TECHMB

Intro to Google Slides

We acknowledge that we are located on Treaty One Territory and in the heartland of the Métis Nation. We recognize the mistakes of the past and believe in reconciliation, cooperation and moving forward in partnership with Indigenous communities.

All content on GCFAprendeLibre.org® is available free of charge at https://edu.gcfglobal.org/en/googledocuments/

What is Tech Manitoba
Why is this free?

- Tech Manitoba is a not-for-profit that aims to help the tech industry in Manitoba flourish
- TechMB's digital literacy program provides free computer courses
- Federal funding allows us to provide these courses for free: to help us continue to get funding, please complete the survey after the course

TECHMB

Introduction

[Instructor Name]
[Intructor email]

TECHMB

Students Introduction

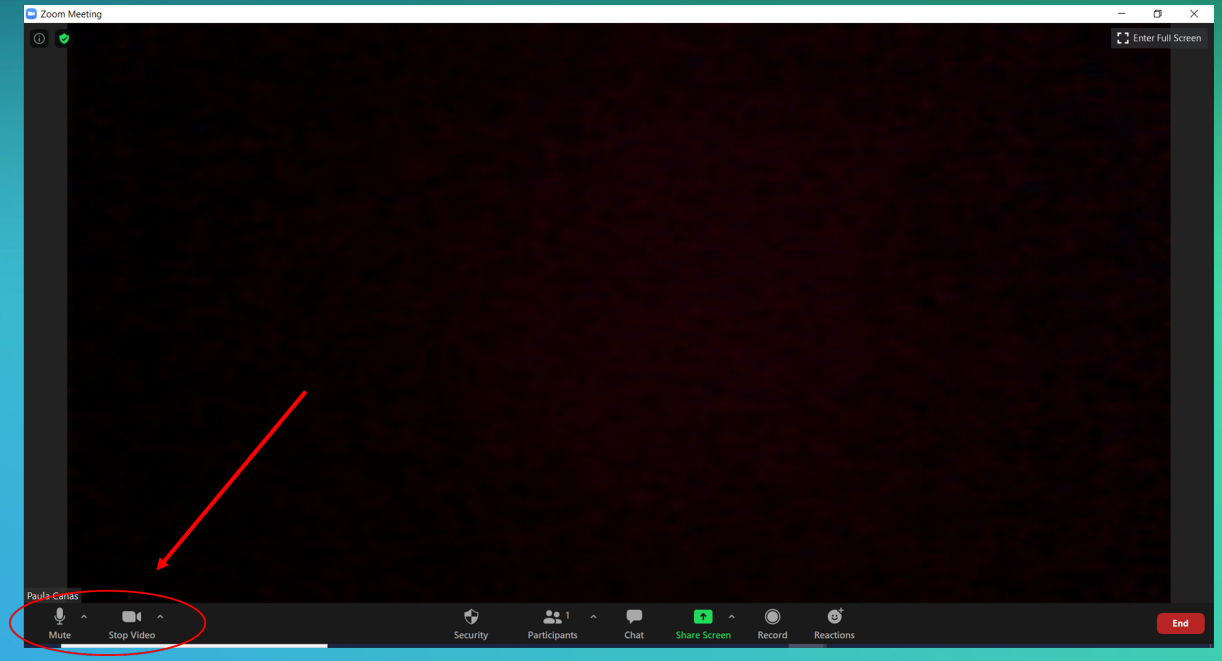
- What is your name?
- Country of origin?
- Occupation?
- What do you expect to learn?

Housekeeping tasks

- Registration Forms - Please fill out if not done already
- Media Release agreement – Please read and sign if you are willing to be photographed
- End of Course Survey - Will be done after completion of the course
- You MUST complete the survey at the end of the course to receive your certificate. Please complete this survey as it allows us to get funding from the government and continue delivering these free courses
- You will need to be signed into Google for this course

How to use Zoom: MUTE & VIDEO

Buttons are at the bottom left corner of your screen



TECHMB

How to use Zoom: MUTE & VIDEO

Click on the button to mute/unmute or start/stop video.

A red line crossing through the microphone or camera, means that it is muted or off.

