Google Slides

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.
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 AndroidiPhone & 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.