

GOOGLE SLIDES GUIDE

1. CREATING GOOGLE SLIDES

Step 1: To use Google Slides, you must first sign in with Gmail via Google in your browser(image 1).

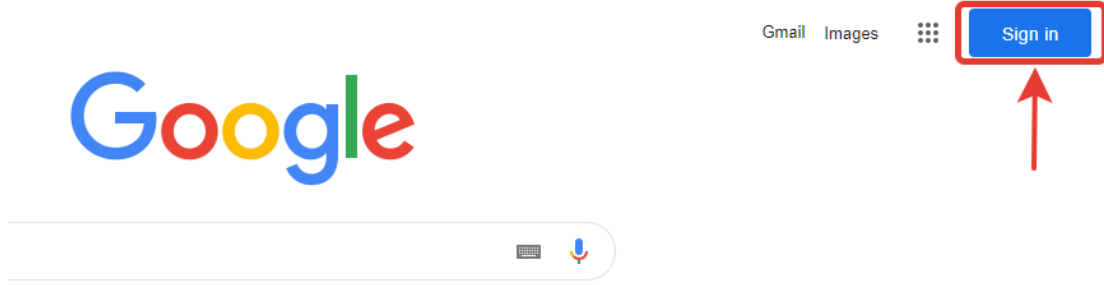


image 1: Login screen

Step 2: In the window that opens, the e-mail address is written in the text part(image 2).

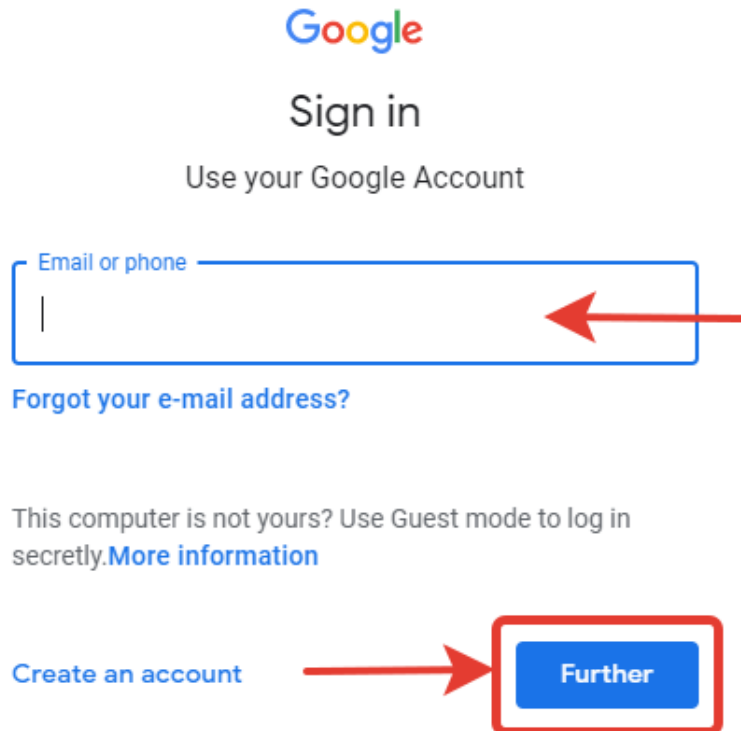


image 2: E-mail screen

Step 3: In the window that opens, type the password in the password section and click the Further button(image 3).

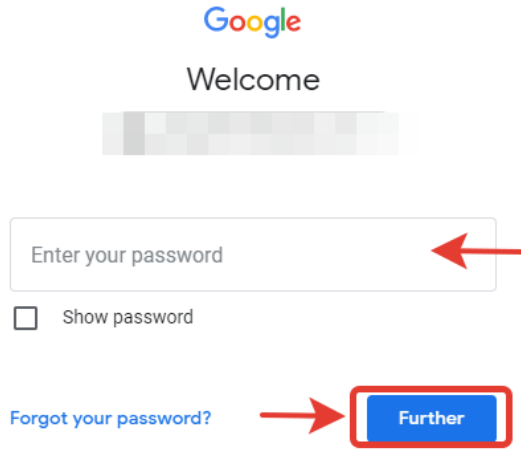


image 3: Password screen

Step 4: "Slides" ad from the menu on the top right after logging into the account(image 4).

