CHARLOTTE MECKLENBURG LIBRARY

Getting Started with Google Slides

Getting Started Guide

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What is Presentation Software?

Presentation software is defined as computer programs designed to allow the user to present information in an engaging way such as with text, pictures, sound, and video. Two popular programs are Microsoft PowerPoint and Google Slides.

Navigating the Google Slides Interface

Google Slides is the free presentation software offered by Google. Like PowerPoint, Google Slides uses a 'ribbon menu' at the top of the screen where you can find most of the editing and formatting options.
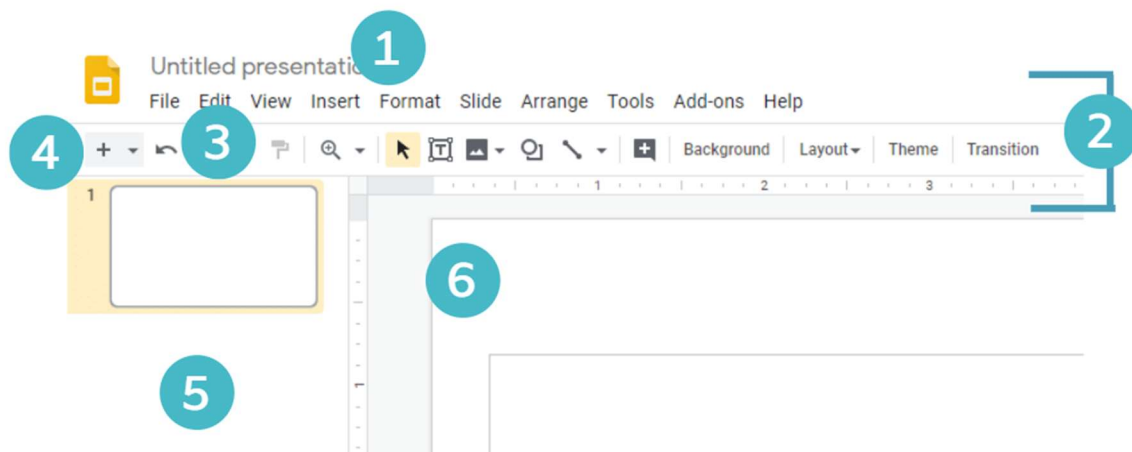

1. **Title Bar:** Displays the name of the presentation.

2. **Ribbon Menu** Contains all your commonly needed options, grouped by category. The ribbon is grouped into tabs and each tab is grouped by category within that tab.

3. **Undo:** Click here to undo actions you made by mistake. This button (and its keyboard shortcut Ctrl+Z) is a life saver if you do something that drastically alters your presentation by mistake and when you are adjusting pictures in your document.

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4. **New Slide:** Use this button to add a new slide. You can also use the 'enter' key on your keyboard.

5. **Slide Navigation:** In this panel you can see all the slides for your presentation. You can change the position by left clicking on a slide with your mouse and dragging it to the new location.

6. **Slide Editor:** The slide editor takes up most of the screen and is where you add content and edit your slides.

