

User *Guide*

For **Google Slides** templates

Content

1. Template usage
2. How to place your images
3. How to place additional icons
4. Learning Google Slides

Template usage

Google Slides Template contain PowerPoint files which have been specially prepared for use in Google slides and have pptx. file format. You need to open this files from your device.

1. Open Google Drive.
2. Select "New" in the upper left-hand corner of the screen.
3. Select "Upload File."
4. Select the desired PowerPoint presentation.
5. After uploading, right click and select "Open with," then select "Google Slides."

How to place your images

You can easily change images in image placeholders:

Images in template image has a certain cropping and Google Slides allows you to select the image and replace it while keeping the cropping. There are two ways to do so:

Click on the “Replace image” option from the top bar.

Right-click on the image → Replace image.

Learning Google Slides

Google Slides learn centre (Google official link)

[https://support.google.com/a/users/answer/9282488?
p=slides_training&usp=slides_web&visit_id=637351079891628631-2977
092096&rd=1](https://support.google.com/a/users/answer/9282488?p=slides_training&usp=slides_web&visit_id=637351079891628631-2977092096&rd=1)