

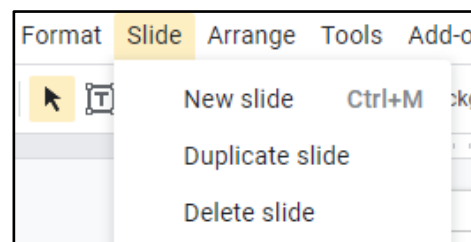
## Using Headings in Google Slides

### Step 1

To create a slide with a heading, select the **Slide** menu.

OR

Press **ALT + SHIFT + S** to select the **Slide** menu.

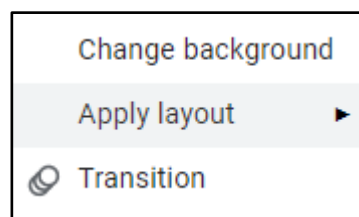


### Step 2

Select **Apply Layout**.

OR

Press the **DOWN** arrow to find **Apply layout** and use the **ENTER** to open the submenu.



### Step 3

In the submenu, select one of the slide options that includes a heading.

OR

Use the **LEFT**, **RIGHT**, **UP**, and **DOWN** arrows to navigate the submenu grid and press **ENTER** to select a slide with a heading.



### Step 4

In the main slide area, select the text box that says **Click to add title** and type in the heading.

OR

Press **ENTER** to edit the title placeholder. Type the heading text. Press **ESCAPE** to finish.

A rectangular box with a thin black border containing the text 'Click to add title'.