



G Suite™

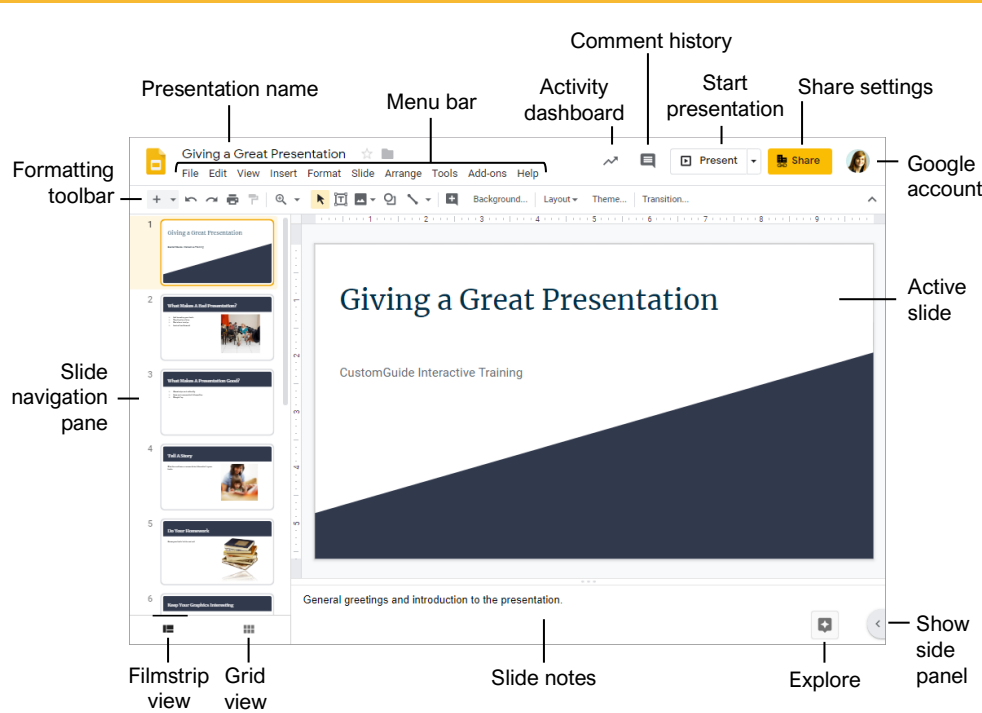
# Google Slides Quick Reference Guide



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## The Google Slides Screen



## Keyboard Shortcuts

### General

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

### Editing

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

### Formatting

Bold .....	<b>Ctrl + B</b>
Italics .....	<b>Ctrl + I</b>
Underline .....	<b>Ctrl + U</b>
Align left .....	<b>Ctrl + Shift + L</b>
Align center .....	<b>Ctrl + Shift + E</b>
Align right .....	<b>Ctrl + Shift + R</b>
Justify .....	<b>Ctrl + Shift + J</b>
Increase font size .....	<b>Ctrl + Shift + &gt;</b>
Decrease font size .....	<b>Ctrl + Shift + &lt;</b>
Copy formatting .....	<b>Ctrl + Alt + C</b>
Paste formatting .....	<b>Ctrl + Alt + V</b>
Clear formatting .....	<b>Ctrl + \</b>

### Slideshow Delivery

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

## 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.

## 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.