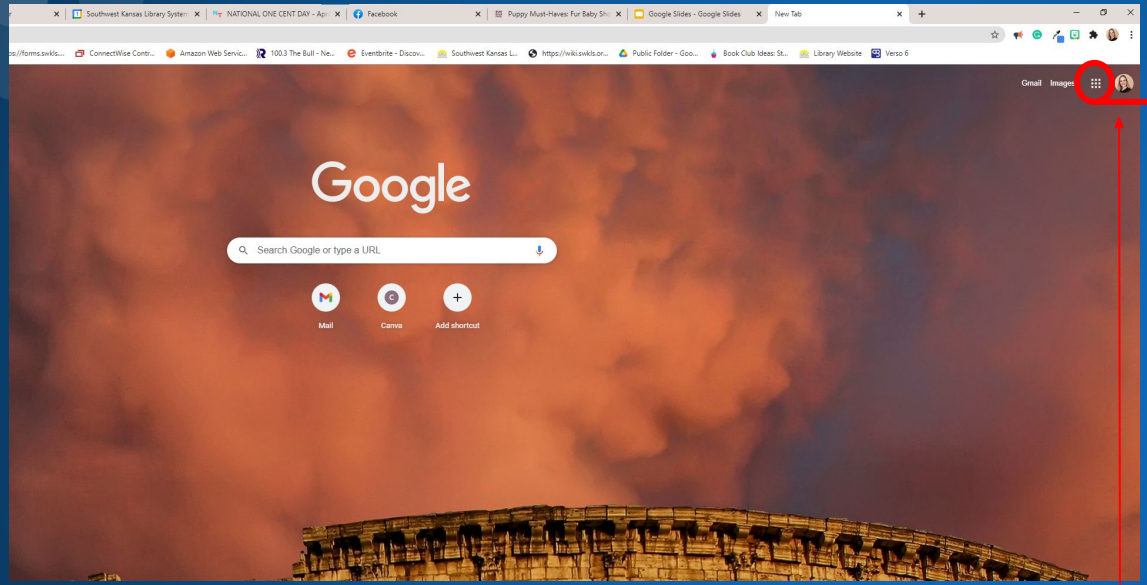
Great for Presentation &
Virtual Library

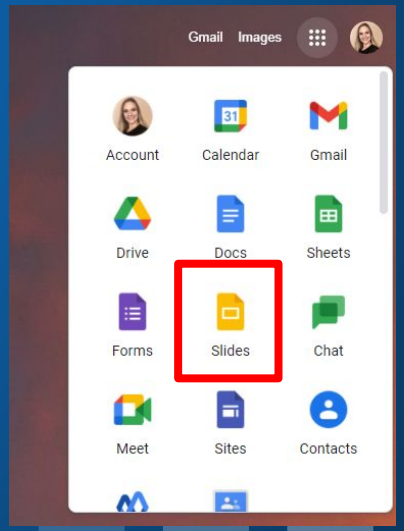
How to get Started

How to get Started



Click the ellipse (9 dots)
Click >> Slides

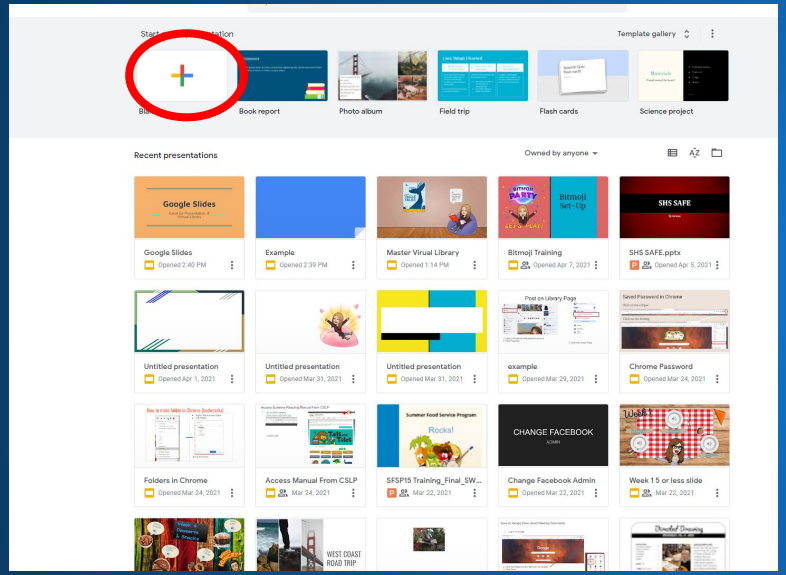
Sign In to Google



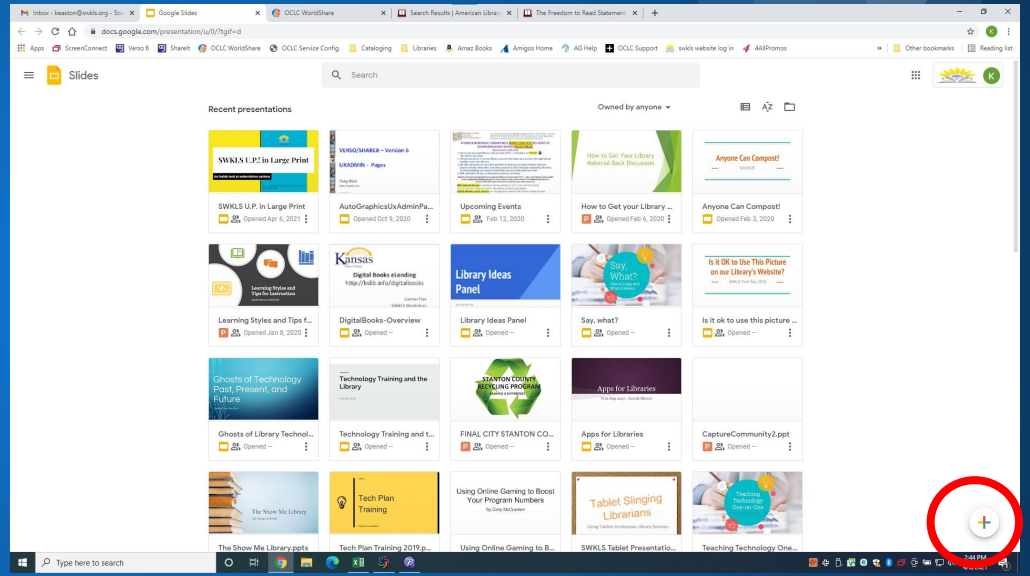
Note: if you don't see the Slides icon scroll down and look in the lower level of the menu.

How to get Started

Open New Presentations



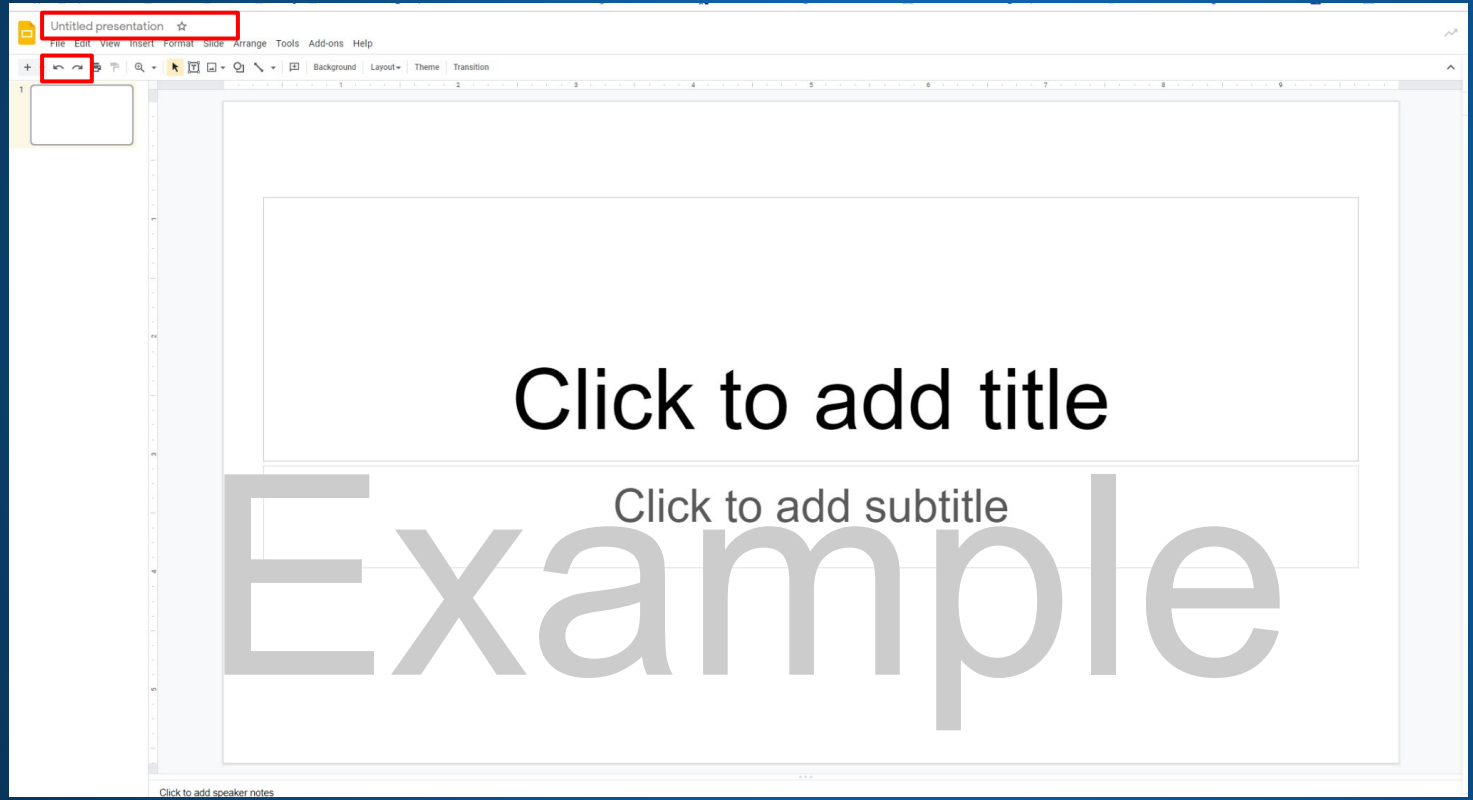
Example 1



Example 2

How to get started

Name Your Presentation

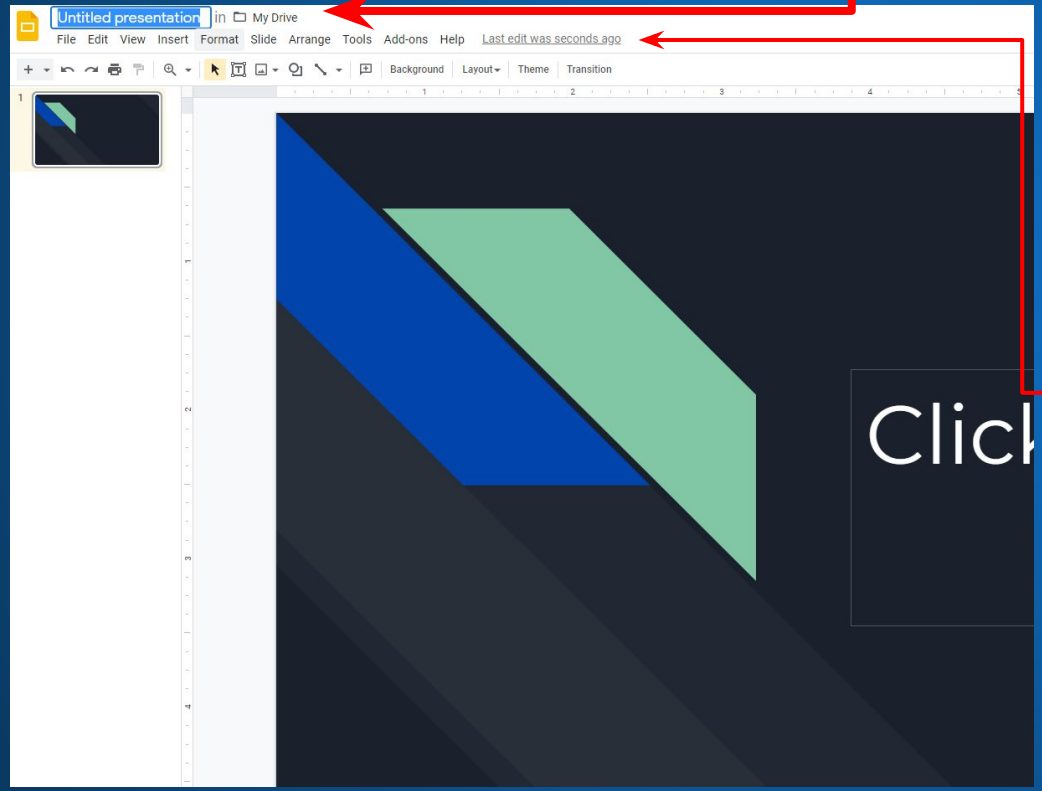


Click on the very left side usually title “ Untitled Presentation”

