Google Tools For Everyone

Google Slides

Google Slides:

Google slides is a presentation tool offered by Google. It makes your ideas with a variety of presentation themes, hundreds of fonts, embedded video, animations, and more. It lets you create and format presentations and work with other people. Google Slides is available as web applications and mobile app. All your changes are automatically saved as you type

Requirements:

- Google Account
- Internet

Topics Covered:

1. Getting Started
2. Working with google slides
3. Add and format the text
4. Add the pictures and shapes
5. Transitions and Animations
6. Insert Video and Audio
7. Editing Master slides and layouts
8. Voice Type Speaker Notes
9. Share and Collaborate

1. Getting Started:

What is Google Slide?

Google slides is a presentation tool offered by Google. It makes your ideas with a variety of presentation themes, hundreds of fonts, embedded video, animations, and more. It lets you create and format presentations and work with other people. You can access, create and edit your presentations anywhere, anytime. All your changes are automatically saved as you type

How to access Google slide:

- On your computer, visit slides.google.com
- If you already have a Google Account, sign in. If you don't have one yet, click Create an account.
- Once you sign in, you will get a google slide homepage
- (Option) You can also access google slides from drive/docs/sheets/forms/nine square dots at the top right corner
- Once you access the google slide then you will see below the google slide home page
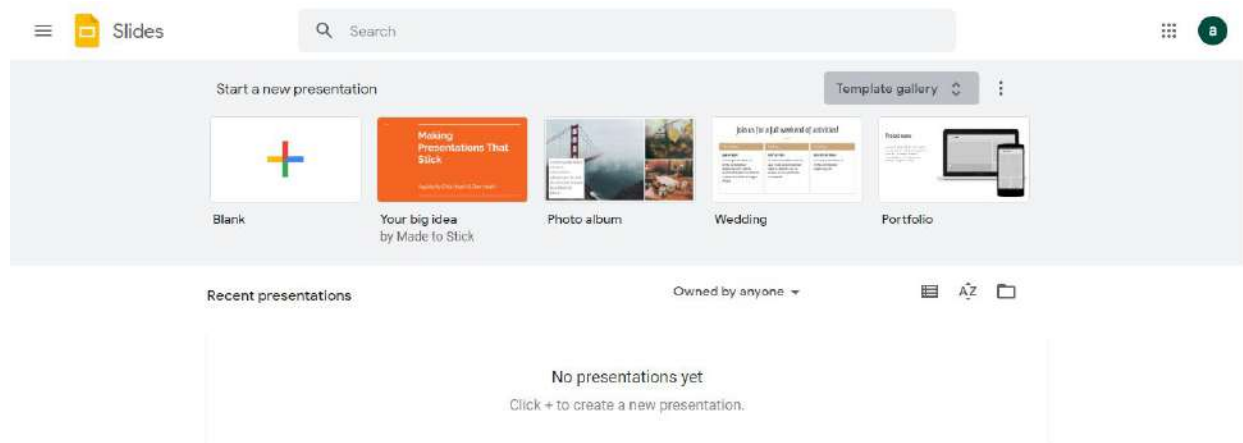
Create a presentation:

To create a new presentation:

1. Open the Slides home screen at slides.google.com.
2. In the top left, under "Start a new presentation," click New(✚). This will create and open your new presentation.
3. Once you create a presentation then you will see below presentation screen

You can also create new presentations from the URL https://slides.google.com/create
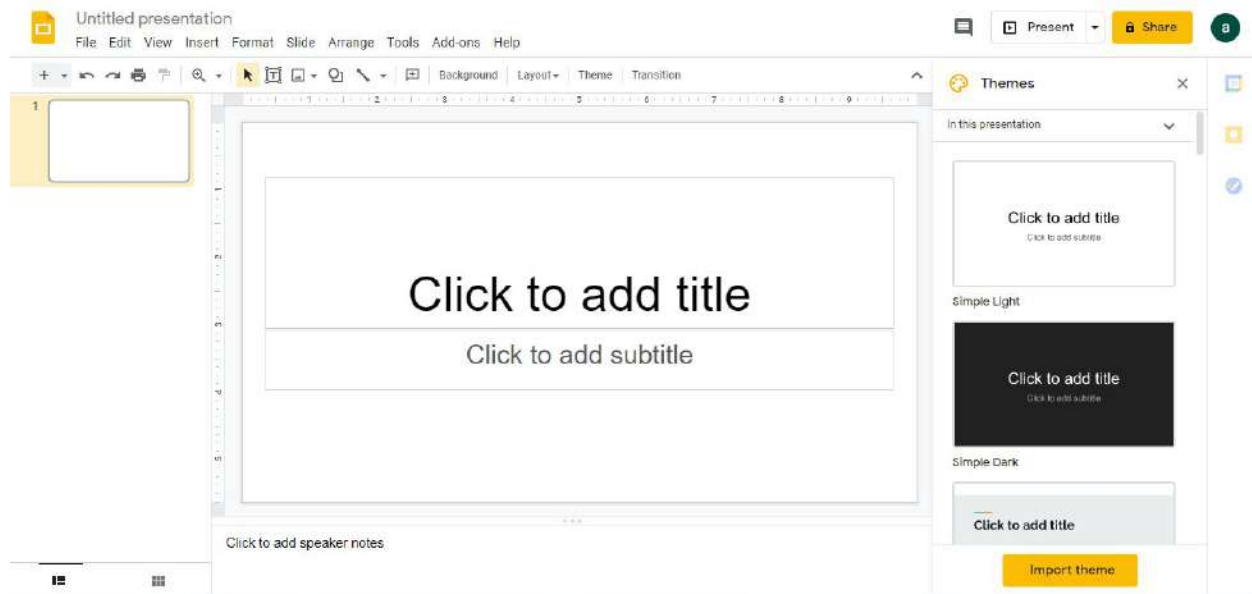
Import and convert existing files:

If you have existing files, you can import and convert them to Slides.

