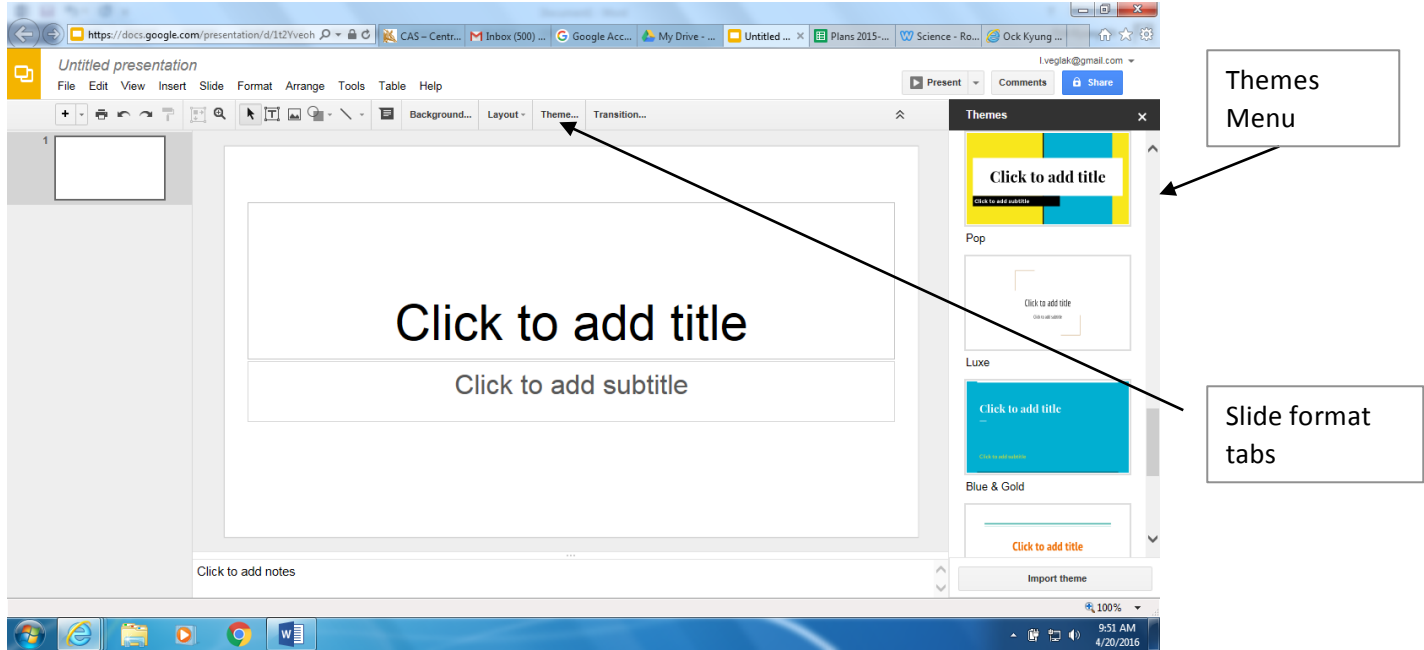


To Get into Google Slides:

Click on “My Drive” then click on “Google Slides”

