Google Slides

Opening a New Slide

To open a new Google Slide, navigate to your Google Drive and click on New.



Click on the arrow next to Google Slides





Choose between whether you want a blank slide or a template

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		Name		

If you choose **Template**, it will bring up a list of templates that are designed for specific types of slides. **Click** on the one you wish to use.

Template gallery							
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Customising your Slideshow

At the top of the slide, there is a quick access toolbar with commonly-used tools such as size, bolding, alignment, font etc.



There are also more tools and features that can be accessed from the menus located above the toolbar.





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You can **choose a template** from the menu on the right-hand side in order to change the look of the slides



Viewing and Arranging

In the pane on the left-hand side, you can see an overview of the slides within the presentation.

You can toggle between the two viewing options at the bottom of the panel.





If you wish to alter a specific slide, **right click** on it. This menu will appear with many options e.g. Duplicate the slide, Skip the slide, or Delete the slide

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	ж	Cut	Ctrl+X
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	Û	Paste	Ctrl+V
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		New slide	Ctrl+M
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		Move slide to beginning	Ctrl+Shift+↑
		Move slide to end	Ctrl+Shift+↓
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Sharing

As Google Slides are stored in your Google Drive, you can share them with others so that they can access them.

Click on the Share button



From there, you can either enter the email addresses of those that you want to share the slide with.

Share with others	Get shareable link
People	
Enter names or email addresses	1-
Done	Advanced

Or you **click** on **Get Shareable Link** and copy a shareable link to send to them. You can also choose whether the people with the link can **view**, **comment**, **or edit** using the dropdown menu.



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Advanced

Share with others	Get shareable link 😁
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Done

Done

If you **click** on advanced, this menu will appear, where you can change the privacy of the document and adjust the owner settings.

Sharing settings		
Link to share (only accessible by collaborators)		
https://docs.google.com/document/d/1AGZM0Pk8jPq8	8gnRTENQ6Ya2x8PE6AG6F0G	
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Owner settings Learn more		
Prevent editors from changing access and adding new p	eople	
Disable options to download, print, and copy for commenters and viewers		



Presenting

Click on the **Present** button in the top right-hand corner. You can then either **choose** between **Presenter view** or **Present from beginning**



Naming and Moving

Naming

Click on the current name of the document



Type in the name you wish to change it to



Click out of the box to complete the change.

Moving

Click the file icon next to the slide name.

This will bring up a list of your folders in your Google Drive. **Click** on the one you wish to move it to and **click** on **move**.



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