1. Go to Drive
2. Click ✚ NewFile>Upload.
3. Choose the file you want to import from your computer to add it to Drive.
4. In the Upload complete window, click Show file location.
5. Right-click the file and select open with the google slide

2. Working with google slides:

Google slide Interface:

If you create a new presentation in Google Slides, the interface for Slides will appear like the below screen. This interface shows the toolbar, along with the main view of your presentation. It allows you to create and modify slides, choose a theme, and share the presentation with others.
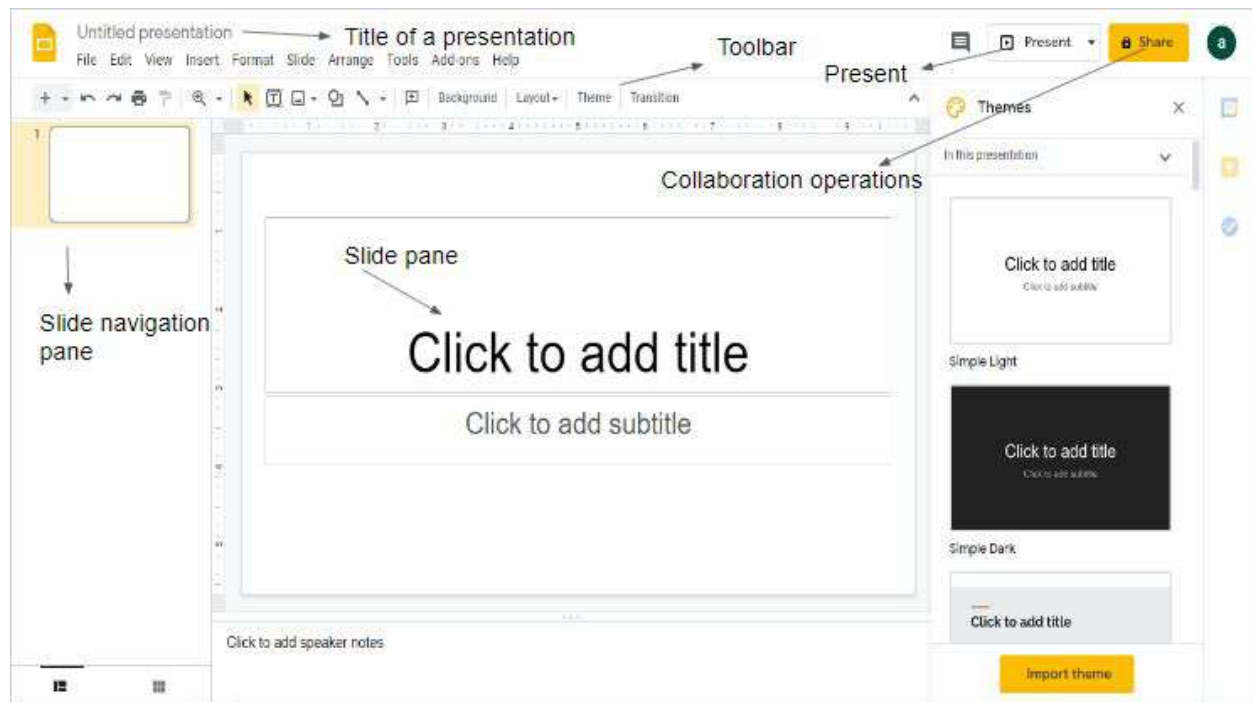

1. **Title of a presentation:** You can give your presentation title
2. **Toolbar:** This toolbar provides convenient shortcut buttons for formatting your presentation.
3. **Slide navigation pane:** The Slide Navigation pane allows you to view and organize the slides in your presentation.
4. **Slide pane:** In this slide pane you can view and edit the selected slide.
5. **Present:** Click this button to play your presentation.
6. **Collaboration operations:** Click Share to share your spreadsheet, as well as to allow others to edit it and collaborate on it. Click Comments to add comments or change notification settings.

