

Google Slides

Google Web Applications

The Google web applications are a set of web pages that perform certain standard tasks, such as email, word processing and spreadsheets. These are different from applications you download and run on your computer since they are all done in a web browser.

Google App	Type	Programs That Do Similar Tasks
Gmail	Email	Microsoft Outlook, AOL, Yahoo Mail
Google Docs	Word Processing	Microsoft Word, Pages, LibreOffice
Google Drawings	Drawing	Smartdraw, LucidChart
Google Sheets	Spreadsheet	Microsoft Excel, LibreOffice Calc
Google Slides	Presentation	Microsoft PowerPoint, Keynote
Google Calendar	Calendar	Microsoft Outlook
Google Contacts	Contacts	Apple Contacts, Microsoft Contact Organizer

Google also makes a browser program called Chrome which must be installed on your device (if it does not come with it). Other popular browser programs are Safari, Firefox, Microsoft Edge and Opera.

Google Slides Web Application

Google Slides is a simple and powerful presentation application that has similar features to other presentation programs like Microsoft Powerpoint. It does not have some of their more advanced features but is probably fine for creating most presentations.

It has the advantage that your presentations are kept on the Cloud (Internet) on Google computers and are associated with your Google Account. That means that you have to sign up for a Google account to use if you don't already have one. It also means you can access your presentations anywhere in the world on any device that connects to the Internet. You simply have to log into your Google account to access them.

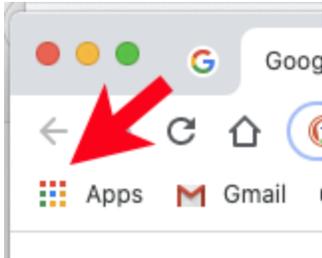
To access Google Slides, you can go to the Google Slides website

<https://slides.google.com>

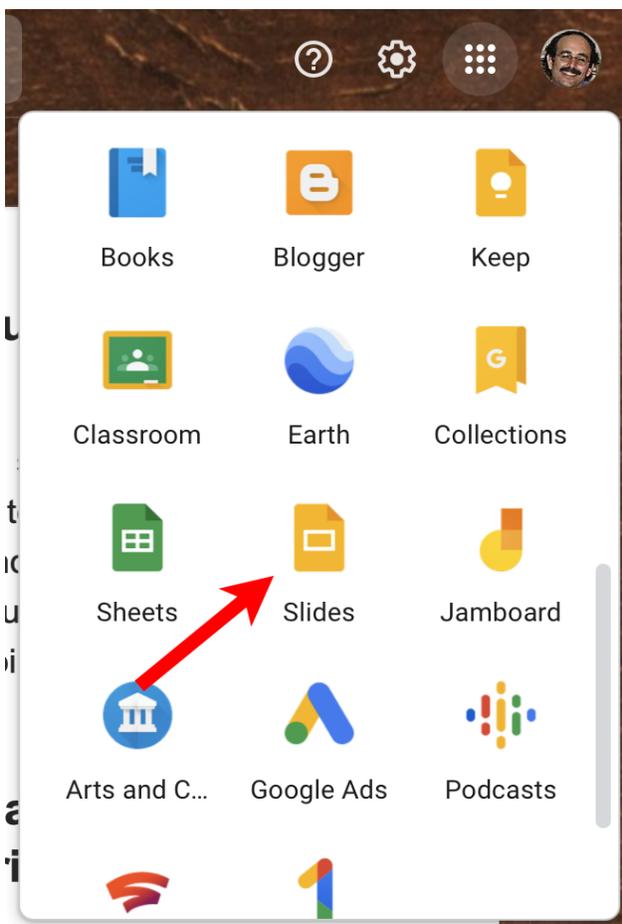
You can also click the Google Apps icon on Gmail which is in the upper right part of the window and looks like a three by three square of dots:



If you use the Chrome browser, the three by three “tic tac toe” board is colored and the first button on your Bookmark Toolbar:



When you click on one of these buttons, it will bring up a popup window with the Google Apps:



If you scroll down, you will see the Google Slides button which will open up Google Slides in the current window or a new browser tab depending on how your browser preferences are set up.

Basic Concepts

Google Slides is used to create presentations with a series of slides. You can easily add new slides, duplicate, move or delete slides. You can select a theme which defines the backgrounds, colors and fonts used in your presentation.

New slides come with placeholder text boxes. Each theme has eleven different slide layouts templates that you can use, each with its own set of placeholders. When you change the theme for your presentation this will automatically adjust all the placeholders in all of your slides.

Google Slides offers most of the features available in the other Google online apps. You can adjust the size, color, font and formatting for text in your slide in a fashion similar to Google Docs. You can add tables and charts in a fashion similar to Google Sheets. You can add images, shapes and other objects in a fashion similar to Google Drawings. You can also add audio and videos to your slides.

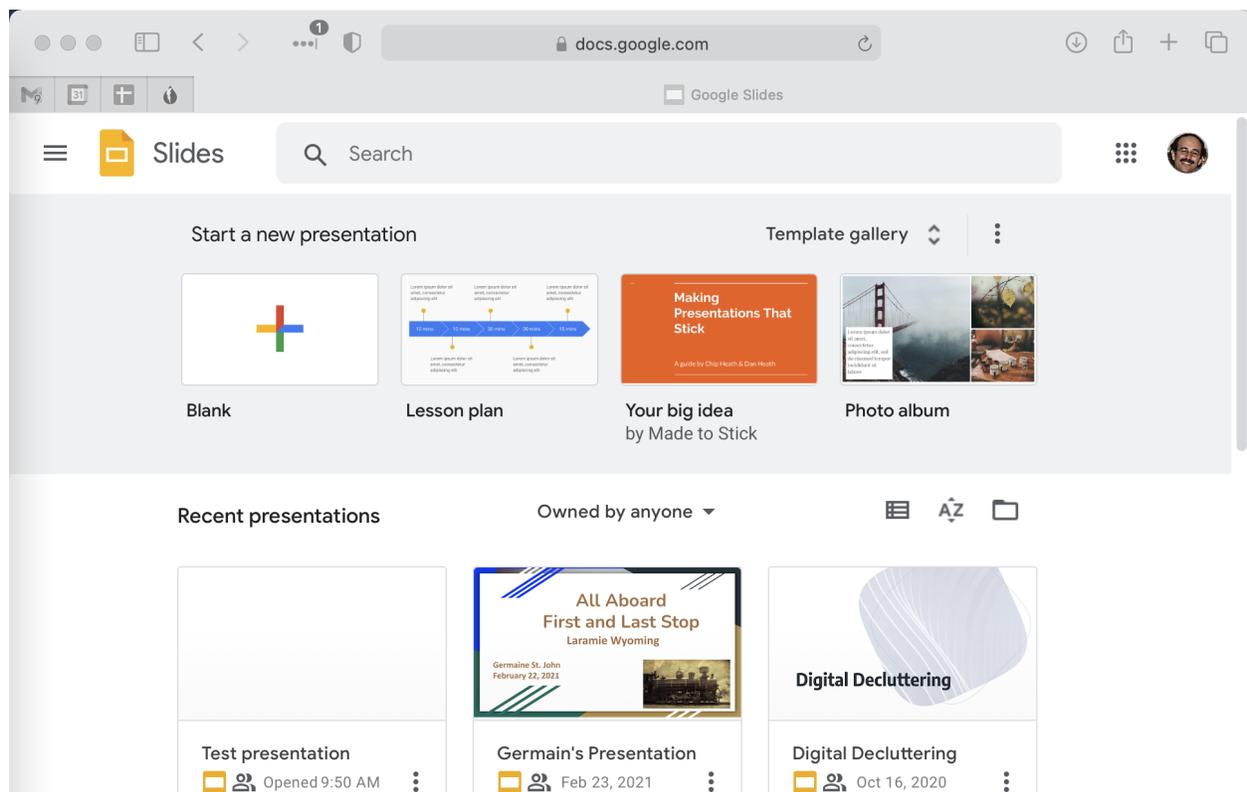
Google Slides provides many of the presentation features of programs like Powerpoint. You can define transitions between slides and you can animate elements in each slide, e.g. have an element fade in or fly into the slide when you click on a button. You can also add speaker notes to your slides and view them while you are displaying your presentation. You can share your presentation with others who can edit and add comments when you are developing it.

