



# GOOGLE SLIDES CHEAT SHEET

## Google Slides Home Screen

[slides.google.com](https://slides.google.com)

The home screens serve as a central place to collect your presentations in Slides. From here, you can view and edit your Slides as well as any Microsoft PowerPoint files that you own or that have been shared with you.

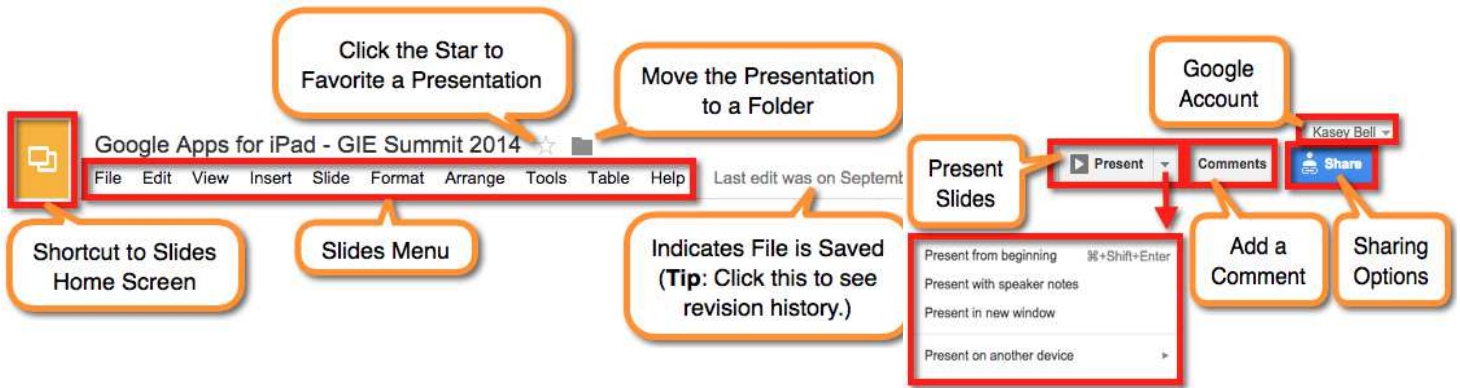
**Note:** You must be using the Chrome browser and the [Office Editing extension](#) to edit Office files in Google Drive.

The screenshot shows the Google Slides home screen with several callouts pointing to specific features:

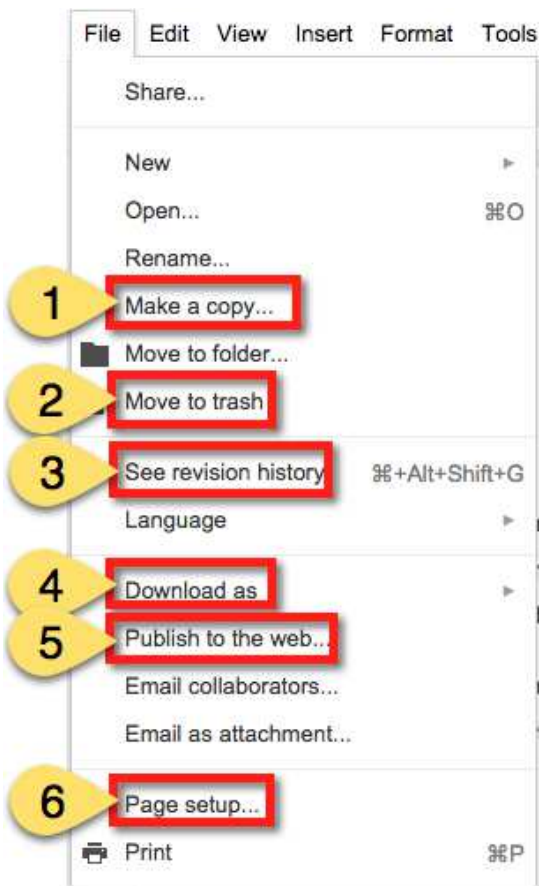
- Search Google Drive:** A red box highlights the search bar at the top.
- Account:** A red box highlights the user's name and profile picture in the top right.
- Apps:** A red box highlights the 'Apps' button in the top right.
- Menu:** A red box highlights the hamburger menu icon in the top left.
- List View:** A red box highlights the list view icon in the top right.
- Sort:** A red box highlights the sort icon in the top right.
- File Picker:** A large callout box explains: "File Picker: Search within your files and folders in Google Drive until you find the file you're looking for." It points to the file picker icon in the top right.
- More:** A red box highlights the 'More' button on a presentation card.
- More Menu:** A red box highlights the dropdown menu that appears after clicking 'More', showing options: 'Rename', 'Remove', and 'Open in new tab'.
- Create New Presentation:** A red box highlights the yellow plus sign button in the bottom right corner.

