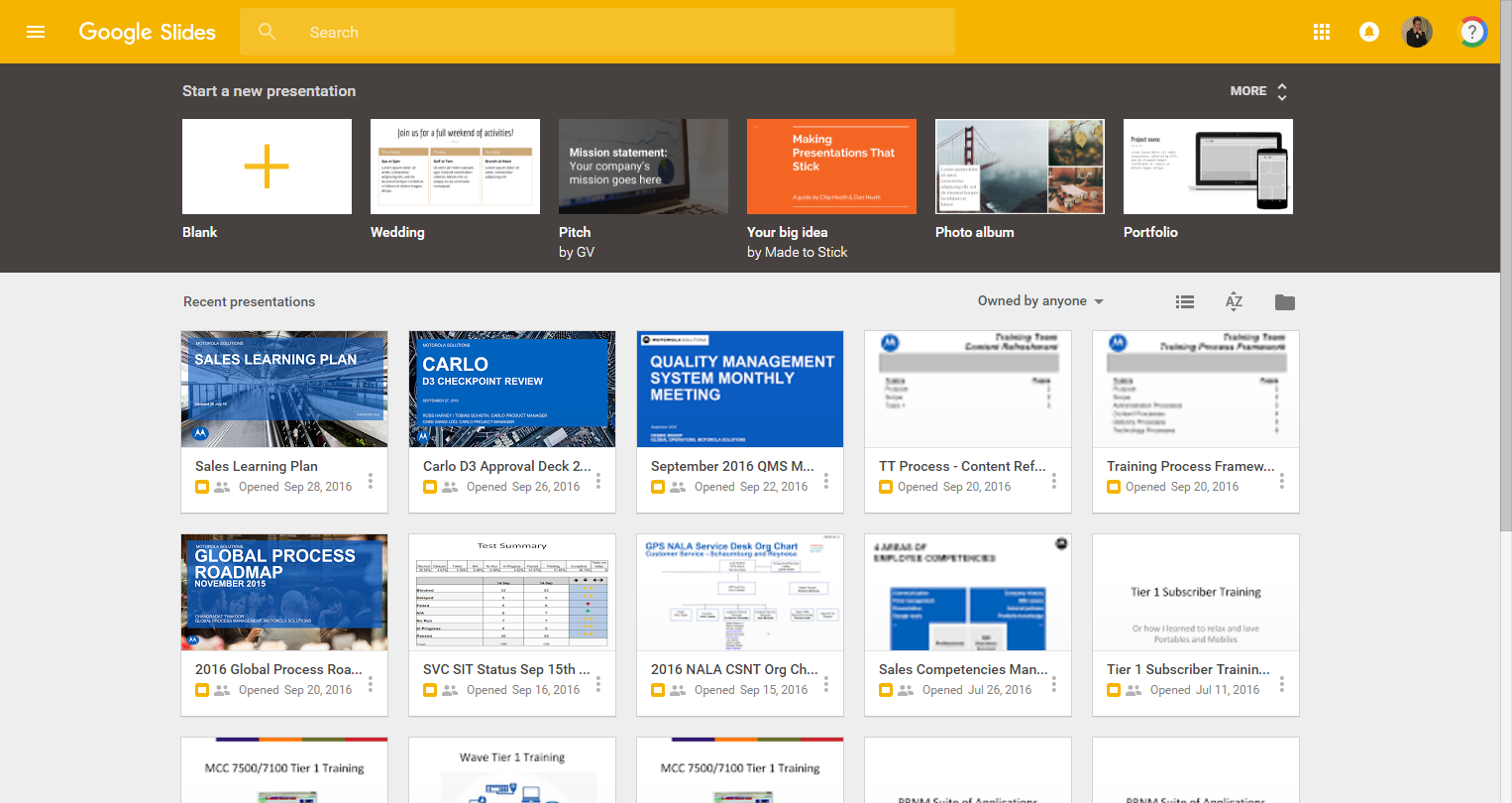
Google Tools: Slides

**GOOGLE SLIDES OVERVIEW**

Google Slides is an online presentation app that lets you create and format presentations and work with other people.