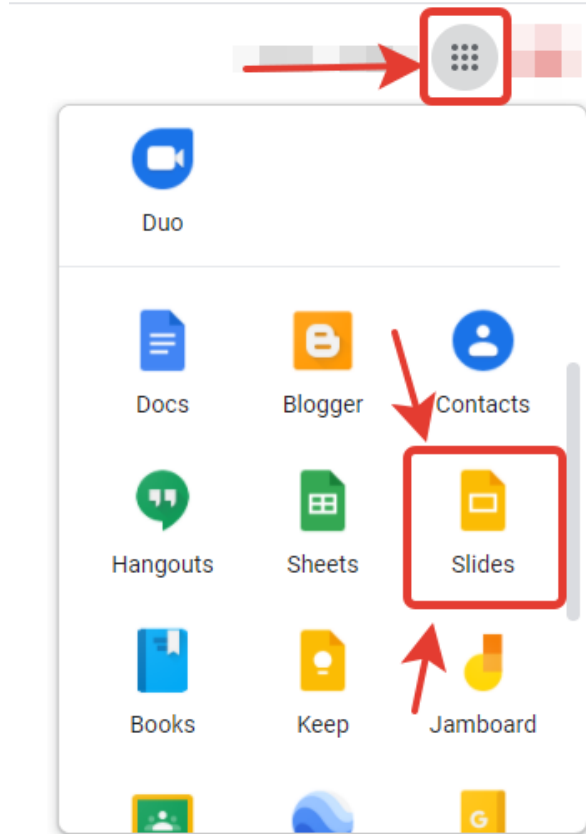


image 4: Menu screen

Step 5: Click on the null part in the Google Slides window(image 5).

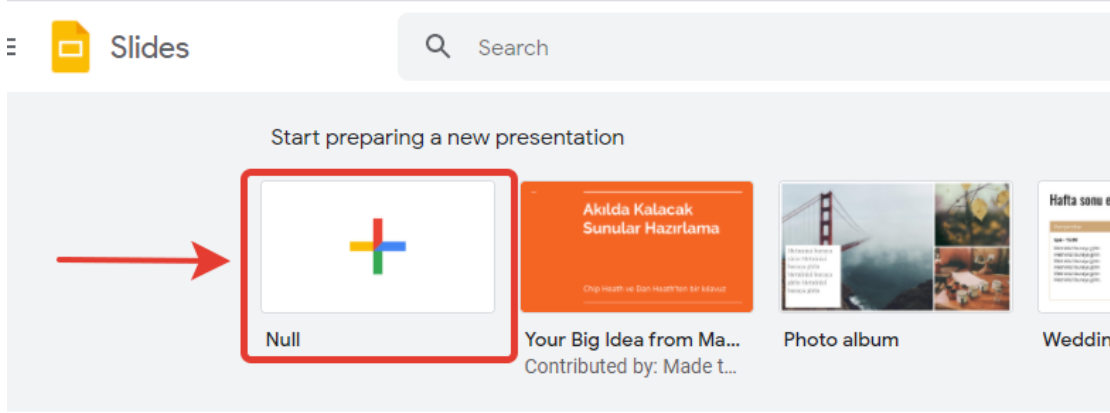


image 5: Google slides screen

2. GOOGLE SLIDE NAMING

To name the Google Slide, click on the unnamed presentation section at the top left and write the name of the slide to be created(image 6).

