

# Google Slides

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# How to Use Google Slides

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

## Step 1: Create a presentation

To create a new presentation:

1. Open the Slides home screen at [slides.google.com](https://slides.google.com).
2. In the top left, under "Start a new presentation," click New Add. This will create and open your new presentation.

You can also create new presentations from the URL <https://slides.google.com/create>.

## Step 2: Edit and format a presentation

You can add, edit, or format text, images, or videos in a presentation.

- [Insert and arrange text, shapes, and lines](#)
- [Add, delete & organize slides](#)
- [Add animations to a slide](#)

## Step 3: Share & work with others

You can [share files and folders](#) with people and choose whether they can view, edit, or comment on them.

# Change the Theme, Background, or Layout in Google Slides

You can customize how your presentation looks in Google Slides by changing the theme, background, or layout.

- **Theme:** A preset group of colors, fonts, background, and layouts.
- **Background:** The picture or color behind your slide's content.
- **Layout:** The way your text and images are arranged on a slide.

Computer Android iPhone & iPad

## Change theme

A theme is a preset group of colors, fonts, backgrounds, and layouts.

1. On your computer, open a presentation in [Google Slides](#).
2. At the top, click **SlideChange theme**.
3. On the right, click the theme you want.

**Note:** [Learn how to apply a theme to only one slide](#).

Change the background color or image

## Change background color

A background is the picture or color behind your slide's content. You can change the background color of one slide or the whole presentation.

1. On your computer, open a presentation in [Google Slides](#).
2. Choose a slide.
3. At the top, click **SlideChange background**.
4. To the right of "Color," click the box and choose a color.

- To add the color to one slide, click **Done**.
- To add the color to the whole presentation, click **Add to theme**.

## Change background image

You can add an image saved in Google Drive or on your computer, then apply it to one slide or the whole presentation.

**Note:** Images must be a .gif, .jpg, or .png, and less than 50 MB.

1. On your computer, open a presentation in [Google Slides](#).
2. Choose a slide.
3. At the top, click **Slide Change background**.
4. To the right of "Image," click **Choose**.
5. Choose an image, then click **Select**.
  - To add the image to one slide, click **Done**.
  - To add the image to the whole presentation, click **Add to theme**.

## Import new theme

**Note:** Your imported theme must be from an existing Google Slides or PowerPoint presentation.

You can also [use your own image as the background for the entire presentation](#).

1. On your computer, open a presentation in Google Slides.
2. At the top, click **Slide Change theme**.
3. In the bottom right, click **Import theme**.
4. Double-click the presentation you want to use.
5. Click the theme you want.
6. Click **Import theme**.

## Edit your theme colors

You can change the individual colors that make up your presentation's theme.

1. On your computer, open a presentation in [Google Slides](#).
2. At the top, click **View Master**.
3. At the top, click Colors .
4. To the right, under "Theme colors," choose the color you want to edit from the drop-down.
  - **To use a pre-set color:** Under "Default," click the color you want to use.

- **To customize a color:** In the multi-colored square, click the color you want to use or enter a hex value.

# Change layout

A layout is the way your text and images are arranged on a slide.

1. On your computer, open a presentation in [Google Slides](#).
2. Select a slide.
3. At the top, click **Layout**.
4. Choose the layout you want to use.