Google Slides

Opening a New Slide

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

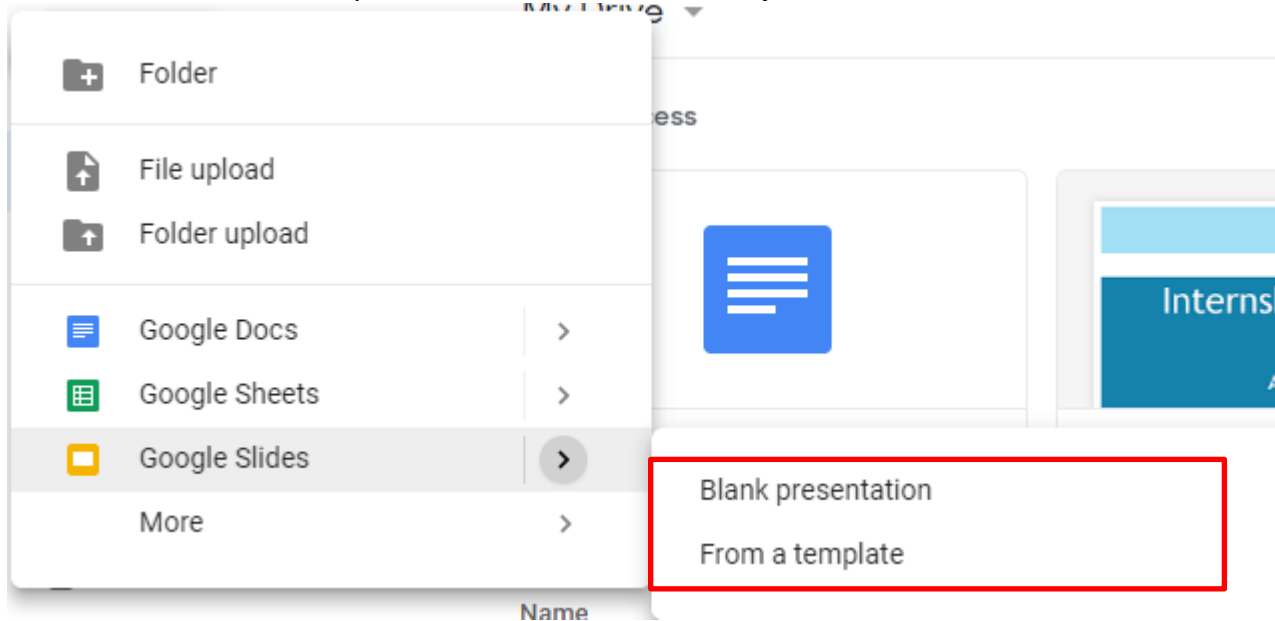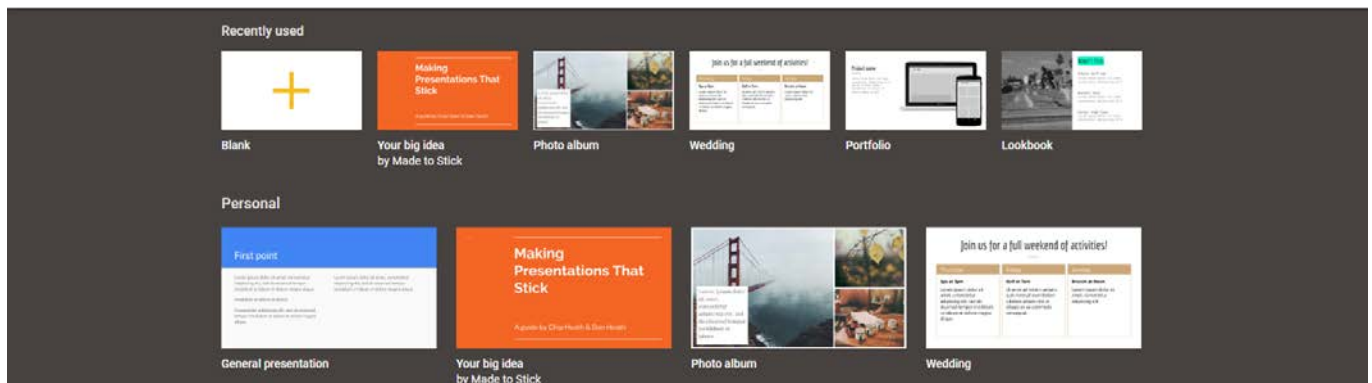**Click** on the **arrow** next to **Google Slides**
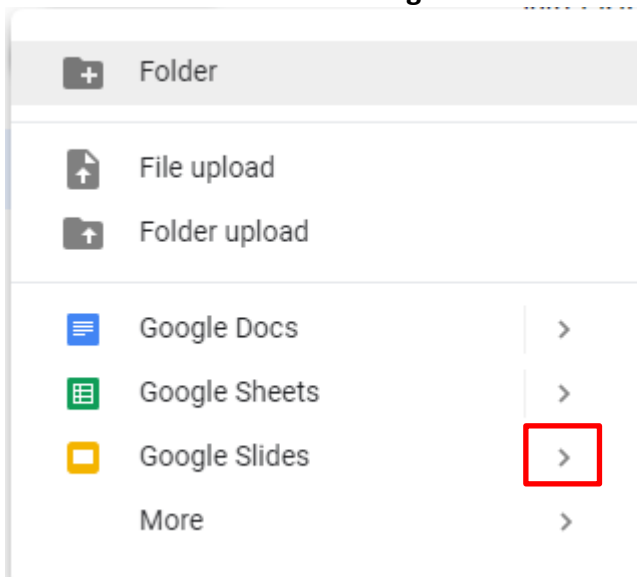
Choose between whether you want a **blank** slide or a **template**