Undo button

How to get started

Saved/My Drive

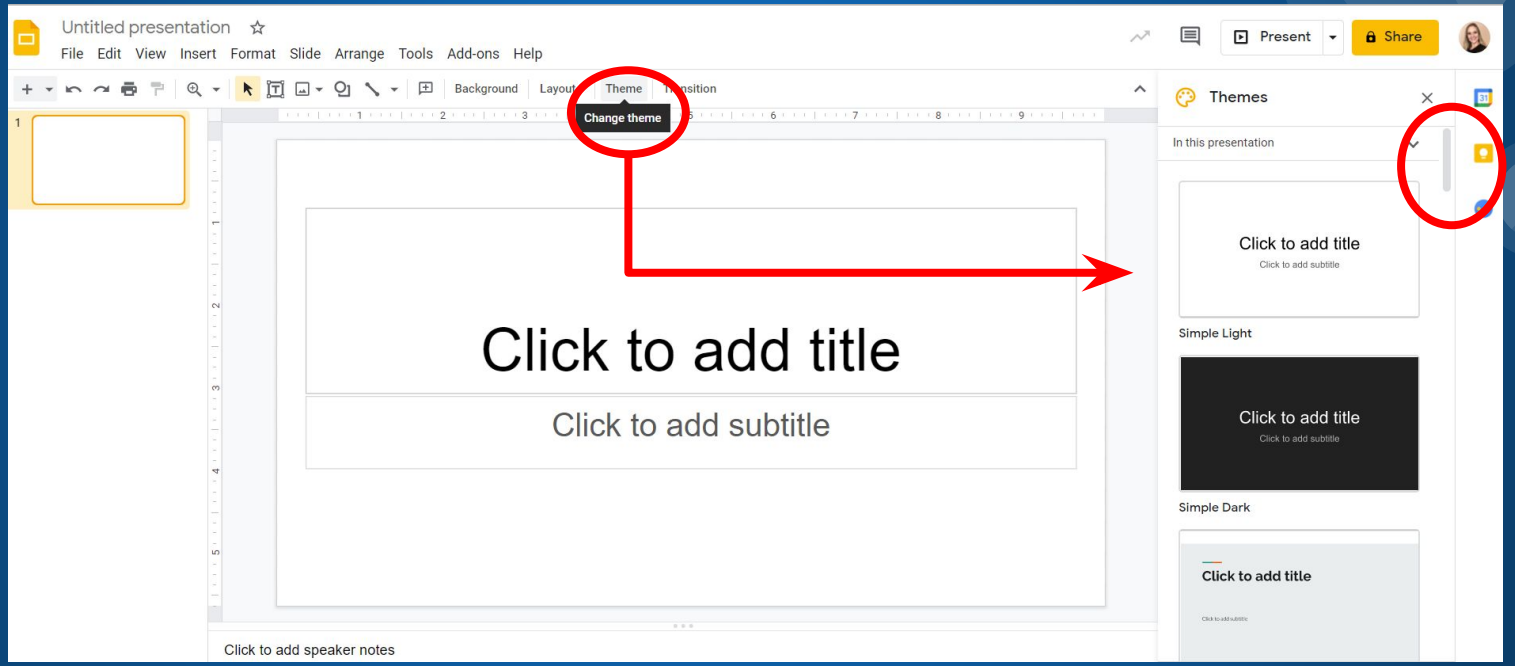


Shows you what folder it is saving your presentation " My Drive"

Google Slides will tell you when it was last saved.

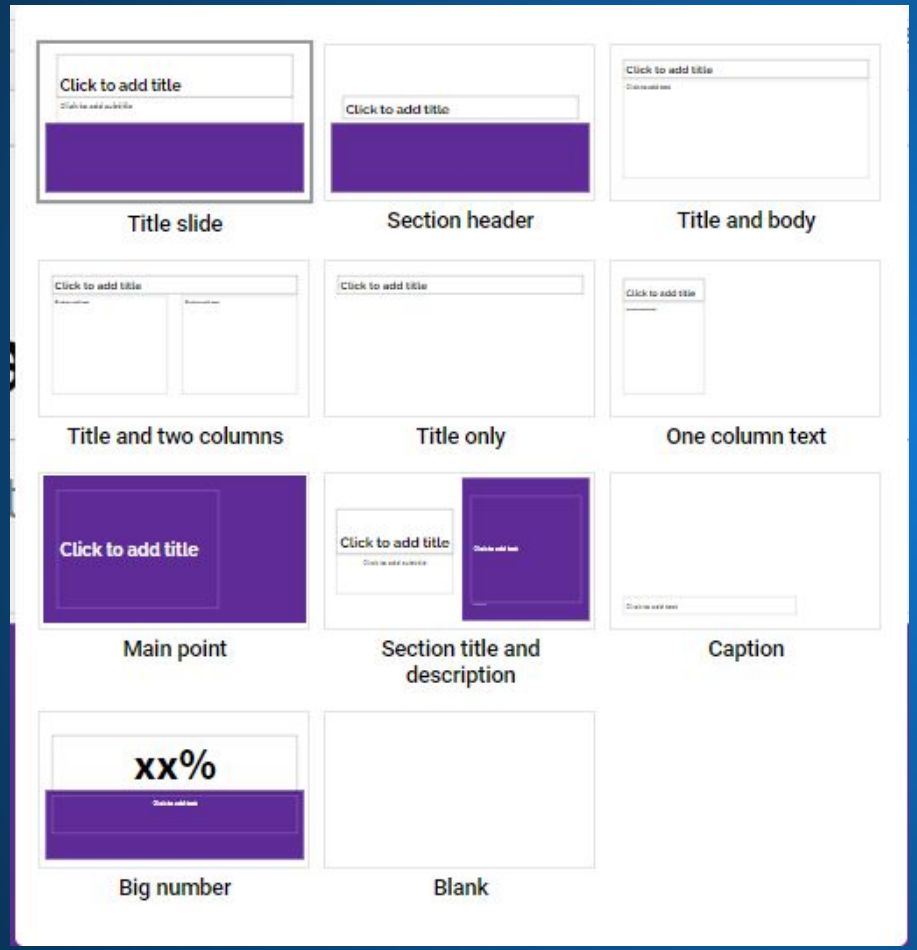
How to get Started

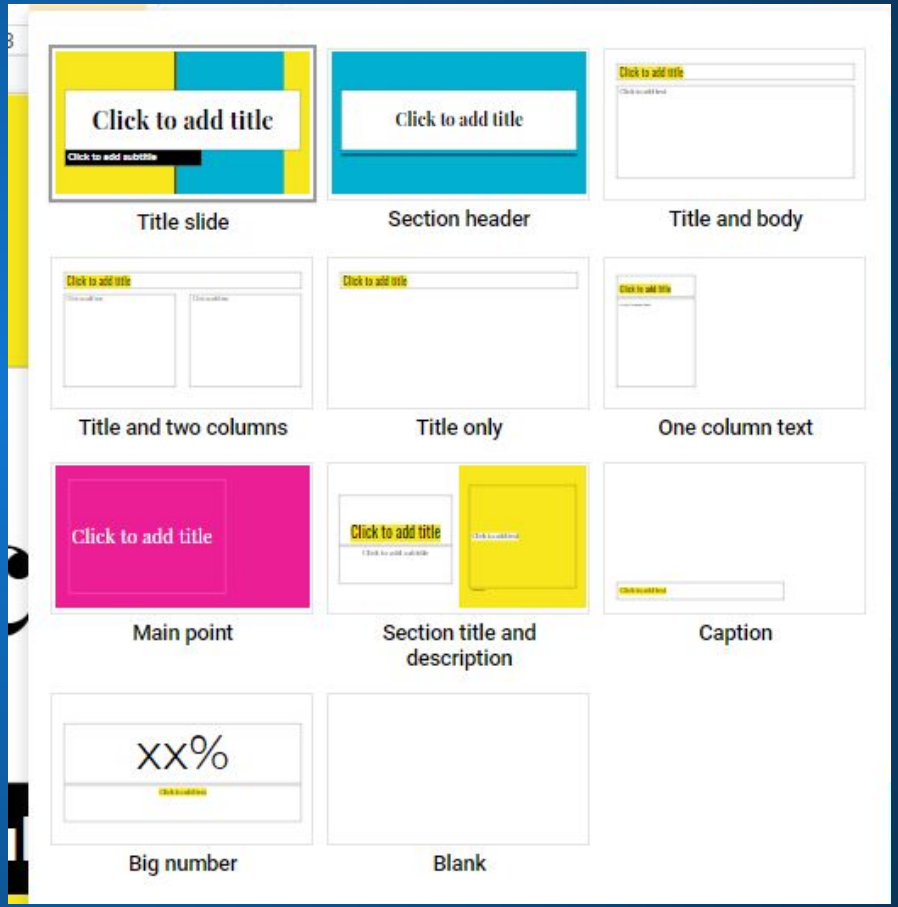
Themes



Scroll down to see all the theme.

