

Google Slides – a quick primer

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Pick a theme

Put in title on first block

Put in “Presented by (your name)” on second block

Hit + for a new screen

- Don’t choose a blank screen unless you don’t want it to pick up your screen

Put in bullets

- Click on More if needed
- Enter a few lines
- Try clicking on “Present” to check your size
- Select your bulleted text and enlarge font if needed

Insert Picture from web (ie: Google images or where ever)

- Right click on an image
- Select copy
- Go back to your Google Slides tab
- Right click and select paste

Animate Picture and transitions from slide to slide

- Select Object
- Click on View (menu above)
- Select Animations (opens up animations window)
- Select an animation (you can always change it)
- Select whether on click or with previous
- Put in a Transition for a slide (or all slides)
 - If an object is selected, unselect it by clicking outside of the screen
 - Click on Transition at the top
 - Select a transition animation
 - Optionally you can click on apply to all slides

Animate Bullets

- Click on Bullets block
- Select an animation
- Click on BY PARAGRAPH box to make bullets fly in individually
 - Not selecting BY PARAGRAPH will make all bullets fly in together