Microphone and Camera ON

Microphone and Camera OFF

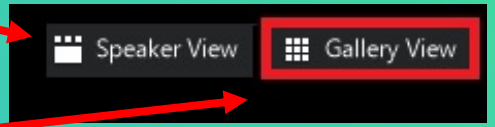
Important: *Please mute yourself when you are not speaking, otherwise everyone will be able to hear your background noise.*

The mute shortcut is Alt + A

How to use Zoom: VIDEO LAYOUT

Select the Speaker View when the instructor is teaching.

Select the Gallery view for Q&A and when participating in discussions.



Intro to Google Slides

TECHMB

Learning Outcomes for this course

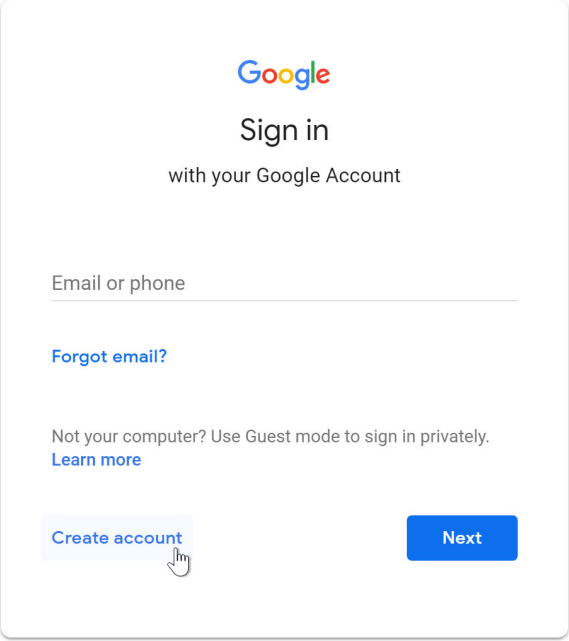
- Get started using Google Drive
- Familiarize yourself with Google Slides interface and create presentations
- Learn how to insert, arrange, and change the layout of slides
- Learn how to manipulate and format text, and add images, shapes, and videos
- Add slide transitions and animations, and use presentation mode
- Print and create PDF files

Discussion

- What types of files do you access on a daily basis?
- What devices do you access your files from?
- Can you think of any files you'd like to sync across multiple devices?
- What are a few situations where you might want to collaborate on a document with others?

Sign in to your Google account

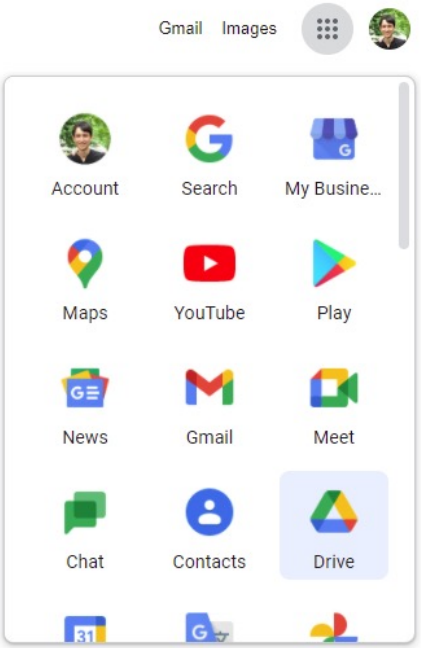
- You will need a Google account to get started. Create one if you haven't already at google.com
- Sign in to your account



