

Course Description

This course is designed for students who wish to learn the foundational understanding of Google Slides to create and develop engaging multimedia presentations.

Learning Objectives

- Identify the basic features and functions of Google Slides
- Develop a Google Slides presentation
- Perform advanced text editing operations

Getting Started with Google Slides

- Navigate the Google Slides Environment
- Slides
 - Google Slides User Interface
 - Google Slides Menu
 - Toolbar Menu
 - Toolbar Shortcuts
 - Slide Navigation Pane
- View and Navigate a Presentation
 - Presentation Views
 - Present Options
 - Presenter View Menu Bar
- Create and Save a Google Slides Presentation
 - Default Google Slides Presentation
 - Text Boxes
 - Speaker Notes
 - Make a Copy of a Presentation
 - Rename a Presentation File
 - Download a Copy of a Presentation
- Use Google Slides Help
 - Slides Help
 - Training
 - Updates
 - Help Slides Improve
 - Keyboard Shortcuts

Preparing to Deliver Your Presentation

- Review Your Presentation
 - The Spell Checker Feature
 - The Explore Feature
 - The Accessibility Feature
- Apply Transitions
 - Transitions
- Print Your Presentation
 - Print Setting and Preview
 - Handout Options
 - Notes Page
 - Printing Option
- Deliver Your Presentation
 - Presentation Options

Developing a Google Slides Presentation

- Select a Presentation Type
 - Templates
 - Themes
- Edit Text
 - Text Boxes
 - Border
 - Text Selection Methods
 - The Quick Access Toolbar
 - Cut, Copy, and Paste Options
- Building a Presentation
 - The Slide Size and Orientation Settings
 - Slide Layouts
 - Types of Slide Layouts
 - Choosing a Slide Layout
 - Changing the Layout for an Existing Slide
 - Background Styles

Adding Charts to Your Presentation

- Create a Chart
 - Chart Data
 - Chart Types
- Format a Chart
 - Edit Chart Pane
 - Customize
 - Chart Styles
- Insert a Chart from Google Sheets
 - Linking Charts

Performing Advanced Text Editing Operations

- Format Characters
 - Character Formats
 - Clear Formatting
 - The Font Dialog Box
 - WordArt
 - The Paint Format Tool
- Format Paragraphs
 - Bulleted Lists
 - Number Lists
 - Text Alignment Options
 - Vertical Text Alignment Options
 - The Format Option Pane
 - Position
 - Text Fitting
 - Drop Shadow
 - Reflection
 - Recolor
 - Paragraph Spacing Options
 - Rulers
- Format Text Boxes
 - Text Placeholder Formatting Options
 - Fill Color
 - Border Outlines

Adding Graphical Elements to Your Presentation

- Insert Images
 - Pictures from the Computer
 - Online Pictures
- Insert Shapes
 - Shape Styles