G Suite Learning Center

English

Slides Cheat Sheet

Create and simultaneously edit presentations with your team, right in your browser.

Collaborate on professional pitch decks, project presentations, training modules, and much more. All changes are saved automatically.

1

Add and edit content in your slides.

2

Add and organize slides.

New slide—Click New slide ✛ in the toolbar. Click the Down arrow ▾ to choose a layout for the new slide.

Move slide—Drag the slide to a different position in the presentation. To move several slides at once, **Ctrl+click** multiple slides before dragging them.

Delete slide—Right-click the slide and select **Delete**.

Duplicate slide—Right-click the slide in the sidebar and select **Duplicate slide**.
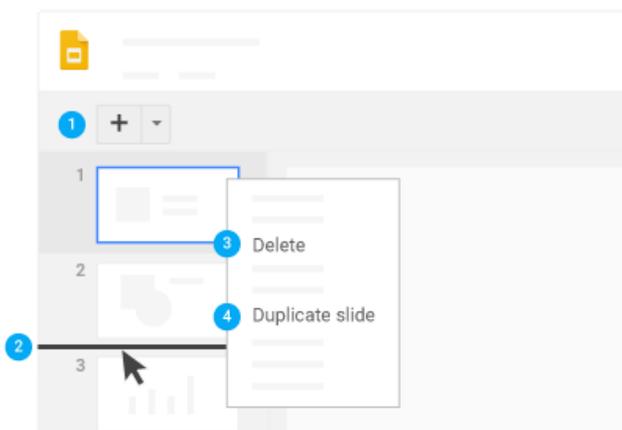
3

Work with different copies and versions of your presentation.

Import slides—Add slides from another presentation to your current slide deck.

Make a copy—Create a duplicate of your presentation. This is a great way to create templates.

Download as—Download your presentation in other formats such as PowerPoint® or PDF.

Email as attachment—Email a copy of your presentation.

Version history—See all the changes you and others have made to the presentation, or revert to earlier versions.

Publish to the web—Publish a copy of your presentation as a webpage, or embed your presentation in a website.
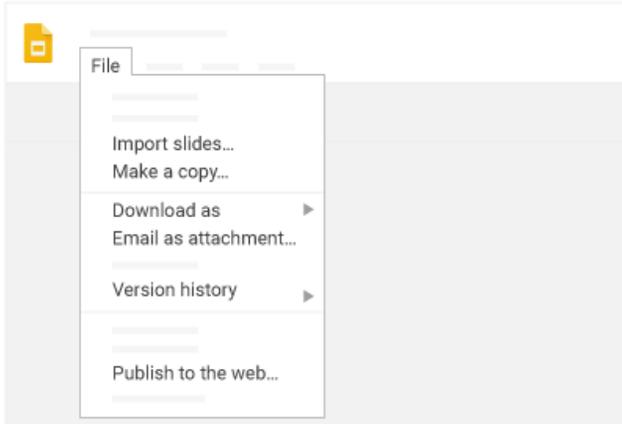
4

Click [Share] **to share your presentation, then choose what collaborators can do. They'll also receive an email notification.**

	Share or unshare	Edit content directly	Add comments
Can edit	✓	✓	✓
Can comment	—	—	✓
Can view	—	—	—

5

Collaborate with your team in real time.

Add a comment · Chat with other people viewing the presentation · Open comments thread · Share with your team

Choose language · For G Suite Administrators · Google · About Google · Privacy · Terms