



Slides in Google Drive

Google Slides (formerly Google Presentations) is an online presentation creator. It is part of Google's online productivity suite, Google Docs. If you are familiar with Microsoft PowerPoint, then Google Slides will feel familiar. You need a Gmail account to use Google Presentations. You can sign up for a free account at [www.gmail.com](http://www.gmail.com).

## At A Glance

### Features

- **Presentations are stored online** for easy access.
- **Share presentations with other people** and allow them to edit the same presentation at the same time. (This is a feature in PowerPoint you must pay for).
- **It's free!**

### Limitations

- **Less features** than PowerPoint.
- **Requires internet access** to work on your presentation.

## What You Should Know

The Google Slides interface is similar to that of Microsoft PowerPoint, but less complicated, so you can easily find the tools you need. However, because of its simplicity, Google Slides has less features than Microsoft PowerPoint. Nonetheless, Google Slides includes the essential functionality of a presentation creator.

The distinguishing feature of Google Slides is the ability of the creator to invite and allow other members of a team to work on a presentation at the same time, which Microsoft PowerPoint will not allow you to do without additional paid software.

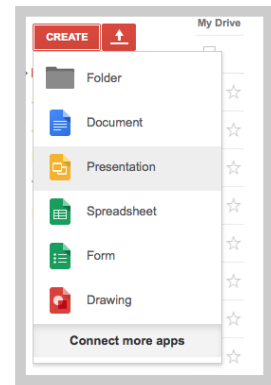
The drawback to this online-based service is that the user must have access to the internet to work on the presentation; the file cannot be edited offline. Once the content of the presentation is completed, the presentation can be imported into the more feature-rich Microsoft PowerPoint to polish and finish the presentation with any additional elements and features not available in Google Slides.

## Creating A Google Slides Presentation

Go to docs.google.com and click “create” at the top left of the screen. Then, select “Presentation” from the drop down menu.

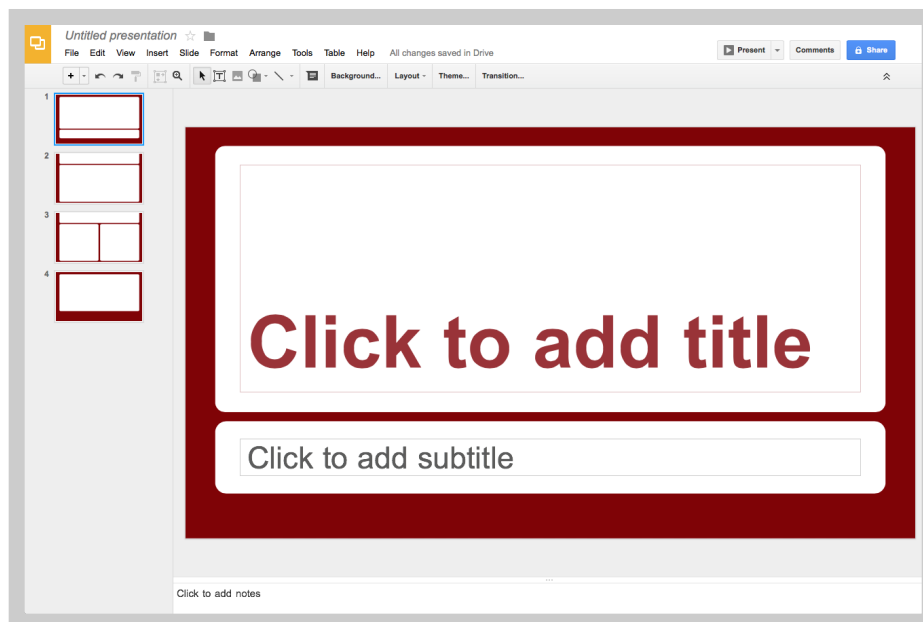
Google Docs will open a new, untitled presentation in your browser, and ask you to choose a visual theme for your presentation.

You can then use the Google Slides interface to create and edit slides as you normally would in Microsoft PowerPoint.



## Sharing Your Presentation

To allow other users to view or edit the presentation, open the presentation and click on “share” in the top right corner of the screen. You can then enter the email addresses of your collaborators and grant them access to the presentation. Any number of users can view and edit the presentation simultaneously, and changes to the presentation will update in real time.



The Google Slides interface resembles Microsoft Power Point.

## Help Getting Started

For further information to help you get started with Google Slides, visit support.google.com and click “Docs, Sheets, Slides, and other apps.”

You are also welcome to contact TEAM Lab at (323) 442-8214.