Using **Google Slides** to create a digital production.
## www.gmail.com

Google Slides is very similar to PowerPoint. However, Google Slides is online, sharable, and most important, FREE! This tutorial will show you how to create a quick and easy presentation.
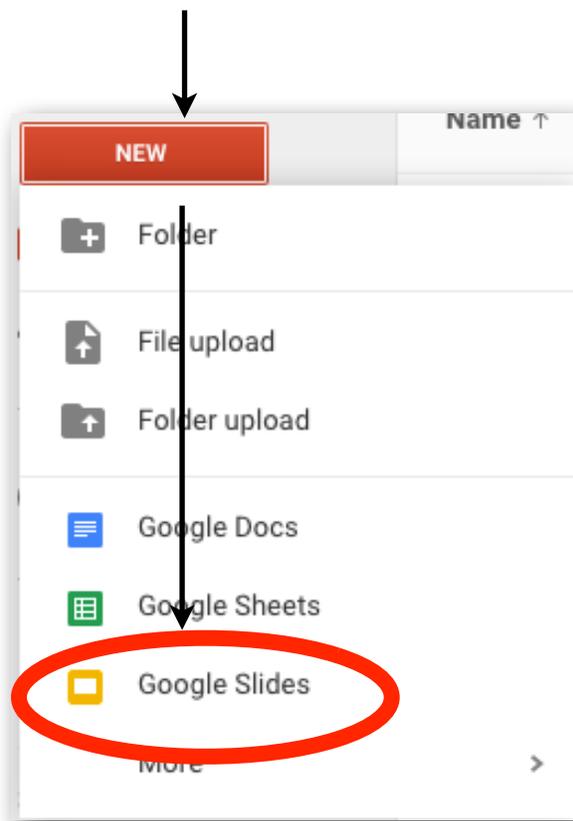

There are two ways to create a Google Slides

1. Original Method

Once you log into you Gmail Account, you will see these options in the top left corner of your browser. Click on the grid icon and then Drive.
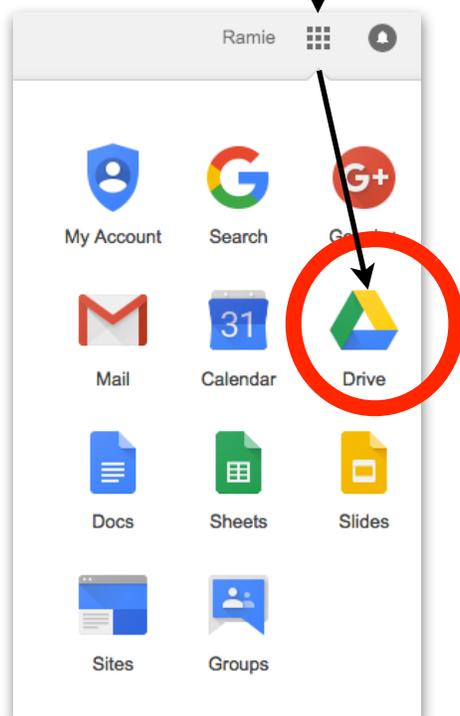
Next, click the "New" button and then choose "Google Slides"

