

## Google Slides Quick Start Guide

Google Slides is a versatile tool for creating, editing, and presenting professional presentations. Here's a quick start guide to help you get going:

### 1. Sign Up or Log In:

To begin using Google Slides, you must have an active Jackson College account. If you're a new user, sign up by visiting the Jackson College portal and following the registration process. Existing users can log in with their credentials.

### 2. Access Google Slides:

Navigate to your Google Drive dashboard by clicking on the grid icon in the top right corner of your Google account page and selecting 'Drive'. Once there, click on 'New' and choose 'Google Slides' from the dropdown menu to start crafting your presentation. For direct access, type [slides.google.com](https://slides.google.com) into your browser's address bar and hit enter. This will take you straight to the Google Slides homepage where you can begin your work immediately.

### 3. Choose a Theme:

Selecting a theme is the first step in designing your presentation. Google Slides offers a wide range of pre-designed themes that cater to different styles and occasions. Browse through the options and select one that aligns with your presentation's topic and desired aesthetic. Remember, a consistent and professional theme sets the tone for your entire presentation.

### 4. Create Your Slides:

To add a new slide, click the '+' button near the top left of the interface. Choose a layout that best suits the type of content you're presenting, whether it's text-heavy, image-focused, or a combination of elements. You can insert various types of content such as text boxes, images, videos, charts, tables, and shapes. Organize your content logically and ensure each slide is clear and not overcrowded.

### 5. Edit and Format:

Personalize your slides by selecting fonts, colors, and sizes that enhance readability and visual appeal. The toolbar at the top of the page contains formatting tools like bold, italic, underline, font style, size, color, bullet points, and text alignment. Use these tools to highlight key points and organize information hierarchically.

### 6. Collaborate:

Google Slides excels in collaboration. Click the 'Share' button in the top right corner to invite others to view or edit your presentation. You can enter email addresses or share a link with specific permissions. This feature is particularly useful for group projects or when you need feedback from peers or instructors.

## **7. Present:**

When it's time to showcase your work, press the 'Present' button located at the top right of the screen. For a more controlled presentation experience, utilize the 'Presenter View', which allows you to see upcoming slides, speaker notes, and a timer. This helps you manage the flow of your presentation and keep track of time during your speech.

## **8. Save and Export:**

Google Slides saves your progress automatically, ensuring you never lose your work. However, if you need to use your presentation outside of Google Slides, you can download it in various formats such as Microsoft PowerPoint (.pptx) or Adobe PDF (.pdf). This is done by clicking on 'File', then 'Download', and selecting your preferred format.

For more detailed instructions and tips, you can refer to various online tutorials and guides that provide step-by-step information on all aspects of Google Slides.