G Suite™

Google Slides

Quick Reference Guide

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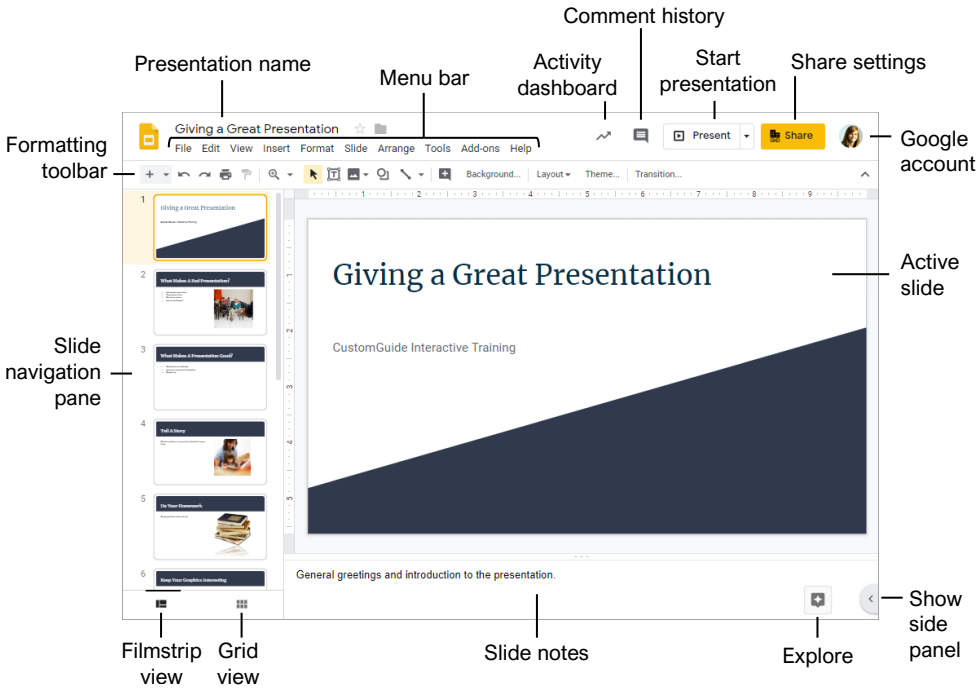
The Google Slides Screen



Keyboard Shortcuts

General

Open	**Ctrl** + **O**
New slide	**Ctrl** + **M**
Duplicate slide	**Ctrl** + **D**
Jump to first slide	**Home**
Jump to last slide	**End**
Zoom in	**Ctrl** + **Alt** + **+**
Zoom out	**Ctrl** + **Alt** + **-**
Print	**Ctrl** + **P**
Search the menus	**Alt** + **/**

Editing

Cut	**Ctrl** + **X**
Copy	**Ctrl** + **C**
Paste	**Ctrl** + **V**
Paste without formatting	**Ctrl** + **Shift** + **V**
Undo	**Ctrl** + **Z**
Redo	**Ctrl** + **Y**
Group	**Ctrl** + **Alt** + **G**
Find and replace	**Ctrl** + **H**
Select all	**Ctrl** + **A**
Insert or edit a link	**Ctrl** + **K**

Formatting

Bold	**Ctrl** + **B**
Italics	**Ctrl** + **I**
Underline	**Ctrl** + **U**
Align left	**Ctrl** + **Shift** + **L**
Align center	**Ctrl** + **Shift** + **E**
Align right	**Ctrl** + **Shift** + **R**
Justify	**Ctrl** + **Shift** + **J**
Increase font size	**Ctrl** + **Shift** + **>**
Decrease font size	**Ctrl** + **Shift** + **<**
Copy formatting	**Ctrl** + **Alt** + **C**
Paste formatting	**Ctrl** + **Alt** + **V**
Clear formatting	**Ctrl** + ****

Slideshow Delivery

Start presenting	**Ctrl** + **F5**
Stop presenting	**Esc**
Next slide	→
Previous slide	←
First slide	**Home**
Last slide	**End**
Open speaker notes	**S**
Open audience tools	**A**
Toggle laser pointer	**L**

Slides Fundamentals

Create a Presentation from Google Drive: In Google Drive, click the **New** + button and select **Google Slides**.

Open a Presentation: Click **File** on the menu bar, select **Open**, then navigate to the file you want to open. Select the presentation and click **Open**.