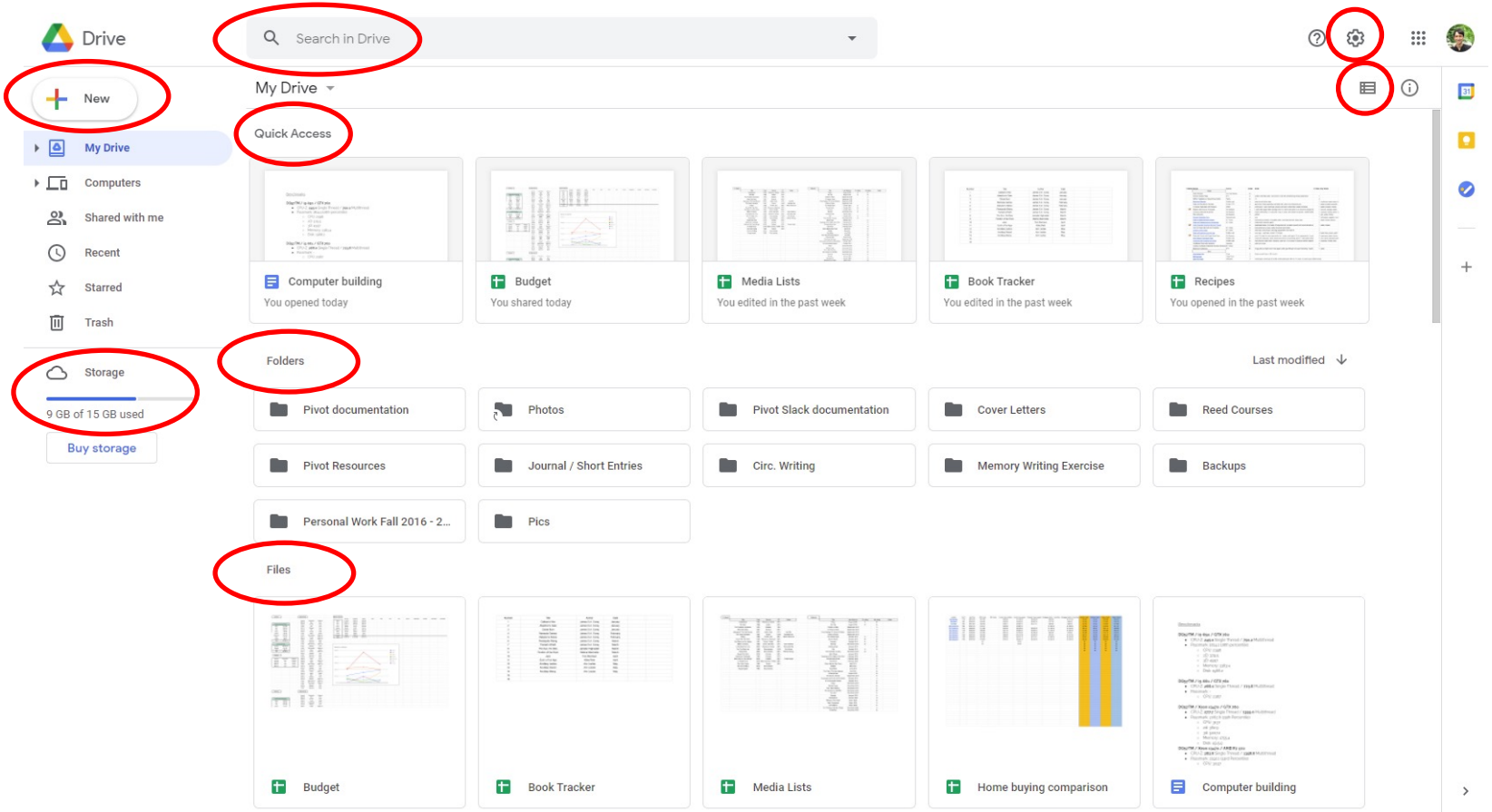
A brief overview of Drive

- Once you are signed in, you can access Google Drive at drive.google.com or by clicking the apps icon in the top left at google.com
- Drive is great for backups, as it can store any type of file, including pictures, pdfs, and MS Office files
- You can link Drive to your desktop with the desktop app to upload files directly to Drive from your computer's file browser

At google.com:

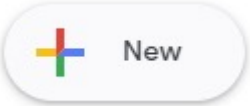


A brief overview of Drive: Interface

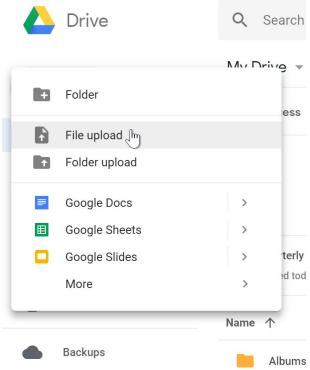


A brief overview of Drive: Uploading

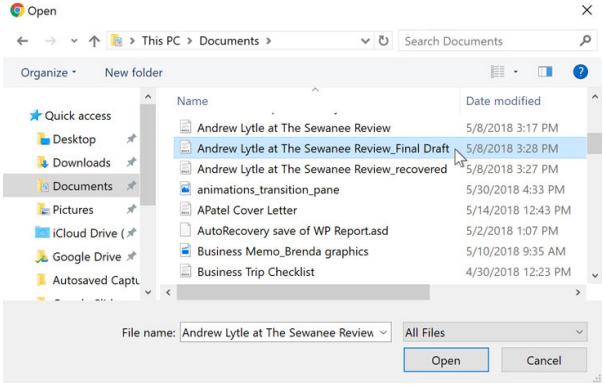
1.



