

Course Description

Google Workspace provides a family of tools that allow you to build engaging multimedia presentations. In this Task Targeted Training students focus on the applications, tools, and steps to: develop purposeful and attractive visual aids, deliver engaging and interactive presentations, and collaborate in real-time to prepare a presentation

Learning Objectives



Google Slides

- Getting Started
 - Navigate the Google Slides Environment
 - Manage a Presentation
- Developing a Presentation
 - Build a Presentation
 - Select a Presentation Type
- Text Editing
 - Text Editing Basics
 - Format Characters
 - Format Paragraphs
 - Format Text Boxes
- Graphical Elements
 - Insert Images
 - Insert Shapes
- Modifying Objects
 - Edit Objects
 - Group Objects
 - Arrange Objects
 - Animate Objects
- Tables and Charts
 - Create a Table
 - Format a Table
 - Create a Chart
 - Format a Chart
 - Insert a Chart from Google Sheets
- Audio and Visual Elements
 - Audio clips
 - Video clips



Google Slides

- Collaborative Development
 - Email Presentations as attachments
 - Share Presentations with Collaborators directly
 - Share Presentations via hyperlink
 - Transfer Presentation Ownership
 - Comments and Suggestions
 - Tracking Contributions
 - Submit a Template
- Presenter Tools
 - Speaker Notes
 - Audience Q&A
 - Laser Pointer
 - Closed Captions
 - Auto-advance slides



Google Meet

- Meeting Controls
 - Audio and visual settings
 - Change your Background
 - Send chat messages to participants
 - Record a meeting
- Presenter Tools
 - Closed Captions
 - Share screen
 - Present from Slides
- Start a meeting from Google Slides



Jamboard

- Getting Started
 - Create a new Jamboard session
 - Work with Jamboard Tools
- Collaborating with Jamboard
 - Share Jamboards directly
 - Share Jamboards with a link
 - Share Jamboards in Google Meet
 - Download Saved Sessions as a PDF
 - Version Control



Google Drive

- Navigate the Drive Interface
- Organize Files in Drive
 - Create files and folders
 - Copy and move files
 - Create a Workspace
 - Create file shortcuts
- View Files in Drive
- Upload Files to Drive



Google Forms

- Create a Survey with Google Forms
 - Create a new form
 - Add/modify questions
 - Adjust form settings
 - View Responses