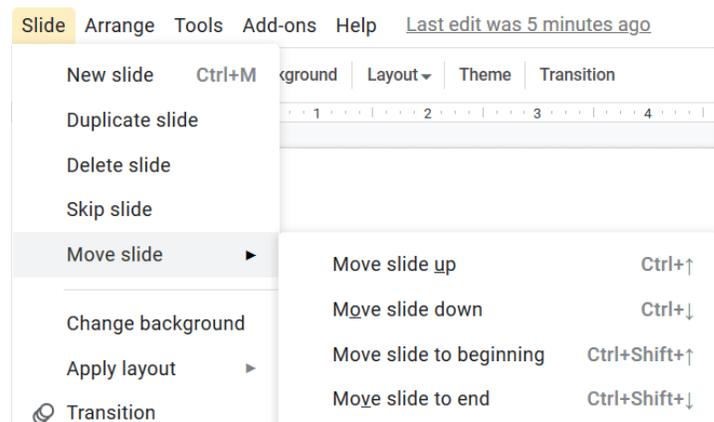
You can import slides from other Slides or Powerpoint presentations by clicking **File**, then **Import Slides**. This will allow you to choose from any Slides or Powerpoint presentations that you have access to, either on your computer or Google Drive. You can select as many slides as you want. If you are using a

theme in your presentation, you can choose to have the imported slides maintain that theme by selecting **Keep original theme**. (Bear in mind that, if the slides you are importing also used a theme, that theme will not be removed.)

## Rearranging Slides

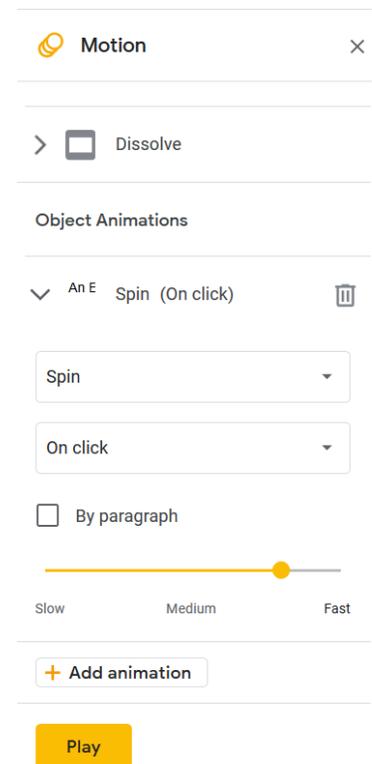
To rearrange slides in your presentation, you can either simply click on the slide you want to move in the left sidebar, and drag it into the new position in your presentation. You can also click on **Slide**, then choose **Move slide** and select the desired option.

In addition, you can duplicate slides, delete slides, or skip slides in your presentation. To do any of these, click on **Slide** and choose the appropriate option. Skipped slides will remain in your presentation, but will not be shown when you present to others.



## Slide transitions

The method used to move from one slide to the next in a presentation is called a **transition**. There are several styles to choose from (although it's best to maintain consistency throughout your presentation, either by using the same transition between each slide, or by having a set pattern of transitions that repeats throughout). You can apply a transition by clicking on **Slide**, then choosing **Transition**. This will open a menu of options to choose from. You can preview each transition before deciding on the one you want to use. There is a slider to control the speed of each transition. You can also add animations to parts of your slide from the same menu; for example, you can select a section of text, click **Object Animations**, then select an animation to apply to just that section of text. The slider bar lets you adjust the speed of the transition or animation, and you can choose whether the animation happens only when you click on the selected text, or whether it happens when you first transition to the slide, or immediately before you transition away from the slide. Note that animations are best used sparingly; too many animations can make your presentation look "gimmicky."



## Viewing a Presentation

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A presentation can be viewed at any point during the creation process. It's a good idea to view your presentation in its entirety before presenting to an audience, so you can rehearse speaking it, make sure you have included all necessary speaker notes, and to ensure that your transitions and animations work the way you want them to. You can view your presentation by clicking **Slideshow** in the upper right corner of the screen. Clicking on the drop-down arrow gives you the option to view the presentation in **Presenter view**, which is what only you will see, or to **Start from beginning**, which shows the presentation as it will look to the audience.

