

1. Find the Familiar Tools

Use this quick translation table when you know what you want to do but cannot remember which menu holds the command.

Task	PowerPoint for Windows	Google Slides
Start a presentation	File → New; choose Blank Presentation or a template	slides.google.com → Blank or choose a template
Open an existing file	File → Open	Open from Google Drive; or upload a file to Drive and open with Slides
Add a slide	Home → New Slide; choose a layout from the dropdown	Click + / New slide; use the dropdown for layouts
Change slide layout	Home → Layout	Slide → Apply layout
Change the overall look	Design → Themes	Slide → Change theme; menu wording may vary
Add a text box	Insert → Text Box, then click and drag	Toolbar → Text box, then click and drag
Insert a picture	Insert → Pictures	Insert → Image
Add a shape	Insert → Shapes	Insert → Shape
Add a link	Select text or object → Insert → Link	Select text or object → Insert → Link
Add speaker notes	Notes area below the slide	Speaker notes area below the slide
Present	Slide Show → From Beginning / From Current Slide	Click Slideshow / Present
Undo / redo	Ctrl+Z / Ctrl+Y	Ctrl+Z / Ctrl+Y
Find text	Ctrl+F	Ctrl+F

A helpful habit

If you cannot find a command, look at the top menus first, then the toolbar. In Slides, some options appear only after you select a text box, picture, or shape.

2. Build and Polish Your Slides

A simple school-office workflow: start with a theme, add only the information people need, and keep the presentation easy to read from the back of a room.

What you need	PowerPoint	Google Slides
Choose a starting design	Design → Themes	Slide → Change theme; browse available themes
Reorder slides	Drag slide thumbnails in the left pane	Drag slide thumbnails in the left pane
Duplicate a slide	Right-click slide thumbnail → Duplicate Slide	Right-click slide thumbnail → Duplicate slide
Delete a slide	Select thumbnail → Delete	Select thumbnail → Delete or right-click → Delete
Move objects forward/back	Select object → Format tab → Bring Forward / Send Backward	Arrange → Order → Bring to front / Send to back
Align objects	Select objects → Format tab → Align	Select objects → Arrange → Align
Add a transition	Transitions tab	Slide → Transition
Add speaker notes	Click Notes below the slide	Click speaker notes area below the slide

Add content without making a mess

Text: Use short headings and concise bullets. If a slide looks crowded, split it into two slides instead of shrinking the font until nobody can read it.

Pictures: Insert → Pictures in PowerPoint; Insert → Image in Slides. Check cropping and placement after importing an existing presentation.

Speaker notes: Put reminders, talking points, or timing cues in the notes area—not in tiny text on the slide.

Office-friendly design tip

For staff meetings, parent information nights, and training sessions, use consistent headings, high contrast, and readable type. Your slides should support the presenter—not compete with them.

3. Share, Collaborate, and Move Files

Google Slides is designed for working together. A few small habits help prevent version confusion and protect school information.

Share a presentation

1. Open the presentation in Google Slides.
2. Click **Share** in the upper-right corner.
3. Add coworkers who need access, or adjust General access only if district policy allows it.
4. Choose a role: **Viewer** can view, **Commenter** can comment, and **Editor** can make changes.
5. Click Send or copy the link using the approved sharing settings.

Before you share

Check the recipient list and access setting. For student, staff, or family information, use your district-approved account and sharing rules. Do not set a file to "Anyone with the link" unless your school explicitly permits it.

Collaborate without losing track

- **Comments:** Select an item or text, then use Insert → Comment to ask a question or suggest a change.
- **Live editing:** Multiple people can work in the same file. You may see collaborators' cursors and edits as they happen.
- **Version history:** Use File → Version history → See version history to review earlier changes and restore a previous version if needed.
- **One shared file:** When practical, share one working presentation instead of emailing several copies named "FINAL," "FINAL2," and "REALLY FINAL."

Open a PowerPoint file in Google Slides

1. In Google Drive, click **New** → **File upload**.
2. Select your .pptx file and wait for it to upload.
3. Open the file with Google Slides. Depending on your account and interface, you may see **Open with** → **Google Slides**.
4. Review the slides before presenting. Fonts, spacing, animations, transitions, and some advanced formatting may change during conversion.

Download a Slides file as PowerPoint

In Google Slides, choose **File** → **Download** → **Microsoft PowerPoint (.pptx)**. Open the downloaded file in PowerPoint and check the layout, media, and animations before sending or presenting it.

4. Final Check Before You Present

A two-minute review can save you from the dreaded “It looked fine on my computer” moment.

- **Slides and order** — Are all slides present and in the right order?
- **Fonts and spacing** — Did any text wrap, shift, or become hard to read?
- **Images and shapes** — Are pictures cropped correctly and objects still aligned?
- **Links and media** — Do links open? Do embedded audio/video items work in the presentation environment?
- **Transitions and animations** — Do they behave as expected, or should you simplify them?
- **Sharing access** — Can the intended audience open the file—and only the intended audience?
- **Backup plan** — If presenting somewhere unfamiliar, keep an approved backup copy or export available.

Quick fixes

Problem	Try this first
A font looks different	Choose a font available in both environments, or reformat the affected text after importing.
A picture moved	Select it and adjust its size, crop, and position. Check whether it overlaps text.
An animation changed	Simplify the effect or recreate it in the destination app; advanced effects may not transfer exactly.
A coworker cannot open it	Click Share and verify the correct email address and permission level.
You cannot find a menu item	Right-click the selected object, check the top menus, or use Help/search.

One important school-office reminder

Before uploading, sharing, or converting a presentation, follow district procedures for confidential information, student records, and approved storage. Test the presentation before relying on it for a meeting or event.

Give yourself permission to be the beginner

You already know how to organize information, build a clear message, and help a meeting run smoothly. Those skills come with you. Keep this guide nearby, practice on a copy of a presentation, and learn one new button at a time.

Until next time, **stay organized, stay curious, and remember: the office runs better when we share what we know.**

— Mrs. Office Lady • www.mrsofficelady.com