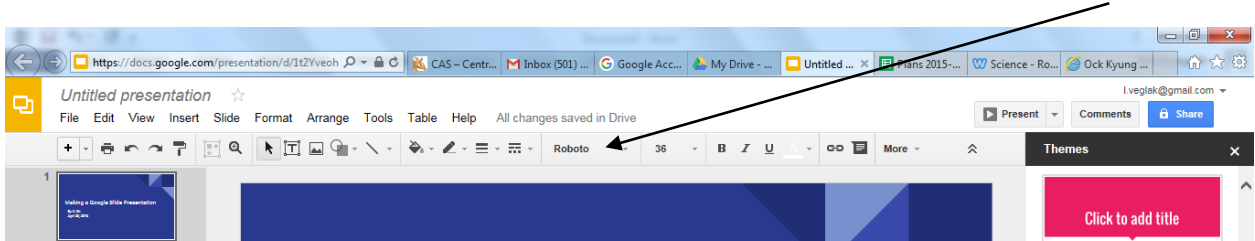


Step 1 – Pick a theme

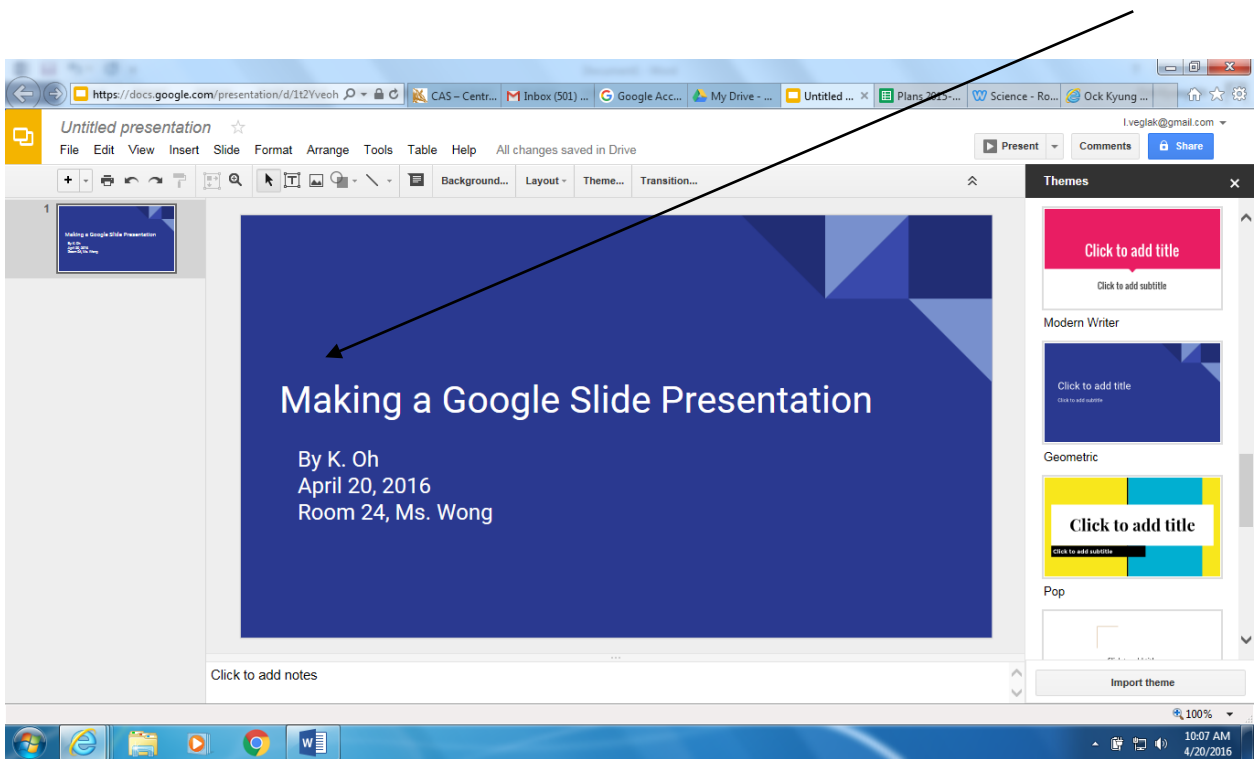
1. The “Themes” menu should appear on the right, if it does not, then click on “Themes” at the top and the menu will appear.
2. Choose a theme you like. You should stick to one theme for the whole presentation. For now, we will not use photos for your background. We will work on that later.
3. Other tabs:
 - a. Background – click on this one to change the background color for the theme you selected.
 - b. Layout – click on this one to choose your layout. When you start a google slide presentation, the first slide is a Title slide. The next slide is “Title and body” by default. This is the one we will use for most of the presentation.
 - c. Theme – we discussed above
 - d. Transition – we will work on this once all our slides are done.
4. If doing a Group Project:
 - a. Have one person in the group do the Title page.
 - b. Have everyone create a section header page for their section.
 - c. Probably best for the whole group to use the same theme. Maybe each person in the group can pick a different color for the theme but try to keep the same theme for consistency.
 - d. To create a section header:
 - i. Click on the “Layout” tab
 - ii. Select “Section Header”
 - iii. Click in the text box to add the text for your section header.