## Sharing and Printing a Presentation

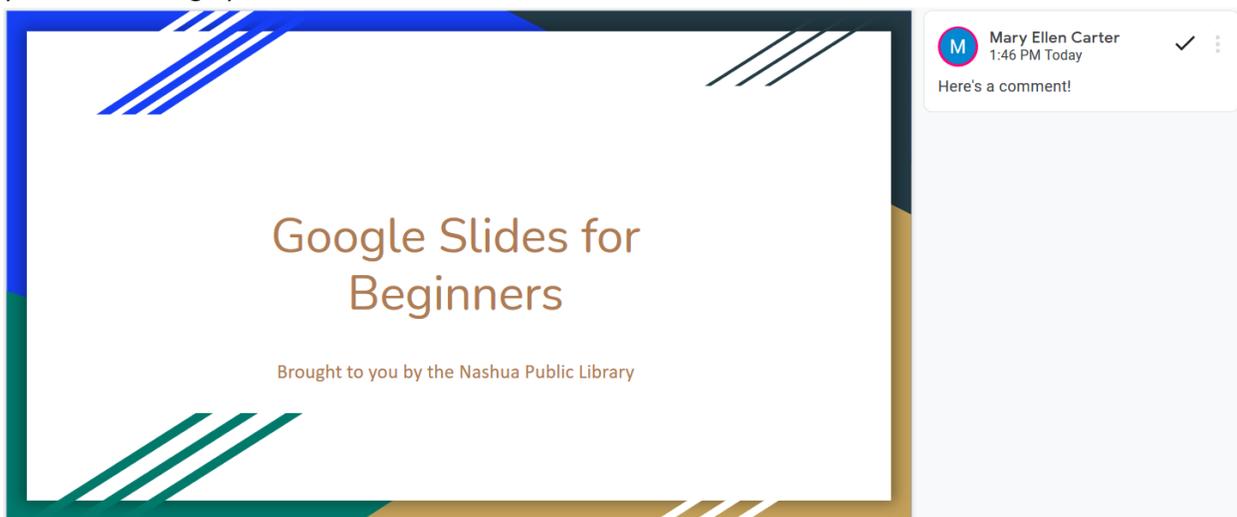
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You can **share** your presentations with others, and allow them to make comments on your presentation, before you actually present them. This allows you to easily collaborate with others. To share your presentation, click the orange **Share** button in the upper right corner of the screen. This will open a menu that allows you to choose who to share your presentation with, and whether they can edit the presentation.

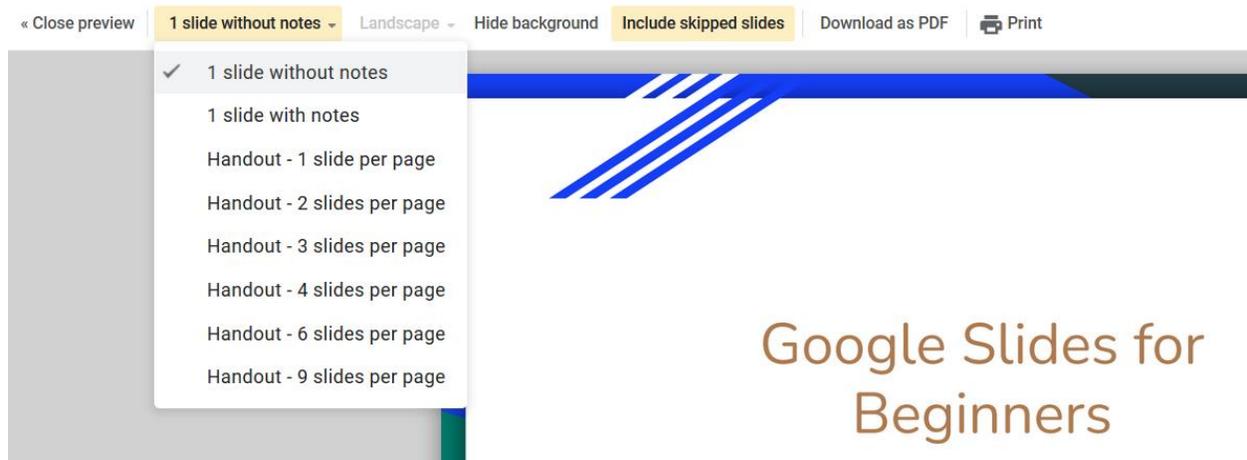


Clicking the gear icon in the corner will give you the option to allow the people you share with to share the presentation with other people, or to allow them to download, print, or copy the presentation. Both of these options are allowed by default; uncheck them to remove those permissions.

If you give the people you have shared with permission to **comment** on your presentation, they can do so by clicking **Insert** and then choosing **Comment**. (This will be the only available option under **Insert**.) You can see the comments they have left by clicking on the **Open comment history** icon in the upper right corner.  You will also be able to see their comments in the right-hand sidebar on the screen as you scroll through your slides.



To **Print** your presentation, you can either click the print icon in the upper-left of the **toolbar**,  or you can click **File** and select **Print**. This will print out each slide on its own sheet of paper. If you want to change the way your presentation prints out, click **File** and then select **Print settings and preview**. This allows you to print each slide with notes, each slide without notes, or create a handout with multiple slides per page. You can also download your presentation or handout as a PDF. Once you have chosen the options you want, click the **Print** icon.



## Additional Resources

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Universal Class has a Google Slides course. You can access this class by navigating to our eLearning page at <https://www.nashualibrary.org/explore/elearning/>. Click on the Universal Class square, and, once you have set up an account with your library card number, a username, and a password, scroll down to **Computer Training**. From there, you can do a search for **Google Slides**.

Google's Workspace Learning Center has an excellent Slides tutorial:

<https://support.google.com/a/users/answer/9282488?hl=en>

Tips for creating effective slide presentations: <https://www.ncsl.org/legislators-staff/legislative-staff/legislative-staff-coordinating-committee/tips-for-making-effective-powerpoint-presentations.aspx>