

How to create a table of contents in Google Slides, Powerpoint Online

How to create a table of contents in Google Slides helps users move to content items in Slides more easily. Not only that, creating a table of contents in Google Slide is also a way to summarize the main content of your presentation.

For long presentations on Google Slides, including a table of contents in Google Slides is essential. This way you can easily go to the content you want to mention with just one click.

Instructions on how to create a table of contents in Google Slides

1. Quick guide

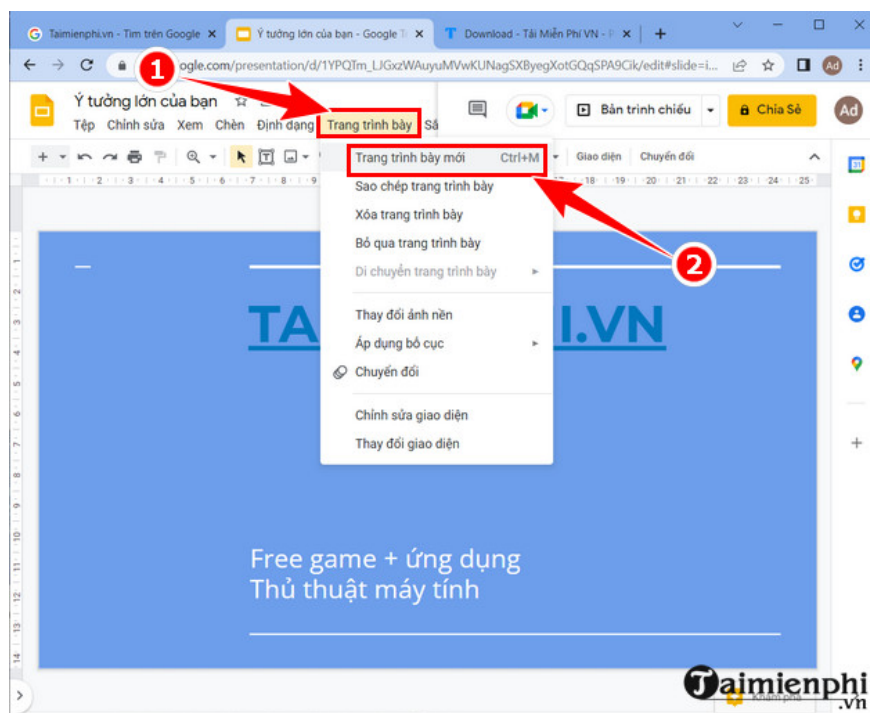
Open **Google Slide** in the browser => Select **Insert** => Select **Link** => **Enter the slide** you want to insert and done.

2. Detailed instructions

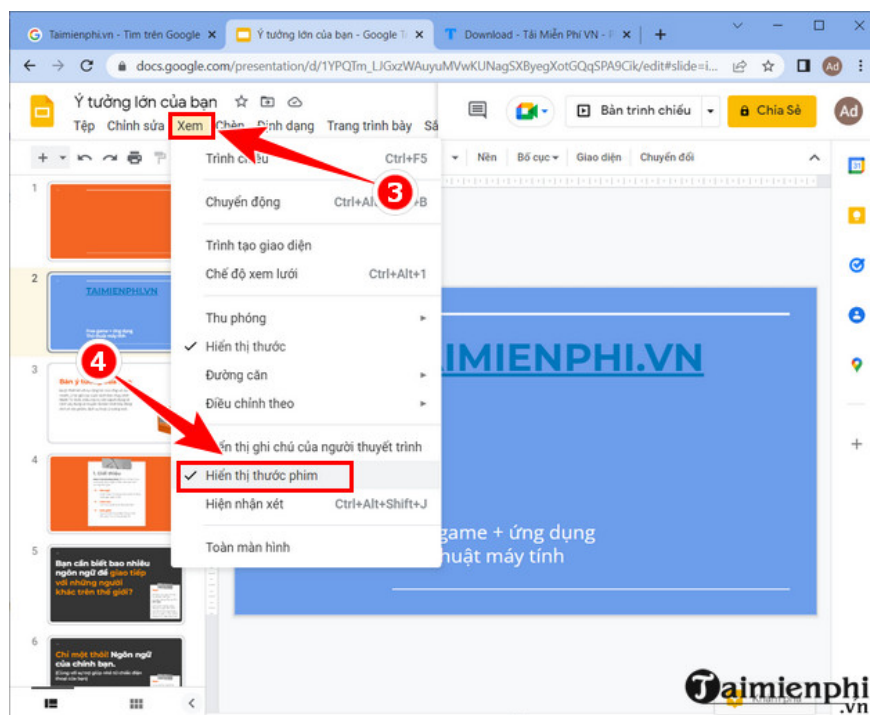
Step 1: Open Google Slides in the browser.

