

How to Create a Google Slideshow



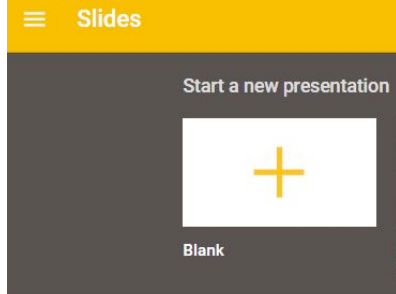
Getting Started

Step 1: Go to your Google Account

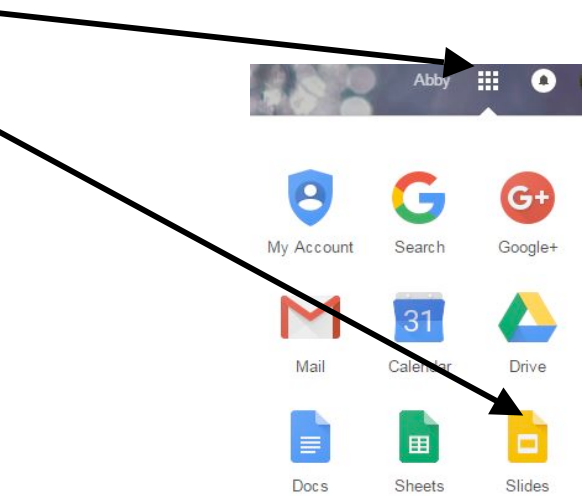
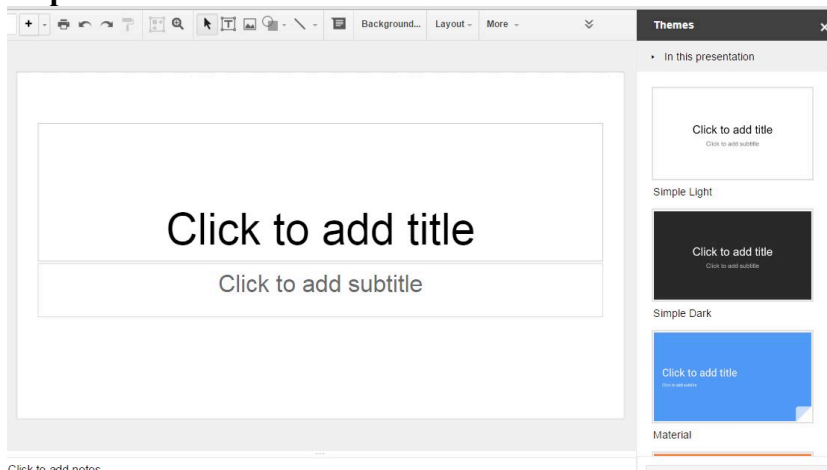
Step 2: Click on the grid in the top right corner of your screen.

Step 3: Click on the “Slides” icon for Google Slides.

Step 4: Click on “Start a new presentation”



Step 5: You can choose a theme to customize.



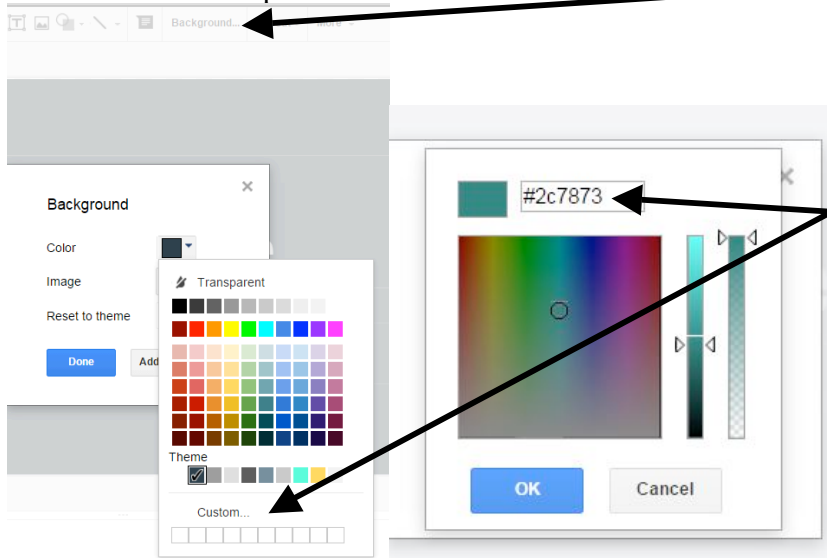
Themes:

Click on a theme to select that theme.