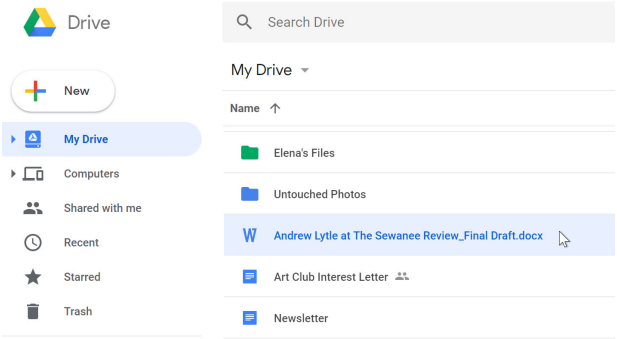
2.



3.



4.

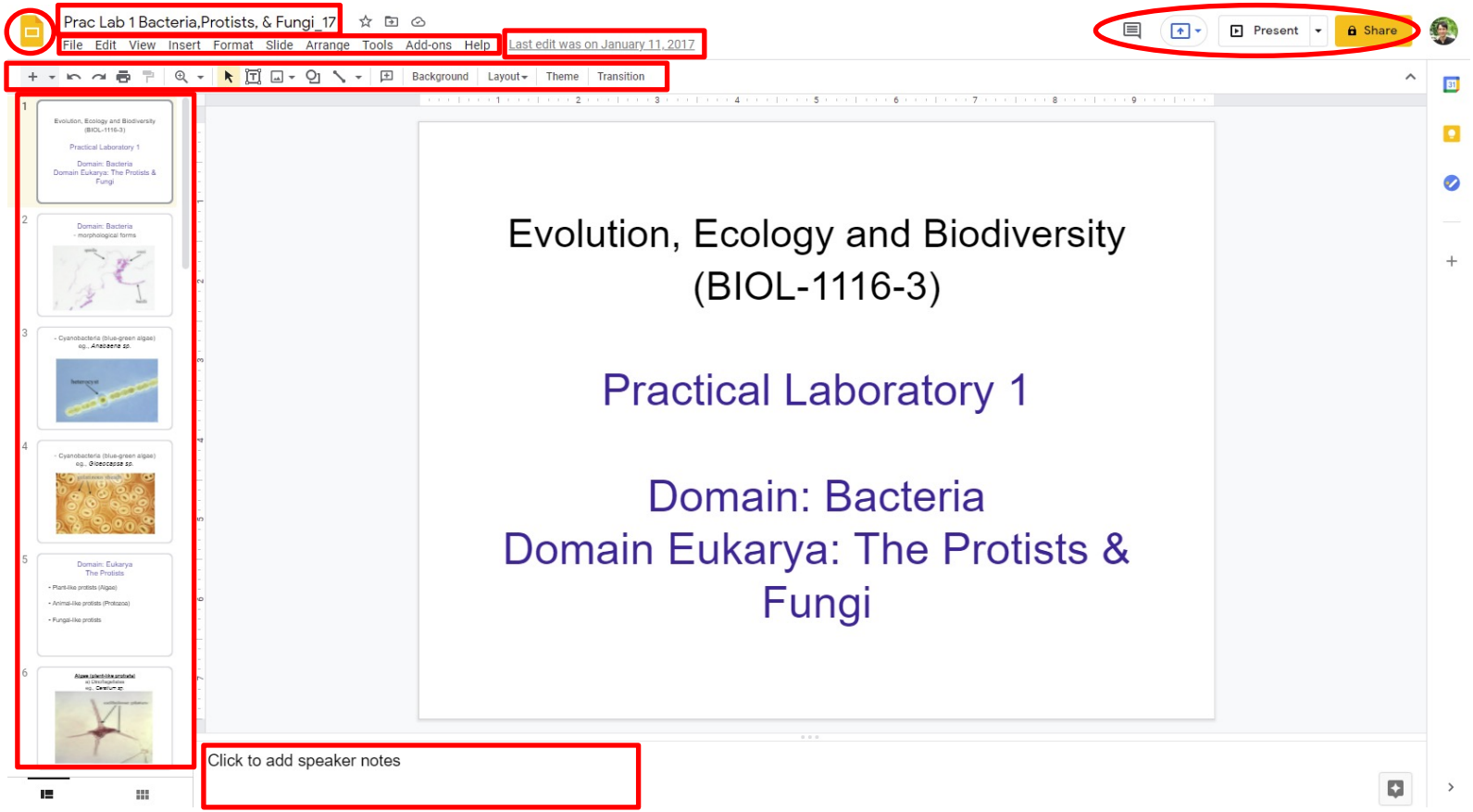


You can also simply click and drag the files you want to upload into Drive, or use the Drive desktop app

TECHMB

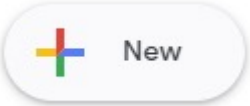
Video: Getting started with Slides

The Google Slides interface

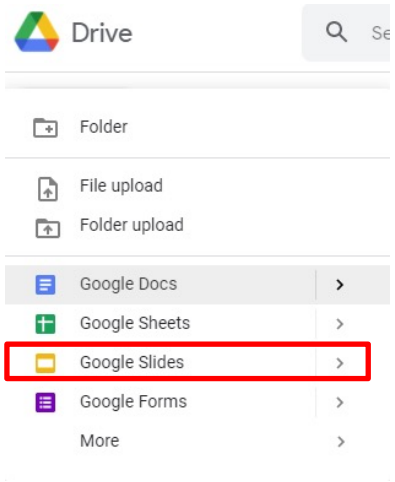