* **Note:** Requires Google account login. If you don't have an account, you can refer to how to register here.

Step 2: Select an **existing Slide or create a new one** => Select **Slide** => Select **New Slide** (or press **Ctrl + M**) to create a new page for the table of contents.



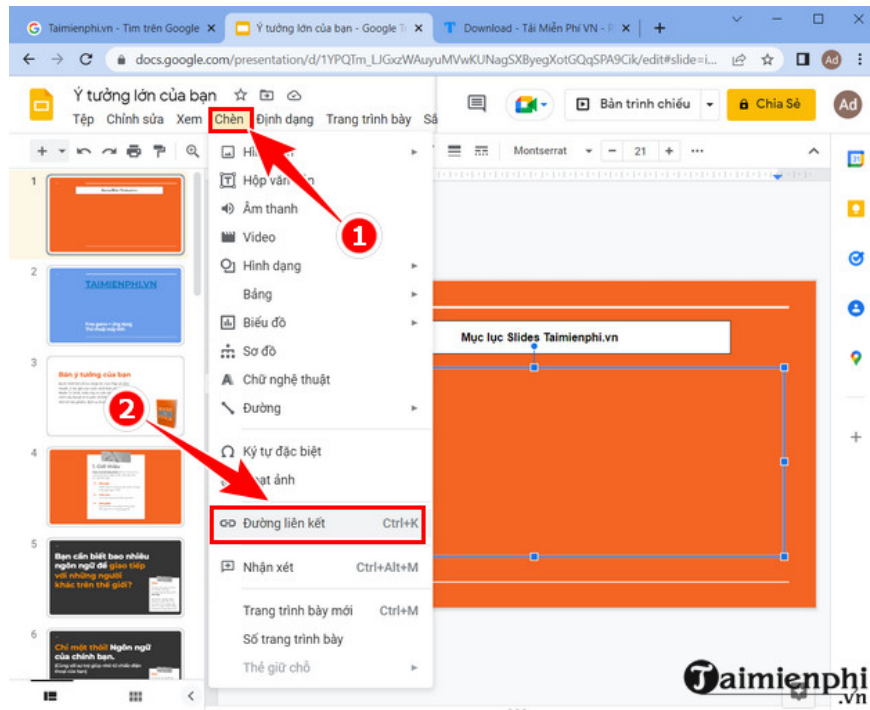
Step 2: Select **View** => Select **Show footage** so that slide content is displayed in small panels.



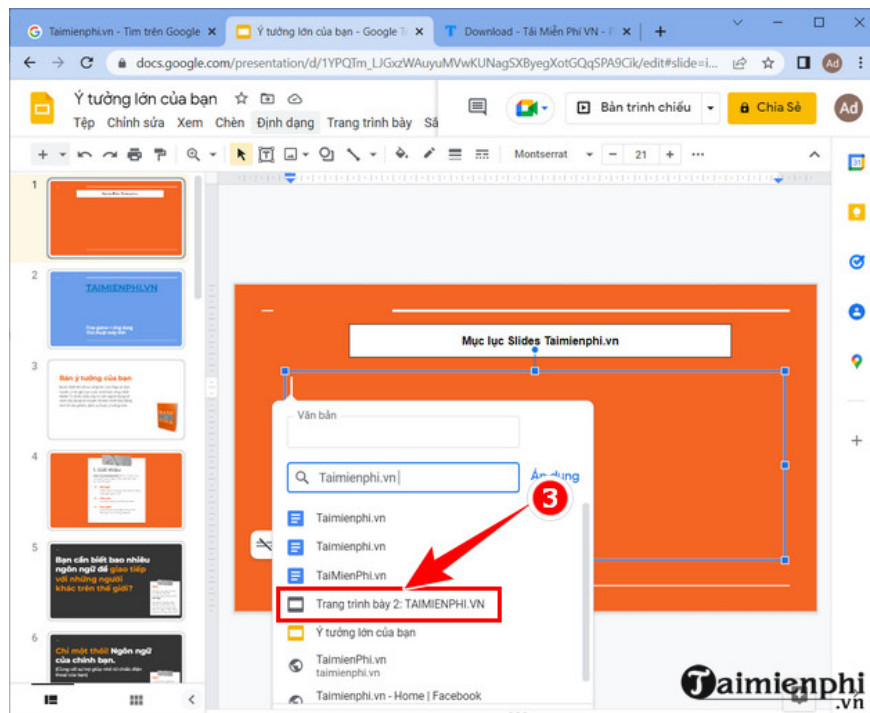
Step 3: Now you have 2 different ways to insert a table of contents in Google Slides