2. New Method

Once you log into you Gmail Account, you will see these options in the top left corner of your browser. Click on the grid icon and then Slides.
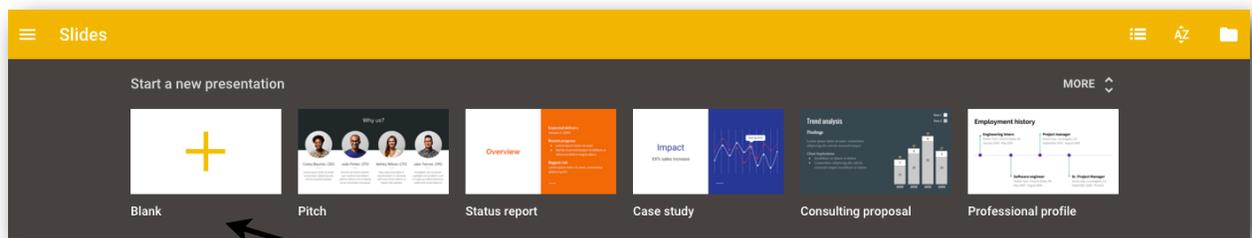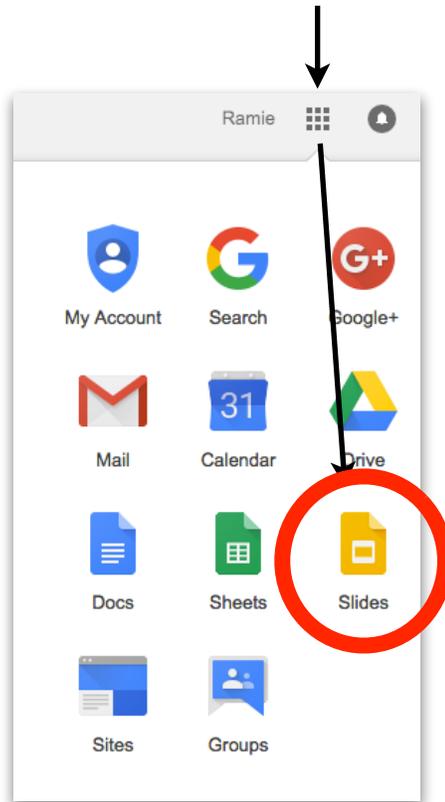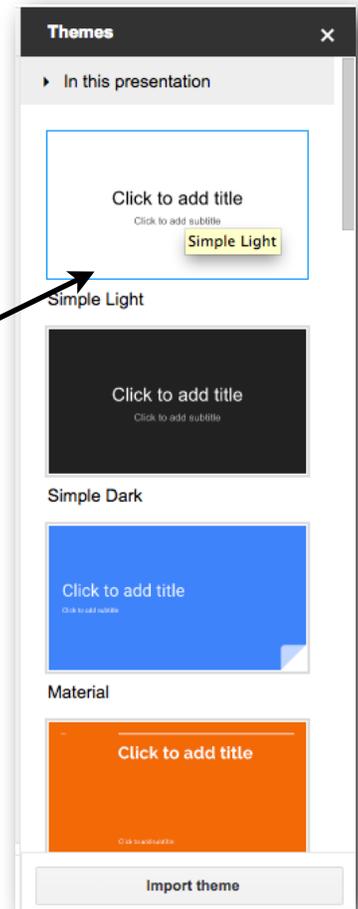

You will now see a list of Slides templates to choose from.
Select "Blank" to create a new blank Slides document.

Welcome to your very first Google Slides! The first thing you want to do is choose a theme for your presentation. Scroll through the options on the right side of the screen and select one.