Choose a theme:

Google Slides will prompt you to choose a theme. Themes give you a quick and easy way to change the overall design of your presentation. The themes have a unique combination of colors, fonts, and slide layouts. Select a theme from the panel on the right side of the window, and it will be applied to your entire presentation.
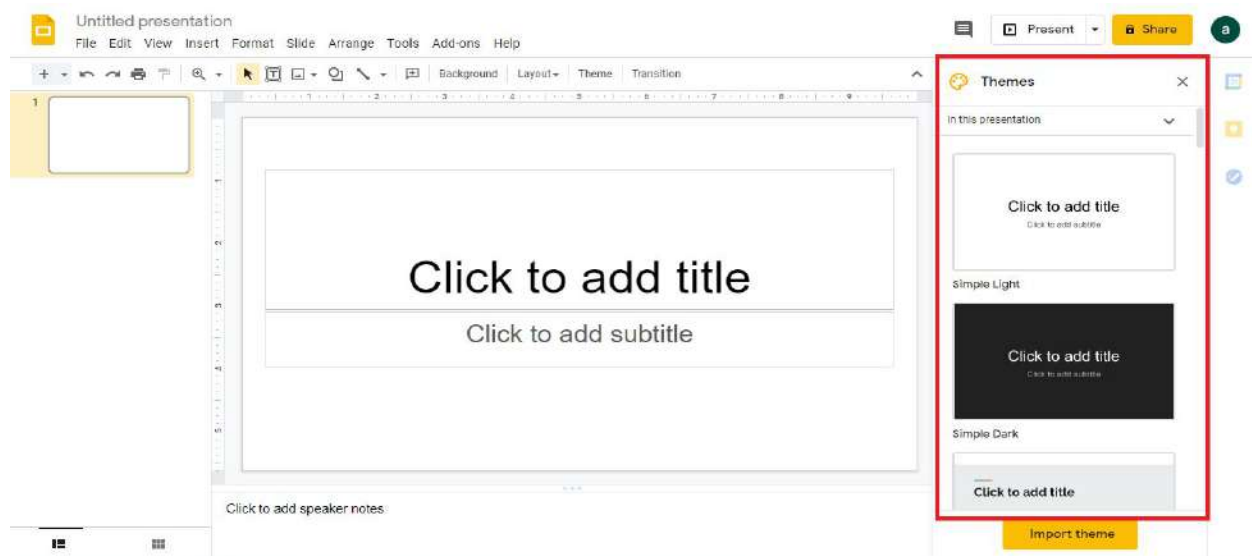
You can choose from a variety of new themes at any time, giving your entire presentation a consistent, professional look. If you want to change your theme, you can open the Themes panel again by clicking the Theme command on the shortcut toolbar.
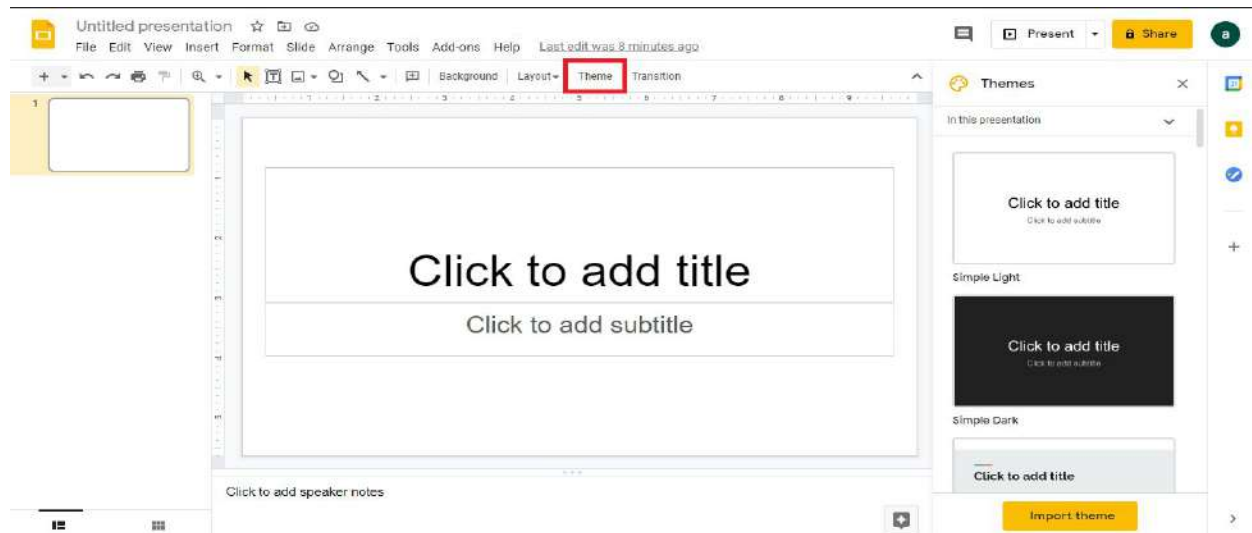
Slide basics:

Google Slides presentation is composed of a series of slides. To begin creating a slideshow, you will need to know the work with slides such as inserting a new slide, changing the layout of a slide, and arranging existing slides.

If you insert a new slide, it will usually have placeholders to show you where the text will be placed. Slides have different layouts for placeholders, depending on the type of information you want to include. Whenever you start a new presentation, it will contain one slide with the Title Slide layout. You can insert as many slides as you need from a variety of layouts.

