Choose **Google Slides** from the **NEW menu** and you will be prompted to choose from various templates.

Creating a **Google Slide** will give you somewhat of a condensed version of PowerPoint, uploading will upload an existing document from your machine.

*(NOTE: When uploading original format documents, they cannot be edited by collaborators. If you want others to edit convert the presentation to a Google Slide. To change conversion settings follow below.)*

**Sharing the Google Slide**

Click on the **Share Icon** to share a Google Slides.

*(Note: Then you can share just as in forms with email, the link, or by choosing advanced there are the various other options as previously discussed.)*

*(Note: The **Advanced Button** will provide additional options.)*

**Revision History**

To view the revision history, **Right-Click** on the Google Slides and choose **Manage Versions**... Here you can see a list of revision histories and view them with the ability to restore to a previous version.