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.

If you choose **Blank**, it will open up a document that looks like this.
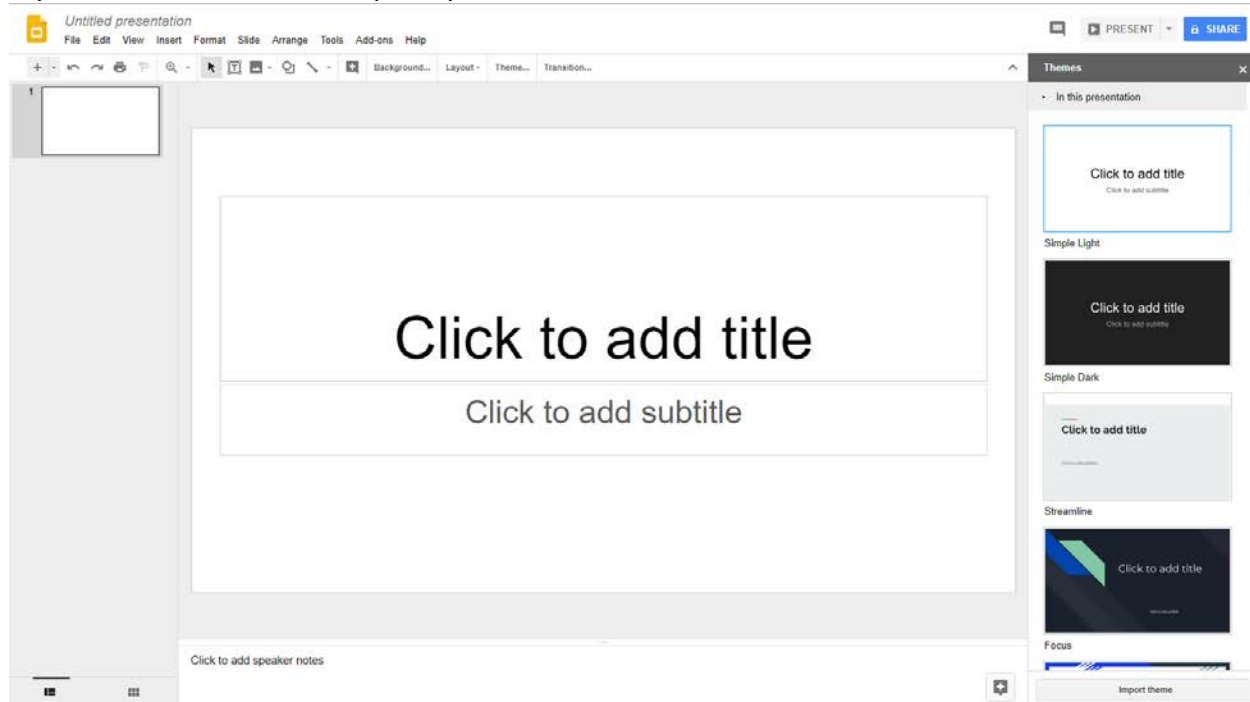
Customising your Slideshow