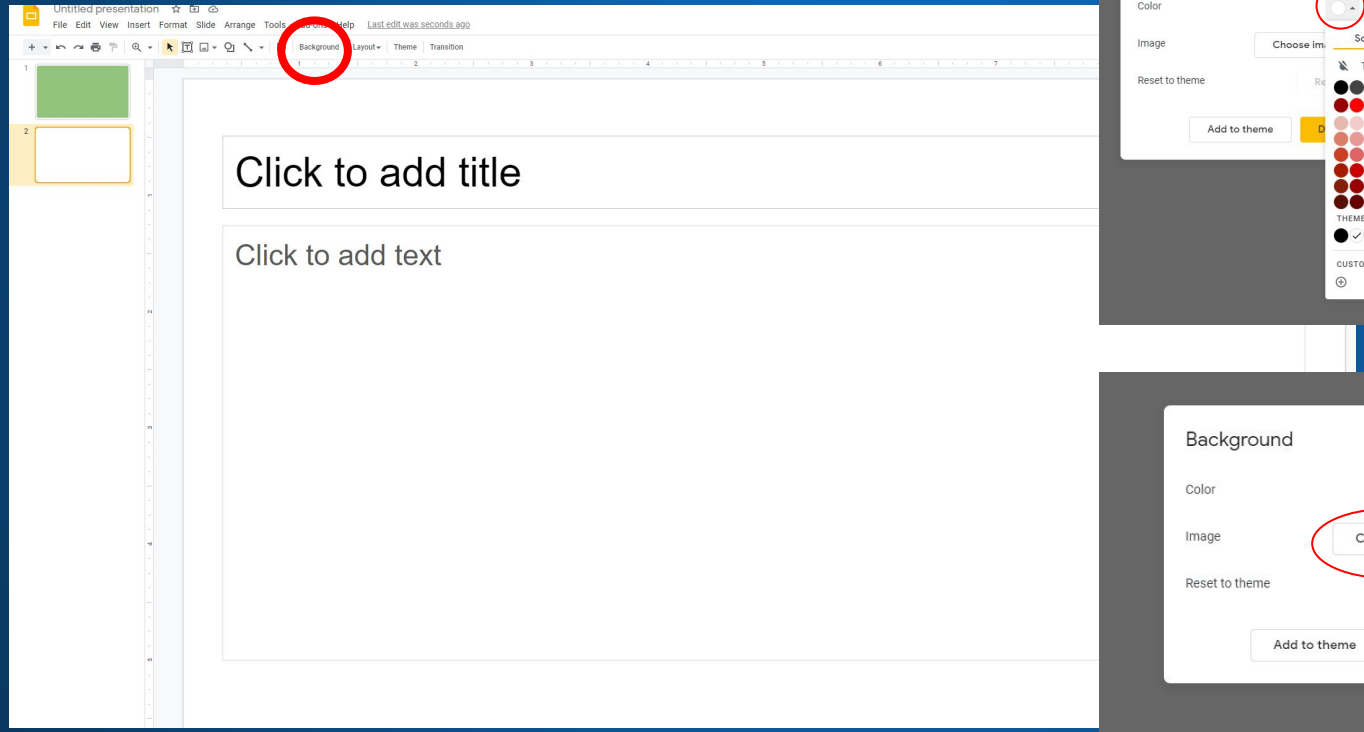
Different Themes

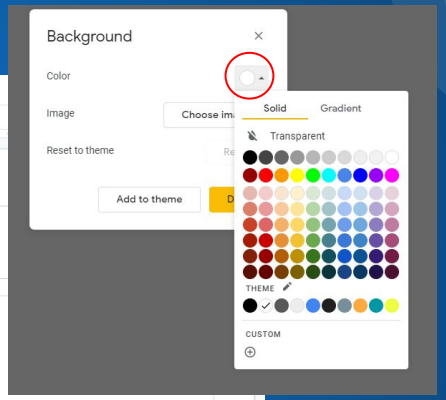


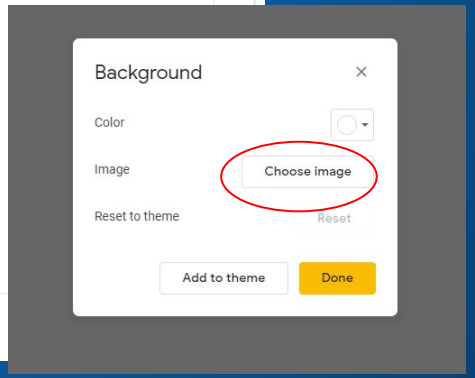


How to Get Started

Background/Themes

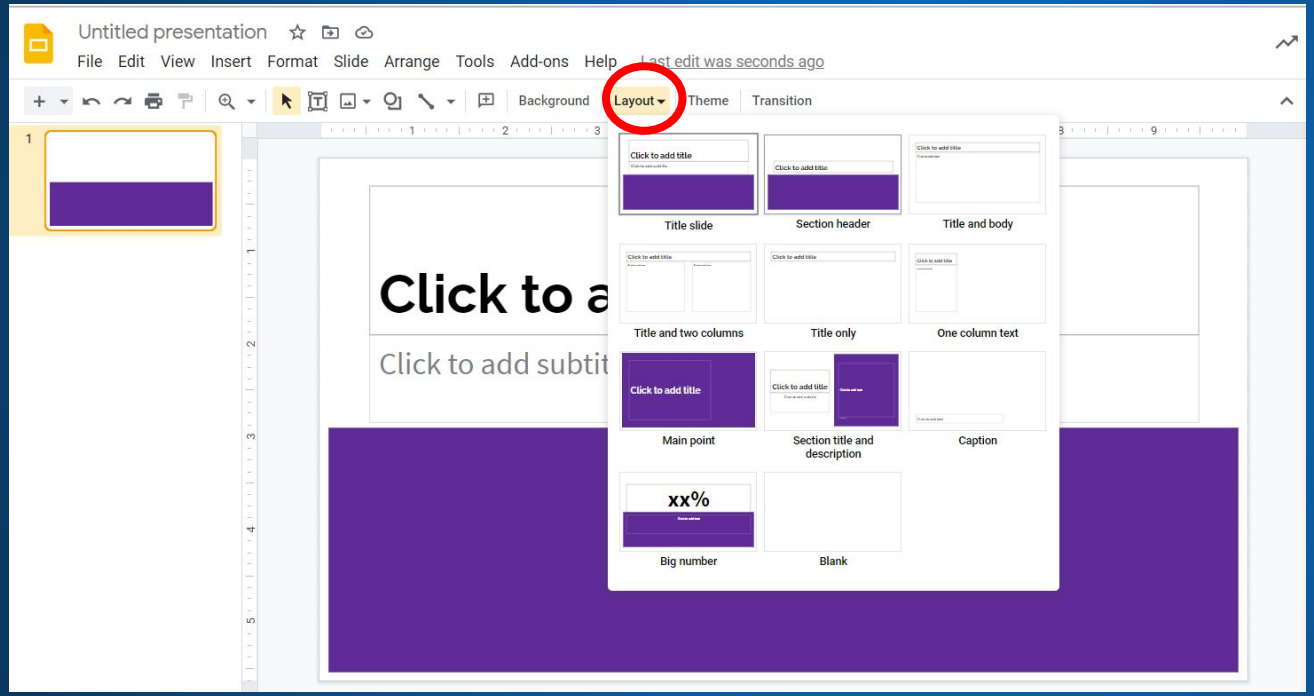






How to get started

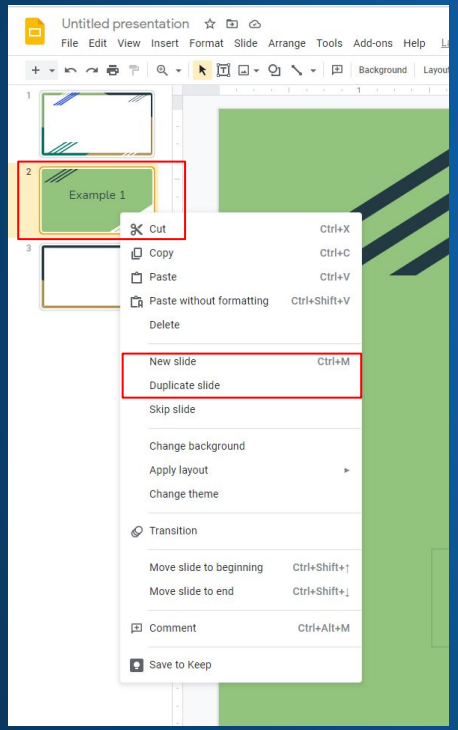
Layout



Scroll down to see all the theme.

Format the Slides

Format the Slides



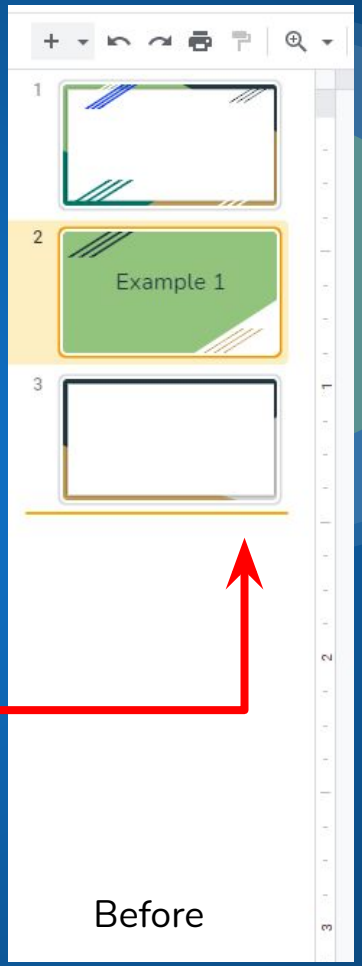
Duplicate Slide & New Slide

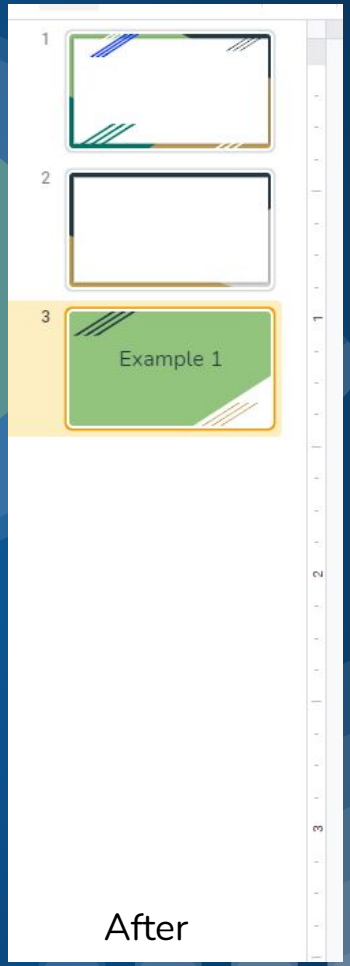
Right Click on Slide
(on left window)

- New Slide /or
  Duplicate Slide

Change the Order of the Slides

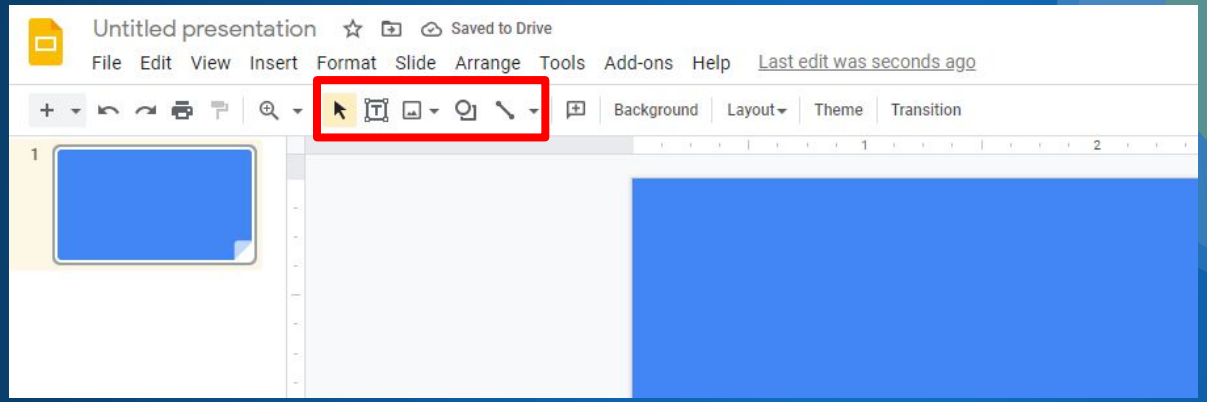
- Click and Drag to the location where you want the slide.
- Look for the Yellow Bar to see it the slide move

