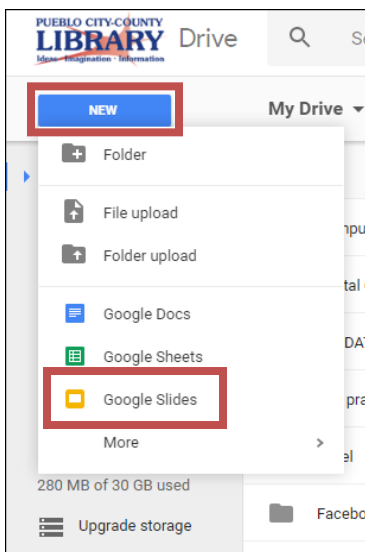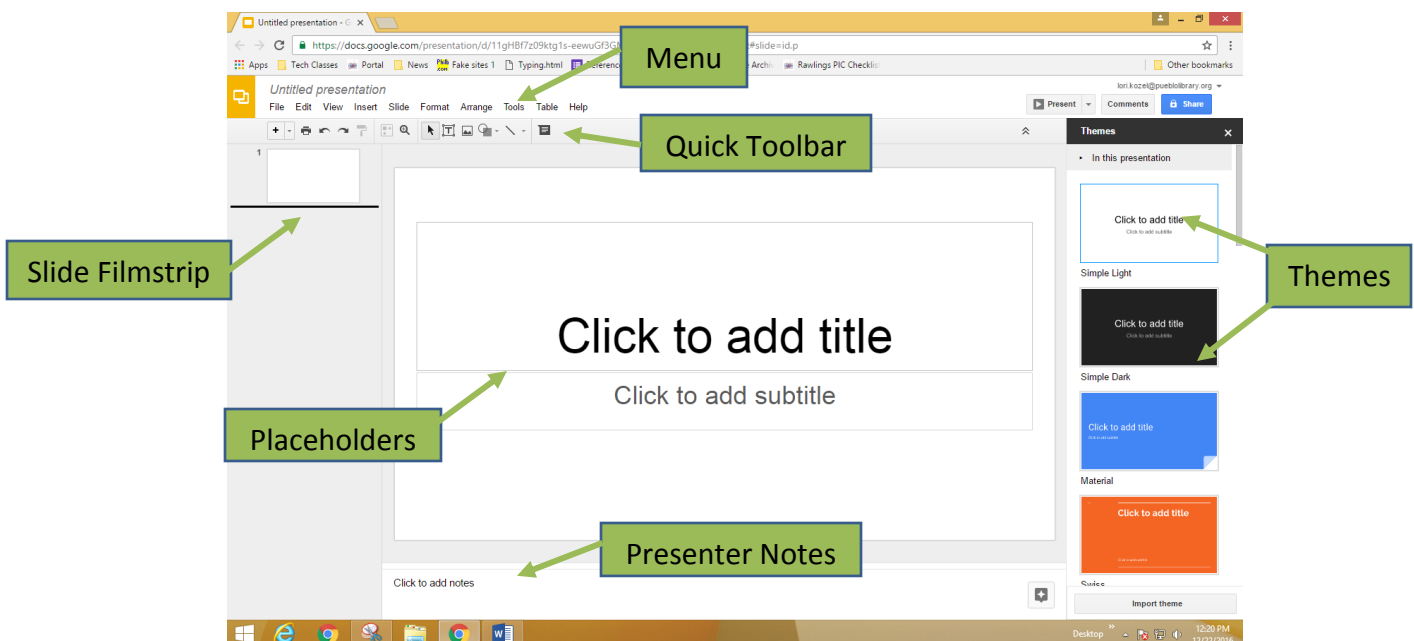# Google Slides

Google Slides is a presentation tool that can be accessed through your Google Drive account. Google automatically saves your presentation.

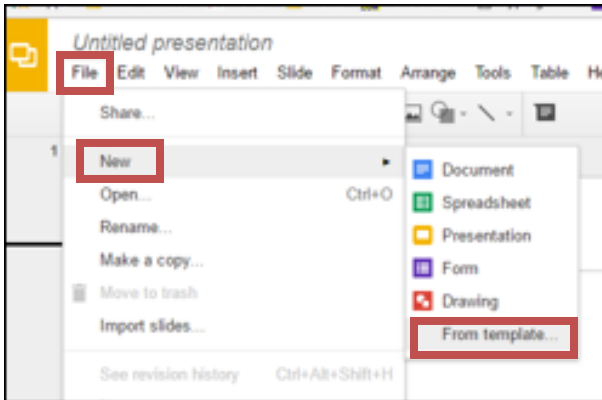## How to Create a Google Slideshow

- Go to www.google.com

- Log into your Google Account (same credentials as your gmail)