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.

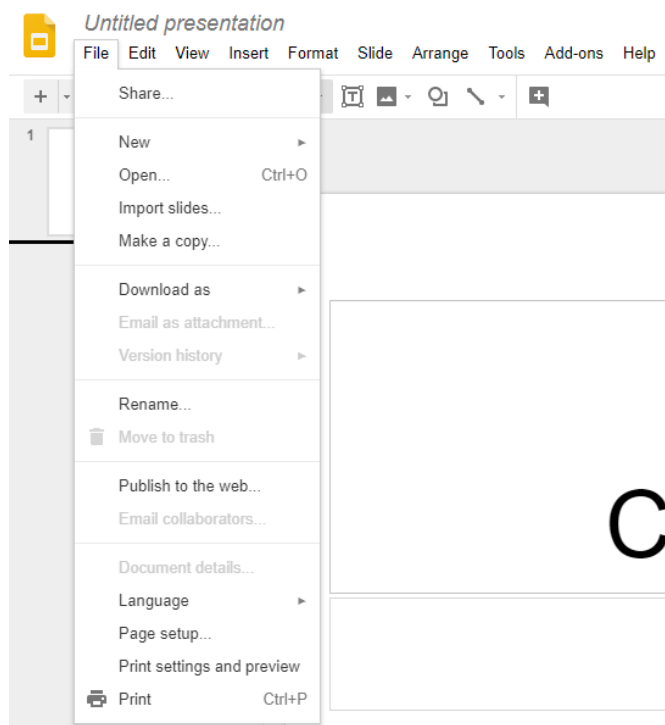You can **choose a template** from the menu on the right-hand side in order to change the look of the slides
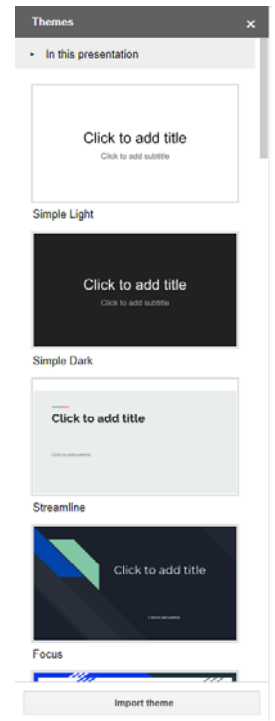
Viewing and Arranging

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.