Creating a slide and selecting a layout

- Open Google slide
- Click the drop-down arrow next to the New slide command.
- Choose the desired slide layout from the drop-down menu that appears.
- The new slide will appear.
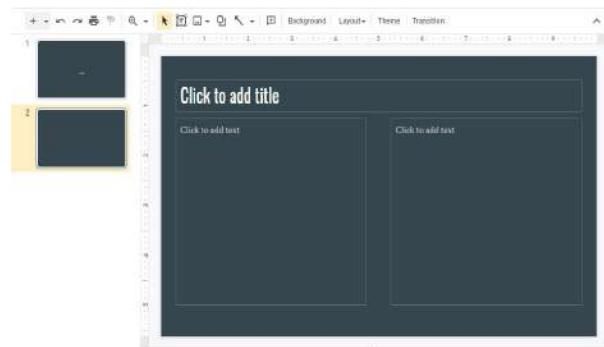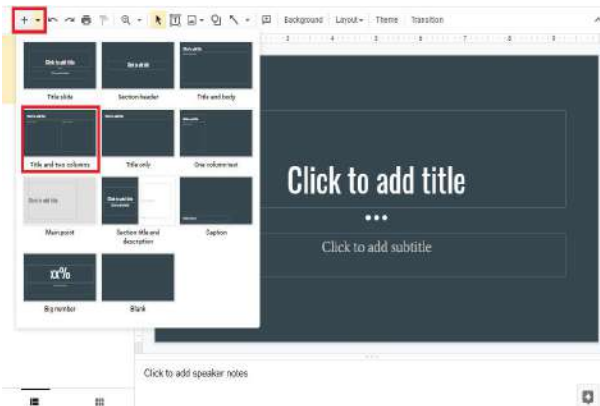
If you want to change the layout of an existing slide, click the **Layout** command in the toolbar, then choose the desired layout.

Duplicate, Move and Delete slides:

In Google Slides presentations can contain as many slides as you need. The Slide Navigation pane on the left side of the screen makes it easy to organize your slides. From there, you can duplicate, rearrange, and delete slides in your presentation.

- **Duplicate slides:** If you want to copy and paste a slide quickly, you can duplicate it. To duplicate slides, select the slide you want to duplicate, right-click the mouse, and choose Duplicate Slide from the menu that appears. You can also duplicate multiple slides at once by selecting them first.
- **Move slides:** It's easy to change the order of your slides. Just click and drag the desired slide in the Slide Navigation pane to the desired position.
- **Delete slides**: If you want to remove a slide from your presentation, you can delete it. Simply select the slide you want to delete, then press the Delete or Backspace key on your keyboard.

Adjusting Placeholder:

- **To select a placeholder:** Hover the mouse over the edge of the placeholder and click
- **To move a placeholder:** Select the placeholder, then click and drag it to the desired location.
- **To resize a placeholder:** Select the placeholder you want to resize. Sizing handles will appear. Click and drag the sizing handles until the placeholder is the desired size. You can use the corner sizing handles to change the placeholder's height and width at the same time.
- **To delete a placeholder:** Select the placeholder you want to delete, then press the Delete or Backspace key on your keyboard.

3.Add and format the text

Add Text:

Create a new slide, you can enter text in any of the placeholders on that slide. Just click the placeholder, and the insertion point should appear. Then, you can type whatever you want. (or) Click Insert>Text box to add new text boxes, then click on a text box to enter text. You can also move, delete, or resize text boxes.
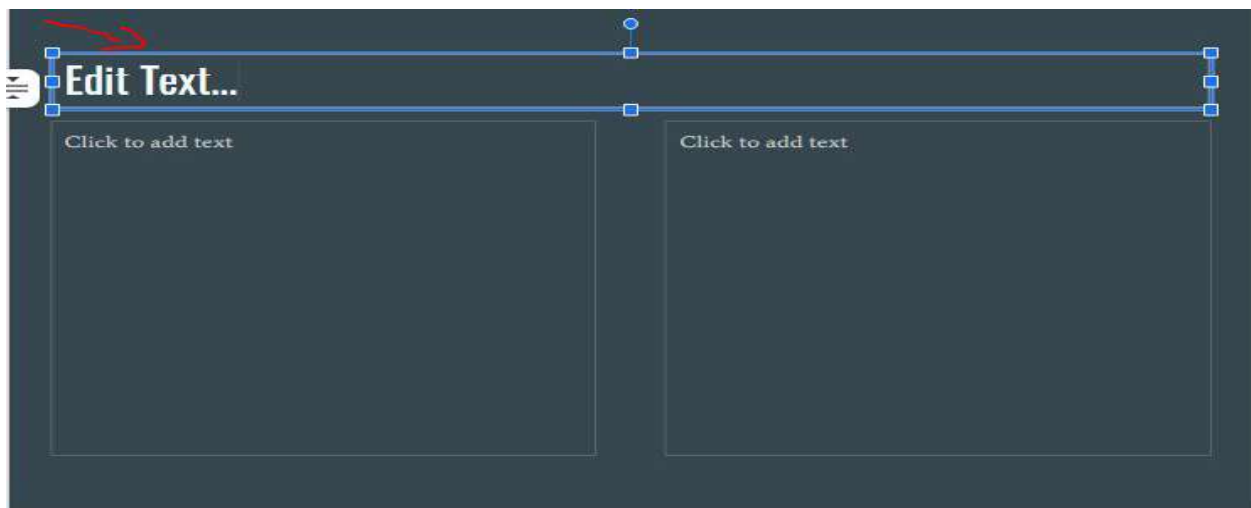
Add Number list and Bullet list:

Many presentations use bulleted or numbered lists to present individual points. The Bulleted list and Numbered list commands will appear once you select text or a placeholder. Click one of these commands to create a blank list, or select existing text first to format it as a list. There are more list styles available in the adjacent drop-down menus.
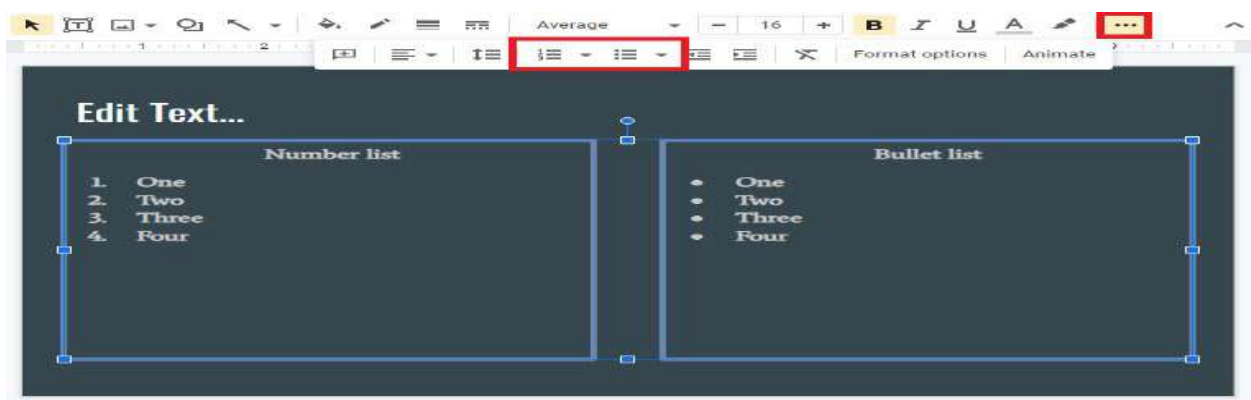
Customize your slides:

Depending on what you want to change, choose an option:

- To change the size of your slides, click File ⟩ Page setup.
- To customize slides, text, images, and more, use the toolbar options.

+ ▾	Create a new slide.
↶ ↷ 🖶	Undo or redo your last changes or print your slides.
⯊	Copy formatting from any text and apply it to another selection of text.
⊕	Zoom in or out.
➘	Select an item on your slide.
🔲 🖼 ◯ Line	Add a text box, image, shape, or line.
⬗	Add or change the color of an area.
✏ ≡ ≡	Change the color, weight, or style of a border.
Arial ▾ 10 ▾	Change the font or font size.
B I U A ✎	Make text bold, in italics, or underlined or change the font color or text highlight color.
🔗 ⊞	Insert links or comments.
≣ ▾	Change the text alignment.
⠿ ≔ ≔	Change the line spacing or add numbers or bullets.
⯇ ⯈	Change the text indentation.
⯒	Remove text formatting.

Remove a text box or object

1. On your computer, open a presentation in Google slide
2. Select the text box or object you want to remove.
3. At the top, click Edit.
4. Click Delete.

Add speaker notes:

Use speaker notes to keep track of your talking points for each slide. In the presentation editor, speaker notes appear beneath the current slide. When you present your slides, your speaker notes show in a separate window.
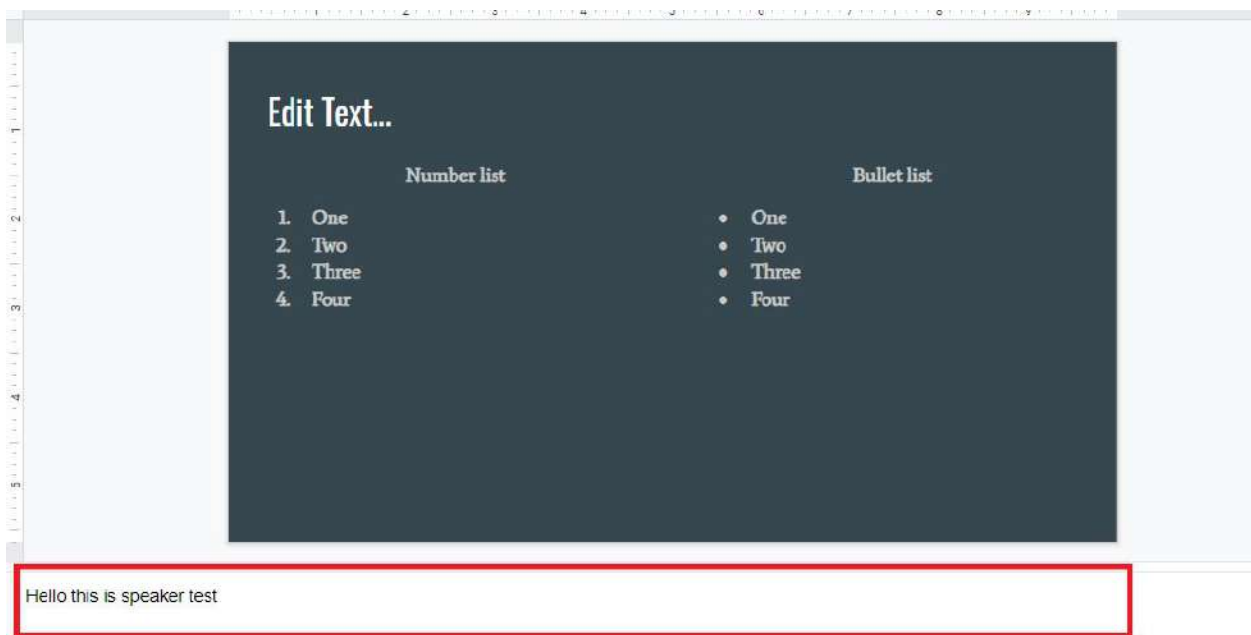
4.Add the pictures and shapes:

In the presentation, adding pictures and shapes can make your presentations more interesting and engaging. The picture and shape tools in Google Slides also let you customize your images such as cropping, reordering, changing colors, and more.

Insert a picture:
1. Open your google slide presentation
2. Click on the Insert menu then select an image
3. You can choose an image from upload from computer/use the web/ Drive/Photos/By URL/Camera
4. Select the desired image, then click Insert.
5. The image will appear on the selected slide.

Crop and adjust images:

Crop an image
You can trim the edges of an image or remove an unwanted section.

1. On your computer, open a document or presentation.
2. Click on the image you want to crop.
3. Click Crop ⬍.
4. Around the border, click and drag the blue squares into the shape you want.
5. When you're done, press Enter on your keyboard or click anywhere else in your file.

Mask an image in Google Slides
To fit an image into a shape in Google Slides, you can mask an image.

1. On your computer, open a presentation.
2. Click the image you want to mask.
3. At the top, next to Crop ⬍, click the Down arrow ▾ .
4. Click the shape you want.
5. Your shape will mask your image. To adjust your shape, click and drag the colored handles.

Add a border to an image

1. On your computer, open a document or presentation.
2. Click the image you want to add a border to.
3. Click Line-color ✎ .
4. Choose a color.

Adjust color and filters

You can change the color, brightness, transparency, or contrast for one of your images.

1. On your computer, open a document or presentation.
2. Click the image you want to adjust.
3. Click Format ⟩ Image ⟩ Image options.
4. Under "Recolor," change the color of your image.
5. Under "Adjustments," change:

   Transparency: How much of the slide shows behind the image.
   Brightness: How bright the image appears on the slide.
   Contrast: How much the image stands out from its background.
6. You'll see your changes as you edit.

Reset an image

If you want to undo the changes you've made to your photo, reset an image back to its original photo.

1. On your computer, open your document or presentation.
2. Select an image.
3. Click Reset image 🖼 .
4. The edited image will return to the original photo you added to the file.

Inserting shapes:

Shapes are a good way to make your presentation more interesting. Google Slides have a lot of different shapes to choose from, and they can be customized your presentation, google slides allowing you to use your own color palette, preferences, and more.

To insert a shape:

- Click the Shape command on the toolbar to open the drop-down menu. Hover over one of the categories, then choose a shape.
- Click and drag in the desired location to add the shape to the slide. In our example, we'll draw the shape on top of the robot image for now.
- The shape will appear on the slide.
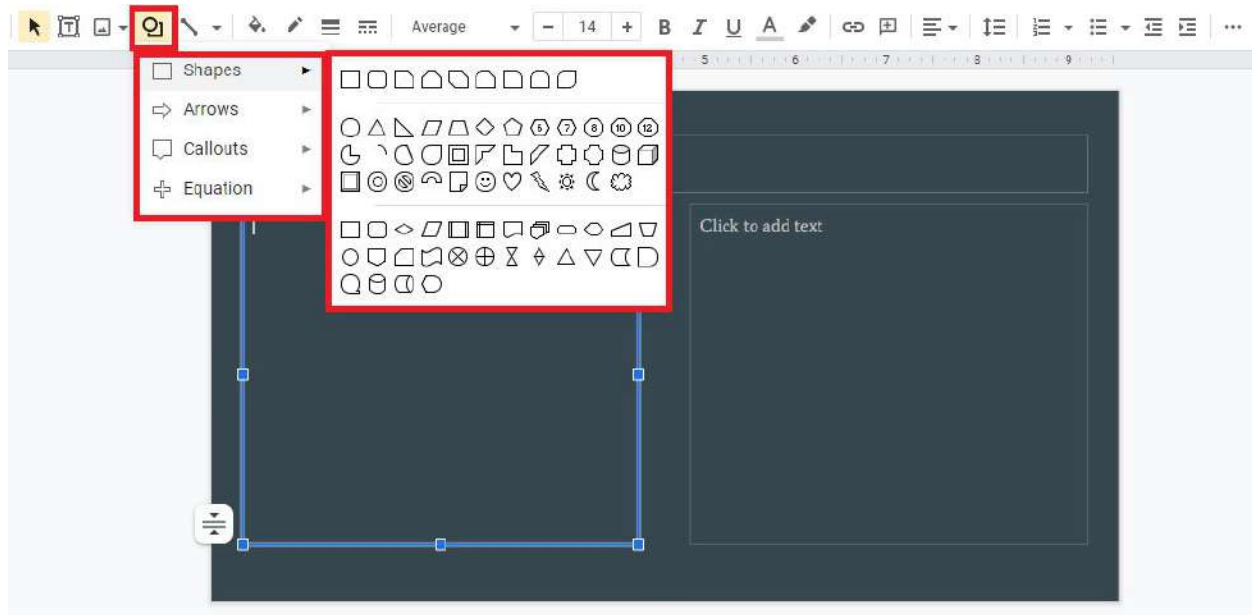
5. Transitions and Animations

You can create visual effects when you add animations to text, images, slides, and other objects in Google Slides. You can also animate lists one click at a time as you present.