- Click on **"Drive"** from Google Launcher ⊞

- Click **"New"**

- Click "**Google Slides"**
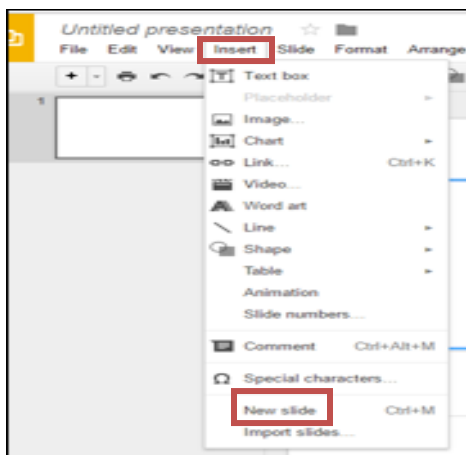
Google Slides Layout
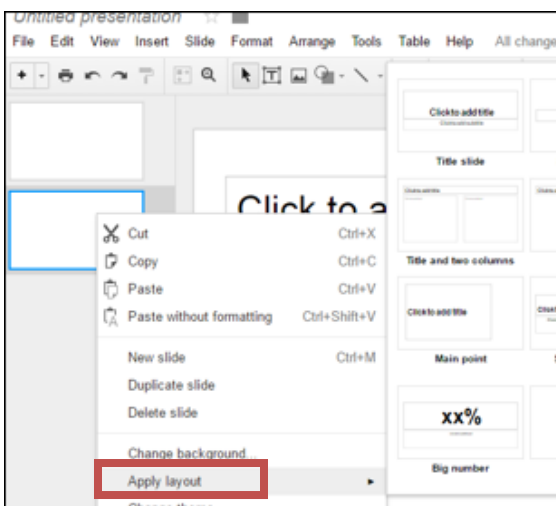
How to access Google Slide templates

- Click **"File"**

- Click **"New"**

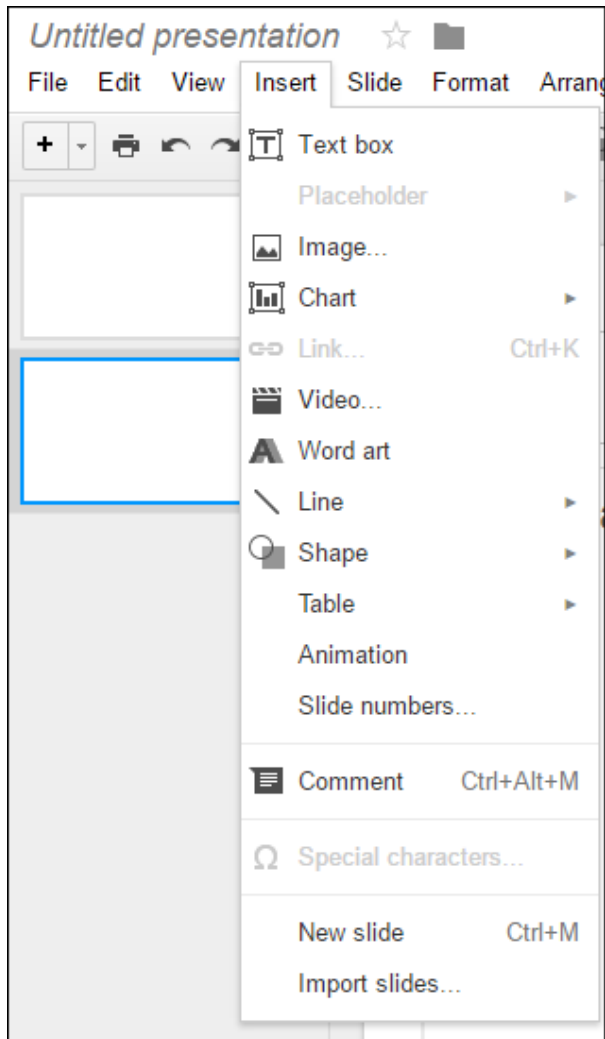- Click **"From Template"**

How to insert a New Slide

- Click **"Insert"**

- Click **"New Slide"**

How to change Slide Layout

- Right Click on slide in slide filmstrip

- Click **"Apply Layout"**

- Select Slide layout

Insert Features

Textbox: click and drag to create. Click in box to add text.

Image: Insert image by URL, upload image from your files, or search the web for images.

