

Google Slides

Getting Started

- Navigate Google Slides
- View a presentation
- Create a presentation
 - Filmstrip view
 - Grid view
 - Deleting slides
 - Moving slides
 - Duplicating slides
 - View theme
- Save a file
- Star a file
- Opening a file
- Accessing templates

Creating a Presentation

- Adding a slide
- Changing a slide layout
- Deleting a slide
- Duplicating a slide
- Moving slides

Creating Lists

- Creating a bulleted list
- Creating a numbered list
- Customizing the bullets
- Editing a numbered list
- Adding a space between data

Tables

- Inserting a table
- Adding data
- Formatting the border

Slide Options

- Changing the theme
- Page setup
- Background

Using Editing Features

- Using cut, copy and paste
- Undo and redo
- Formatting text

- Using paint format
- Adding speaker notes

Inserting Objects

- Inserting a graphic
- Inserting a picture
 - Cropping images
 - Uncropping images
- Finding an online picture
 - Cropping images
 - Uncropping images
- Inserting a shape
- Inserting a text box
- Inserting audio
- Inserting a video
 - Insert a YouTube video
 - Insert a video from Google drive

Editing Objects

- Changing the fill color
- Duplicating an element
- Rotating an element
- Flipping an element
- Adding a line color
- Formatting the line style
- Changing border type
- Show ruler
- Adding guides
- Using alignment features
- Arranging objects
 - Order
 - Alignment
 - Rotate

Textboxes

- Editing the text
- Changing the font color
- Highlighting text with color
- Aligning your text
- Moving a textbox

Inserting Shapes, Lines, Connectors and Diagrams

- Adding lines
 - Changing line color
 - Changing line weight
 - Changing lines from solid to dashed or dotted ones
 - Changing the style of the ends of the lines
- Adding arrows
- Adding connectors
 - Elbow connector
- Word art

Inserting Data from Other Applications

- Inserting a Docs table
- Linking to a Sheets chart

Tables

- Inserting a table
- Inserting rows and columns
- Deleting rows and columns
- Changing the alignment of the text
- Borders and cell background color
- Changing the row and column sizes
- Merging cells
- Format options

Charting

- Creating a column chart
- Editing a chart
- Creating a pie chart

Animation and Transition

- Animating an object on a slide
- Adding transitions between slides

Using Tools

- Spell check
- Substitutions
- Slide Master

Managing a Presentation

- Sharing and collaborating on a presentation
- Using search to find a file
- Creating folders
- Version history
- Mailing a presentation through Gmail

Delivering a presentation

- Presenting a slide show
- Using manual advance or slide timings
- Skipping slides

Print Options

- Spell check
- Margins
- Print slides or handouts

Managing Files

- Sharing and collaborating on documents
- Using search to find a document
- Creating folders
- Version history
- Sending a file through GMail