

## 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

### Get 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

### Perform 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

### Prepare 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

### Add Graphical Elements to Your Presentation

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

### Develop 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

### Modify Objects in Your Presentation

- Edit Objects
  - Object Selection
  - The Crop Tool
  - Object Resizing Methods
  - Object Orientation Options
  - Set Transparent Color Option
- Group Objects
- Arrange Objects
  - Object Order
  - Guides
- Animate Objects

### Add Tables to Your Presentation

- Create a Table
- Format a Table
  - Insert or Delete a Table

### Add 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