Now that you have chosen a theme, your next step is to name your presentation. Google Slides automatically saves every time you make a change. So once you name it, you never have to save it. To name your presentation, click on the text "Untitled presentation."
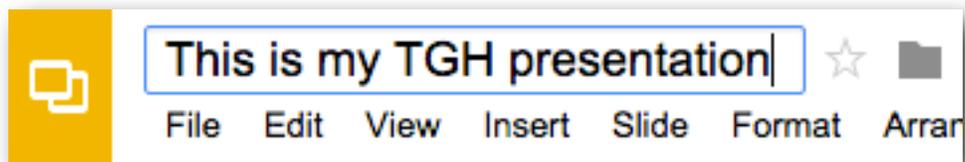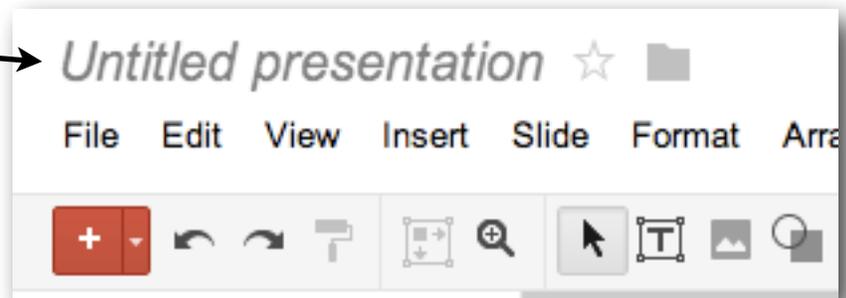
Google Slides will give you your first slide automatically. The picture below is of the two text boxes that are on that slide. Go ahead and click on "Click to add Title" and give your presentation whatever title you want.
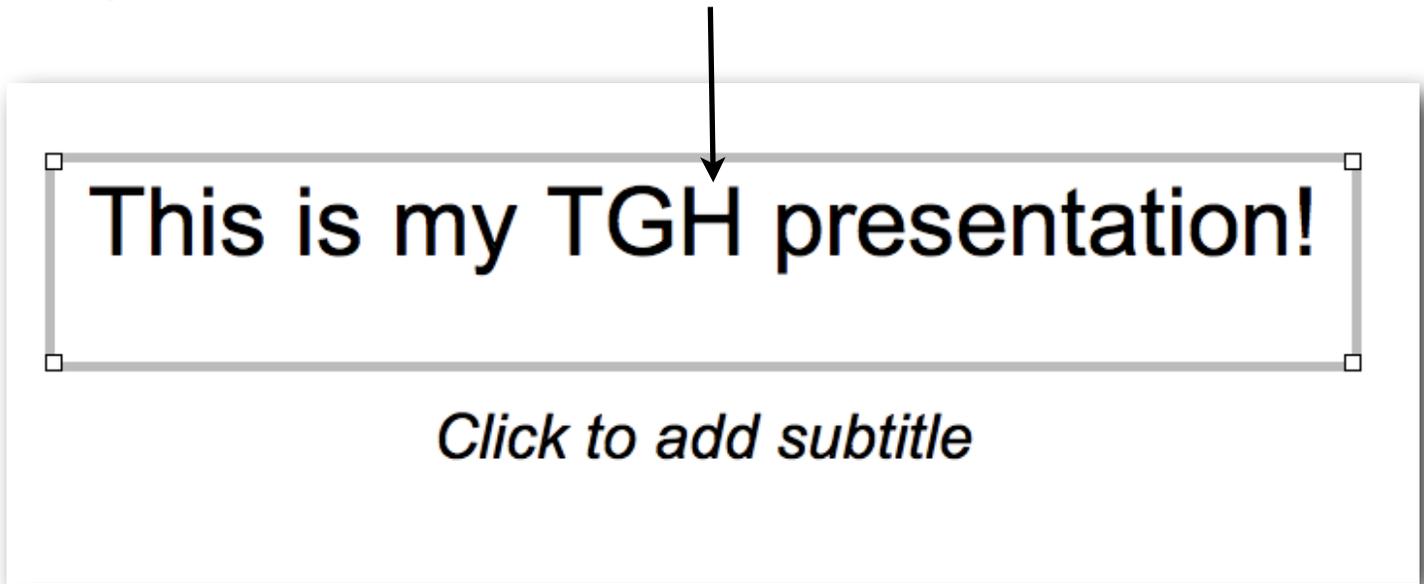