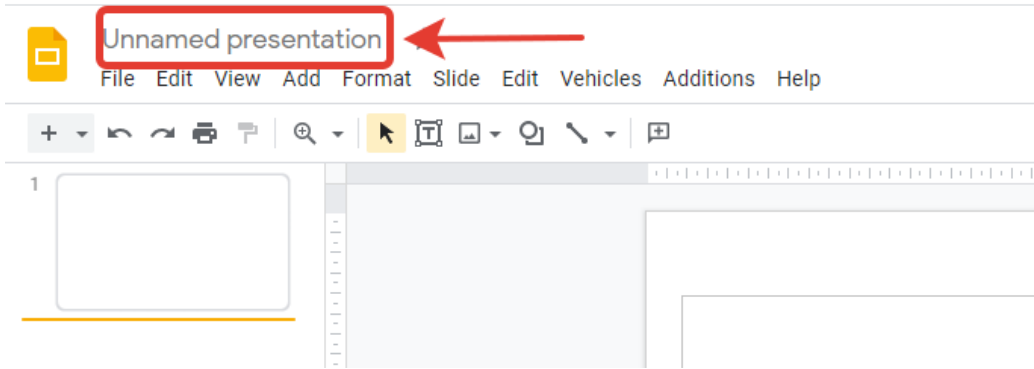


image 6: Slide naming

3. THEME SELECTION

The theme suitable for the slide to be created is selected from the theme section on the right(image 7).

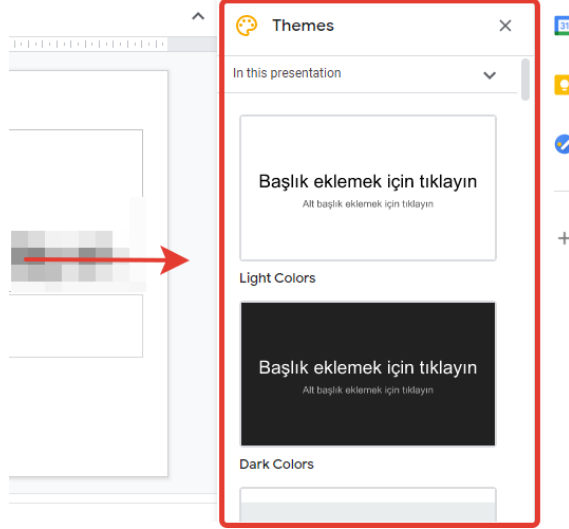


image 7: Theme selection

4. ADDING A NEW PAGE TO THE SLIDE

There are multiple ways to add images to the slider.

- Press Ctrl + M on the keyboard
- Right click on the left pages section and select the new slide(image 8).

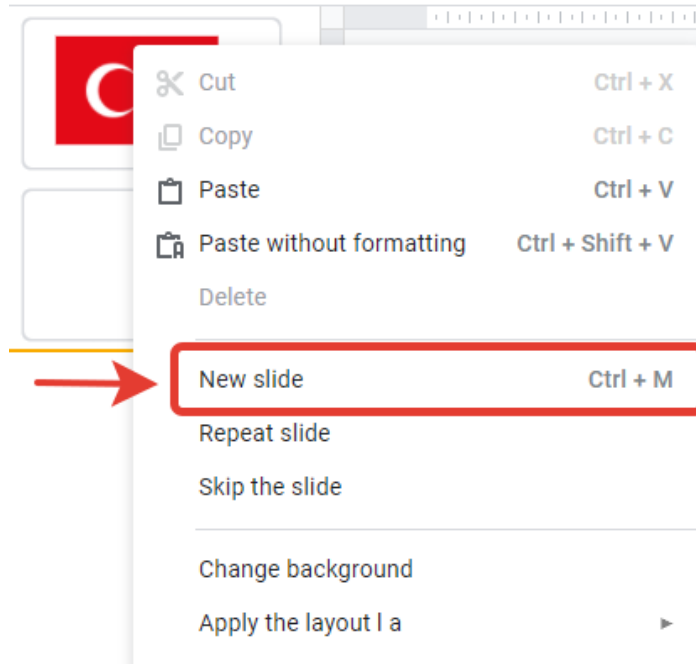


image 8: New slide screen

5. ADDING PICTURES FROM THE COMPUTER

Step 1: To add a picture from the computer, click on the add button on the top menu. From the tab that opens, the image> install from computer option is selected(image 9).