**\*\*[Learn More About Editing Office Files](#)**

# Google Slides Menu



# File Menu Highlights



**1. Make a Copy:** This will make a duplicate copy in your Drive. You can copy others files as well as your own.

**2. Move to Trash:** This will move the file into your Drive trash. Remember to empty your trash to permanently delete the file.

**3. See Revision History:** This will allow you to see who has made changes, what they changed, and a timestamp. You can also restore revisions. Great for making sure every student is contributing, and when text is accidentally deleted!

**4. Download As:** Download your presentation in various formats, including .pptx and .pdf.

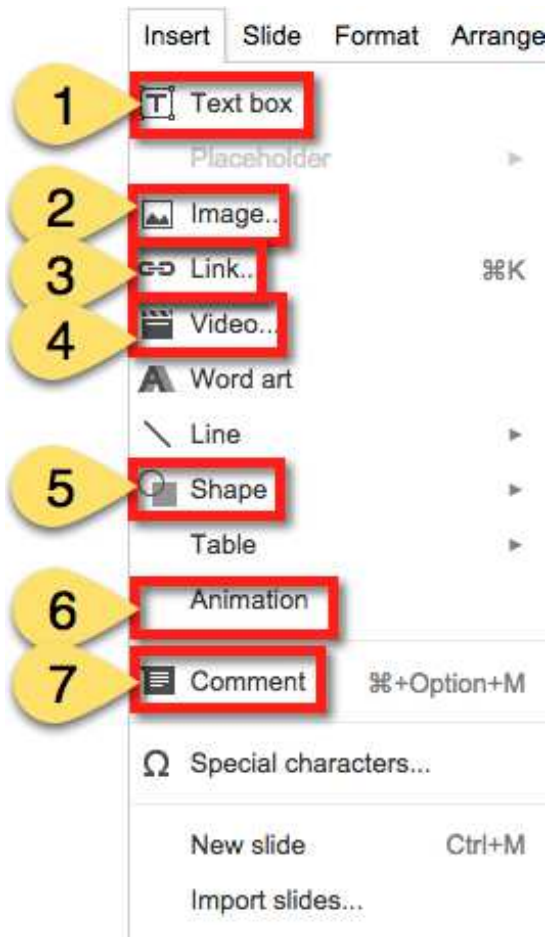
**5. Publish to the Web:** Create a full-screen player of your presentation to share with others.! Even get embed code to add to your website.

**6. Page Setup:** Use this to change the aspect ratio.

## Ready for More?

Check out the other [Cheat Sheets and Guides](#) and [Google Tricks and Tips](#) on [ShakeUpLearning.com!](#)

## Insert Menu Highlights



**1. Insert Textbox:** Allows you to type and add your own text..

**2. Insert Image:** Insert an image from your computer or stored in Google Drive.

**3. Insert Link:** Hyperlink images, text, or objects to an outside webpage.

**4. Insert Video:** (YouTube only!) Search YouTube or copy and paste the URL of the video to be inserted..

**5. Insert Shape:** Choose from a variety of shapes, callouts, arrows and more to insert.

**6. Insert Animation:** Use animations to reveal text or objects one step at a time.

**7. Insert Comment:** Add comments to collaborate with others.

## Tools Menu Highlights




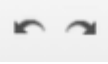








**1. Spelling:** Check your document for spelling errors.

**2. Research:** The research tools is a hidden gem! Search without ever leaving the document, add citations, link articles, and more!

**3. Define:** Use the built in dictionary to find definitions, parts of speech, and more. Wonderful for students!

# The Toolbar



	<b>New Slide</b>
	<b>Undo/Redo</b>
	<b>Paint Format Tool:</b> Google documents lets you copy the formatting you've applied to a specific section of text to another section using the paint format tool.
	<b>Zoom</b>
	<b>Select:</b> Select objects in the slide.
	<b>Insert Text Box:</b> Insert a text box in the slide.
	<b>Insert Image</b>
	<b>Insert Shape</b>
	<b>Line Tool</b>
	<b>Insert Comment</b>
<b>Background...</b>	<b>Change Background</b>
<b>Layout ▾</b>	<b>Change Layout</b>
<b>Theme...</b>	<b>Change Theme</b>
<b>Transition...</b>	<b>Add Transitions</b>



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