Design Templates

The easiest way to design your presentation is through the design themes. You can access this on the Ribbon Menu (2). It applies a theme to all the slides in the presentation.
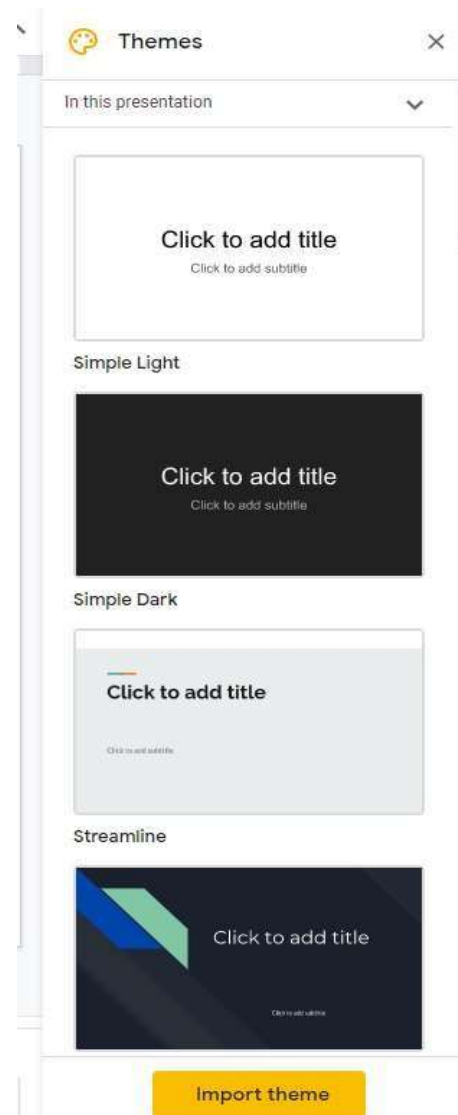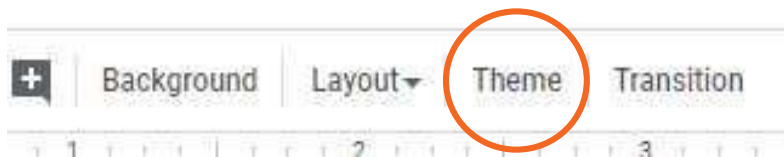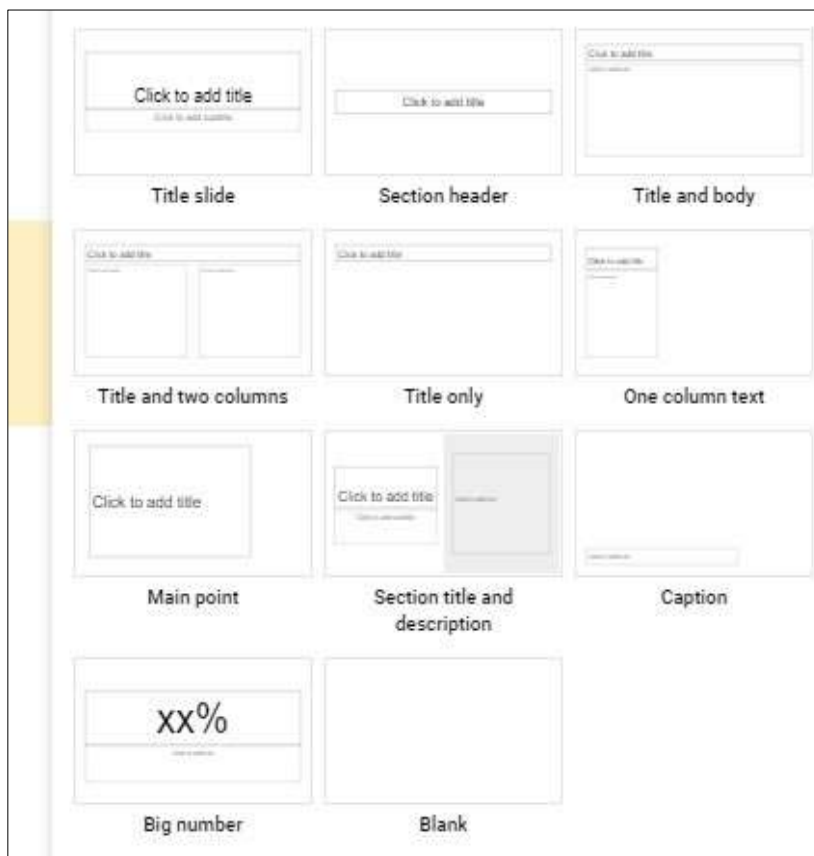
Adding Slides