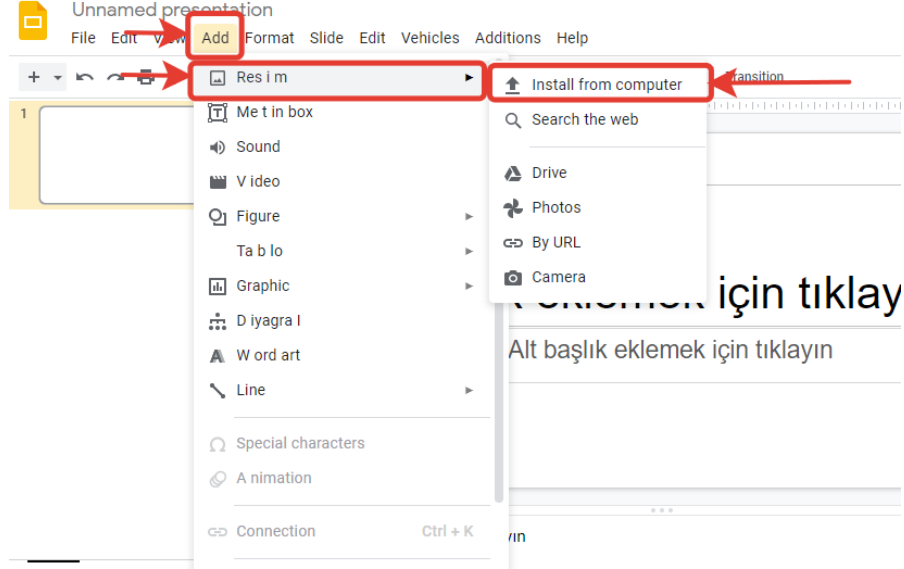


image 9: Install from computer screen

Step 2: The image to be added to the slide is selected from the window that opens and the open button is clicked(image 10).

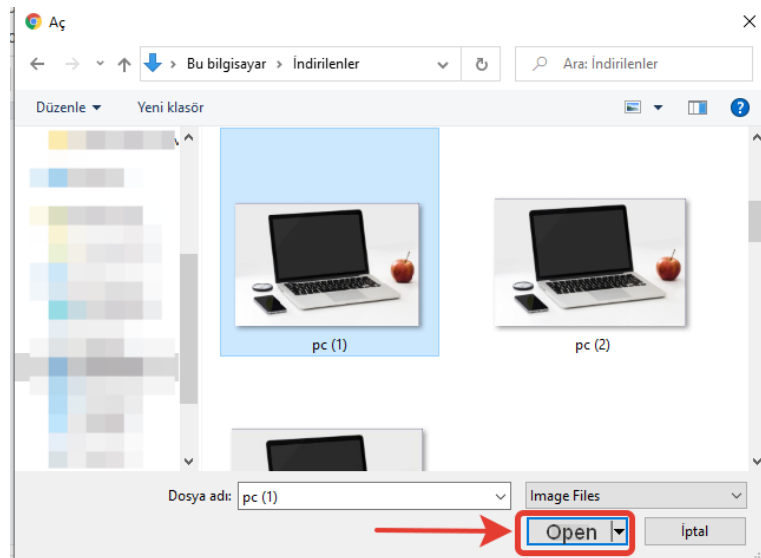


image 10: Open Screen

6. ADDING PICTURES FROM THE WEB

Step 1: To add a picture from the search, click on the add button on the top menu. From the tab that opens, the image> search the web option is selected(image 11).