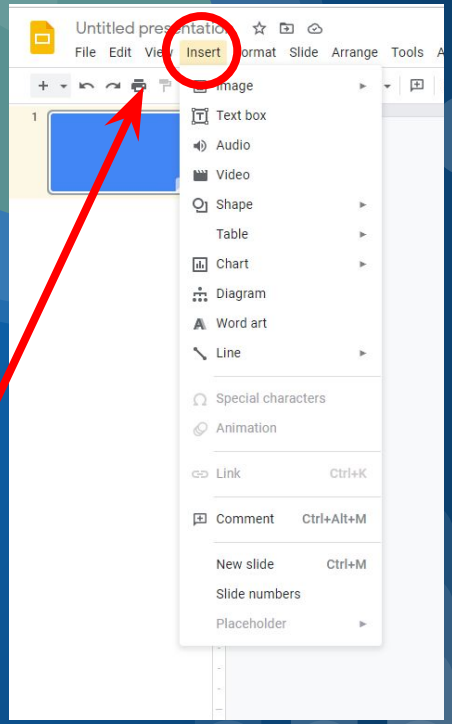




Insert Text, Images, Shapes & Arrows

Insert Text, Images, Shape, Arrows

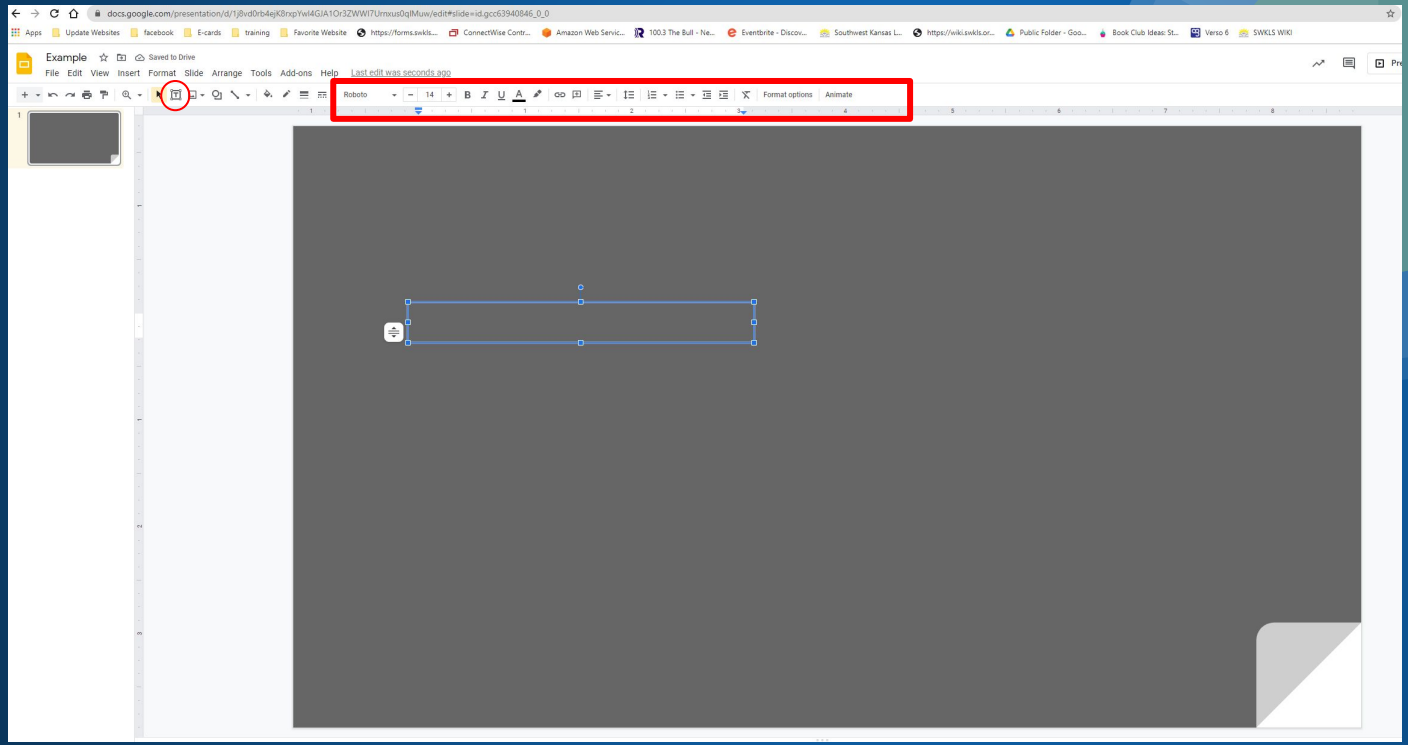




Click Insert more options

Insert Text

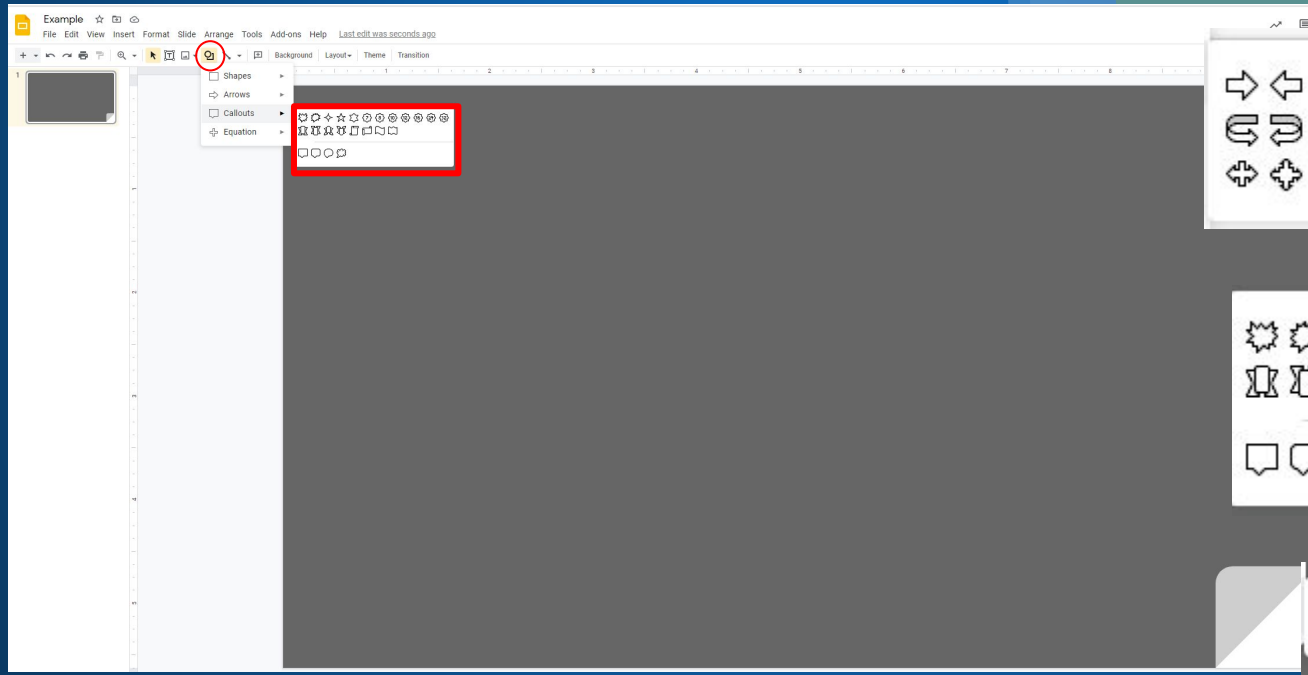
- Click on the slide
- Text box will appear
- The font toolbar will appear

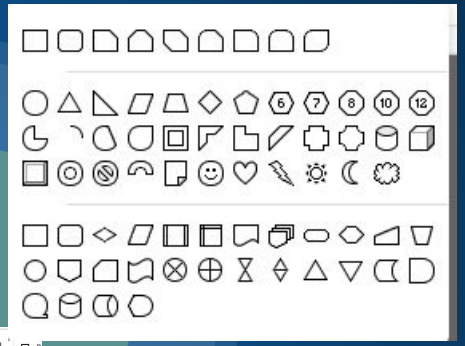


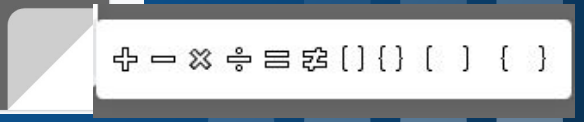
Insert Shapes

Shapes, Arrows, Callouts & Equation

- Click on the Shape Icon



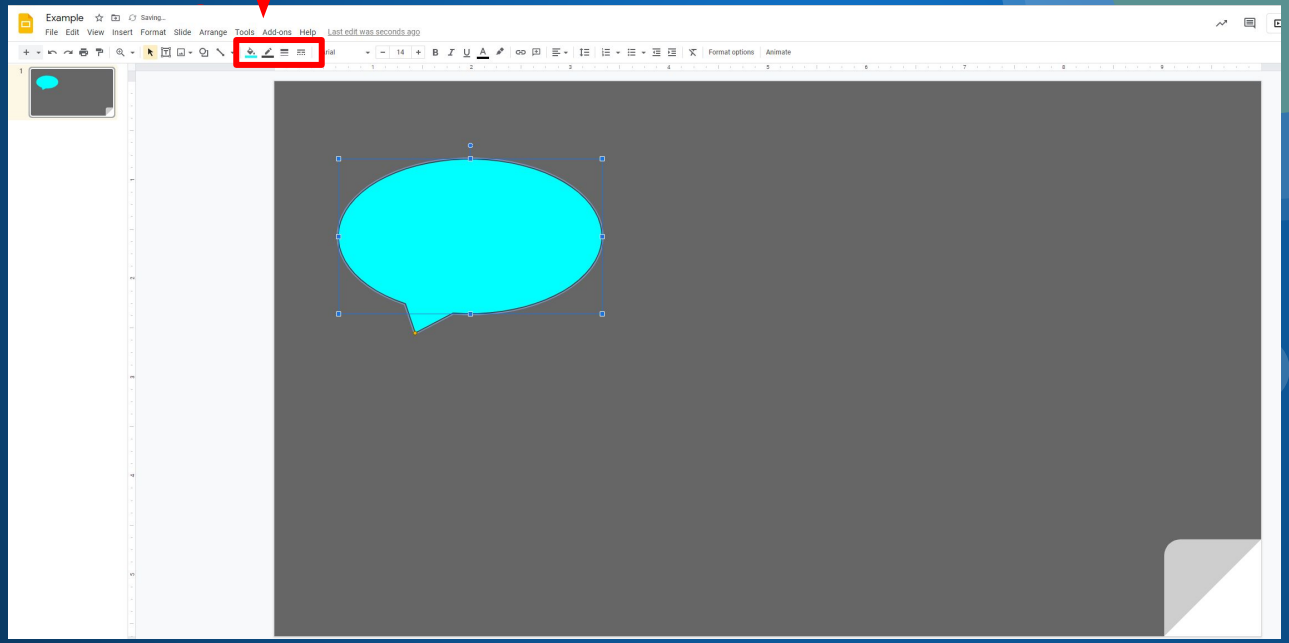




Insert Shapes

Shapes, Arrows, Callouts & Equation

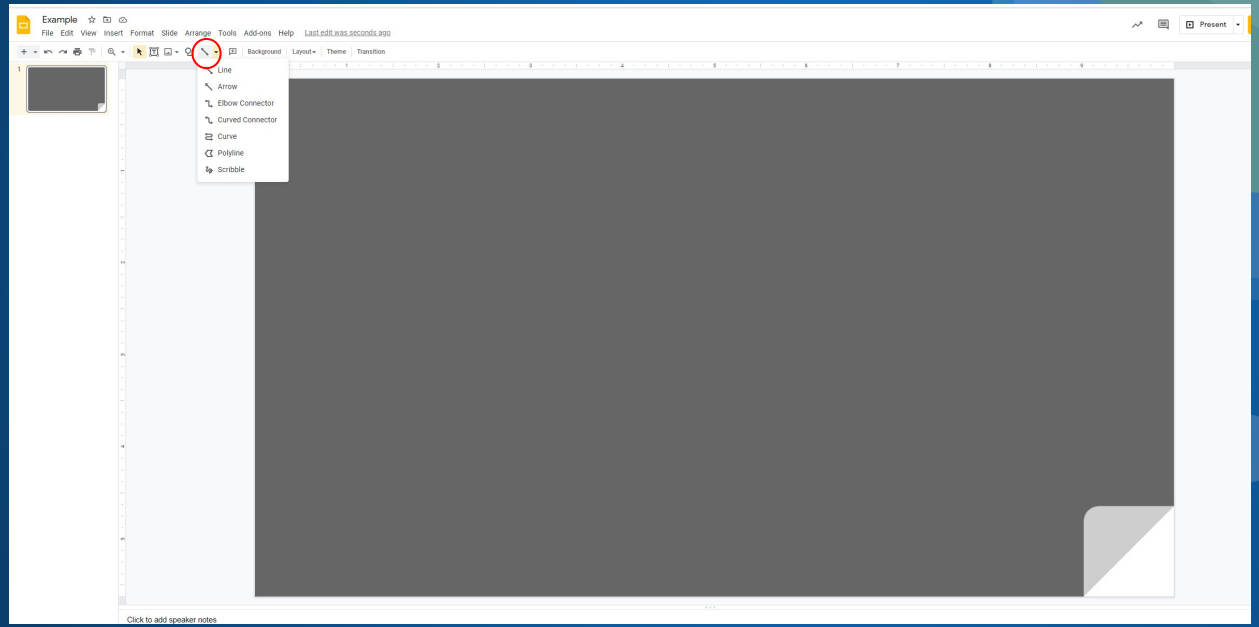
- Place the Shape
- Color, Outline, Width, and Dash will appear