Animate text or images:

1. Open a presentation in Google slide
2. Click the text or image you want to animate.
3. Click Insert >Animation.

Add slide transitions:

1. Open a presentation in Google slide
2. On the left, click the slide you want to transition to.
3. Click Slide   >   Change transition.

Change animations and transitions

When you add new animations, they are automatically set to "fade in." You can change transitions and animations in the panel on the right.

1. Open a presentation in Google slide

2. Click View   >   Animations.
3. Click the animation you want to change.
4. To change the speed of the animation, drag the slider.
5. To animate lists one line at a time, check the box next to "By paragraph."

Note: Not all animations will work when viewing the presentation in some browsers.

6.Insert Video and Audio

In Google Slides you can add photos, videos, or audio. It can customize your presentation.

Add a video to a presentation:

1. On your computer, open a presentation in Google Slides.
2. Click the slide where you want to add the video.
3. Click Insert ❯ Video.
4. Select where to get your video from:
   ● Search YouTube
   ● By URL
   ● Google Drive
5. Choose a video.
6. Click Select.

Play a video during a Google Slides presentation

Google Slides now automatically plays videos like other animation or slide transitions.

To start a video and advance the slide, choose an option:

● Press any key
● Click the mouse
● Use a remote clicker

Tip: Update older presentations to automatically play in-format options, such as audio and video.

Change how a video plays in your presentation:

1. Select the video.
2. In the toolbar, click Format options.
   ● You can also right-click on the video, then from the menu, select Format options.
3. In the sidebar, under "Video playback," choose an option:
   ● Play (on click): Video plays when you advance the slide. This is the default.
   ● Play (automatically): Video plays without any clicks.
   ● Play (manual): Video plays when you click specifically on the embedded video in the slide. This was previously the default.
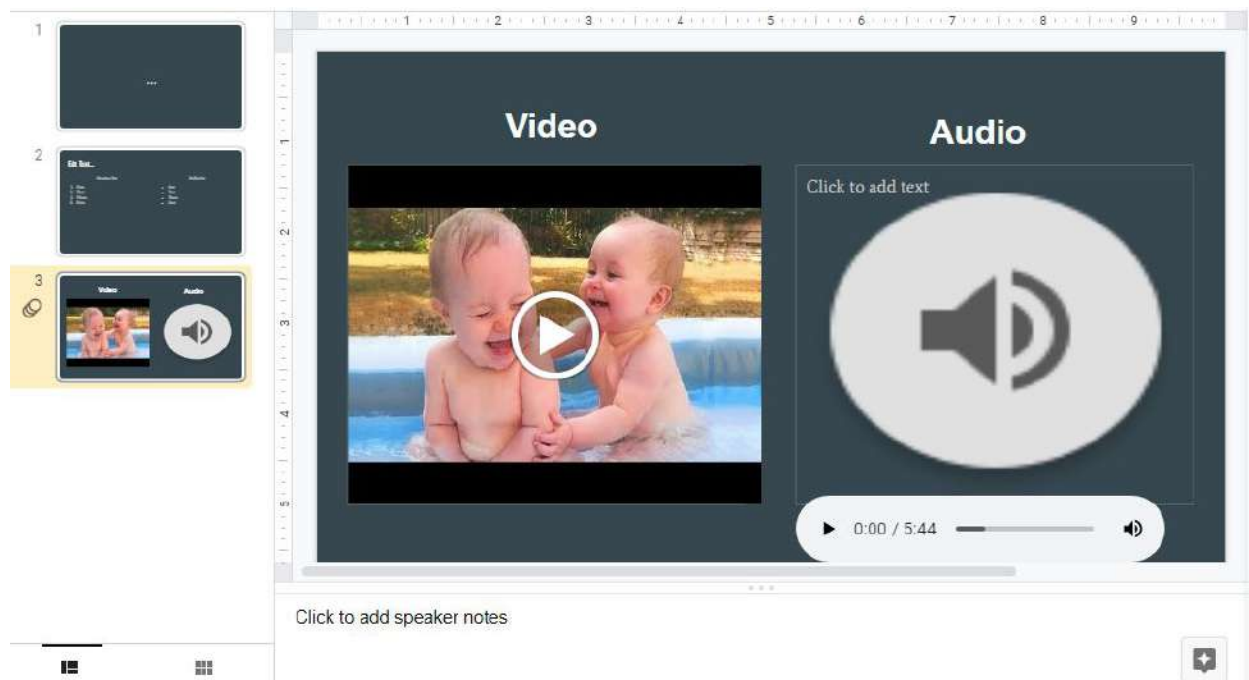
Add audio file to a presentation:

You can add .mp3 and .wav files stored in your Drive to a presentation. Learn how to upload files to Google Drive.