Want to change the color of your title? It's easy! Highlight the text by holding your mouse button as you move over your title and then click on the font color button. Choose whatever color you want.
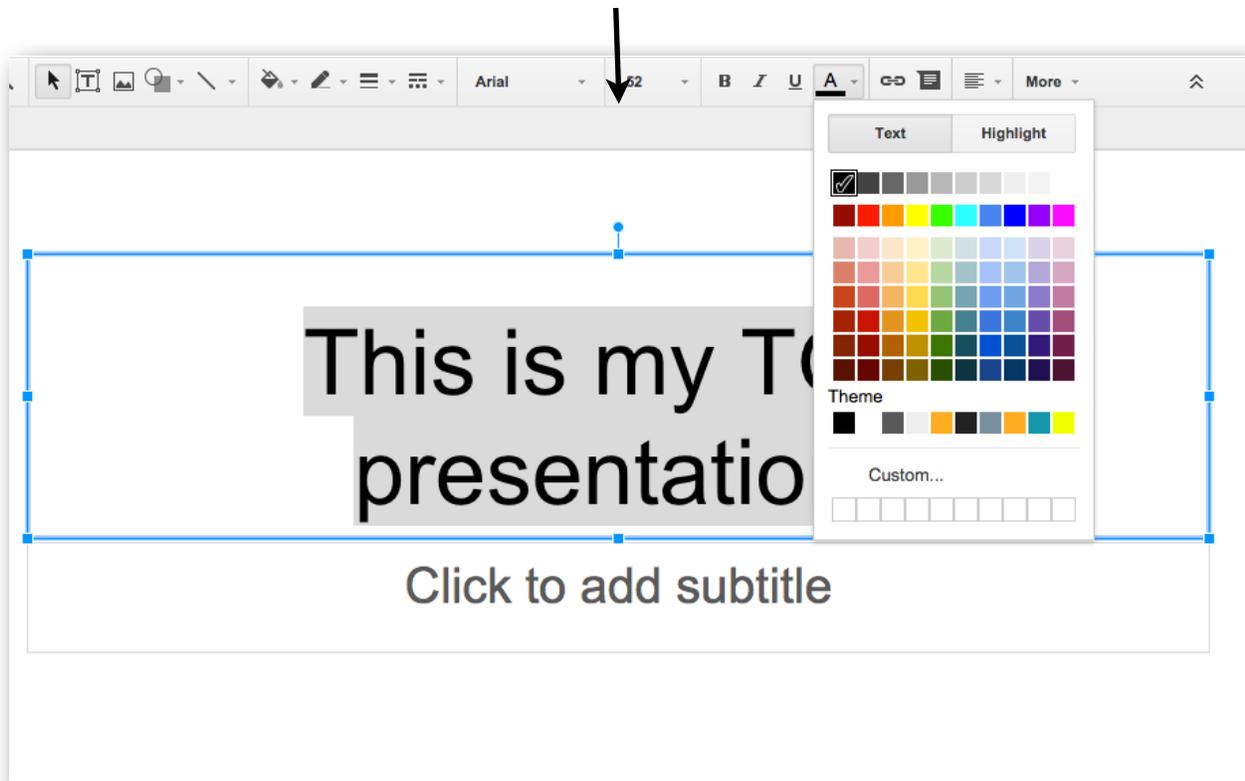
Want to make your title bigger or smaller? Highlight the text as you did before and click on the font button. Choose a size.
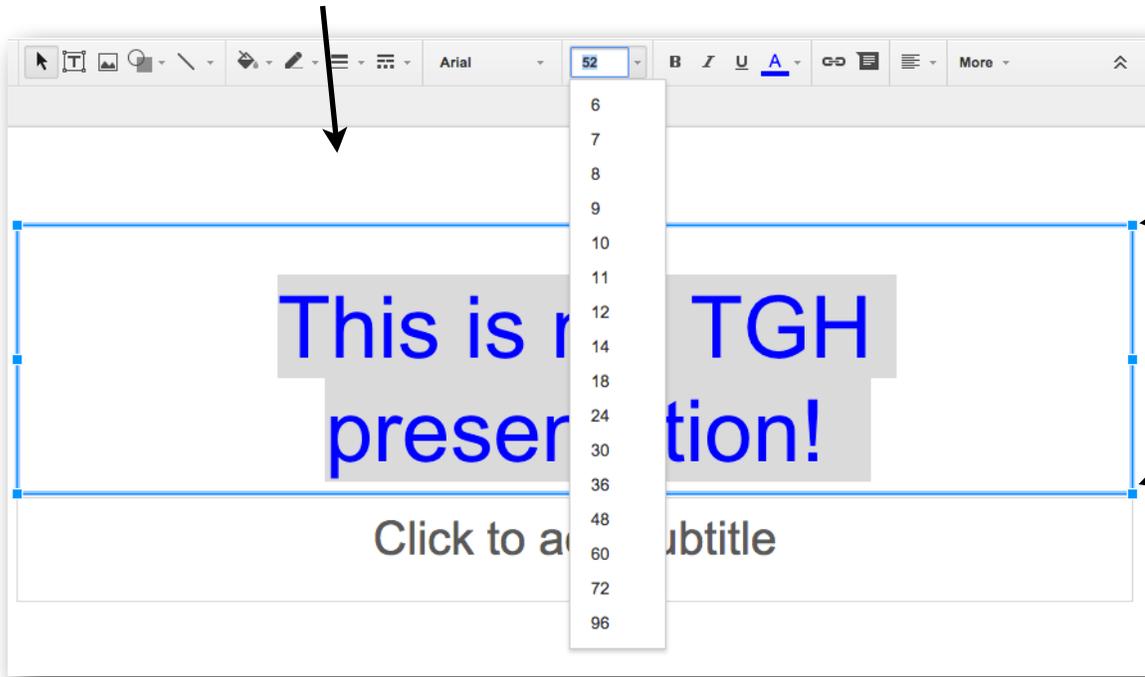
If you see that your title no longer fits in the text box, you can change the size of the text box by clicking and dragging any of the small hollow squares at the corners of the text box.