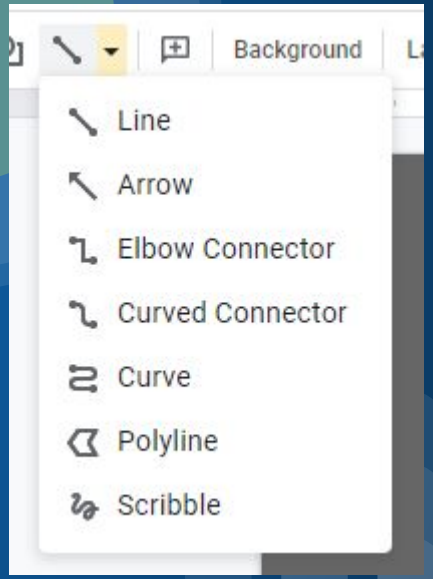


Insert Line

Shapes, Arrows, Callouts & Equation

- Place the Shape
- Color, Outline, Width, and Dash will appear

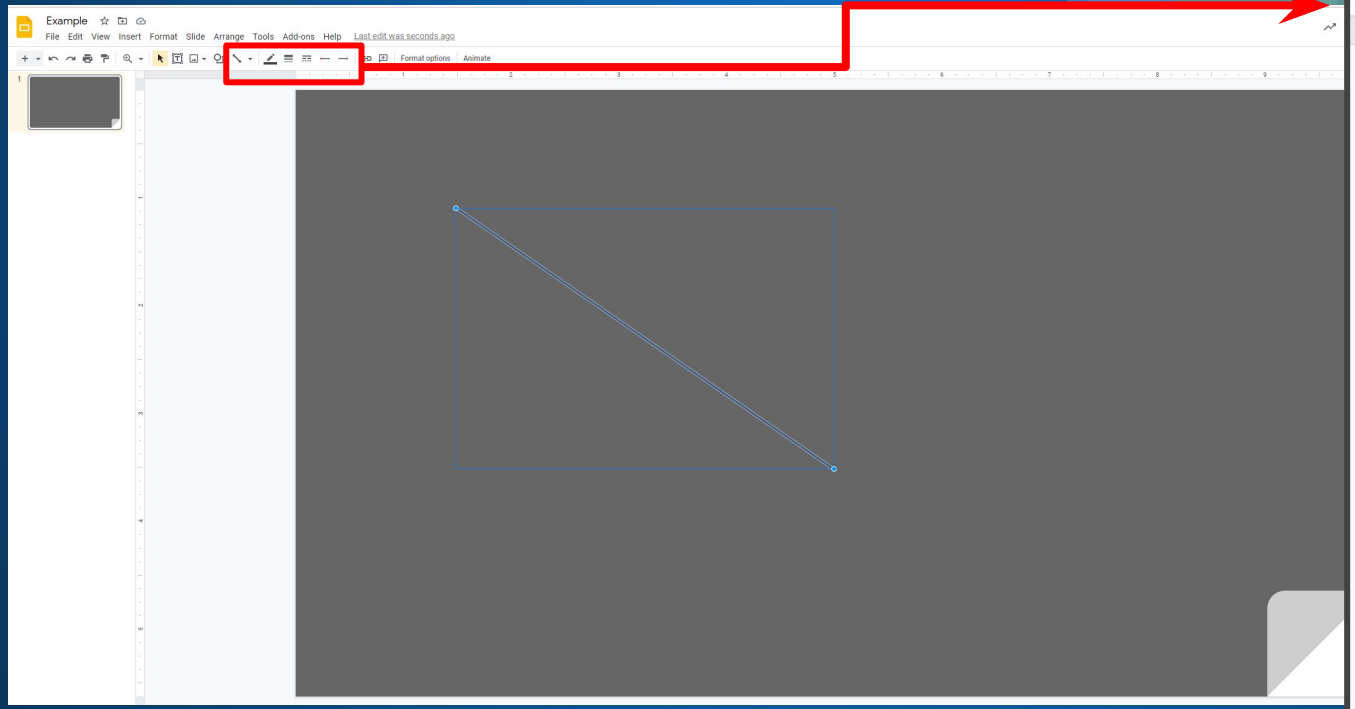




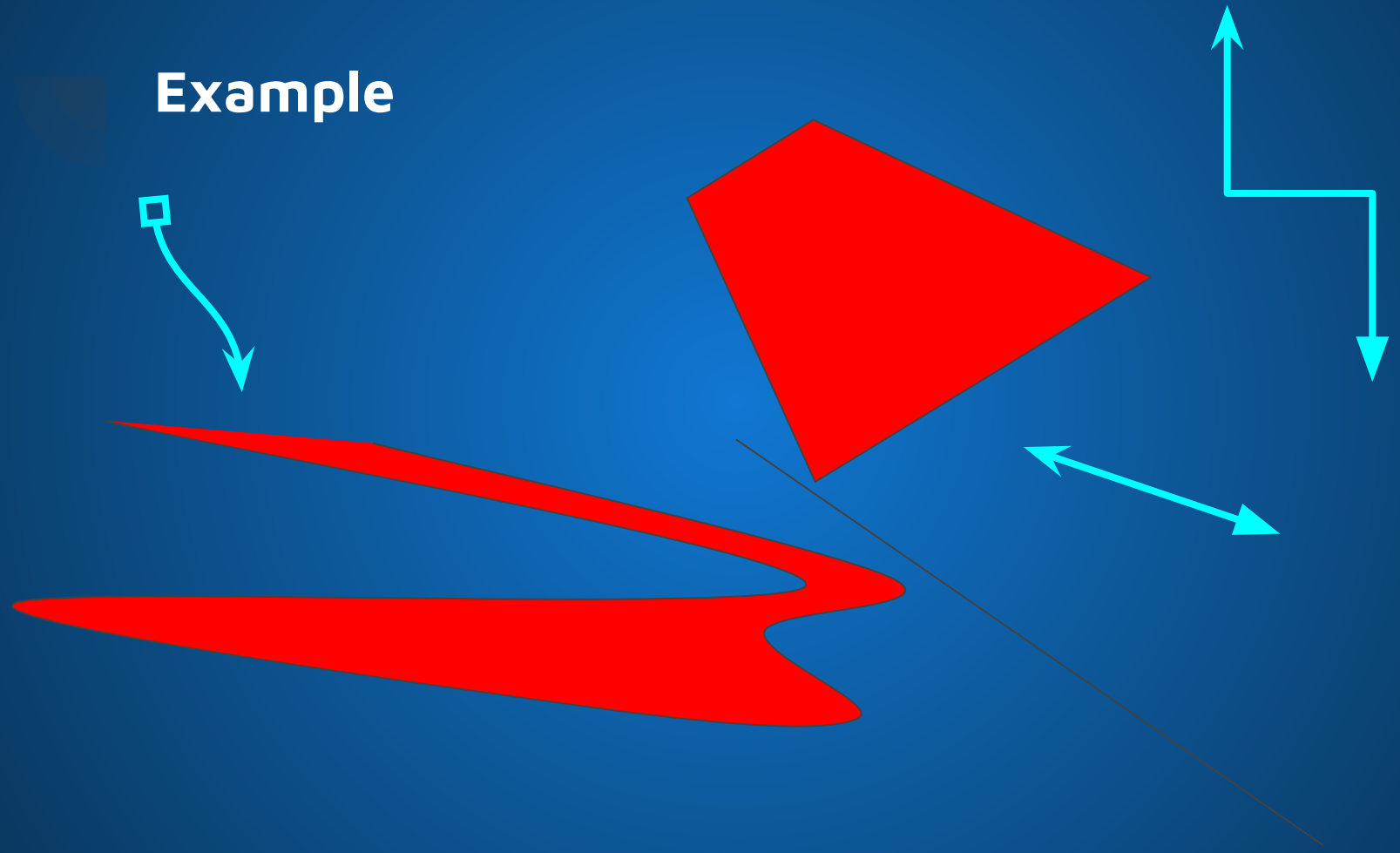
Insert Line

Shapes, Arrows, Callouts & Equation

- Place the Line
- Color, Line Weight, Dash & Line Ends will appear

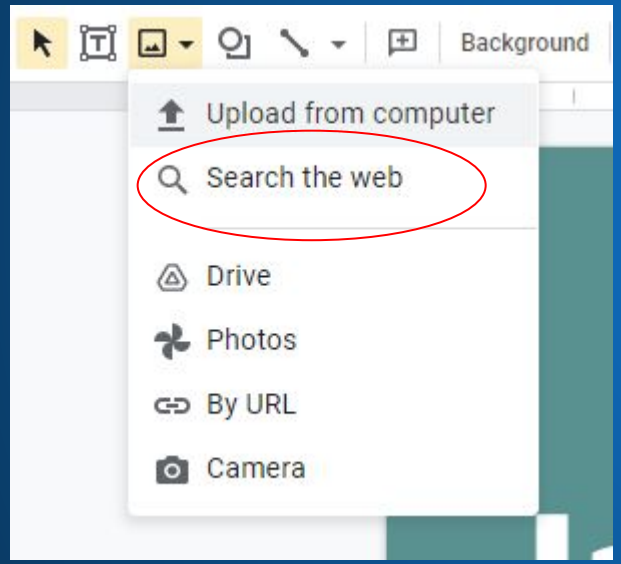


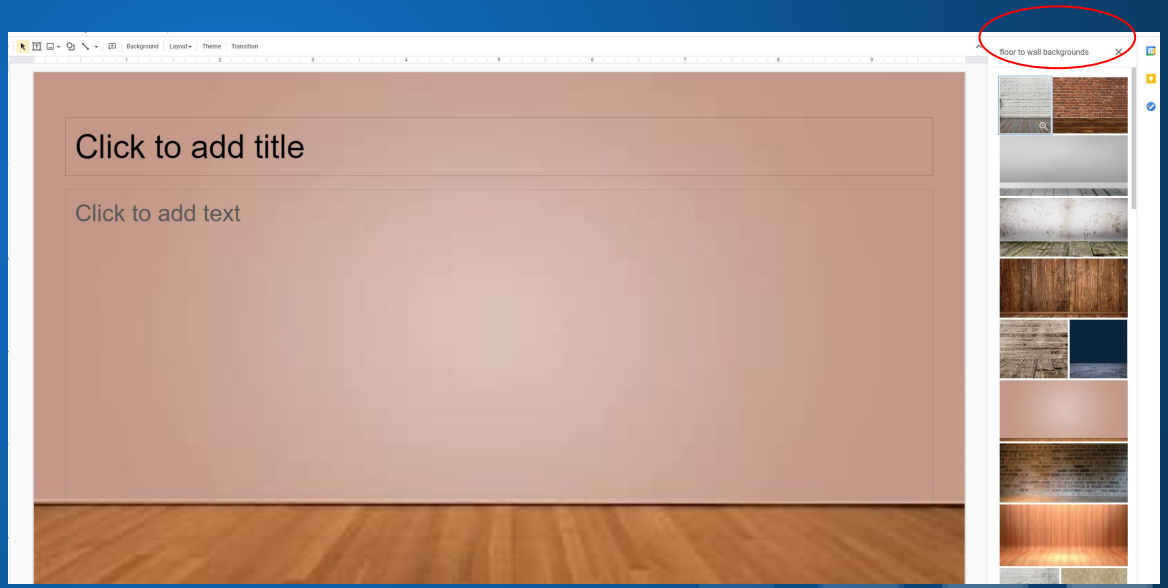
Example



Insert Picture

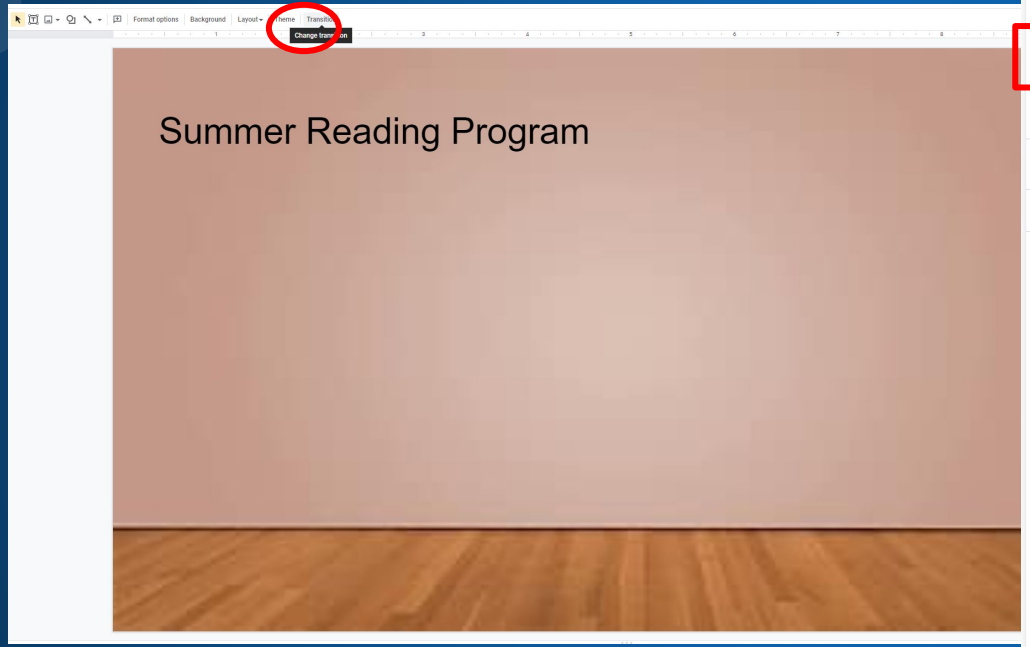
Click >> Image Icon
Click >> Search the web
Type ex: “Floor to wall backgrounds” in Google Search Bar Images
Click and Drag the Image you want to

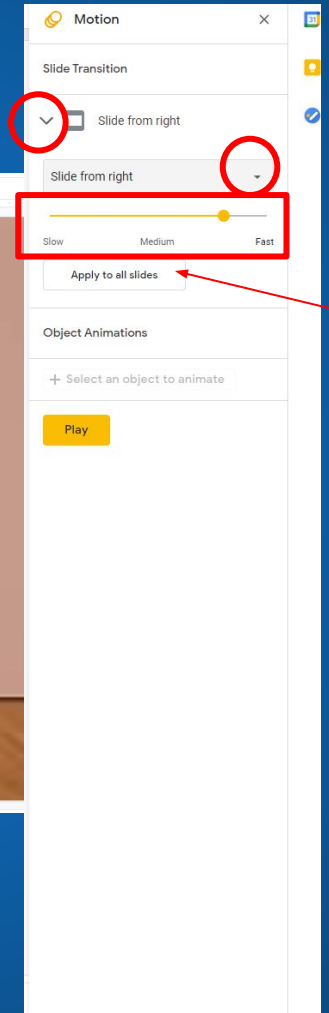




Transition/Animate

Transition/Animate



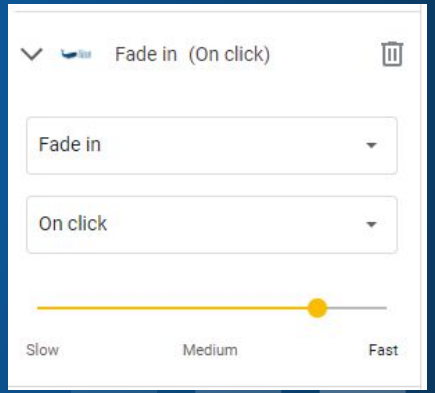


- Click Transition at the top of the toolbar
- Window to the left >> Click the down arrow
- Click the speed
- Option: Apply to all slides

Transition- the changing from one slide to the next.