Rename a Presentation: Click in the presentation name field at the top of an open presentation. Type a name and press **Enter**.

Star a Presentation: Click the **Star** ☆ button next to the presentation name. The file appears in the **Starred** section of Google Drive.

Copy a Presentation: Click **File** on the menu bar and select **Make a copy**. Enter a name for the copied presentation and specify the folder where you want to save it. Click **OK**.

Move a Presentation: Click **File** on the menu bar and select **Move to**. Navigate to the folder where you want to move the presentation and click **Move here**.

Delete a Presentation: Click **File** on the menu bar and select **Move to trash**.

Print: Click **File** on the menu bar, select **Print**, specify the print settings, and click **Print**.

Slides Fundamentals

Search Help Topics: Click **Help** on the menu bar and select **Slides Help**. Type a keyword or phrase in the Search Help field and press **Enter**. Select the desired help topic.

Edit and Organize a Presentation

Insert a New Slide: Click the **New slide** + button on the formatting toolbar. Or, click the **New slide** list arrow and select a specific slide layout.

Change the Slide Layout: Click the **Layout** button on the formatting toolbar and select a slide layout.

Copy and Paste: Select the slide, text, or object you want to copy, click **Edit** on the menu bar, and select **Copy**. Click where you want to paste the element, then click **Edit** on the menu bar, and select **Paste**.

Cut and Paste: Select the slide, text, or object you want to cut, click **Edit** on the menu bar, and select **Cut**. Click where you want to paste the element, then click **Edit** on the menu bar, and select **Paste**.

View and Edit Speaker Notes: Click **View** on the menu bar and select **Show speaker notes**. Add or edit the notes in the pane at the bottom of the window.

Click the topic links for free lessons!

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Edit and Organize a Presentation

Find Text: Click **Edit** on the menu bar and select **Find and replace**. Enter a word or phrase in the **Find** field and click **Next** to jump to the first occurrence in the presentation.

Replace Text: Click **Edit** on the menu bar and select **Find and replace**. Enter a word or phrase in the **Find** field, then enter the text that will replace it in the **Replace with** field. Click **Replace** or **Replace all**.

Add Slide Numbers: Click **Insert** on the menu bar and select **Slide numbers**. Click the **On** radio button and click **Apply** or **Apply to selected**.

Move a Slide: Click and drag a slide to a new location in the thumbnail pane.

Skip a Slide: Select a slide, click **Slide** on the menu bar, and select **Skip slide**.

Duplicate a Slide: Select the slide you want to duplicate, click **Slide** on the menu bar, and select **Duplicate slide**.

Formatting and Themes

Change the Font: Select the text you want to format, click the **Font** list arrow on the formatting toolbar, and select a new font.

Change the Font Size: Select the text you want to format, click the **Font size** list arrow on the formatting toolbar, and then select a new font size.

Change the Text Color: Select the text you want to format, click the **Text color** button on the formatting toolbar, and select a new color.

Create a Bulleted or Numbered List: Select the text you want to make into a list, and then click the **Bulleted list** or **Numbered list** button on the formatting toolbar.

Change the List Style: Select a list, click the **Bulleted list** or **Numbered list** button list arrow, and select a different list style.

Insert a Link: Select the text or object you want to link and click the **Insert link** button on the formatting toolbar. Enter a web address or select a slide in the presentation, then click **Apply**.

Copy Formatting: Select the formatted text you want to copy, click the **Paint format** button on the formatting toolbar, then select the text you want to apply the formatting to.

Apply a Theme: Select a slide, click the **Theme** button on the formatting toolbar, and select a theme in the pane at the right.

Edit a Master Layout: Click **View** on the menu bar and select **Master**. Select a slide layout, modify the formatting for the selected layout, and close the Master view.

Graphics and Animations

Insert a Shape: Click the **Shape** button on the formatting toolbar, select a shape category, and select a shape. Click and drag to place the shape on the slide.

Insert a Picture: Click the **Image** button on the formatting toolbar and select the location from which you want to add an image. Select an image and click **Insert** or **Open**.

Adjust Size and Position: Select an object and click **Format options** on the formatting toolbar. Expand the **Size & Position** heading and customize the size and position options.

Group Objects: Select two or more objects, click **Arrange** on the menu bar, and then select **Group**.

Apply a Slide Transition: Select a slide and click **Transition** on the formatting toolbar. Click the **Transition type** list arrow and select a transition.

