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
- Italic: 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 + \n
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.

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

Insert a New Slide: Click the New slide + button on the formatting toolbar. Or, click the New slide 1st 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.
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 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 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 Copy 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 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. 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 addresses(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.