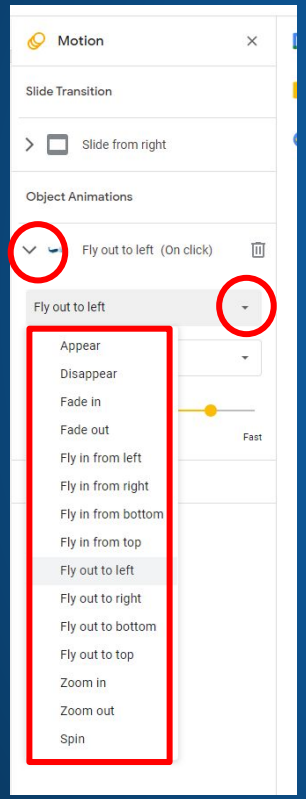
Transition/Animate

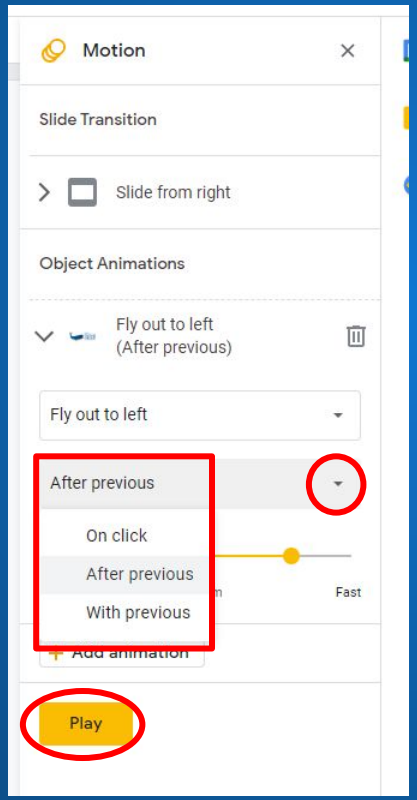
- Insert of Image
- Image is selected
- Click Add Animation



Default

Transition/Animate





Many options on transitions but also how the image comes into the slide...

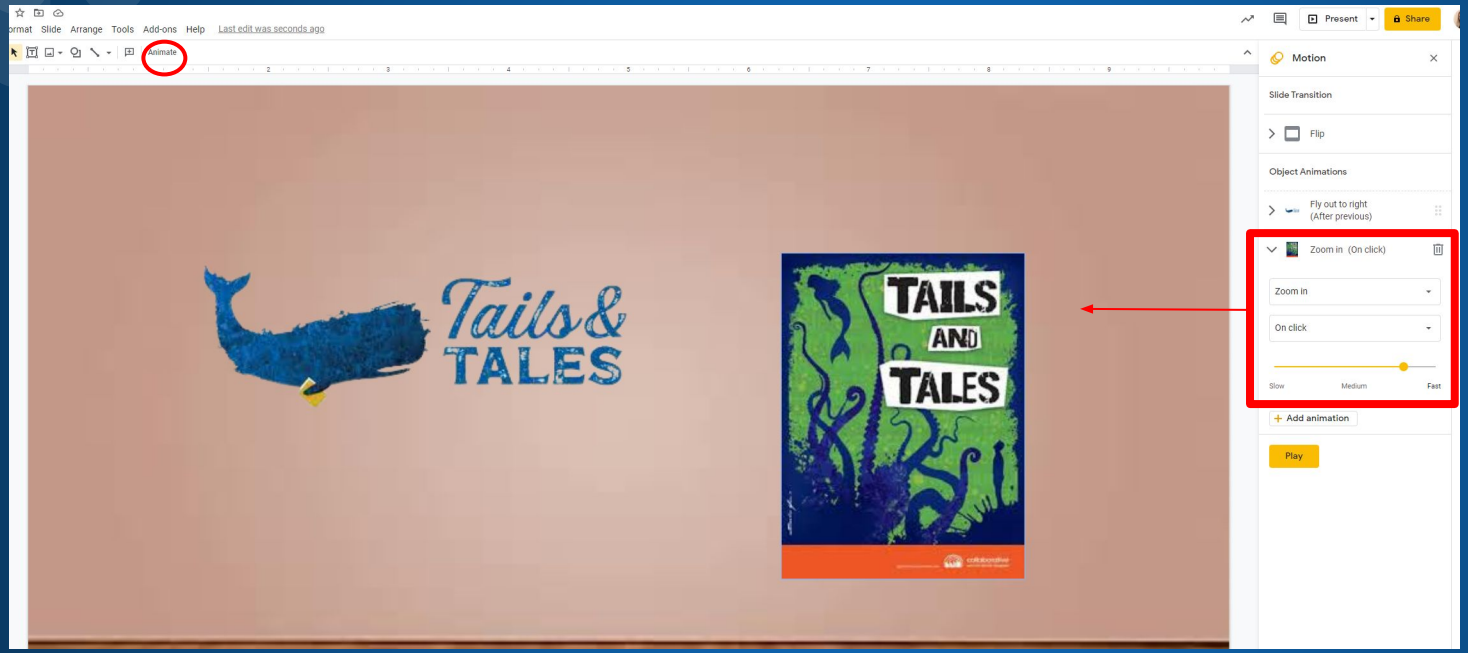
On click- you have to on the slide for the image to appear

After Previous- image or text will appear after the other images in with the slide.

With Previous- the image or text select will appear at the same with other images and text in slide.

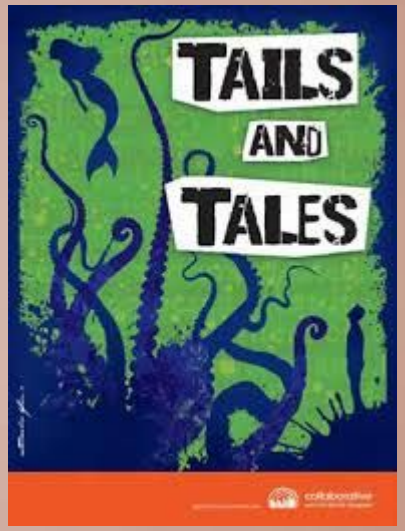
Click Play to test the slide transition.

Transition/Animate



Transition/Animate

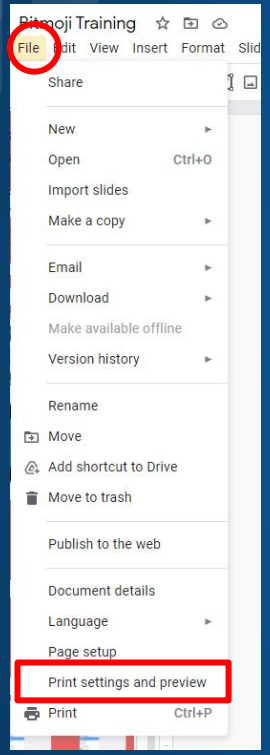
Example of Transition/Animate

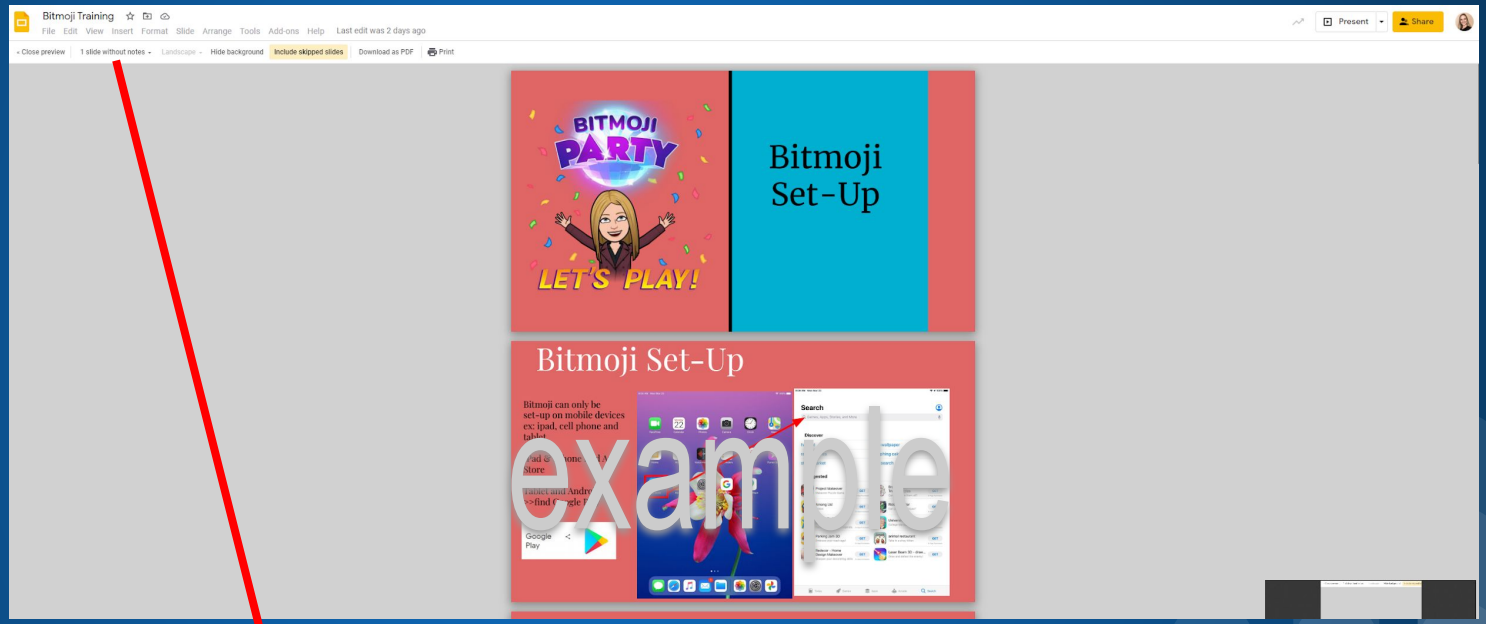


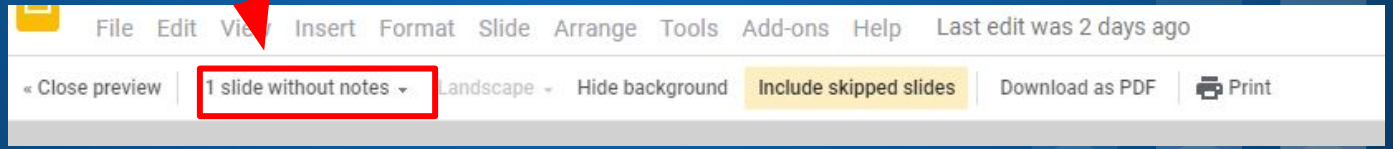
Print Slides

Print Slides

Click >> File
Scroll down to bottom click>> Print settings and preview
Default =1 slide without notes = Landscape