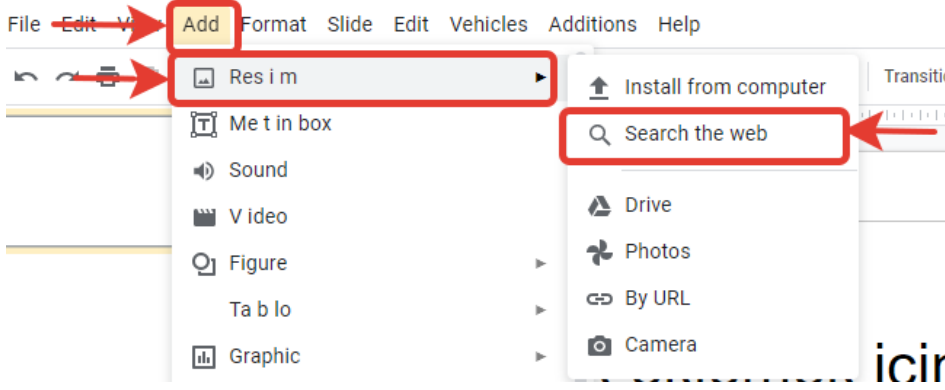


image 11: Search the web screen

Step 2: In the window that opens on the right, information about the desired image is written in the search section. After pressing the search button, the appropriate visual is selected from the options and click the add button(image 12).

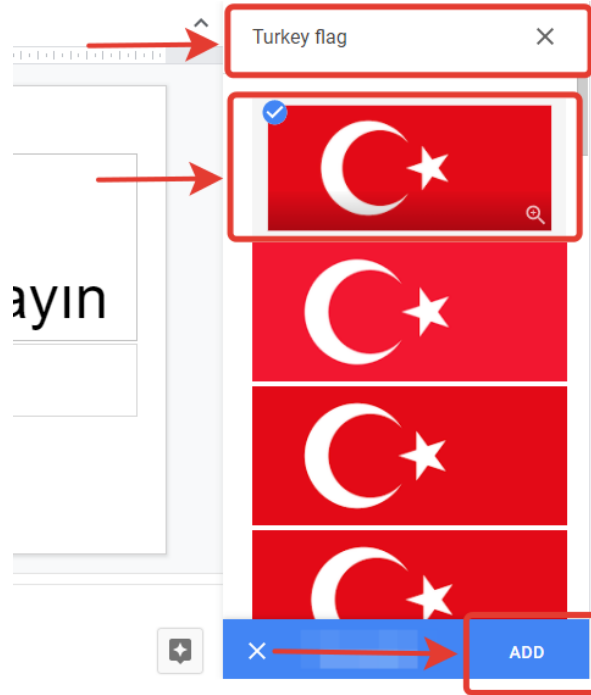


image 12: Search the web screen

7. ADDING A LINK TO AN IMAGE

Step 1: The picture or text to be added to the link is selected, click on the add link button from the top menu(image 13).

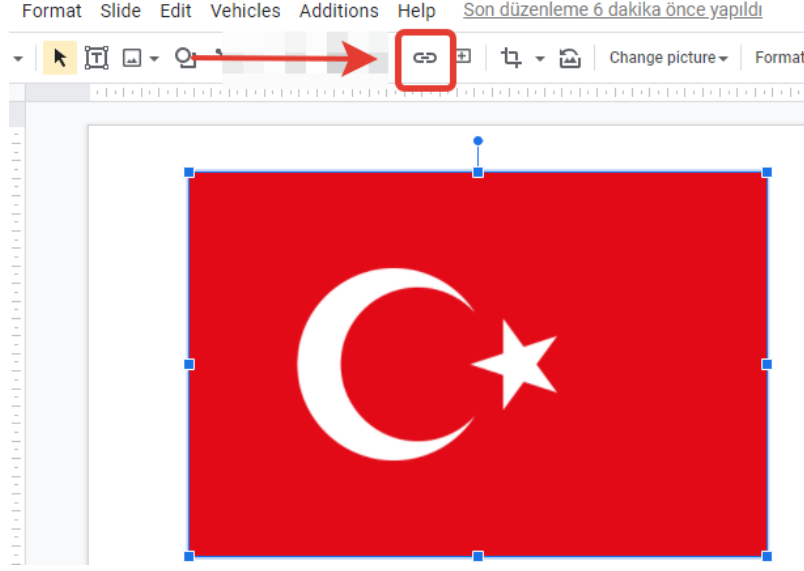


image 13: insert link screen

Step 2: A link is added to the text part of the connection window and the Apply button is clicked(image 14).