Step 2 – Create your Title Page

1. Add your Title. The font and size are determined by the “Theme” you selected. If you want to change the font or size, then highlight the text and you can change it manually like you do in WORD.

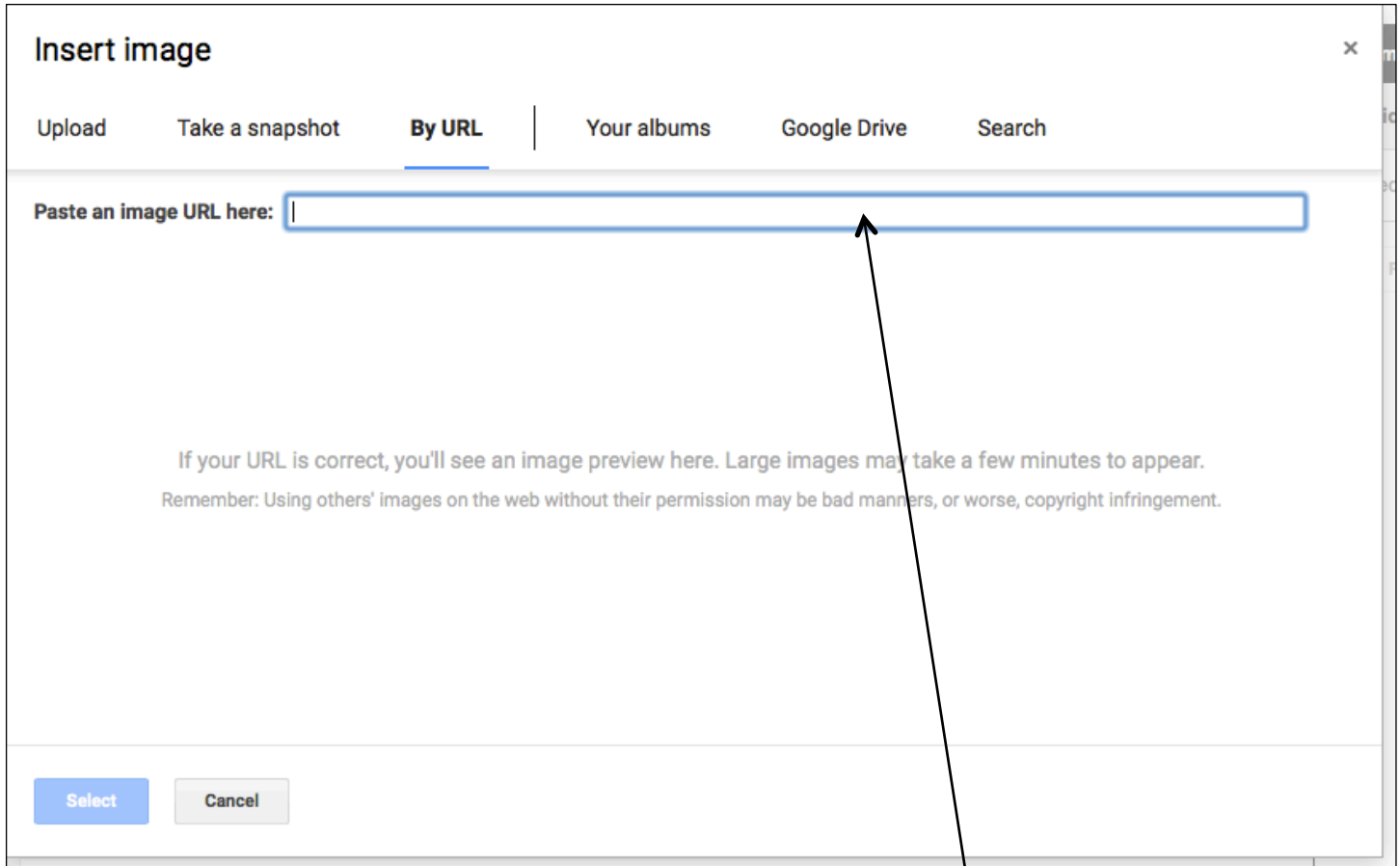


2. Add your sub-title. Usually your name and the date. Maybe add your Room number and teacher too.

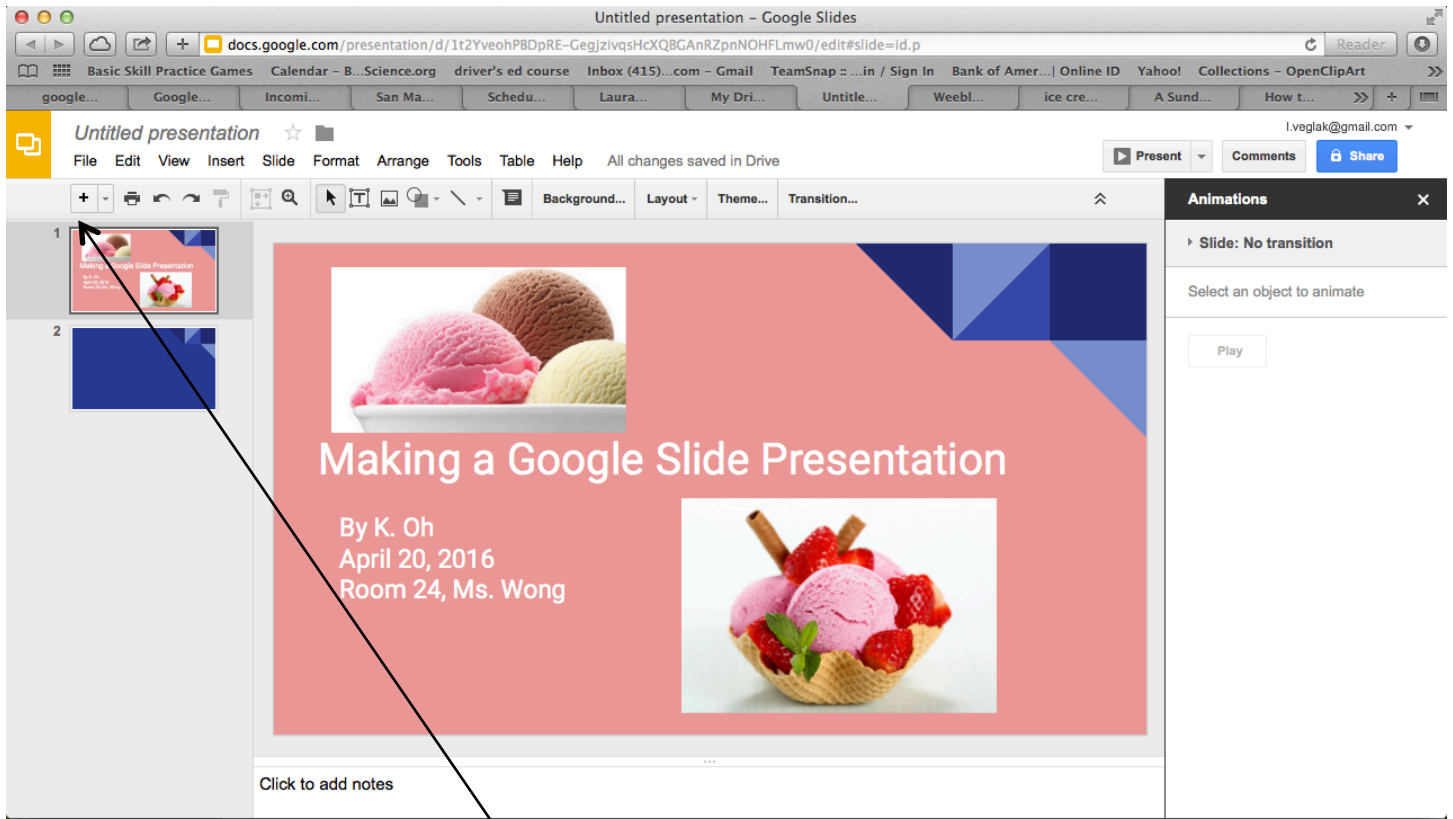


Adding pictures:

1. Pictures make your presentation more interesting so make sure you add them to your slides.
2. To add a picture:
 - a. Click on “Insert”, then click on “Image”. This window will pop up.

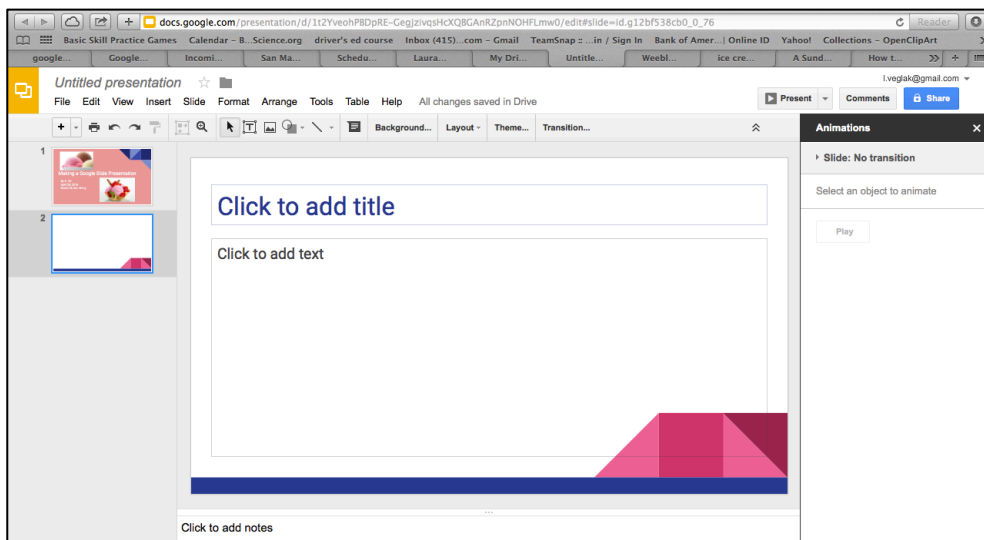


3. If you are taking a photo from the internet then click on “By URL”. If you have a photo file on your computer then click on “Upload”.
4. From the Internet:
 - a. Type in the name of the photo you want (in this example I typed in “ice cream”).
 - b. Click on “Images” to find thumbnail images of your topic.
 - c. Find the photo you want to use, then click on it. This will bring up a larger picture of the photo
 - d. Right click on the photo then select “Copy image address”
5. In the pop up box above, paste the image address or URL in the box.
6. Click on Select. This will paste the photo in your slide.