Creating & naming a new presentation

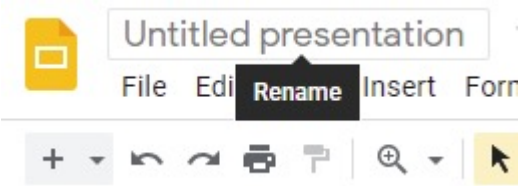
1.



2.



3.

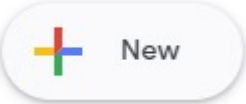


4.

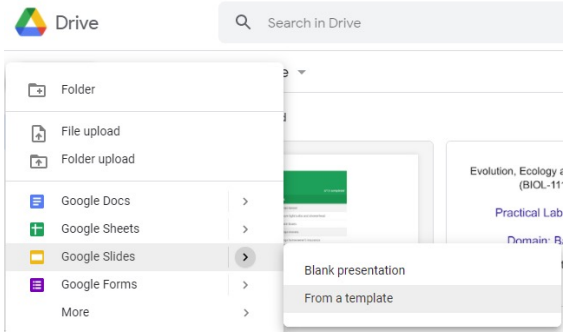
There is no need to **Save** in Drive. Your files are all automatically saved as you edit.

Creating a new presentation: Templates

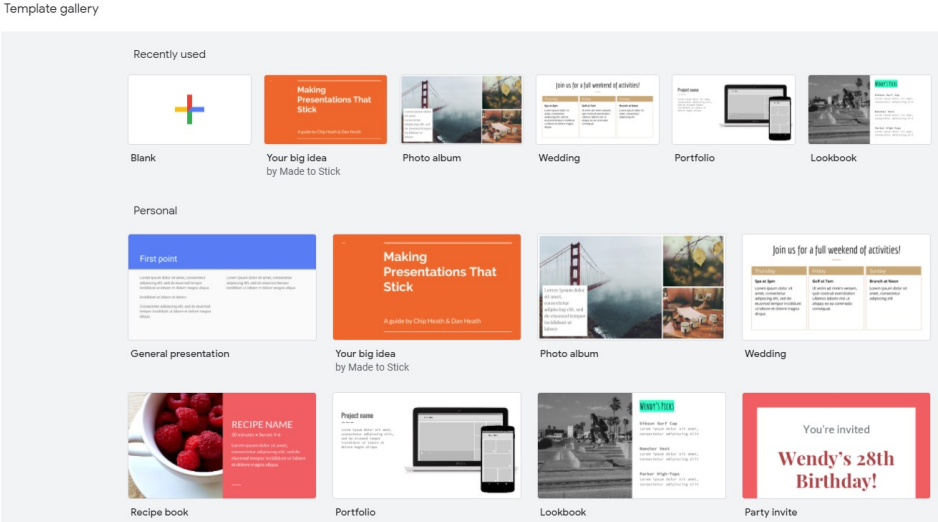
1.