You can add slides by clicking the plus sign in the ribbon menu or clicking 'slide' and then 'new slide.' You can add text to any slide by clicking inside the text placeholder.
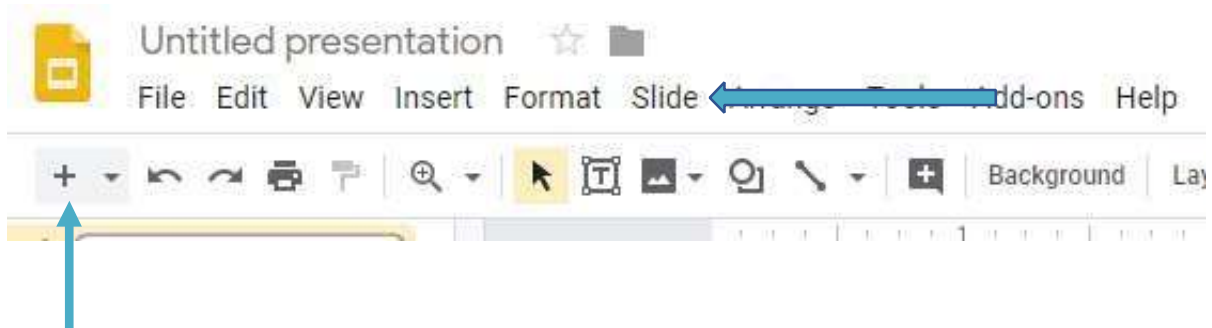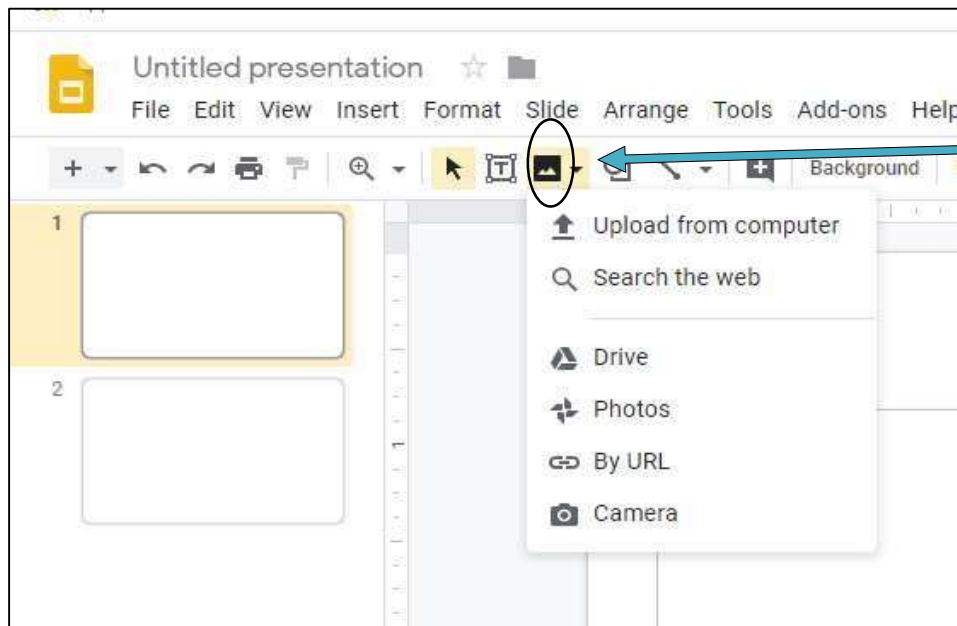

Slide Layout

Slide Layouts are predefined arrangements for your slide content. You can have a new layout for each slide or mix them up depending on what you want.

Adding Images

To add images, you can click 'Insert,' then 'Images' or click on the image button as shown below.