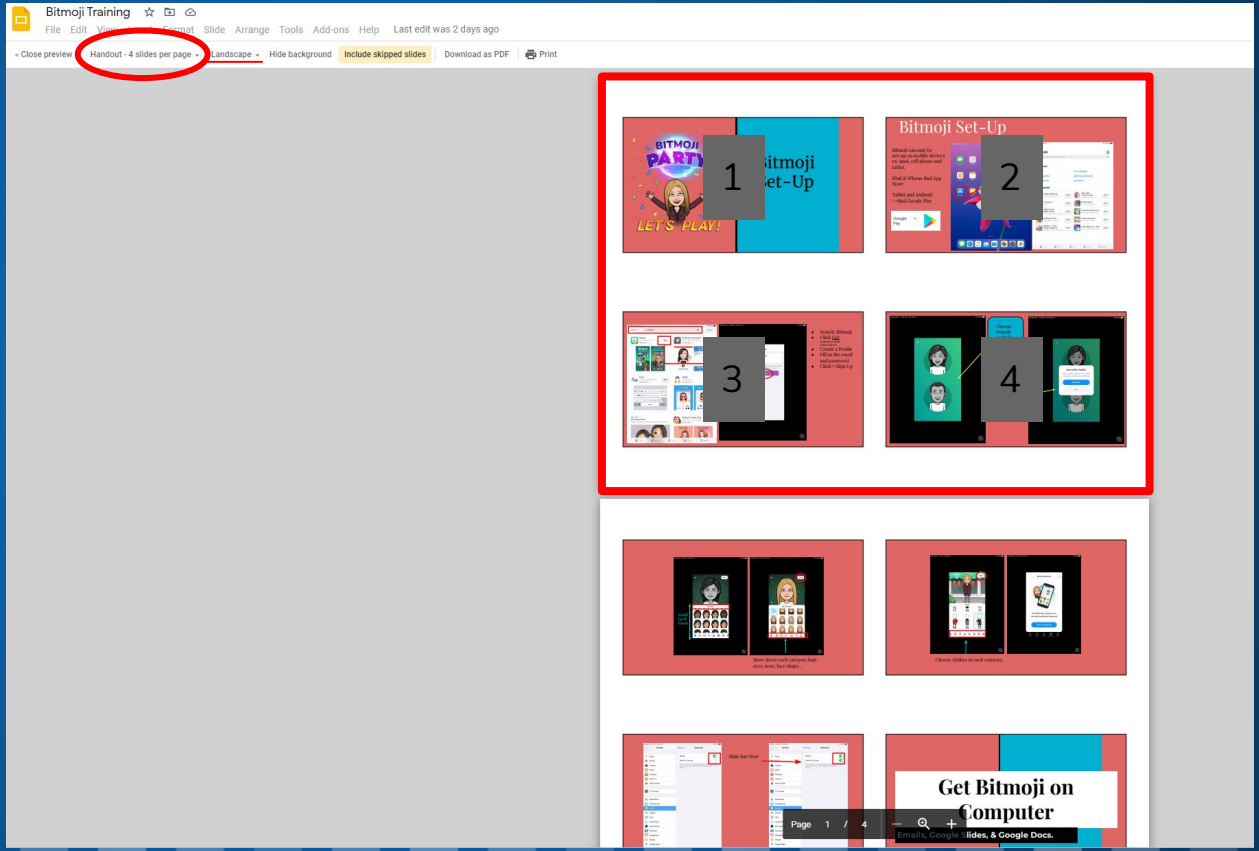






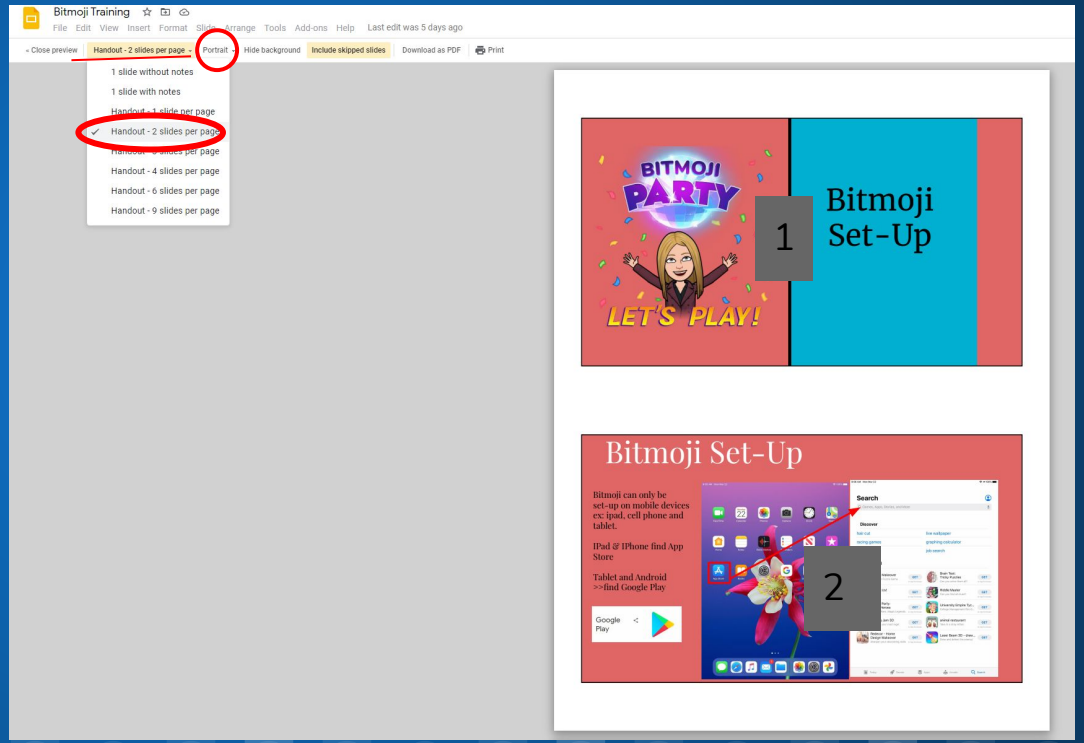
Print Slides

Handout - 4 slides per page
Landscape



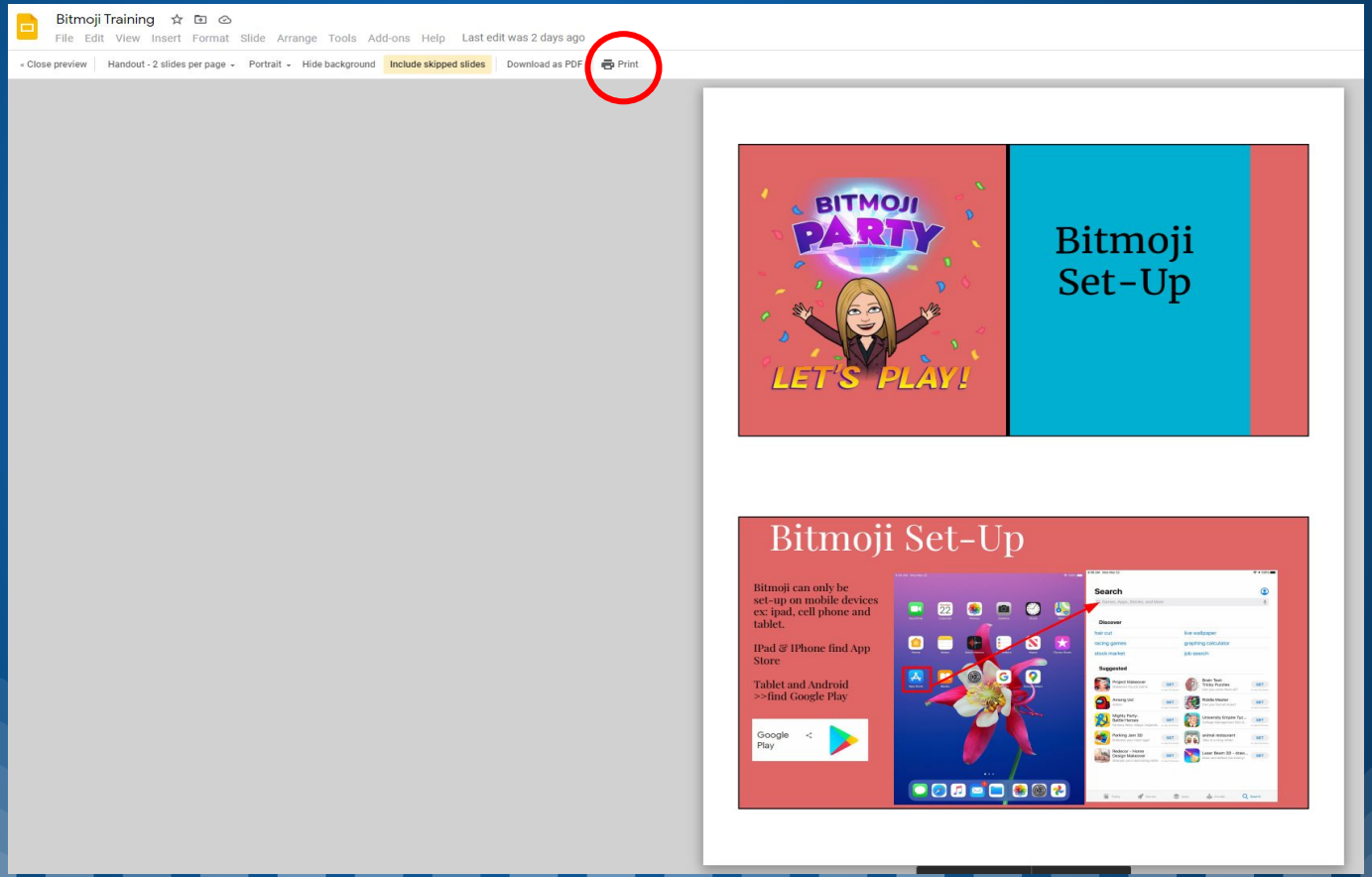
Print Slides

Handout- 2 slides per page
Portrait



Print Slides

Print

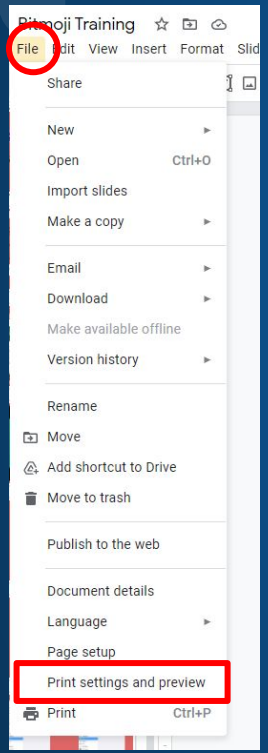


Sharing Slides

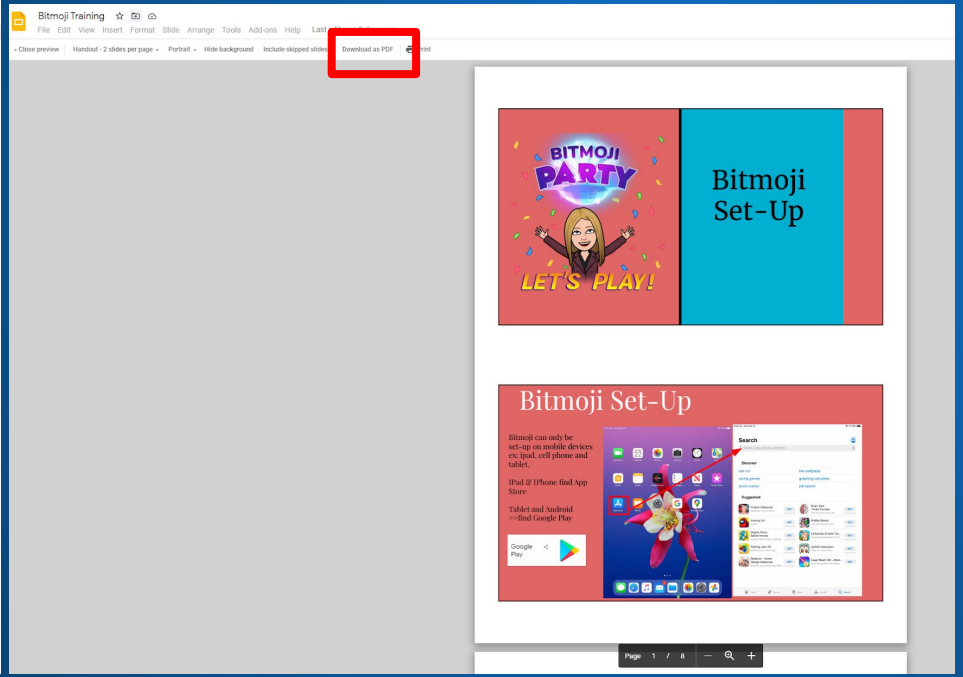
Sharing Slides

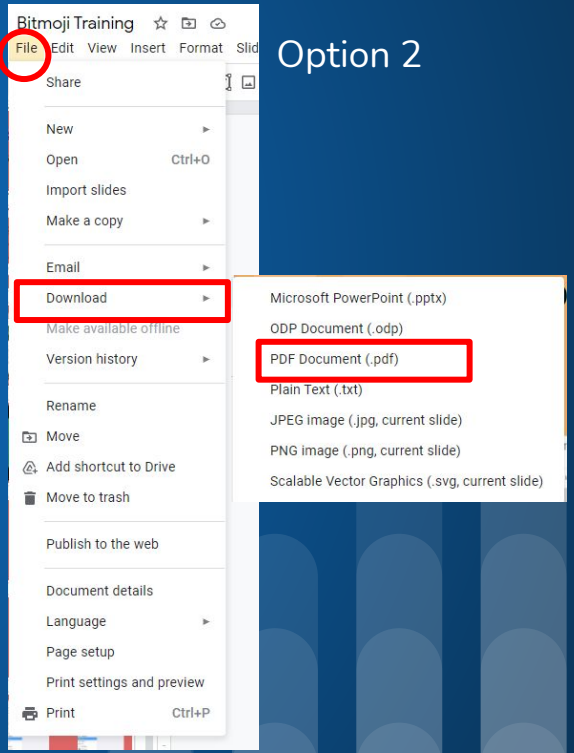
Download PDF

Click >> File
Scroll down to bottom click>> Print settings and preview



Option 1

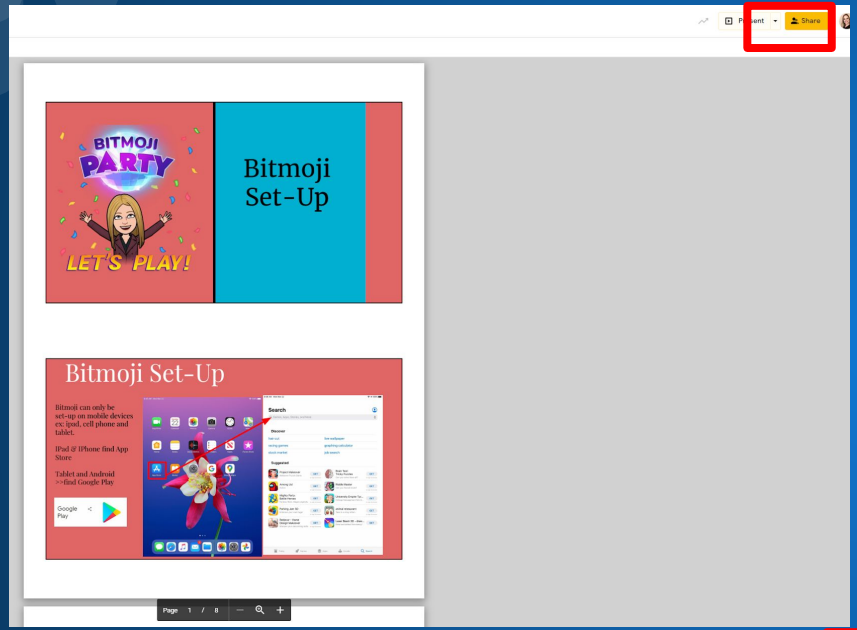


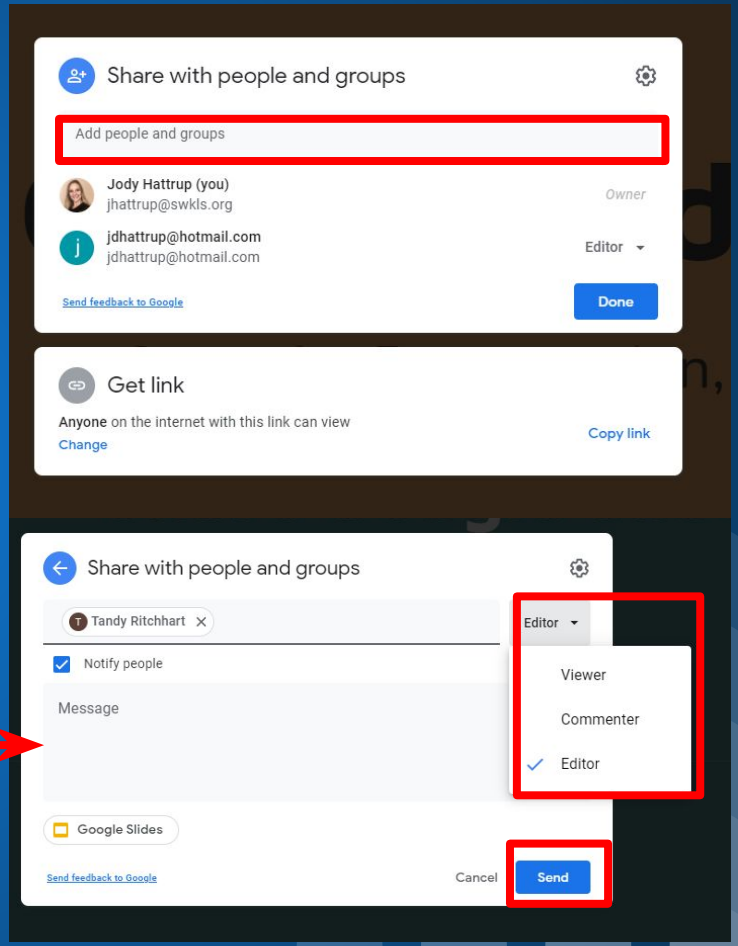


Option 2

Sharing Slides

Share in Email

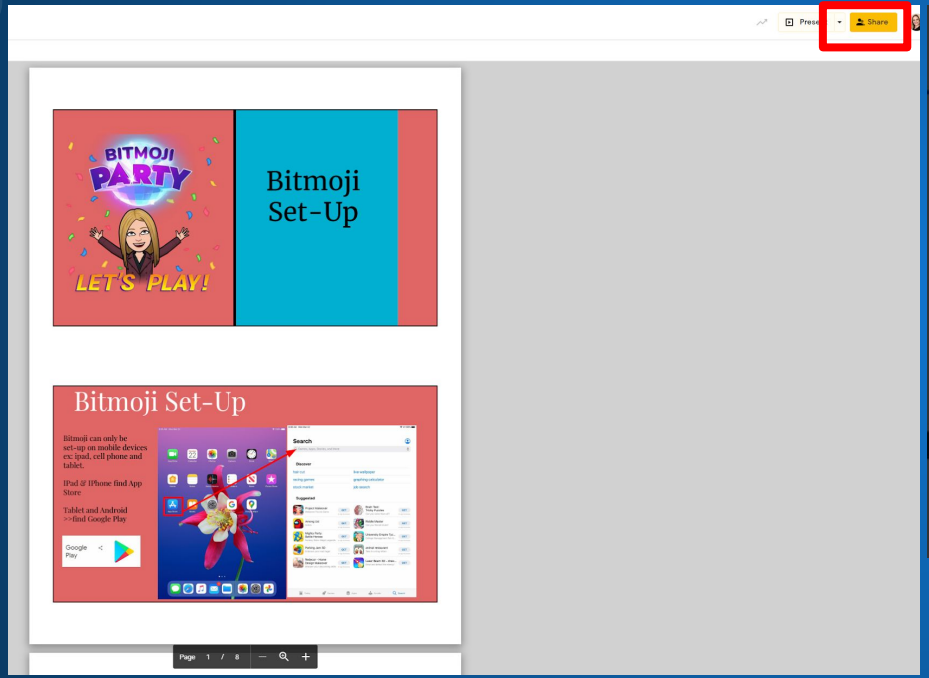


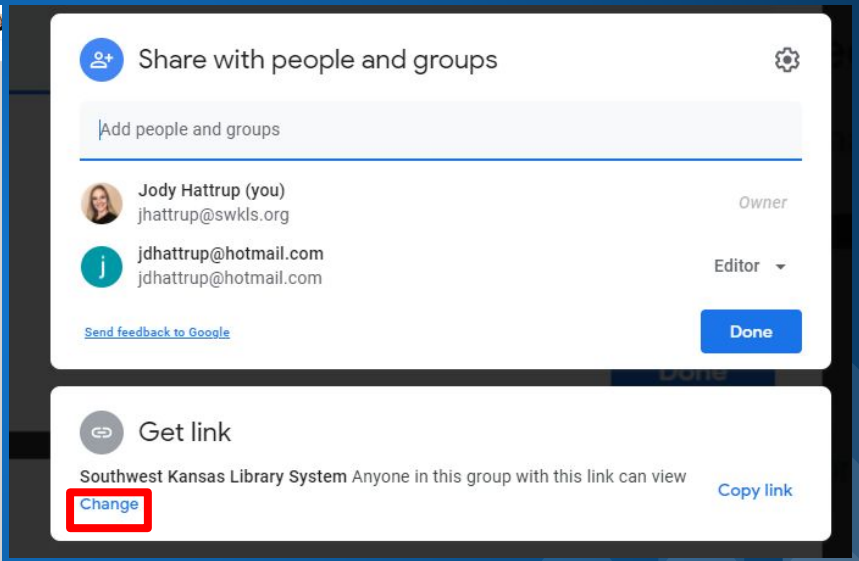


- Click >> Share (right corner of window)