TH1: Create a Google Slide table of contents with links

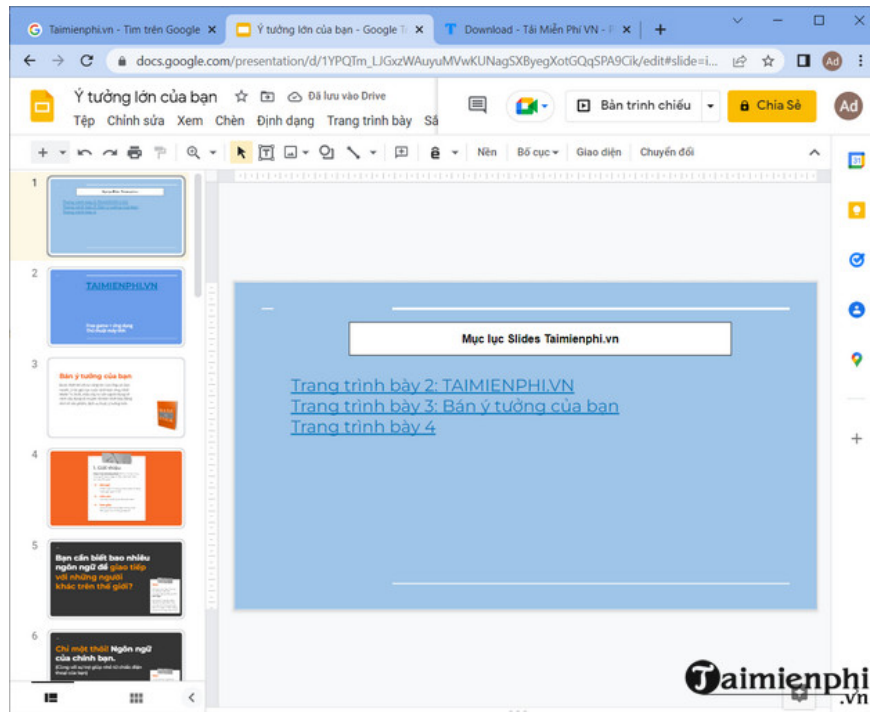
- Now in the section where you want to insert a table of contents, select **the link icon** (Ctrl + K) or Select **Insert** => Select **Link** .



- Next you can **select linked pages** with large sections to create a table of contents by **recording the number of slides or content** therein.

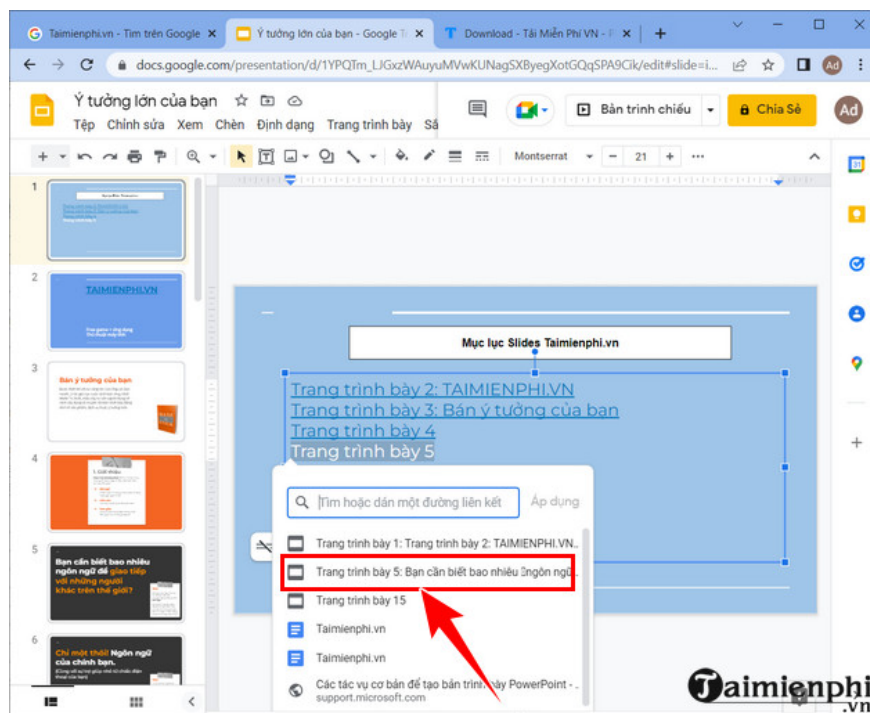


Result :



Case 2: Create a Google slide table of contents with text and insert links to the slides

With this method, you need to **write each title for the table of contents** and then insert **the Slide link** by selecting **the link icon** (Ctrl + K) or Select **Insert** => Select **Link** .



Refer to the tutorial on how to create slide links in Google Slides here for details on how to do it.

So with just a few simple steps, you can create a table of contents in Google Slide to make your presentation

more beautiful and professional.

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