This is my TGH presentation!

Click to add subtitle

This is my TGH presentation!

I love TGH!

I am now going to add my subtitle. As with the main title, just click in the box and type what you want. You can then edit the text just like you did above.

Now that you know how to highlight text and change the font color or size, there are some other options on the menu bar you might be interested in.

Want your text **BOLD**, *ITALIC*, and/or UNDERLINED? Click one of these buttons.

Clicking here will let you change the font of your text.

Click here to justify your text... left, center, or right.

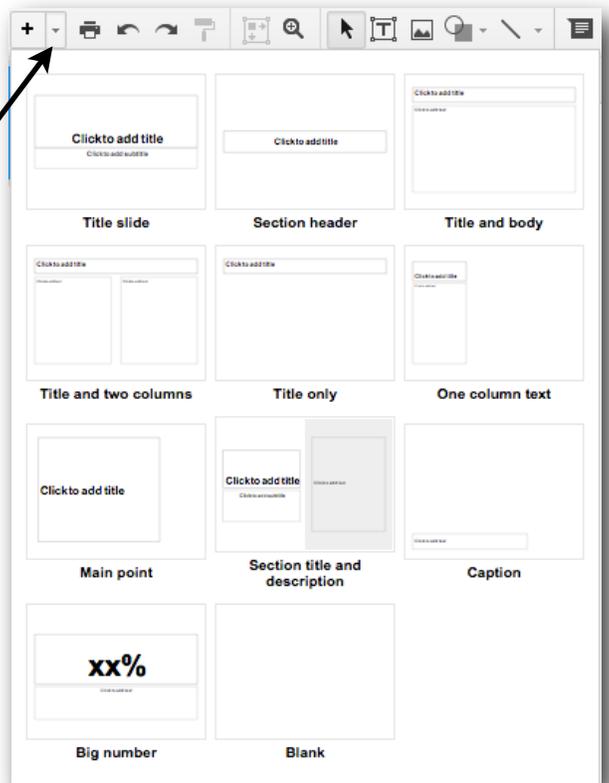
Click here to change the size of your text.
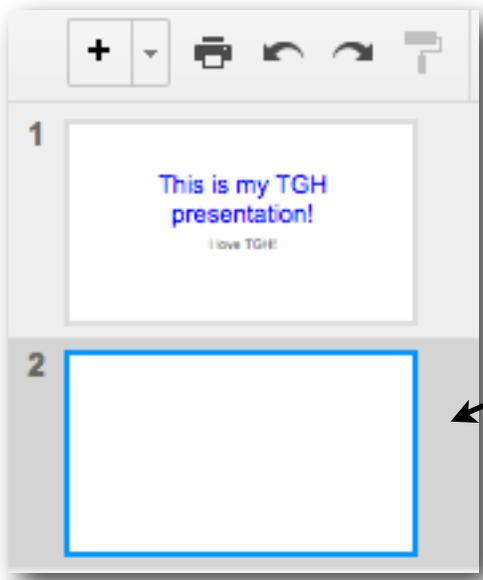
Click here to change the color of your text.