Customize the templates to make them more visually appealing.

Customizing the Theme

1. Colors: You can customize the color of the background of a slide by clicking on “background” then selecting a color from the drop down menu.

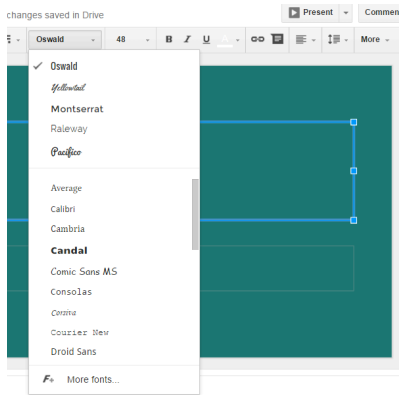


You can select a custom color by clicking on custom.

You can type in the hex code for a color you want to use.

You can select custom colors for fonts too.

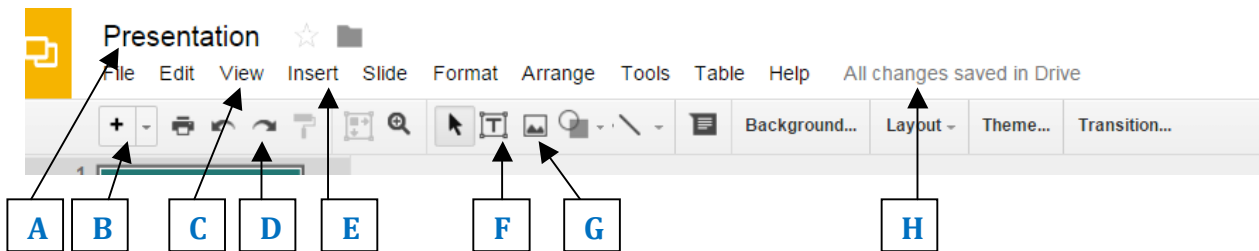
2. Fonts:



Google Slides offers many fonts for you to choose from.

If you don't see the fonts options in the menu/toolbar at the top, click inside a text box first.

The **Toolbar in Google Slides** shows you many of your options.



A: Title: Give your presentation a title by clicking in the box (click on “*Untitled presentation*”).

B: New Slide: Add new slides by clicking on the plus sign. You can also click the drop-down menu to look at the different slide layout options.

C: View: Under the view tab you will find “Present” to start your slide show.

D: Undo & Redo Buttons: Use these curved arrows to undo or redo any action.

E: Insert: When you click on “Insert” you will see a drop-down menu with many options including inserting videos. If you click on “Video” you can search YouTube in this box or you can copy and paste in a URL.

F: Insert Text Box: If you want to add text to a slide that doesn't have a text box, you will need to add a text box first. You can then type your text into the box and change the size, color, and font of the text.

G: Insert Image: Click on this icon to insert an image. You will be able to search for images using Google or upload a picture from your computer.

H: Saving: All of the changes you make to your presentation are automatically saved.

FAQs:

1) Where can I find my Slides?

You can find all of your slides when you select “Slides” (see steps 1–3 on this handout).

2) Should I cite quotes and sources I consulted for my Google Slides?

Yes! You should give credit to any ideas that are not your own. Depending on the information you include, you might want to cite right next to the borrowed information, or include a References slide at the end, or both.

3) How do I save my Google Slides?

Google automatically saves your work (see “H” above).

4) Can multiple people edit a Google Slides at once?

Yes! Under the “File” menu you will see the option to share your slides. After you click on “Share” you will see a menu appear. Make sure that “Can edit” is selected, enter an email address, and click “Done.” You can then collaborate with your classmates.

