



Slides Challenge

1 Create a New Slide

Open your Google Drive and click on the **RED** new button. Click on Google Sheets.

3 Choose a Theme

Choose a colour theme from the right side-bar. This bar should automatically appear upon opening. If it doesn't click Slide - Change Theme.

5 Insert a New Slide

Click Slide and select New Slide or alternatively press CTRL+M
To adjust the layout click Slide and Apply Layout to choose what the slide looks like.

7 Add Transitions

Click Slide then Change Transition. Select the type of transition you want for the slides. You can also animate words and objects


2 Title the Slide

Give your slide a title by clicking on the words untitled slide in the top left-hand corner. This will become the file name your slide will be saved as.

4 Name It!

Give your opening slide a name.

6 Explore Media

To add media (images,  information and videos) into the slide click Tools and Explore or use the shortcut CTRL+ALT+SHIFT+I. This function allows you to search the internet from within your document and add it to your slide.

8 Edit Master

Click Slide then Edit Master. This function allows you to tailor the slide layout to suite your presentation.