Modify a Slide Transition: Select a slide with a transition and click **Transition** on the formatting toolbar. Change the transition type or adjust its duration in the Transitions pane.

Add an Animation: Select an object, click **Insert** on the menu bar, and select **Animation**. Select an animation type and animation start condition in the Transitions pane.

Remove an Animation: Click **Slide** on the menu bar and select **Change transition**. Click an animation's header in the Transitions pane, then click the **Delete** button next to the animation's header.

Insert Objects

Insert a Text Box: Click the **Text box** button on the formatting toolbar. Click and drag to draw the text box, then type to enter text.

Insert a Chart: Select the slide you want to add a chart to. Click **Insert** on the menu bar, select **Chart**, and select a chart type.

Insert a Table: Select the slide you want to add a table to. Click **Insert** on the menu bar, select **Table**, and click to specify the number of columns and rows.

Insert a Diagram: Select the slide you want to add a diagram to. Click **Insert** on the menu bar and select **Diagram**. In the Diagrams pane, select a category, how many steps to include, a color scheme, and a diagram style. Replace the text in the diagram placeholder text boxes.

Insert Word Art: Select the slide you want to add word art to. Click **Insert** on the menu bar and select **Word art**. Then enter the text and press **Enter**.

Insert a Video: Select the slide you want to add a video to. Click **Insert** on the menu bar and select **Video**. Specify the video's web or Google Drive location, then click **Select**.

Deliver a Presentation

Present a Slideshow: Click the **Present** button list arrow and select **Present from beginning**.

Navigate a Slideshow:

- Click anywhere on a slide to advance one slide (or step).
- Click the **Next** button to advance one slide.
- Click the **Previous** button to go back one slide.
- Click the **Play** button to automatically advance through the presentation.
- Click the slide number list arrow and select a slide to jump to.
- Click the **Full screen** button to toggle full-screen mode.

Use the Pointer Tool: While presenting, click the **Pointer** button on the toolbar. Use the pointer to point to parts of the slide. Click the **Pointer** button again to turn it off.

Open Presenter View: Click the **Present** button list arrow and select **Presenter view**.

Use the Timer: Click the **Pause** button to stop the timer or click the **Reset** button to set it back to zero.

Run Q&A: Click the **Audience Tools** tab and click the **Start New** button. A Q&A session starts, and a sharable link is created. Click the **On/Off** button to toggle the Q&A session.

Share, Collaborate, and Convert

Download a Presentation: Click **File** on the menu bar, select **Download as**, and select a file format.

Email a Presentation: Click **File** on the menu bar and select **Email as attachment**. Select an attachment type, add your email recipient(s), and type a personalized message, then click **Send**.

Share a Presentation: Click the **Share** button, enter the email address(es) for the people you want to share the presentation with, set a permissions level, and click **Send**.

Add a Comment: Select the item you want to comment on, click **Insert** on the menu bar, and select **Comment**. Type a comment into the text field and click **Comment**.

Reply to a Comment: Select a comment. Click in the **Reply** field, type a reply, and click **Reply**.

View Version History: Click **File** on the menu bar, select **Version history**, and select **See version history**.

Restore a Version: In the version history pane, select the version you want to restore. Click the **Restore this version** button, then click **Restore** to confirm.

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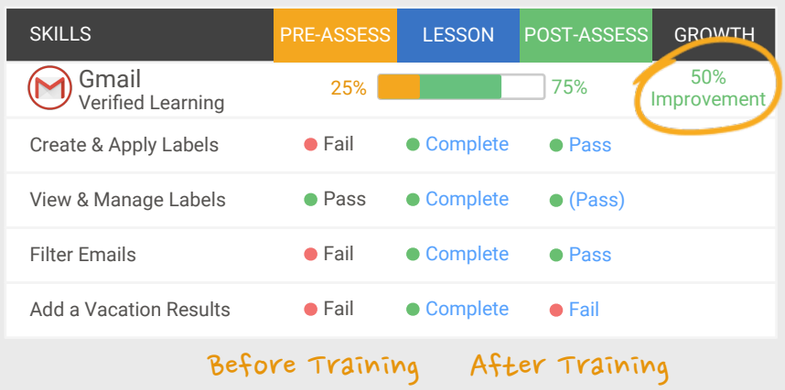
3. Measure improvement



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4.8 out of 5

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