1. On your computer, open a presentation in Google Slides.
2. Select the slide that you want to add the audio file to.
3. Click Insert   ❯   Audio.
4. Choose an audio file.
5. Click Select.

7. Editing Master slides and layouts

You Want to keep a consistent theme throughout your presentation? Using the master template editor in Google Slides, you can change the background, theme, layout, and more for all your slides.

Example:

- Add your company logo or another branding to each slide.
- Use the master template editor to keep text size and color consistent.
- Create unique layouts you can reuse.

Using the master template editor:

The master template editor in Google Slides allows you to quickly modify the slides and slide layouts in your presentation. Here are some common uses for the master template editor.

- Modify backgrounds
- Customize text formatting
- Rearrange placeholders
- Create unique slide layouts

Use the master template editor in a presentation:

1. Open Google slide
2. Choose an option:
   - Open an existing presentation.
   - Create a new presentation, click New ＋ .
3. (Optional) To rename your presentation, click Untitled presentation and enter a new name.
4. (Optional) To add more slides, click Slides ＞ New slide.
5. Click Slide ＞ Edit master ＞ click on the master slide to edit it.
6. (Optional) From the right, choose a theme.
7. To customize your presentation, choose an option from the toolbar.
8. To exit the master template editor, click Close ✕ .

Customizing the master slide:

If you want to change something on all slides of your presentation, you can edit the master slide. Now, let's see how to change the title font color.

- Open Google slide
- Create a new slide
- Open the Slide menu, then select Edit master.
- The presentation will switch to the master template editor. Be sure to select the master slide at the top; otherwise, one of the layouts will be selected by default.
- Make the desired changes to the master slide. In our example, we'll change the font color by clicking the font color command and selecting the edit theme colors icon.
- The Theme colors pane appears. Click the drop-down arrow to select Text and background 1.
- Then, we'll select blue for the Text and background 1. Then, closeout of the Theme colors pane by clicking the X in the top-right corner.
- When you're finished, close the master template editor by clicking the X at the top-right of the pane.
- The change will appear on all slides of the presentation.

Customizing slide layouts:

- Open the master template editor. When it opens, the layout of the currently selected slide will be displayed by default.
- Locate and select the desired layout in the left navigation pane. When you select a layout, you can see how many slides are currently using that layout in the presentation.
- Add, move, modify, or delete any objects as desired.
- When you're finished, close the master template editor by clicking the X at the top-right of the pane.
- The change will appear on all slides using that layout.

8.Voice Type Speaker Notes

You can type and edit by speaking in Google Slides speaker notes.

Tip: This feature is only available in Chrome browsers.

Start voice typing in Slides speaker notes

1. Turn on your microphone
2. Check that your microphone works.
3. Open a presentation in Google Slides with a Chrome browser.
4. Click Tools >Voice type speaker notes. The speaker notes open, and a microphone box appears.
5. When you're ready to speak, click the microphone.
6. Speak clearly, at a normal volume and pace (see below for more information on using punctuation).
7. When you're done, click the microphone again.

Correct mistakes while voice typing

*   If you make a mistake while you're typing with your voice, you can move your cursor to the mistake and fix it without turning off the microphone.
*   After you correct the mistake, move the cursor back to where you want to continue.
*   To see a list of suggestions, right-click words underlined in gray.

You can use voice commands:

After you start voice typing, you can use commands to edit and format your document. For example, "Select paragraph," "italics," or "Go to the end of the line."

Tips:

*   Voice commands are available only in English. The account language and document language must both be English.
*   Voice commands are not available in Slides speaker notes.

You can learn voice commands from this link

9. Share and Collaborate

You can share with people inside or outside your organization. People can make changes at the same time, and you can see changes as they happen.

Share a file or folder with specific people:

1. Select the file you want to share.
2. Click Share or Share.
3. Under Share with people and groups, enter the email address you want to share with.
   Note: If visitor sharing is on for your organization, you can invite someone who doesn't have a Google Account to collaborate on your Google Drive files and folders. See Share documents with visitors.
4. To change what people can do to your file, on the right, click the Down arrow
   - Viewer,
   - Commenter
   - Editor.
5. Choose to notify people:
   - If you want to notify people that you shared a file with them, check the Notify people box. If you notify people, each email address you enter will be included in the email.
   - If you don't want to notify people, uncheck the Notify people box.
6. Click Share or Send.

Share a link to a file or folder:

1. In Drive, right-click the file or folder you want to share and select Share.
   In Docs, Sheets, or Slides, at the top, click Share.
   Note: You can only share files that you own or have edit access to.
2. (Optional) To specify what people can do with your file when you share it, under your organization name, click Change:
   - To change the permission, at right, click the Down arrow and select Viewer, Commenter, or Editor.
   - To allow sharing the link outside of your organization, next to your organization name, click the Down arrow >Public.
     Note: If you don't see this option, contact your administrator.
3. Click the Copy link.
4. Click Done.
5. Paste the link in an email, on a website, or wherever you need to share it.