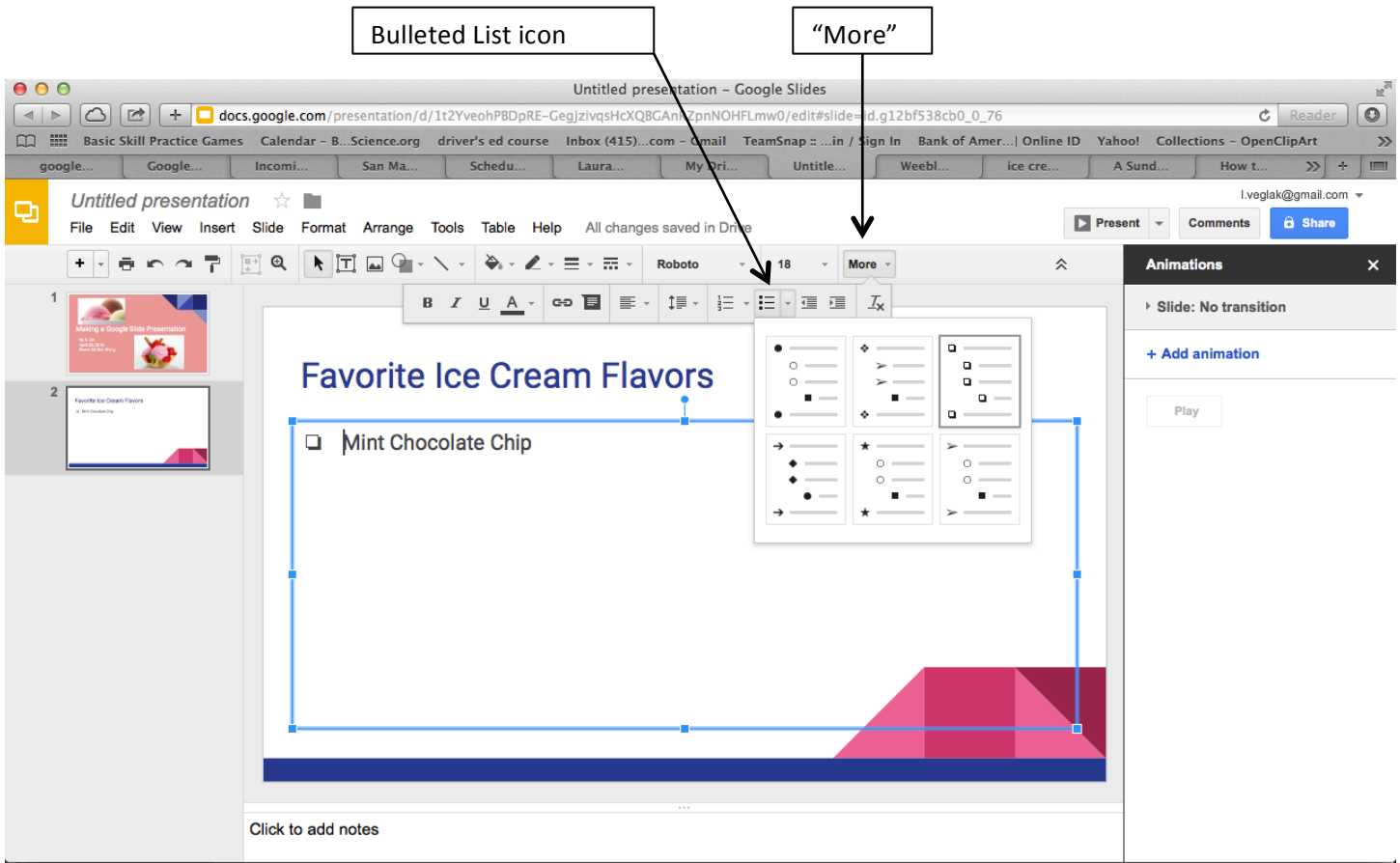
Creating a Title and Body slide:

1. Click on the plus sign to add a new slide.
2. The default new slide is the "Title and Body" slide. If you get a different slide layout, just click on the "Layout" tab in the bar and then select "Title and Body".



3. Type in your Title
4. Click in the body to start adding your content bullets. Remember your slide contents should be 4 to 6 short bullets. It is not necessary to have complete sentences and you generally don't want more than one sentence or idea per bullet. You want the font to be large enough to be seen from the back of the room.

5. If your bullets do not appear automatically, you can insert bullets by:
 - a. Click on “More”
 - b. Then click on the “Bulleted list” icon. Click on the down arrow next to the icon to choose your bullet style. Otherwise the default is a circle bullet.



Create all your slides and then we will learn about transitions.