

Present your PowerPoint using Google Slides

Are you having problems with PowerPoint while using Google Meet?

If Microsoft PowerPoint is not functioning well while you are using Google Meet, you can present your PowerPoint presentation using Google Slides quickly and easily.

There are a few important things to remember when working with the two tools.

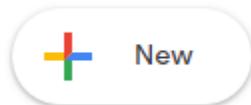
- When moving from PowerPoint to Google Slides, certain fonts and sophisticated animations that are available in PowerPoint may not be available in Google Slides.
- If incompatible features are detected, a notification will appear in Google Slides listing the features that will be dropped.
- Check your presentation for any animations, transitions, fonts, or visual formats that need to be replaced in Google Slides.
- If no compatibility issues are found, which is often the case, then the pptx file you uploaded can be presented using Google Slides. It is not necessary to save the presentation in Google Slides format.
- If you need to replace any visual effects or add animations to make your slideshow function properly in Google Slides, then you should save the revised presentation in Google Slides. Doing this will allow you to maintain your unaltered PowerPoint file in addition to the Google Slides version.
- In either file format, storing your presentation on Google Drive allows you to access, edit, and share your files from anywhere.

How to Upload a PowerPoint File into Google Drive

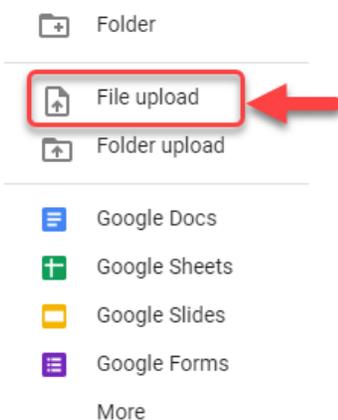
1. Open **Google Drive**. An easy access point is in the top right of your email or your calendar.



2. In Google Drive, click **New**.



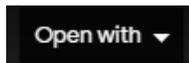
3. Click **File Upload**.



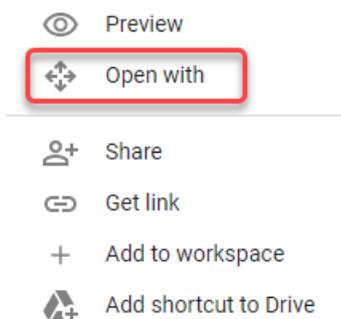
4. Choose your PowerPoint file and click **Open**. The file will take a moment to upload.

Opening your PowerPoint Presentation with Google Slides

1. After your file has been uploaded into Google Drive, you can double click the file name. Then, choose **Open with Google Slides**.



OR, right click on the file name and chose **Open with Google Slides**.



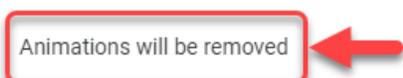
2. When Google Slides is open, look for a notification at the top of the screen that alerts you to any PowerPoint features that cannot be displayed in Google Slides.

Some PowerPoint features can't be displayed in Google Slides and will be dropped if you make changes [View details](#)

3. Click **View details**.

Slides can't display some features of this PowerPoint presentation

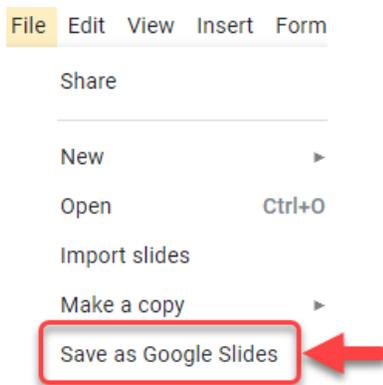
If you continue to edit, the following features will be removed or replaced in the file. The original file with full Office features is always available from File > Version history



4. If there is no notification, then Google Slides did not detect any incompatible features. However, always double-check your presentation for the following:

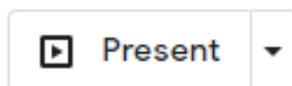
- Fonts
- Styles
- Borders
- Alignment
- Animations
- Transitions
- Effects

5. If you need to revise your PowerPoint presentation to replace or repair any visual features, you may want to click **File** and **Save as Google Slides** so that you will have an unaltered version of your PowerPoint file as well as a functional Google Slides version of your presentation.



6. In **Google Meet**, choose **Present Now**. You can share your **entire screen**, or you can choose to share a **Chrome Tab**.

7. To play your slideshow, click **Present** at the top right of Google Slides.



Thank you for the valuable work you do for our students every day.