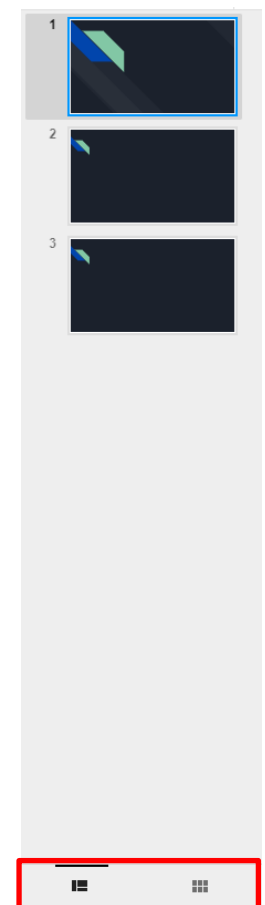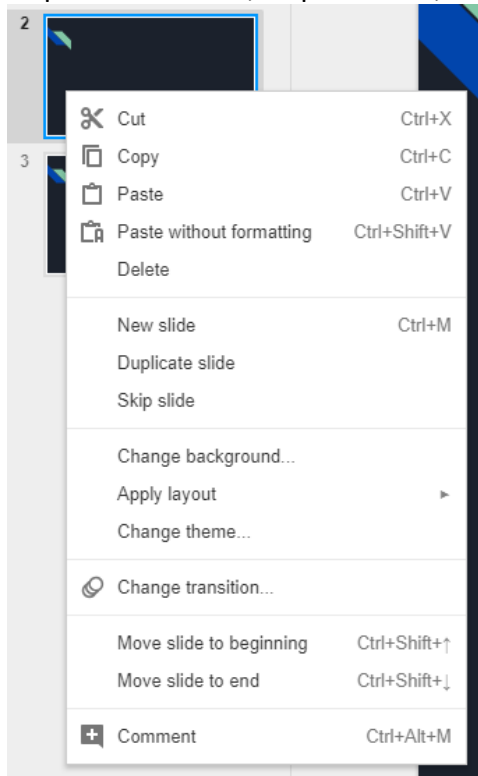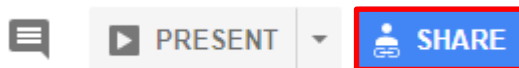If you wish to alter a specific slide, **right click** on it. This menu will appear with many options e.g. Duplicate the slide, Skip the slide, or Delete the slide

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.

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.

Share with others   Get shareable link 🔗

Link sharing on Learn more

| Anyone with the link **can view** ▾ | Copy link |

https://docs.google.com/document/d/1AGZM0Pk8jPq8gnRTENQ6Ya2x8PE6AG6F0

People

Enter names or email addresses...   ✏️ ▾

Done   Advanced

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/1AGZM0Pk8jPq8gnRTENQ6Ya2x8PE6AG6F0G

Share link via: M G+ f 🐦

Who has access

🔒   Private - Only you can access   Change...

      ████ (you)   Is owner
      @gmail.com

Invite people:

Enter names or email addresses...   ✏️ ▾

Owner settings Learn more
☐ Prevent editors from changing access and adding new people
☐ Disable options to download, print, and copy for commenters and viewers

Done

THE EXPERIENCE YOU NEED **&** THE SUPPORT TO SUCCEED   EIT

Presenting

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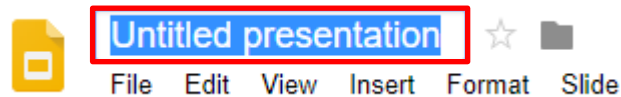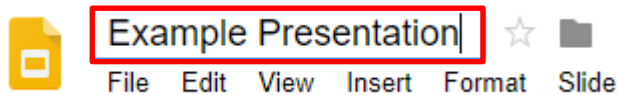You can then either **choose** between **Presenter view** or **Present from beginning**
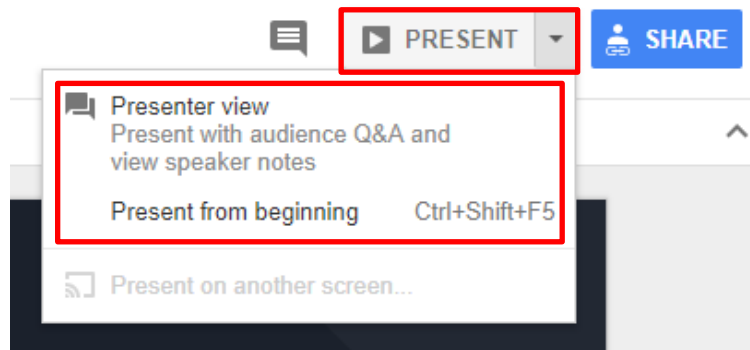
Naming and Moving

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.**