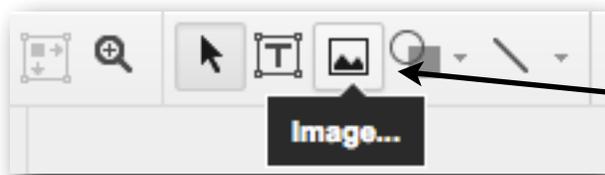Want to created a bulleted or numbers list? Click "More" and then these buttons.
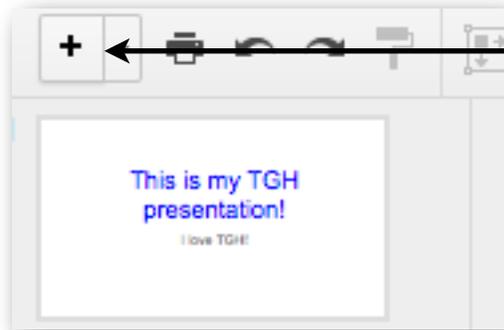
Do you want to add another slide to your presentation? You can do so very easily by clicking on the + icon. Go ahead and do that now.

If you want to choose a different slide layout click the triangle next to the + icon. Each layout is designed for a specific purpose. Want to add lots of text? Choose the "Title and Body" or Title and Two Columns." Want to add another title? Choose the "Title." If you want to design your own slide, click on the "Blank."



Title slide   Section header   Title and body

Title and two columns   Title only   One column text

Main point   Section title and description   Caption

Big number   Blank

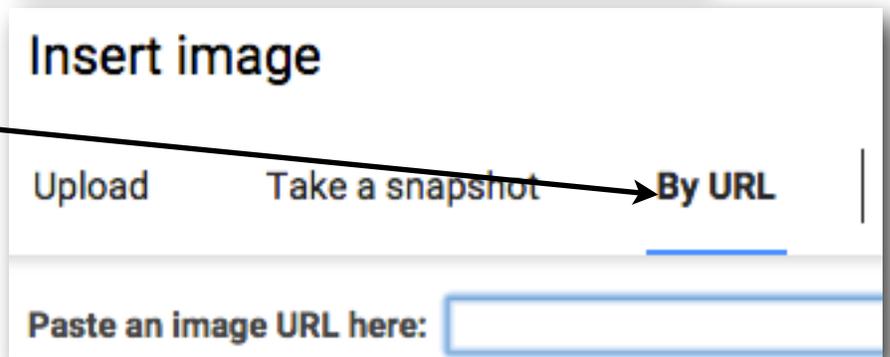You will now see your newly added slide! You can add as many as you like.

Want to add a picture? Click on the picture icon on the menu bar.

Image...

If you have an image on your computer you want to add, click on the "Choose an image to upload."

Drag an image here

Or, if you prefer...

Choose an image to upload
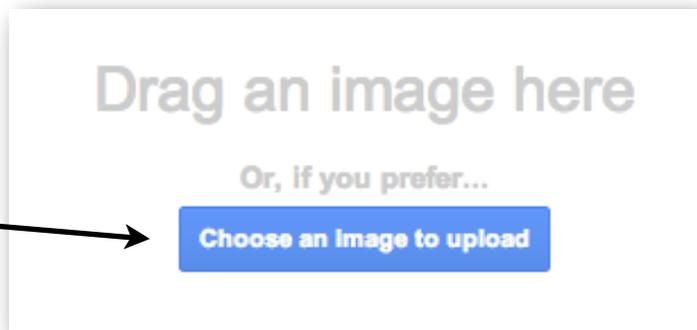
If you are adding a picture directly from another website, click on "By URL" and then paste in the web address in the box.

Insert image

Upload   Take a snapshot   **By URL**

Paste an image URL here:

In this example, I am adding a picture from my computer.

7

Screen Shot...t 2.37.26 PM
Screen Shot...t 2.41.58 PM
Screen Shot...t 2.45.03 PM
Screen Shot...t 2.47.21 PM
Screen Shot...t 2.48.19 PM
Screen Shot...t 2.49.47 PM
Screen Shot...t 2.50.35 PM
Screen Shot...t 2.53.08 PM
Screen Shot...t 2.54.40 PM
Screen Shot...t 2.57.37 PM
Screen Shot...t 2.58.22 PM
Screen Shot...t 2.59.20 PM
TGH Logo.jpeg

Name TGH Logo.jpeg
Kind JPEG image
Size 26 KB
Created Oct 4, 2015, 12:07 PM
Modified Oct 4, 2015, 10:12 PM
Last opened Oct 4, 2015, 10:12 PM
Dimensions 400 × 400

Now you need to navigate to the image on your computer. Each machine might be a little different in this process. Once you find the file, click on it and hit "Open."