- Type the email address
- Change to Viewer or Editor
- Editor can make changes to your document
- Write a message
- Click >> Send

Sharing Slides

Share Link





Default

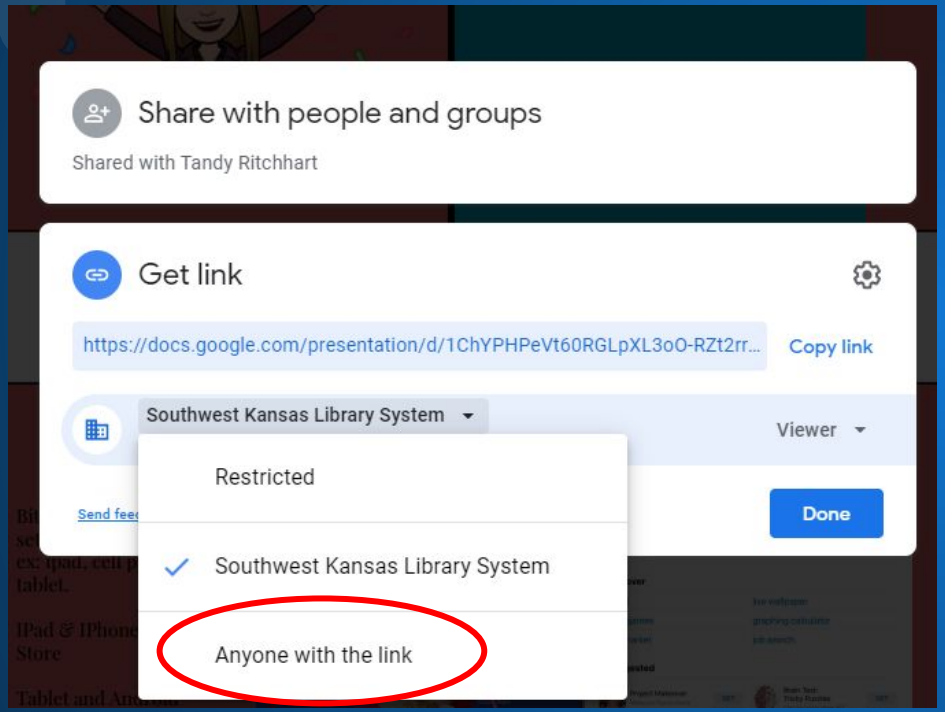
Click >> Share
Click >> Change

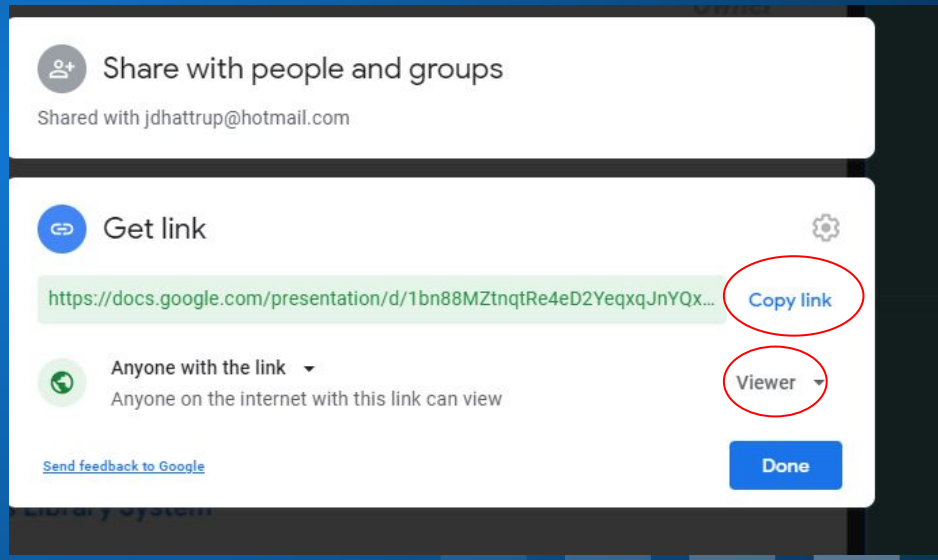
Sharing Slides

Share as a Link

Click >> Anyone with the link (Important)
Click >> Viewer (Important)
Click >> Copy Link

Paste link in emails, websites, and Facebook





Sharing Sliding

Presenting Slides

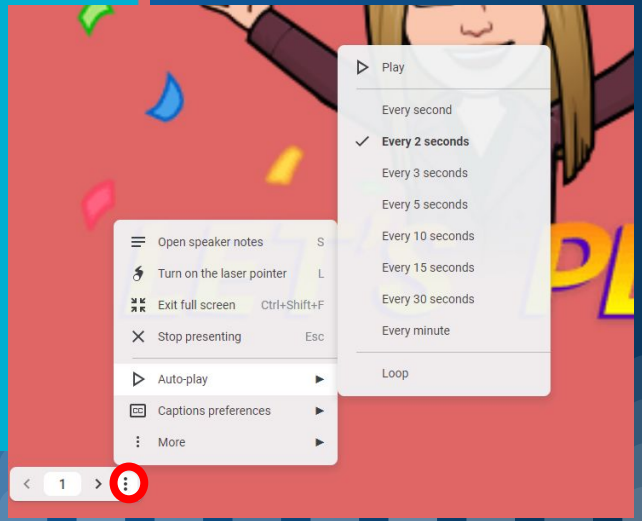
Click >> Present

Sharing Slides

Presenting Slides

Bitmoji Set-Up

Hover over left corner of screen the slide # will appear.

Option: for Click Ellipse Click >> Auto-play
For example- picture slideshow

Hit Esc to exit out Present mode