Chart: Insert a Bar, Column, Line, or Bar Chart.
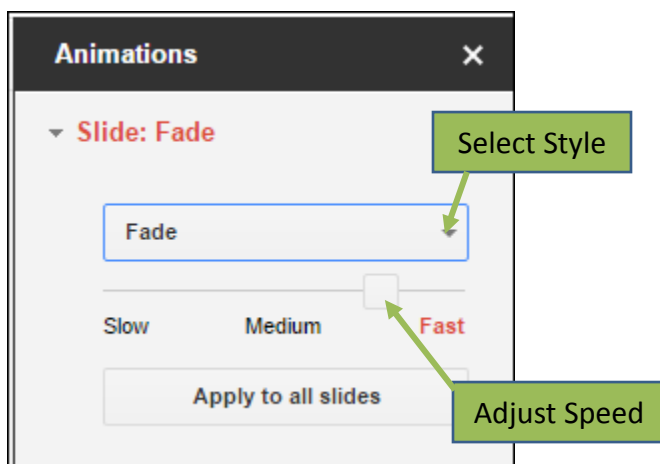
Video: Search YouTube or enter a video URL.

WordArt: Quick way to insert creative titles and text. You can modify text with toolbar buttons.

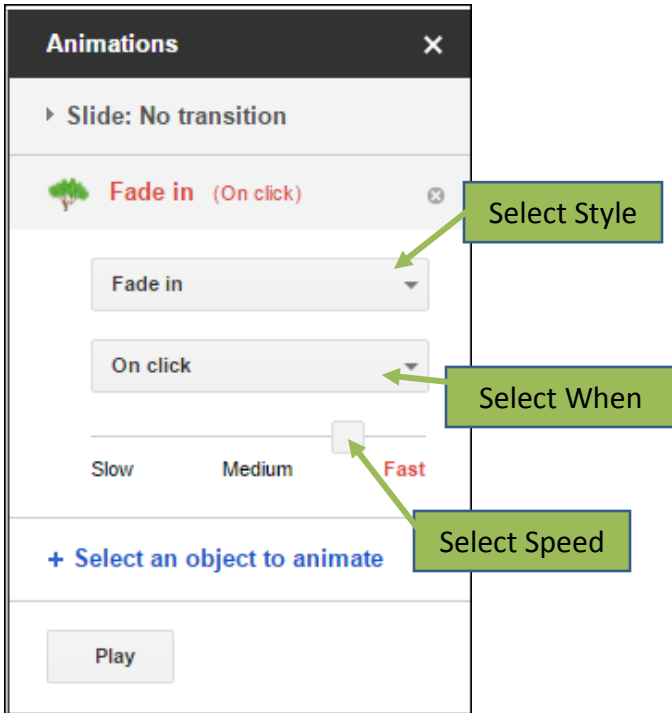**Line & Shape**: Insert lines and shapes into your presentation.

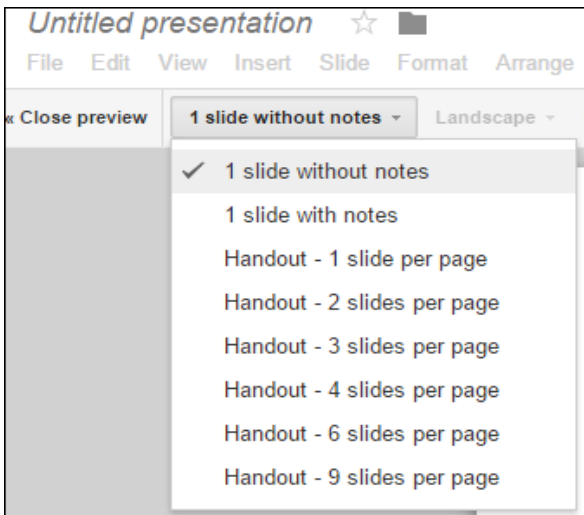**Table**: Choose the width and height of a table.

Slide Transitions

- Click **"Slide"**

- Click **"Change Transition"**

- Select transition style and speed

Add Animation to images and text

Animations ✕

▸ Slide: No transition

🌳 Fade in (On click) ⊗

[Select Style]

Fade in ▾

On click ▾

[Select When]

Slow   Medium   Fast

[Select Speed]

+ Select an object to animate

Play

- Click on text or image

- Click **"Insert"**

- Click **"Animation"**

- Make selections in **Animations** panel

How to print your presentation

Untitled presentation ☆ 📁

File   Edit   View   Insert   Slide   Format   Arrange

« Close preview   1 slide without notes ▾   Landscape ▾

✓ 1 slide without notes

1 slide with notes

Handout - 1 slide per page

Handout - 2 slides per page

Handout - 3 slides per page

Handout - 4 slides per page

Handout - 6 slides per page

Handout - 9 slides per page

- Click File

- Click **"Print Settings and Preview "**

- Click **"1 slide without notes"**

- Select print format

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