image 14: Connection screen

8. ADD A TEXT BOX TO A SLIDE

Step 1: To add a text box, select Add from the top menu and select Textbox from the opened tab(image 15).

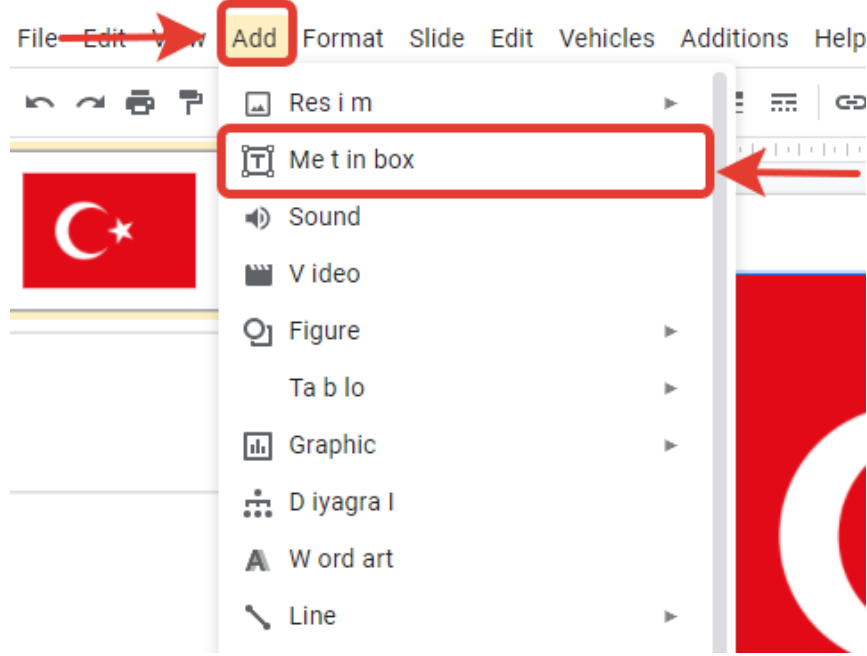


image 15: Add textbox screen

Step 2: Click with the left mouse button on the place where you want to add text on the slide(image 16).

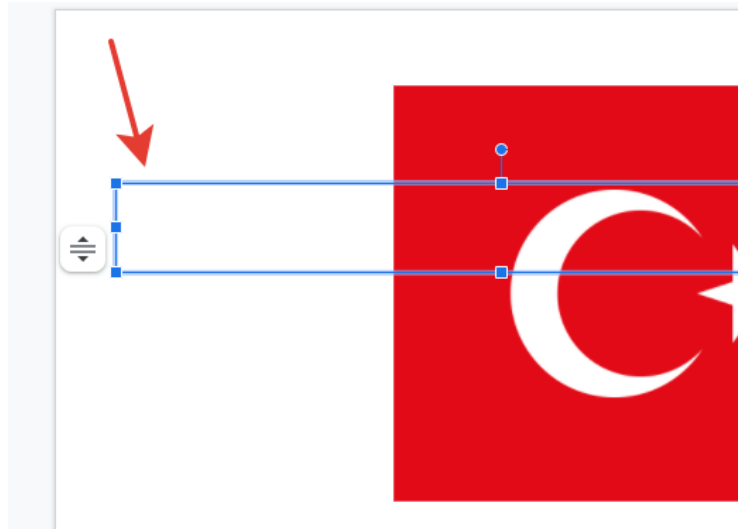


image 16: Add textbox screen