These features will be explained in more detail below. You don't need to remember all of these features or take notes because this document and the video of the presentation will be on my website at

<http://davetaenzer.com/docs>

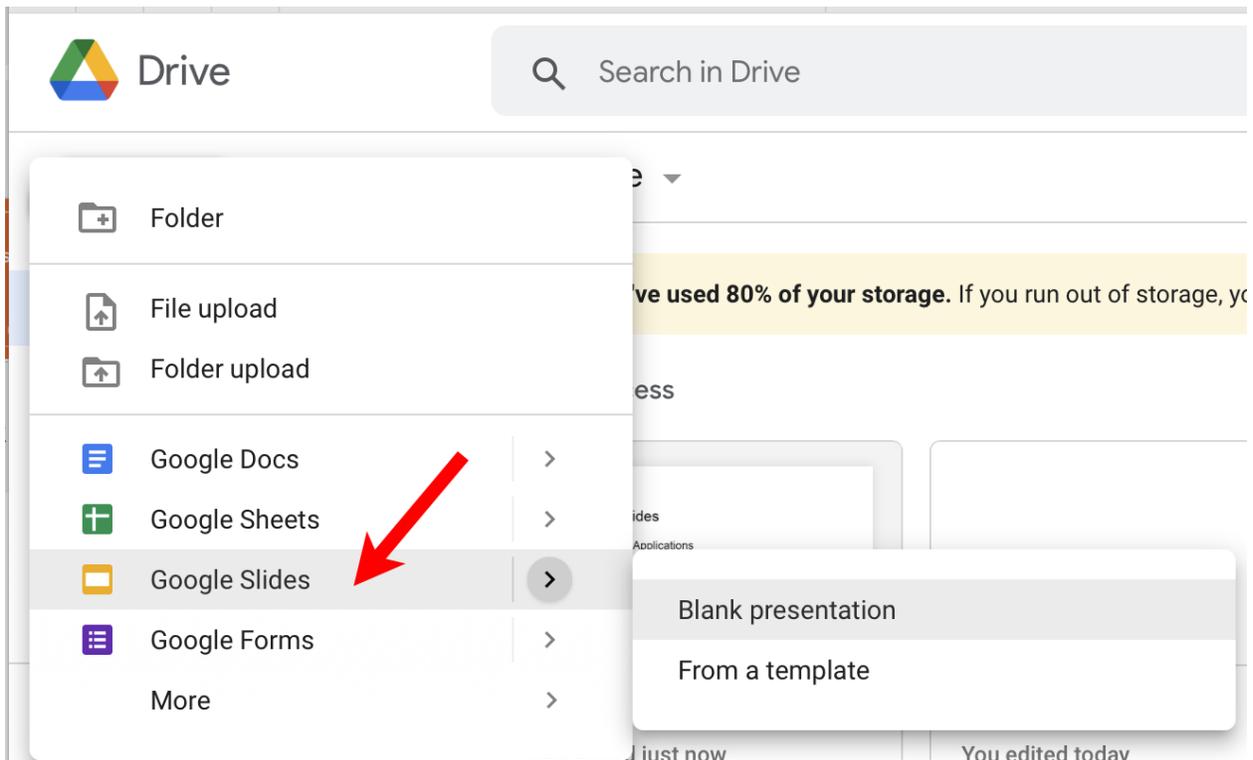
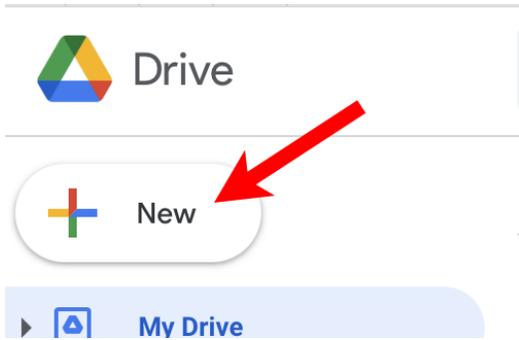
Creating a Presentation

When you first go to the Google Slides web page, it shows you various templates you can use to start a new document or you can create a blank document:

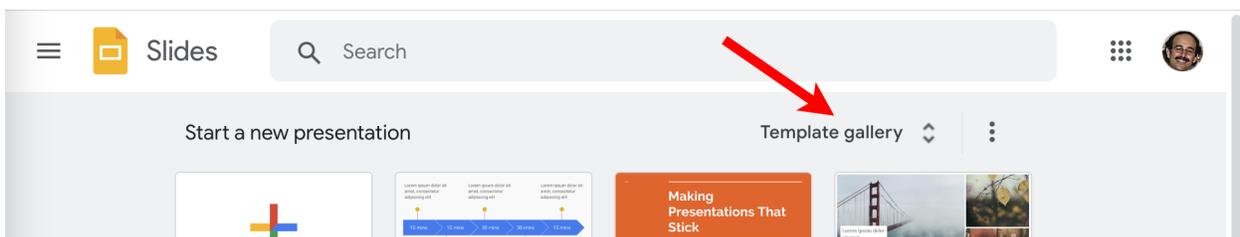


Below the templates are the recent presentations that you have edited. There is also a search box at the top (next to the magnifying glass) to search for a specific presentation by name.

You can also create a new Google Slides presentation from the Google Drive webpage (<https://drive.google.com>) using the New (+) button:

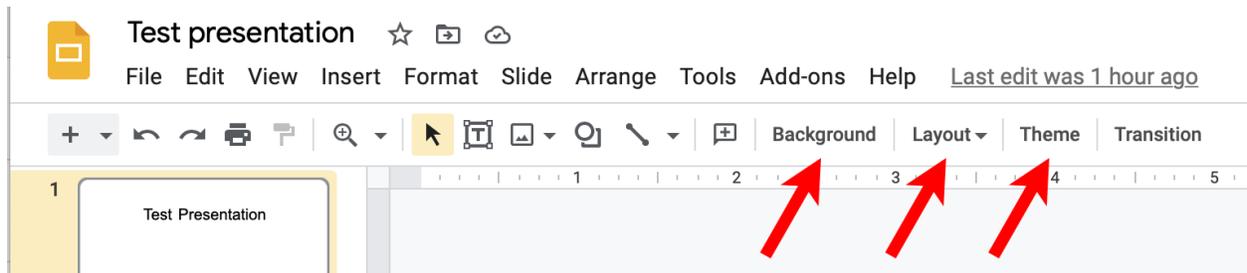


The “From a template” option brings up a page of Google Slides templates. You can also reach this by clicking the “Template Gallery” button on the Google Slides page:

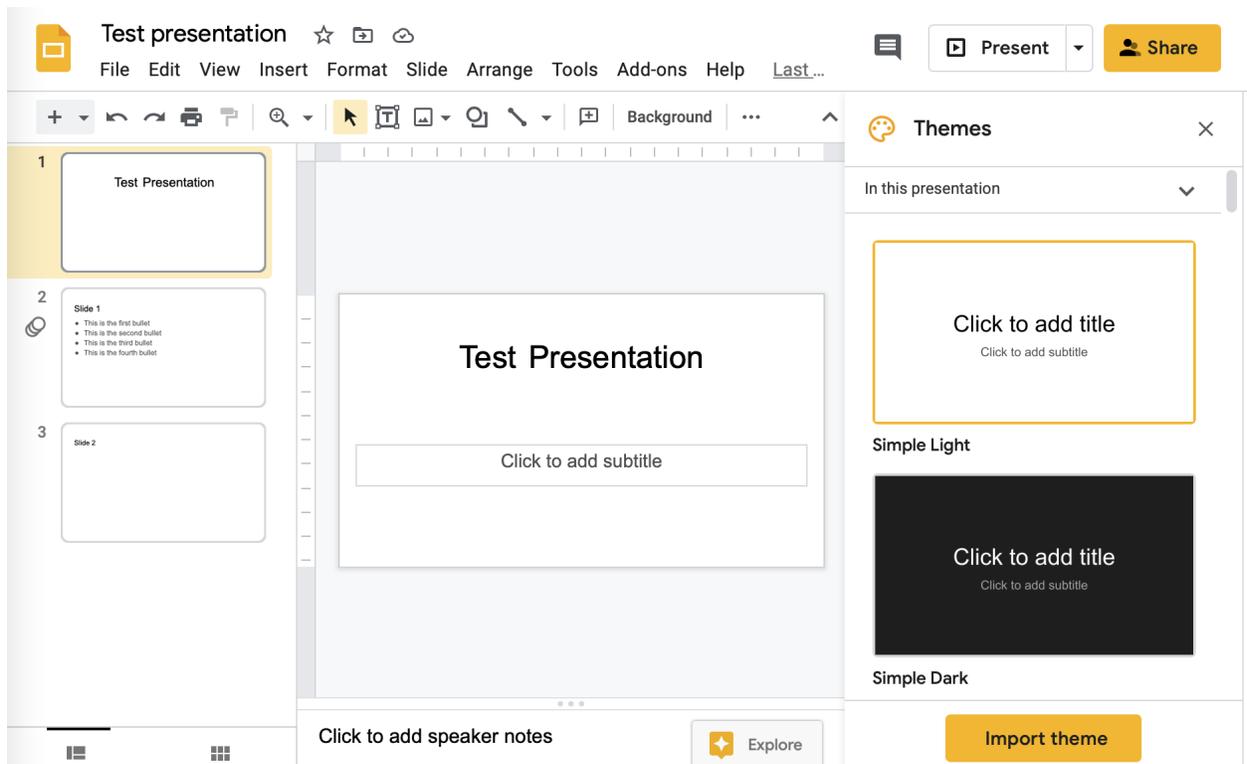


Themes

If you don't create a presentation with a theme, it is easy to change it later. There are buttons below the Google Slides menu for changing the Background, Layers or Theme:

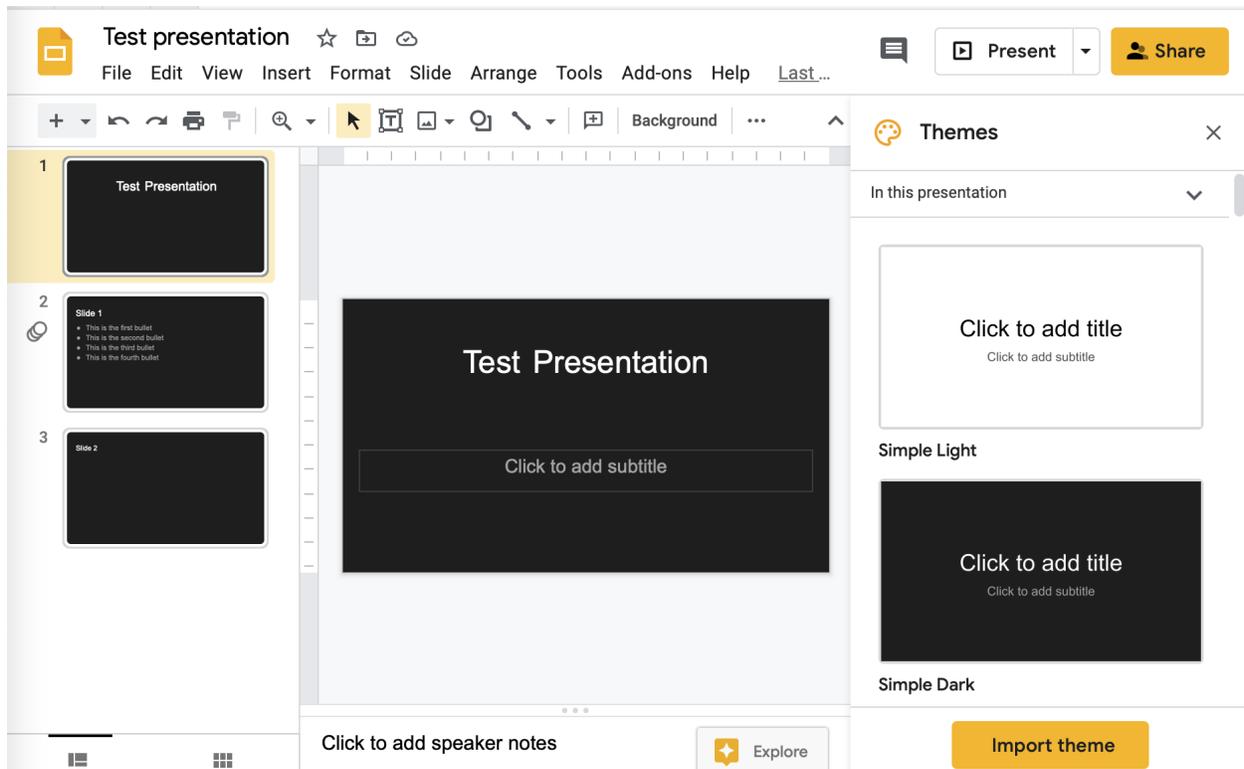


When you click on the Theme button a palette of themes is displayed:

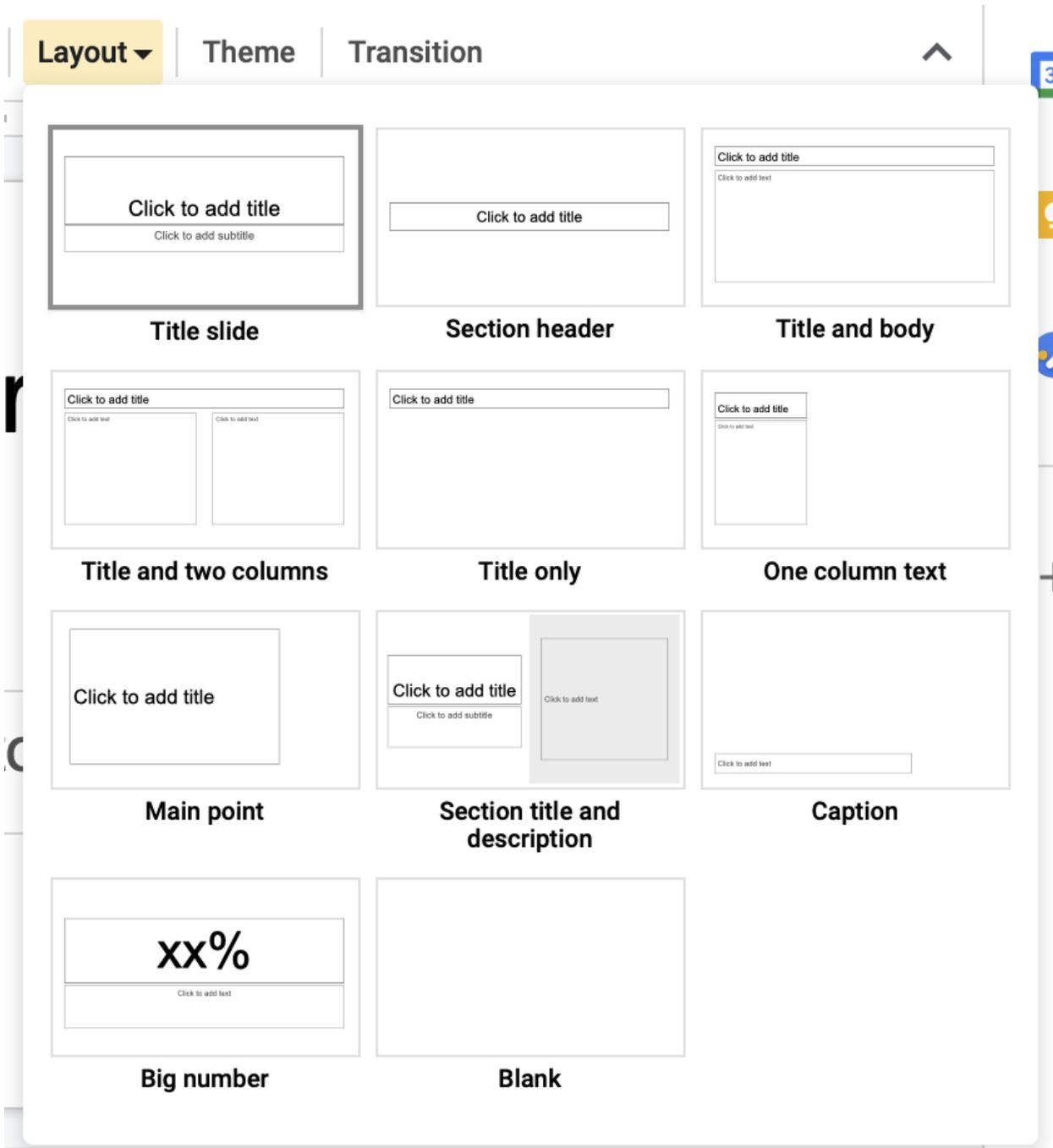


You can stroll this right column to view other themes you can use or you can import a theme from another Google Sheets presentation.

Clicking on a theme, like “Simple Dark” changes all your slides to match that theme:

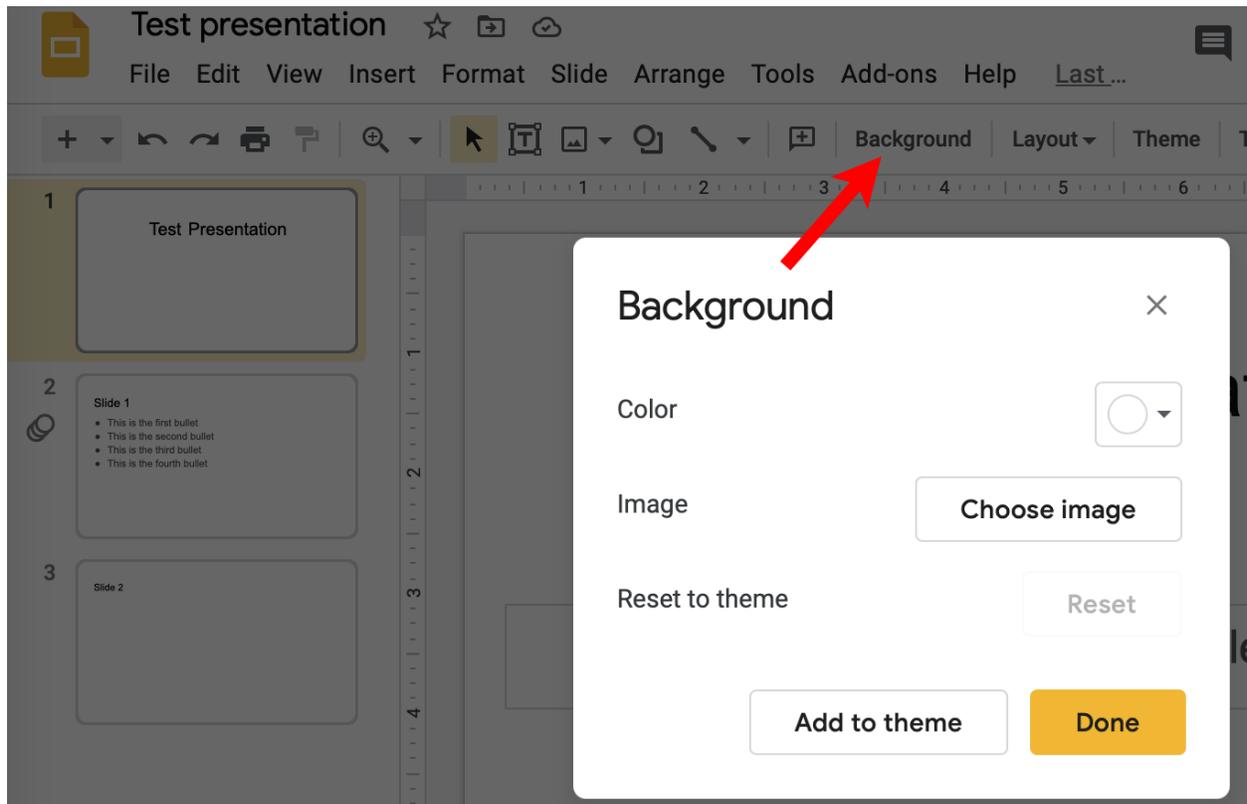


Each theme contains layouts, which are templates for new slides. If you click the Layout button, you can view these or change the current layout and switch to another layout for the current slide:



Background

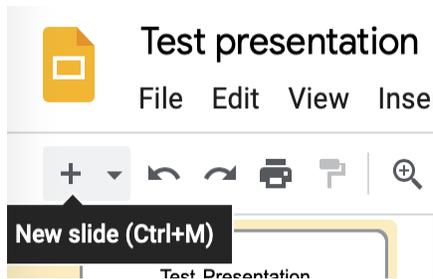
If you click the Background button, you can change the background on the current slide or all slides:



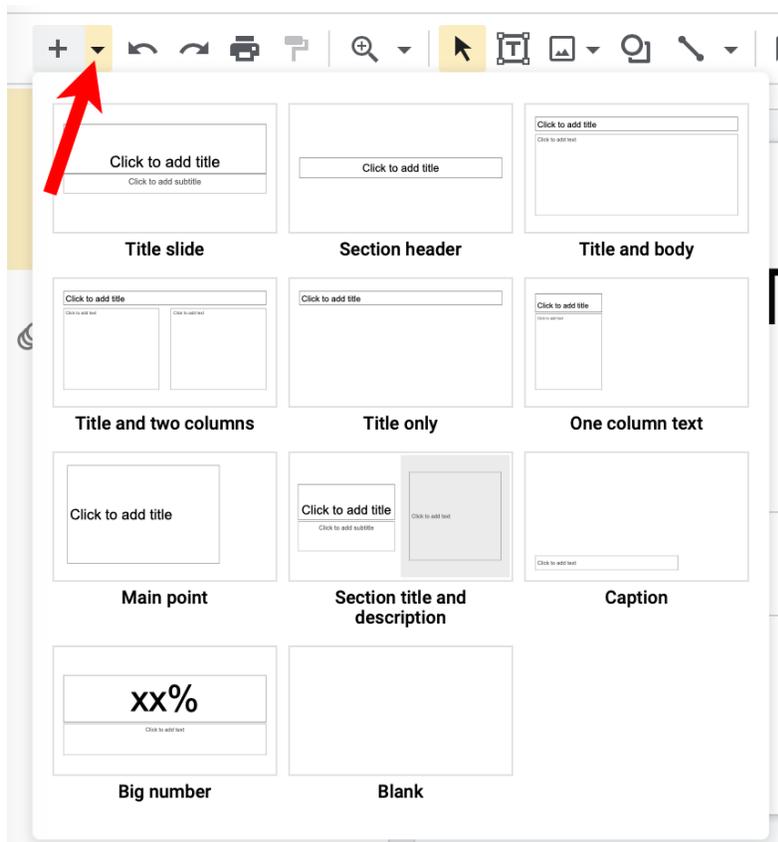
You can use a solid color, a gradient (going from lighter to darker for a color) or an image for your background. If you click the “Add to theme” button, the background will be changed for all the slides in your presentation.

Adding a New Slide

You can add a new slide in several ways. The Plus button below the menus creates a new slide with the same layout as the current one and inserts it right after the currently selected slide:

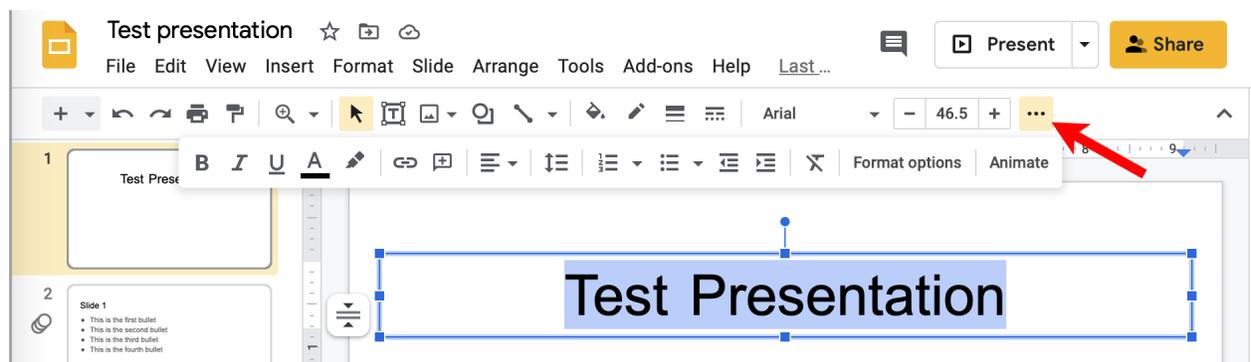
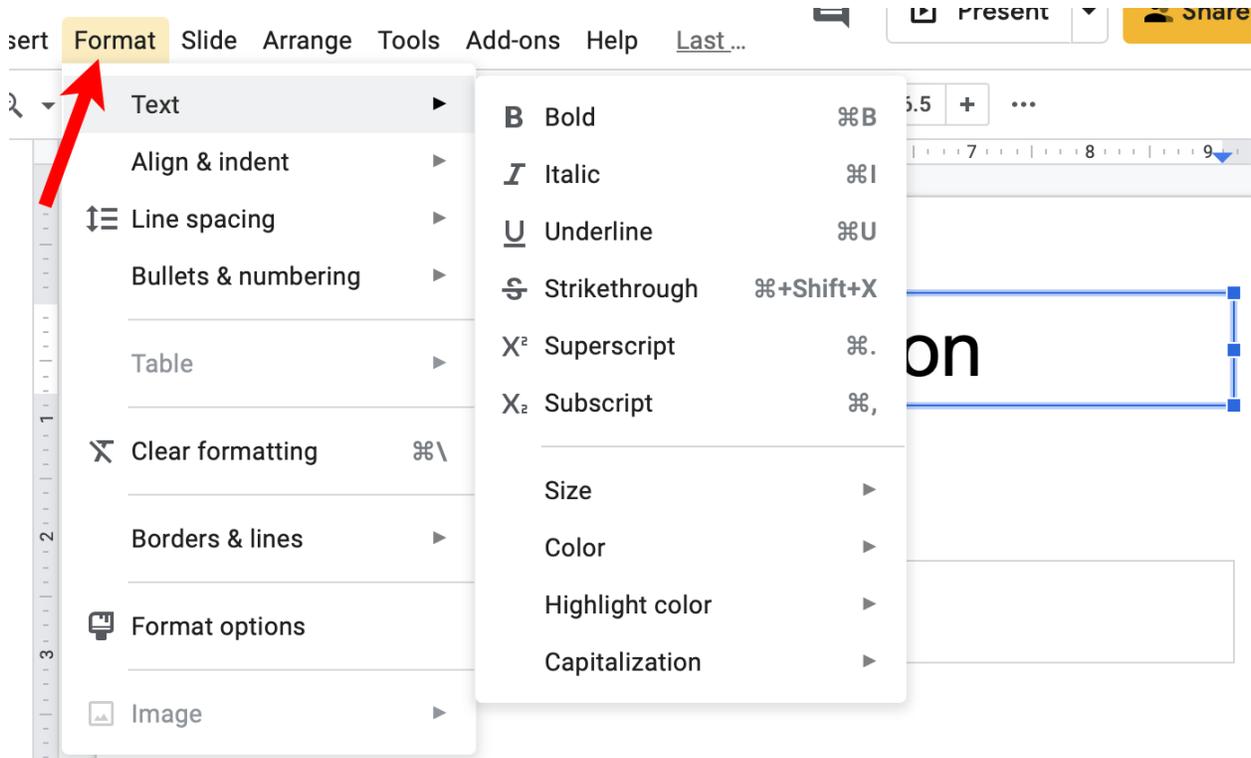


The down arrow next to the plus lets you add any layout in the current theme after the current slide:



Editing Slides

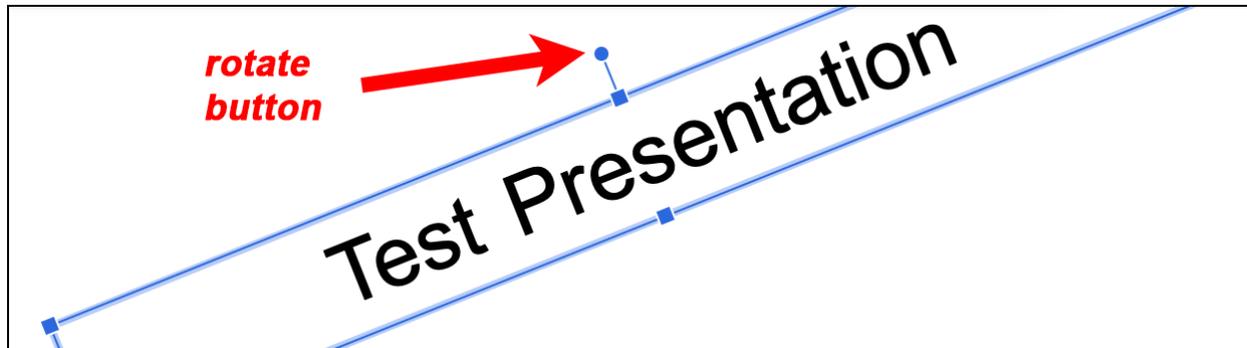
If you select an text element (object) in your slide, you can edit it using buttons in the Format menu or use the buttons below the menu bar:



You highlight text and use the buttons to make the text bold, italic, underline, change the font, size, horizontal and vertical alignment, etc.

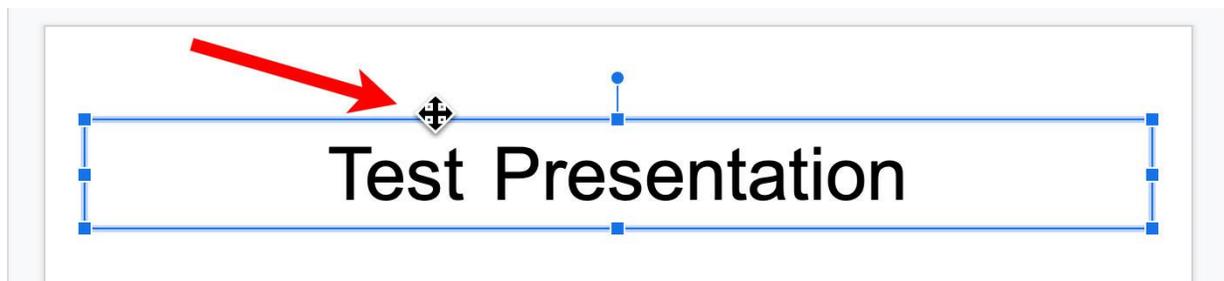
You can also resize an object by dragging one the squares in the object rectangle. Dragging a side button can be used to change the width, the top and bottom buttons for the height and the corner buttons to change both at the same time.