Transitions

Transitions are special effects that are shown as one slide is replaced by the next slide. You can apply them to all slides, only selected slides, or have different ones for each slide. To add a transition, click the 'Transition' button on the ribbon menu and it will pull up a transition menu.
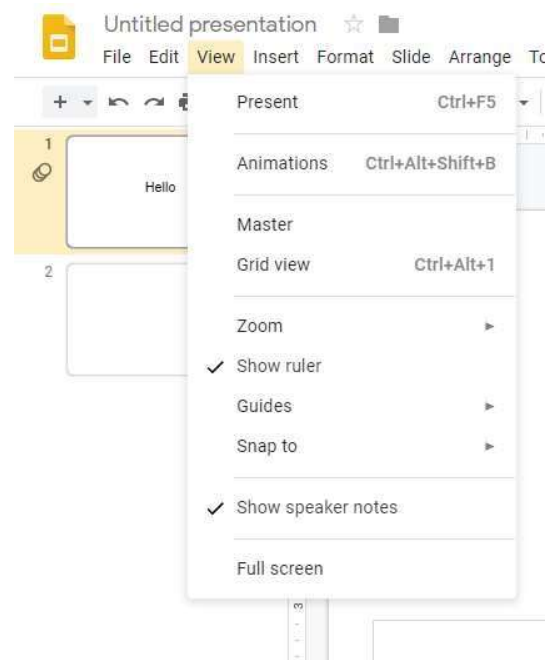
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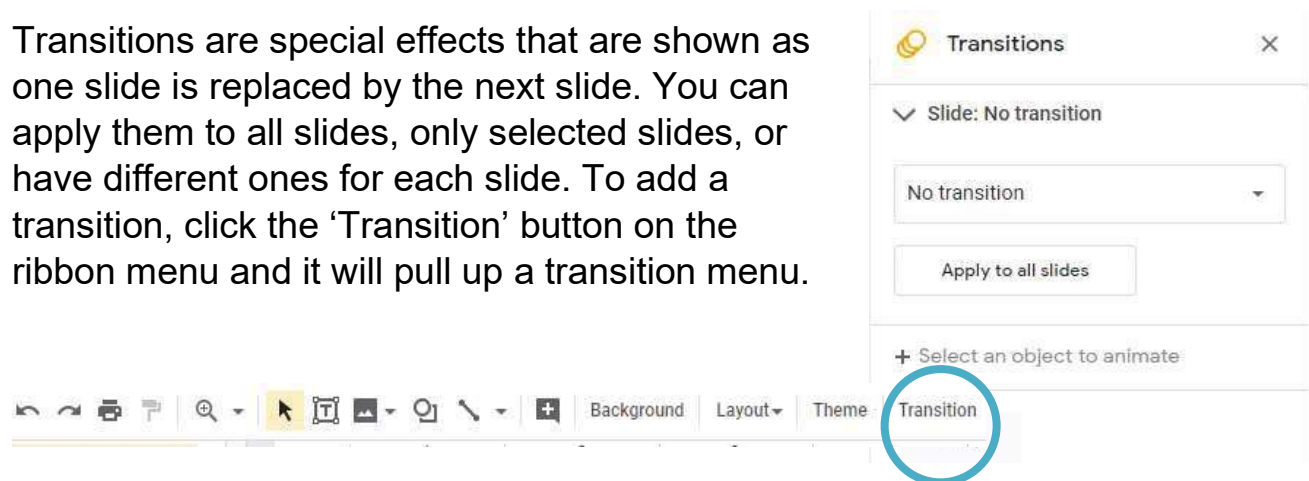
Animations

Animations apply movement to an object like an image or text on a slide during a slide show. In Google Slides, you can add animations the same way you add a transition. Click 'Transition,' then click on an object to animate.

Viewing your Presentation

To view your presentation, click on the view tab at the top of the screen. Then select 'Present.'

Resources

The following resources can be accessed from the library's resource page:
https://www.cmlibrary.org/resources

GCF Learn Free

Find many Microsoft Office, Google Suite, and basic-to-advanced digital literacy lessons for free on www.gcflearnfree.org. They have both text-based and video tutorials on a wide variety of topics.

LinkedIn Learning

Access a library of video tutorials from beginner to advanced level on a variety of technology topics on LinkedIn Learning (formerly Lynda.com). LinkedIn Learning allows you to track your progress and download resources from tutorials. You can view lessons at home or in the library using your library card.

Northstar Digital Literacy

This resource provides interactive online assessments and practice exercises to help individuals master computer and software skills such as using email, navigating the internet, and using Microsoft Word, Excel, and PowerPoint. Learn to navigate technology in your daily life with assessments on topics such as Social Media, Google Documents, Supporting K-12 Distance Learning, and Career Search Skills. Receive certification in one or more topics by completing an assessment (score 85% or higher) during a virtual Library proctored session.

1-on-1 Technology Tutoring

Charlotte Mecklenburg Library offers 1-on-1 tutoring with a library staff member or volunteer. You can call your library branch to check availability or check out our online calendar at www.cmlibrary.org/calendar.

DigiLit is a digital literacy program provided by Charlotte Mecklenburg Library. To find out more information about this program, download class handouts, and access additional resources, visit: **www.cmlibrary.org/digilit**