Access Google Slides via https://slides.google.com



Templates/New Doc

Your files

Search for Files

Display options

File picker

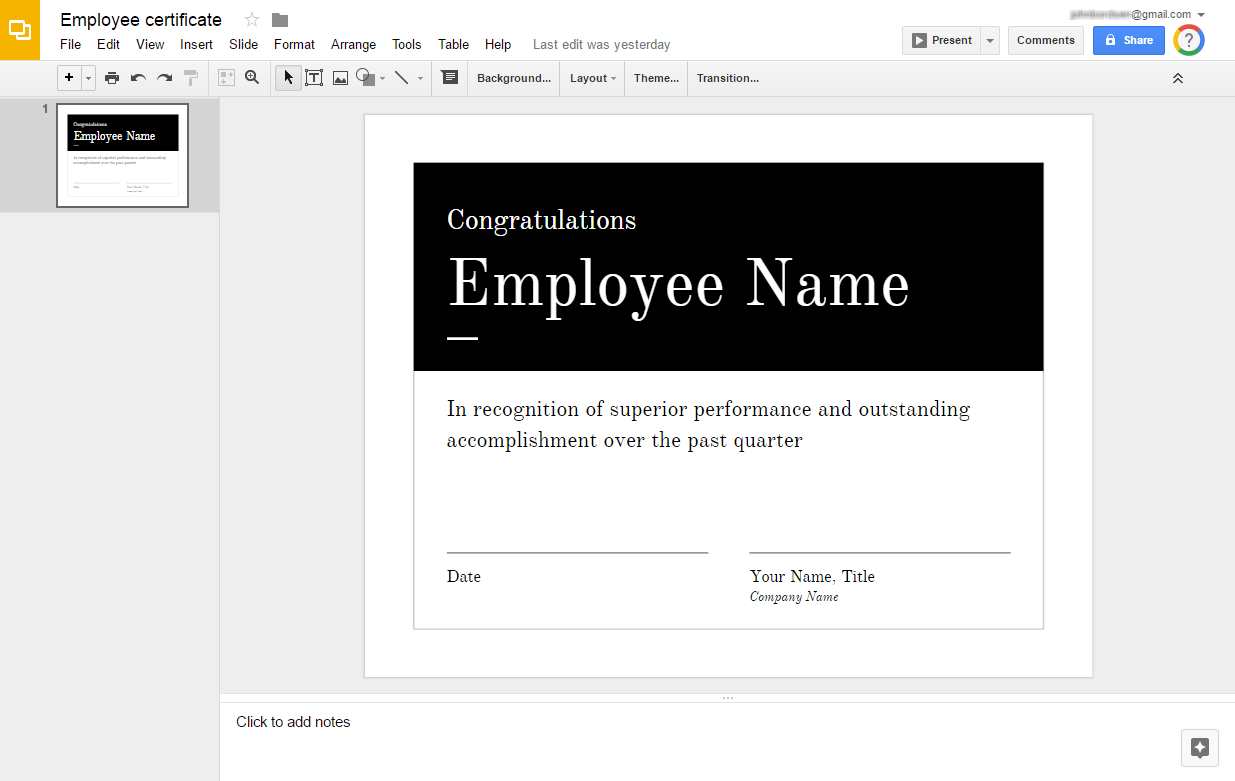
**CREATING A NEW PRESENTATION**

1. Access Google Slides
2. Under “Start a new presentation,” click  to begin a new “blank” slide deck or select from an available template
3. The new presentation displays
4. Edit, format, and/or share your slide presentation

**Note:** All changes you make within Google Slides are automatically saved in real time.

Google Tools: Slides

**EDITING, FORMATTING, AND SHARING PRESENTATION SLIDES**



File Name

Slides

home

Menu bar

Present

Share

Tool bar

Slide(s)

Workspace

Navigating Slide Presentations

* **Slides home:** Return to the Google Slides home screen
* **Slide(s):** Select from existing slides within your presentation to view and/or modify them
* **Workspace:** Modify the contents and formatting of a slide within the workspace
* **File Name:** View or modify the document’s title within the “File Name” field
* **Menu Bar:** Select from various menu items and corresponding actions/commands
* **Tool Bar:** Insert, modify, and adjust slides, objects, or other content with various commands
* **Present:** Launch full screen mode to display your slide presentation
* **Share:** Provide collaborators or others with access to your slide presentation