There is also a rotate button that you can drag to rotate the object:



If you make a mistake, you can undo changes using the Undo option on the Edit menu or the keyboard shortcut: Command+Z for Mac, Control+Z for PC. This is probably the most useful keyboard shortcut in the app.

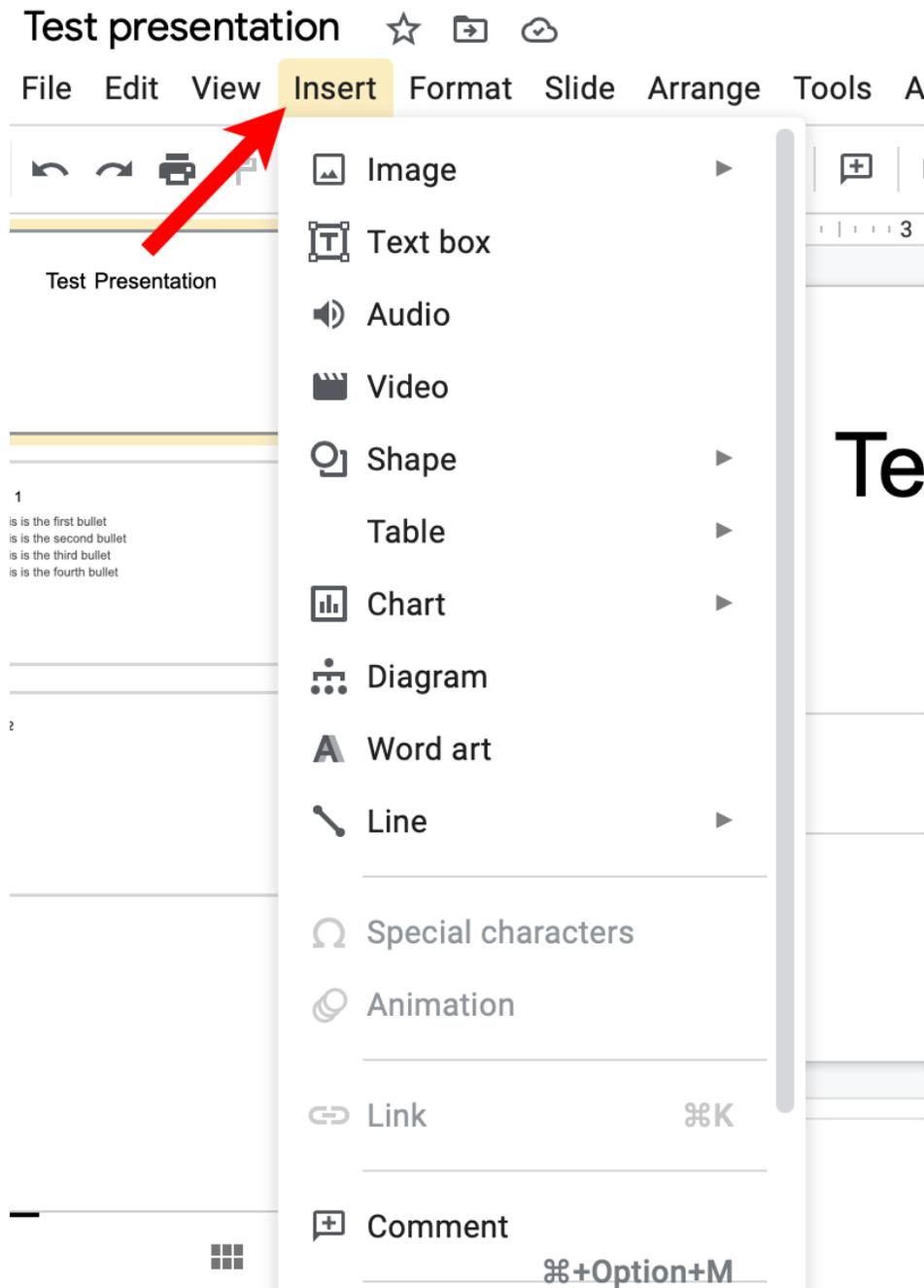
You can move objects by dragging them. As you do this red lines will appear to show you when the object lines up with other objects. To start dragging a text object and you need to click on it and move the cursor to an edge until the cursor changes to a plus with arrows:



You get the “move” cursor by clicking on an image, video or shape and moving the cursor over it.

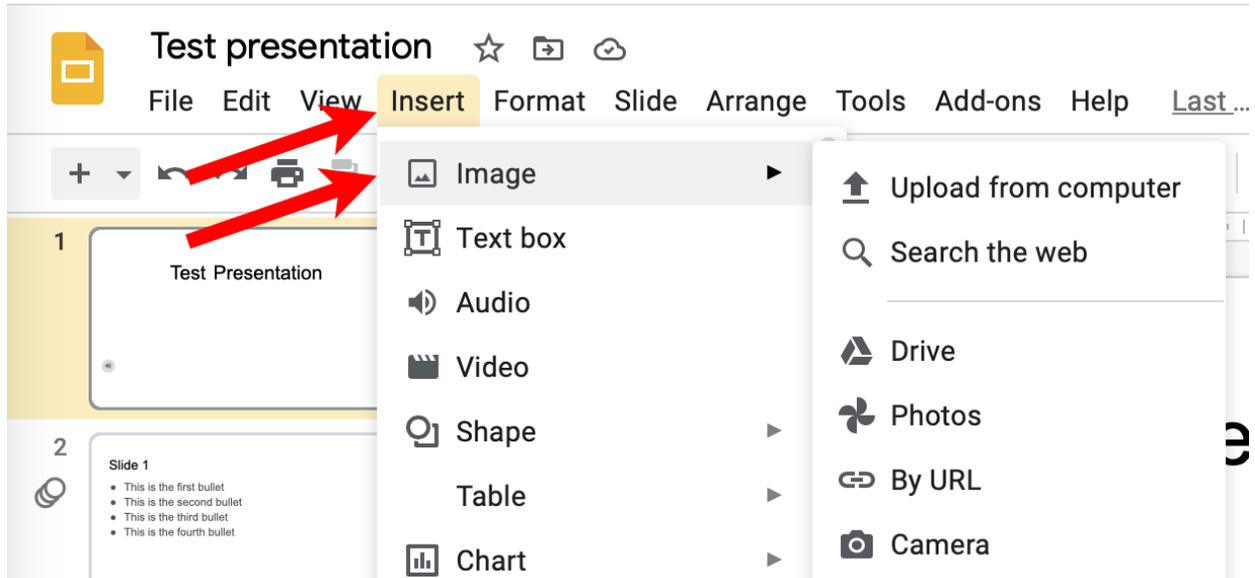
Inserting Objects in Slides

There are many types of objects or elements you can add to a slide. This is done with the Insert menu:



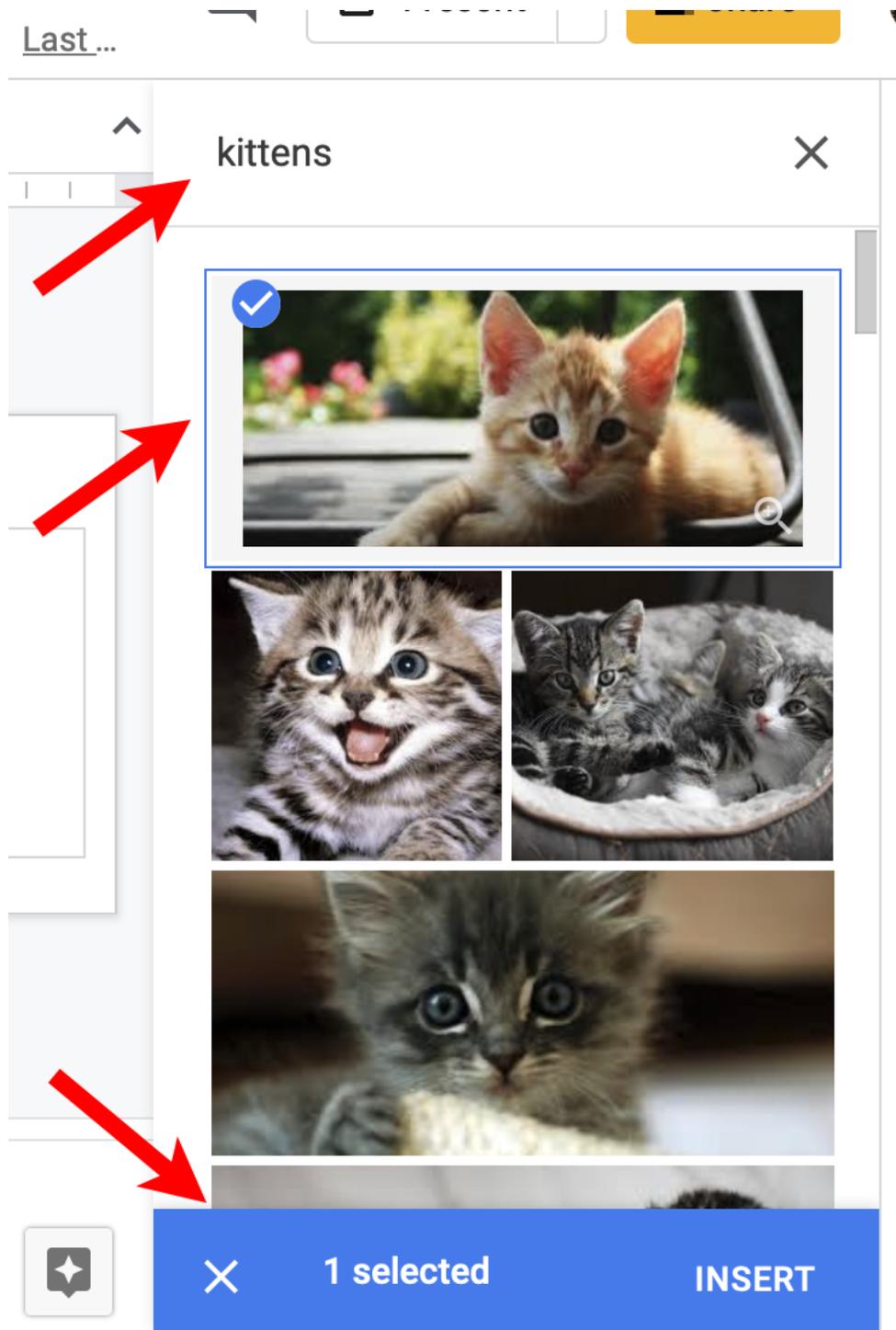
Adding Images

To add an image to a slide, you simply click on the Insert menu, then Images and select where you want to get the image from:



You can upload an image from your computer or your Google Drive. You can also enter a URL for the image or search the web which brings up a panel on the right where you can search with Google Image search.

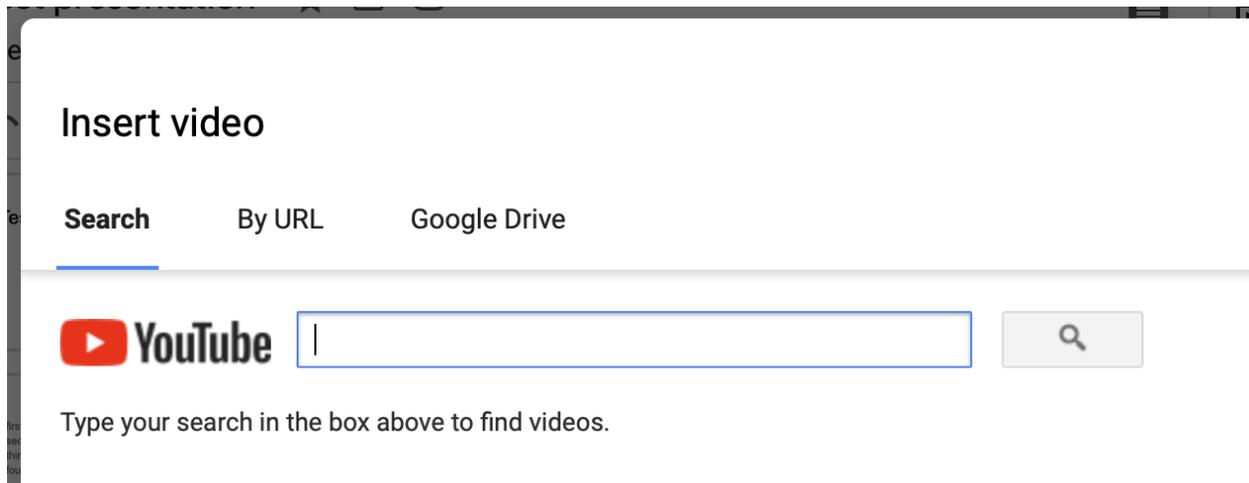
You enter your search at the top of the right panel then click on an image and click the Insert button:



After you insert an image, if you want to resize it, drag a corner box to prevent distorting the image. You can also rotate an image just like text.

Adding Video

When you click on Video option in the Insert menu you are given three options: search YouTube, enter a URL or use a video on your Google Drive:



After you add a video, you can click on it and then the Format button which lets you control whether you need to click on the button to start the video or whether it should start automatically when the slide is displayed. You can also specify a starting and ending time and other options:

Last...



Present



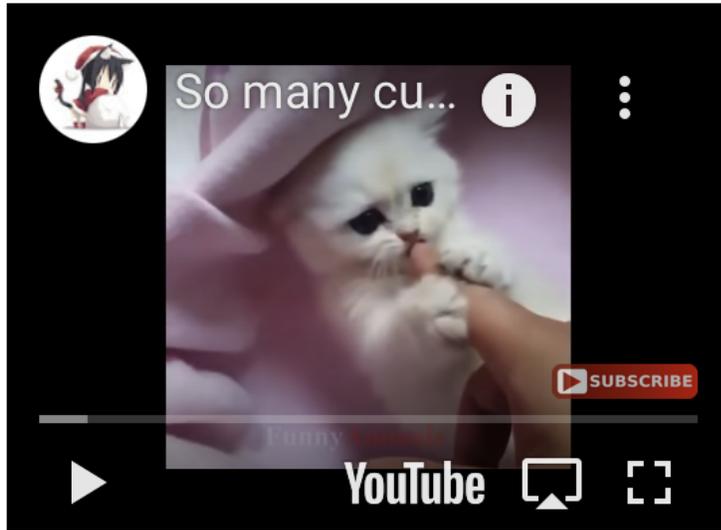
Share



Format options



Video playback



Play (on click)



Start at:

End at:

00:00

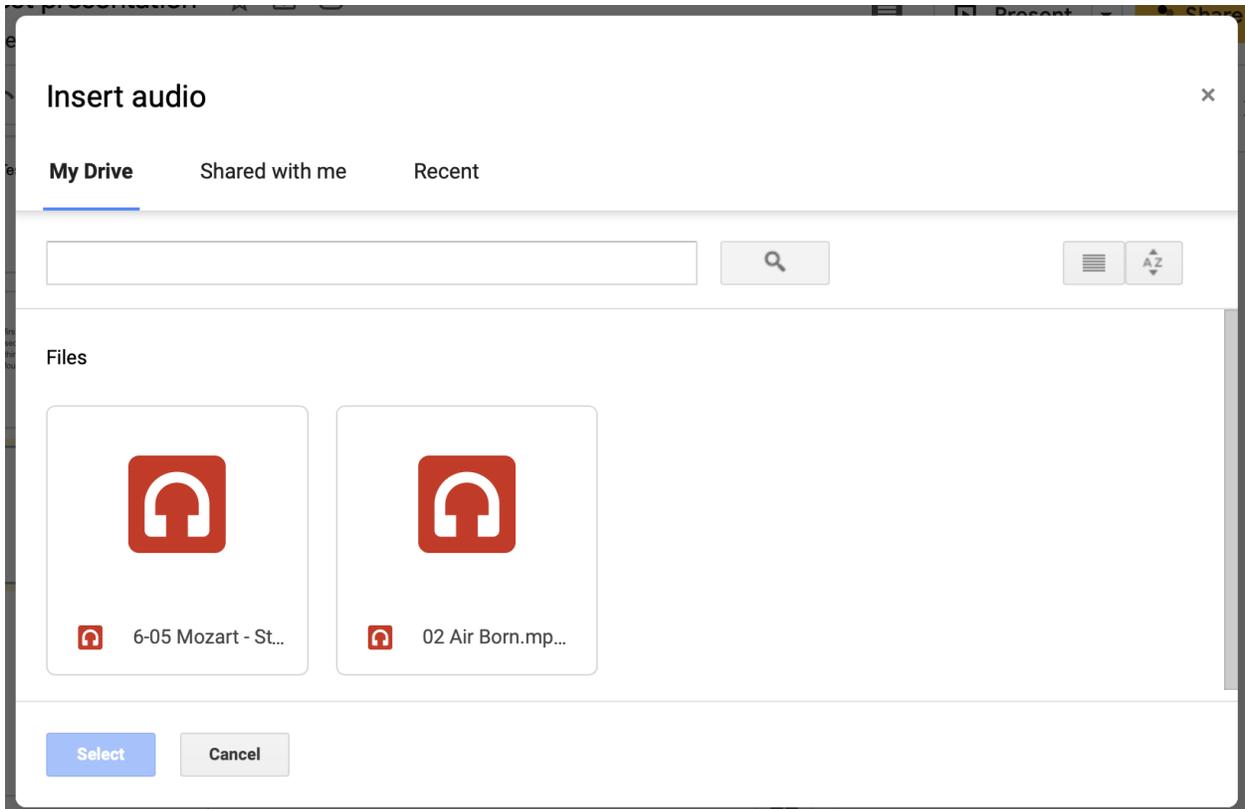


11:08

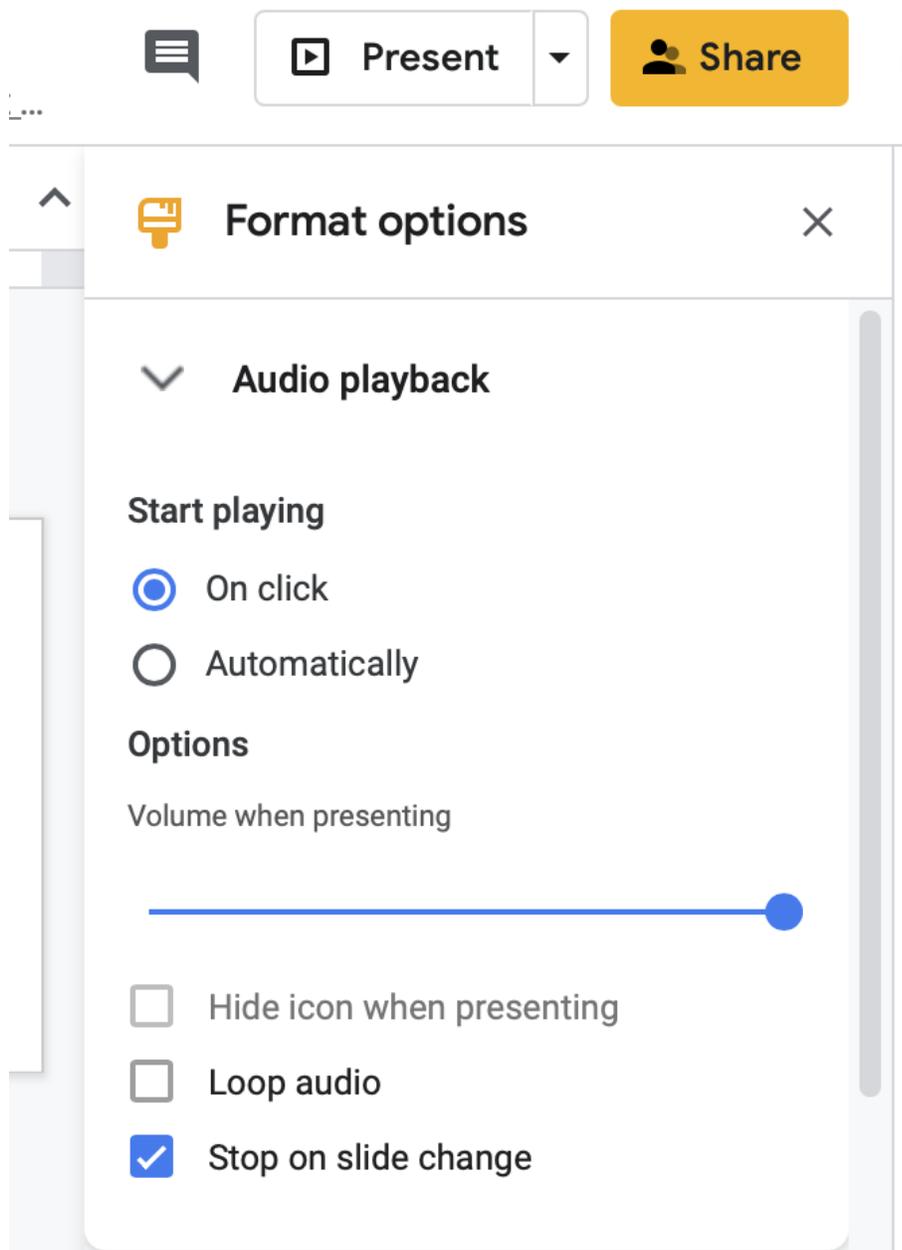


Adding Audio

You need to upload an audio (.mp3) file to you Google Drive and then you can use the Audio option in the Insert menu to add this to your slide:



After you enter an Audio file, you can click the format button which gives you several options:

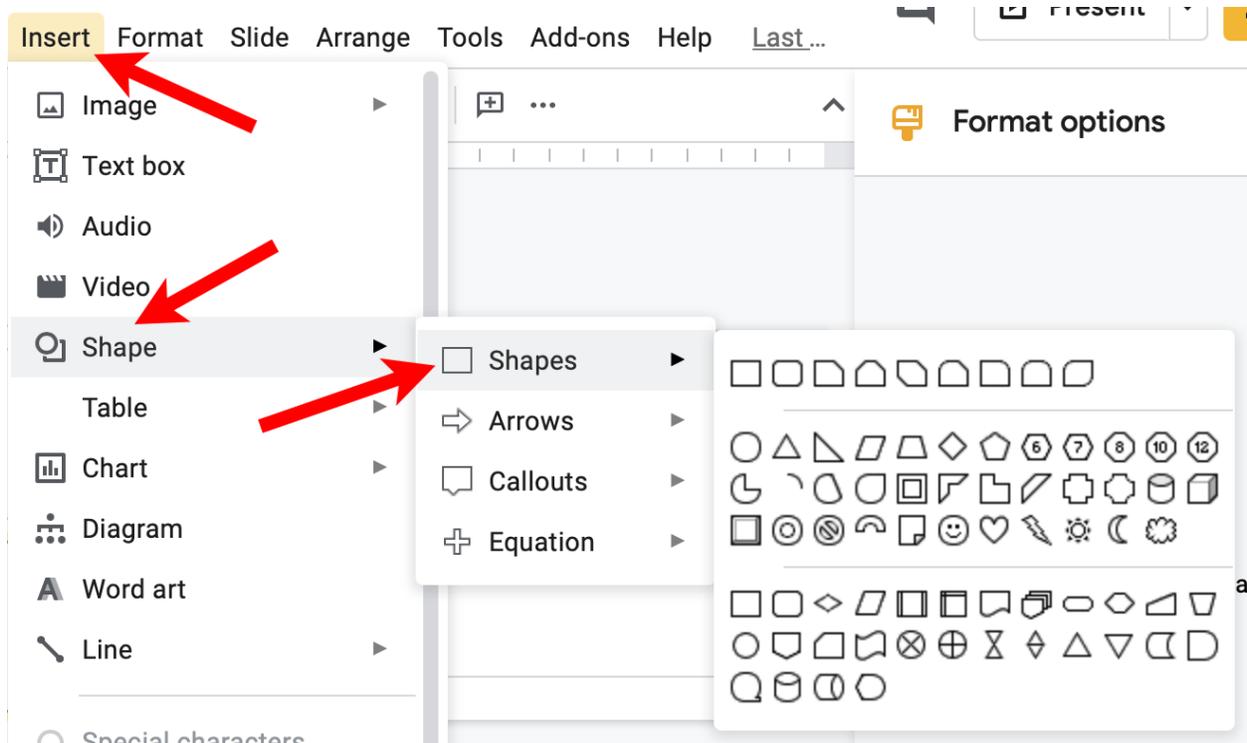


If you want the audio to start as soon as the slide appears, select **Automatically** in the “Start Audio” section. If you do this, you can click the “Hide icon when presenting” box.

If you want to use the audio as background music, uncheck the “Stop on slide change” box.

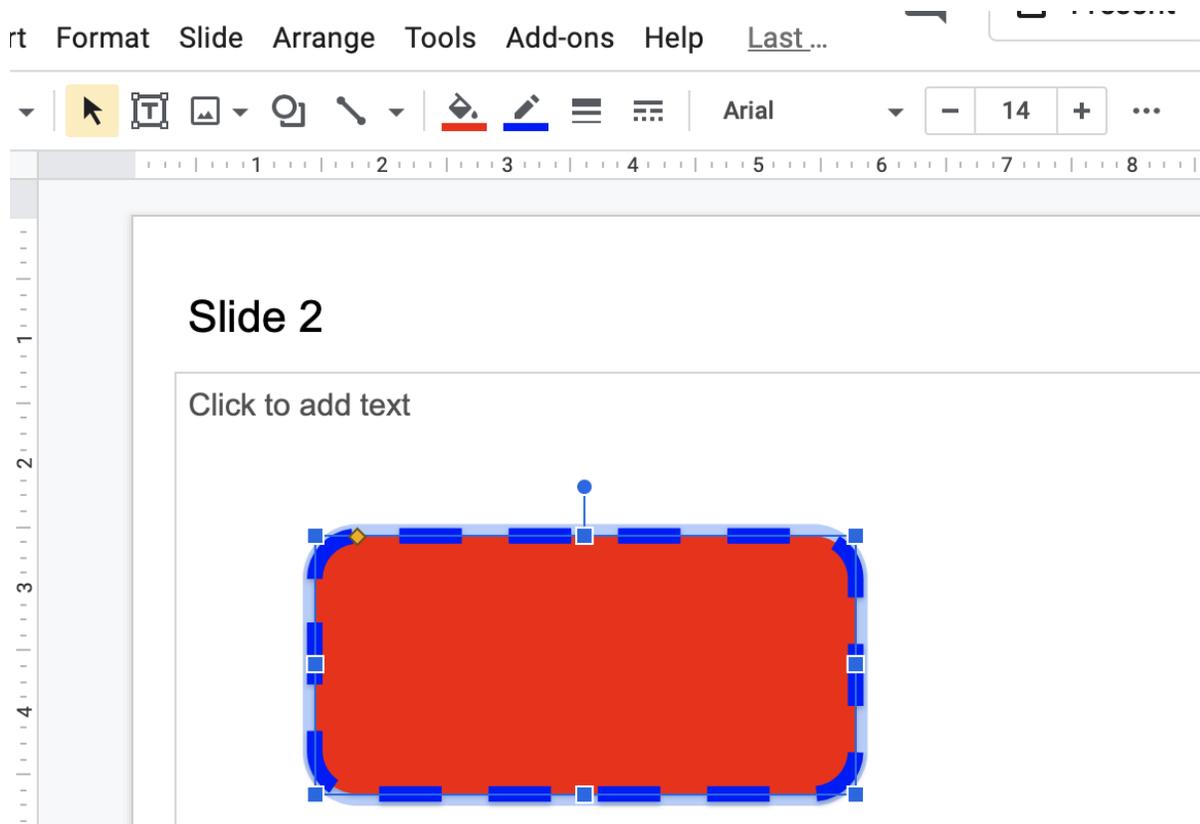
Adding Shapes

When you click the Shapes option in the Insert menu, you get submenus to select a particular shape:

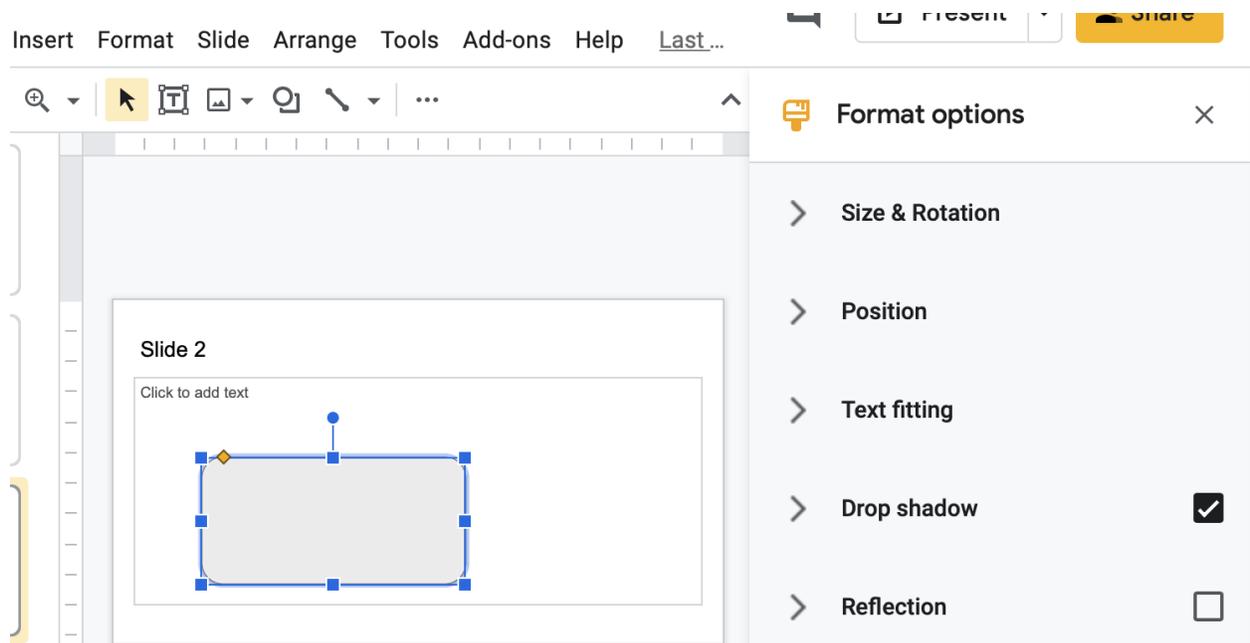


You select a shape and then drag the cursor to select its size and location. After you insert a shape, you can move it, rotate it, change its size, color and many other options.

The buttons below the Google Slides menu let you change the fill color, border color, border weight, and change the border from solid to dashes.

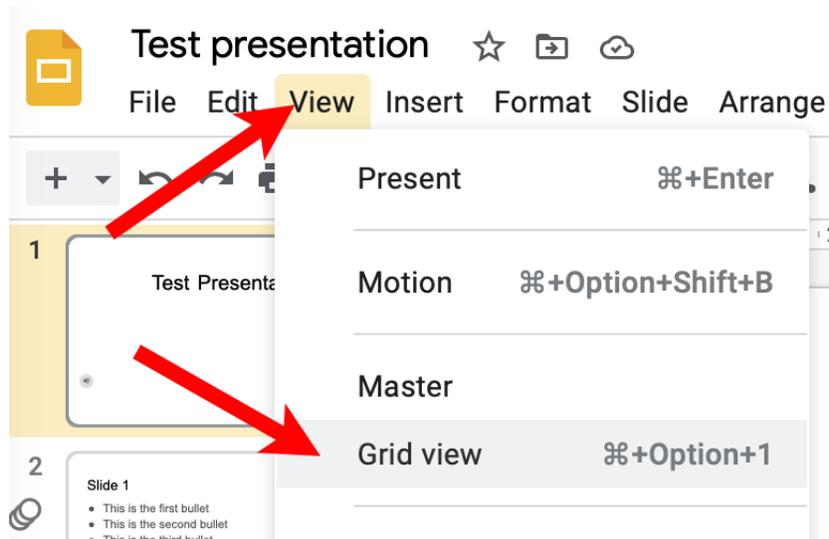


The Format Options in the Format menu brings up many more choices. You can add drop shadow, reflection and many other options:

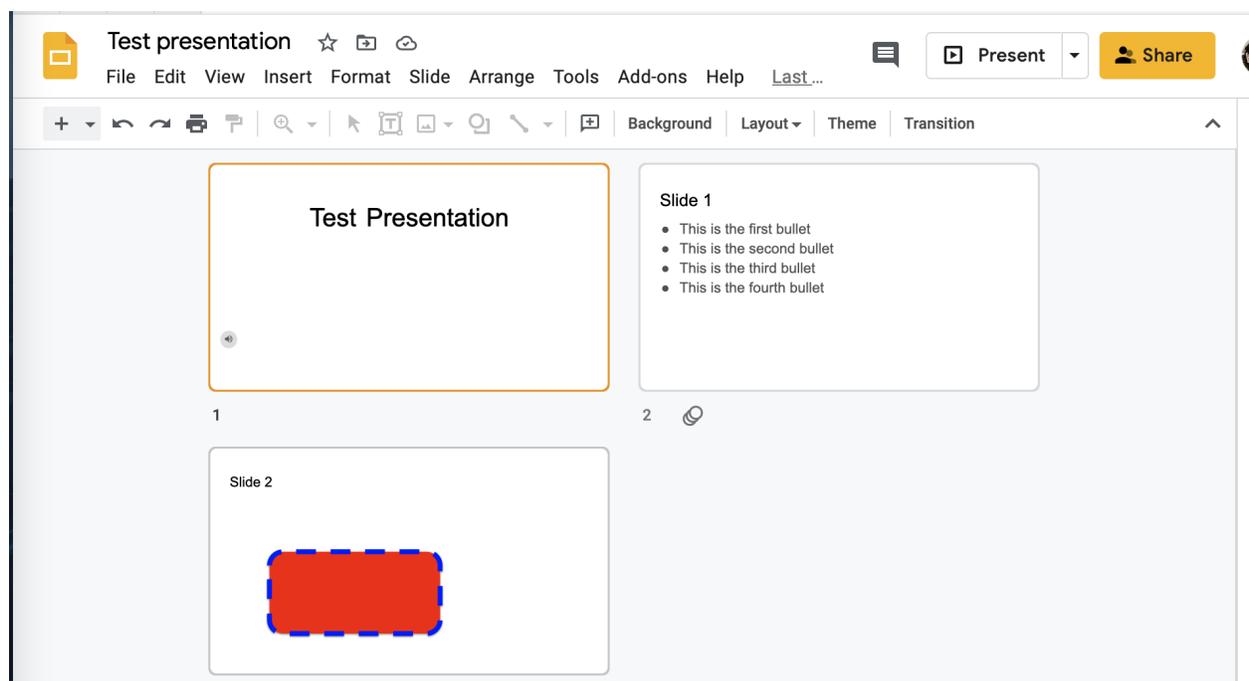


Grid View

Another useful tool is to select “Grid View” from the View menu:

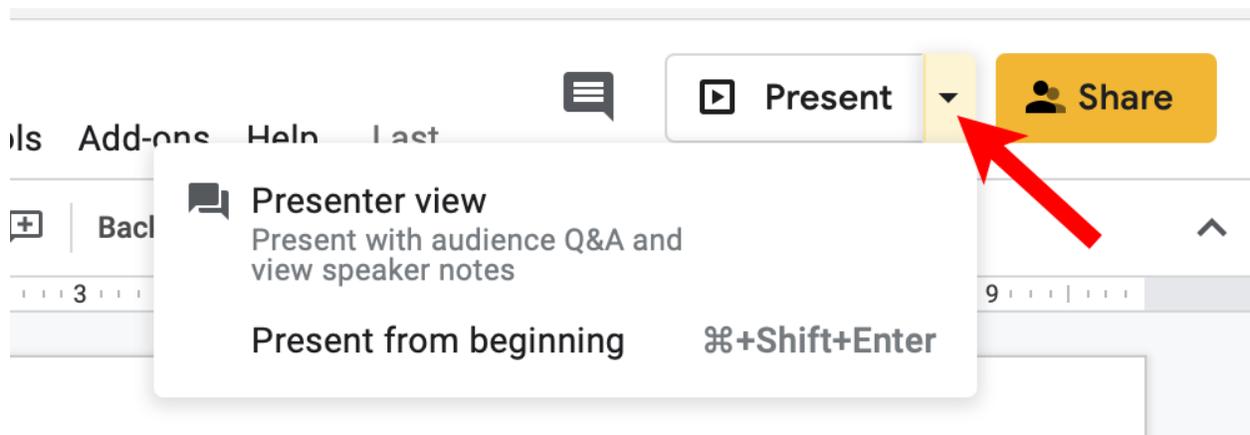


This displays all your slides in a grid:



Presenting You Slides

If you click on the “Present” button, you will get a full screen window with your presentation. If you click the down arrow next to the “Present” button you are given the option of opening in Presenters View which creates a window for the presentation and another window with the speaker notes.



The Presenter view can be useful when you are sharing your presentation on Zoom. When you click the green “Share Screen” button, you can select the window displaying the presentation to only share that on your video call.

To switch back to edit mode, simply click the Esc (Escape) button on your keyboard.

References

Basics video

<https://www.youtube.com/watch?v=Gq2kizStm-g>

Comprehensive beginners guide video

<https://www.youtube.com/watch?v=OhshNXJtpkE>

Non-video reference guide

<https://www.brightcarbon.com/blog/google-slides-ultimate-guide/>

Keynote vs. Powerpoint vs. Google Slides

<https://business.tutsplus.com/articles/powerpoint-vs-keynote-vs-google-slides-what-is-the-best-presentation-software--cms-26831>

Adding Audio to Google Slide Presentations

<https://www.techjunkie.com/automatically-play-audio-google-slides/>

My Colorado Senior Planet Lunch and Learn Talks

<http://davetaenzer.com/docs/>