Cancel   Open

And there it is! Your picture is inserted in your slide.

Is it too big or small? Just like with the text box, you can click, hold, and then drag the small, hollow squares on the corners of your image and resize it.

Click to add title

Click to add text
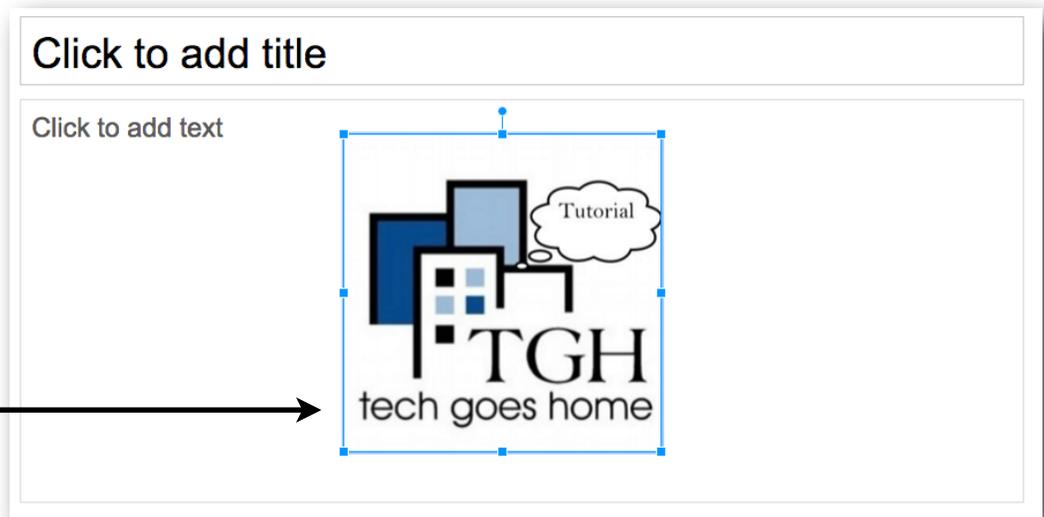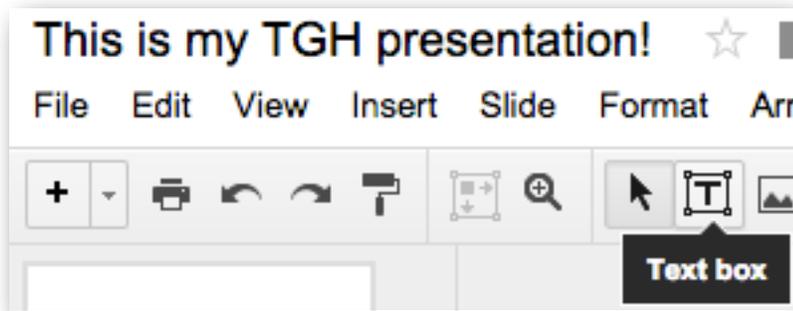
Want to add some text to your slide? Click on the T icon to add a text box.

Click where you want the text box to go and it will now be added to your slide. You can type whatever you want and edit it just like you have on the previous slide. And just like the other text box and image you added, you can resize it by clicking and dragging one of the little hollow squares.

Once you have your slides created and you are ready to preview your presentation, simply click on the "Present" button.
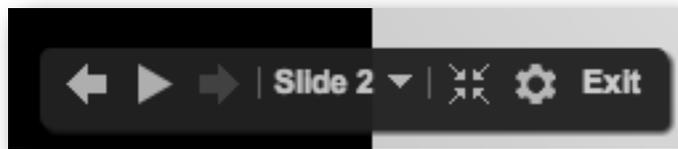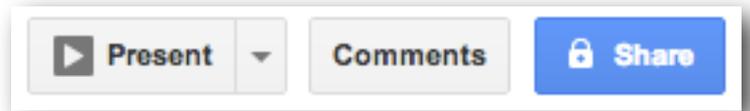
To move from slide to slide, either use the arrows on your keyboard or click on the arrow icons seen here.

Congratulations!
You have created your very first Google Presentation!