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.

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