2.



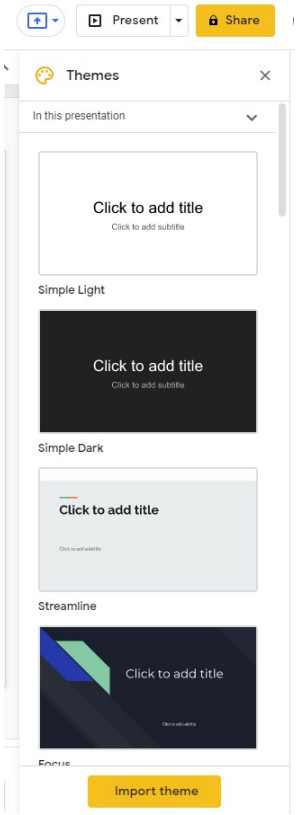
3.



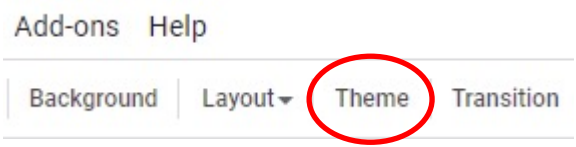
Creating a new presentation: Themes

When you create a new presentation, Slides will show you some themes to choose from

Choosing a theme will automatically change your slide backgrounds, fonts, and font colours

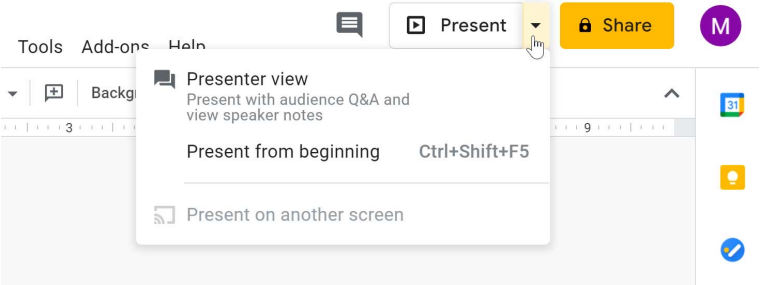


You can change the theme at any time using the Theme button on the shortcuts bar

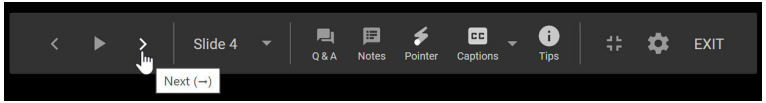


Presentation mode

- Enter presentation mode using the Present button. Advance through slides in presentation mode by clicking, pushing spacebar, or using the arrow keys
- Use the dropdown menu to view other options, such as Presenter view, which will show speaker notes in a separate window so the audience doesn't see them



Presentation mode navigation bar



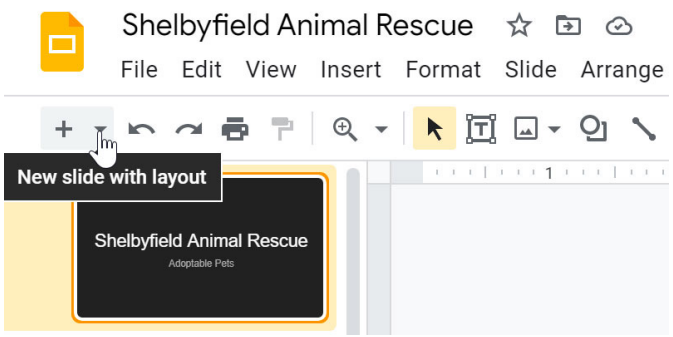
TECHMB

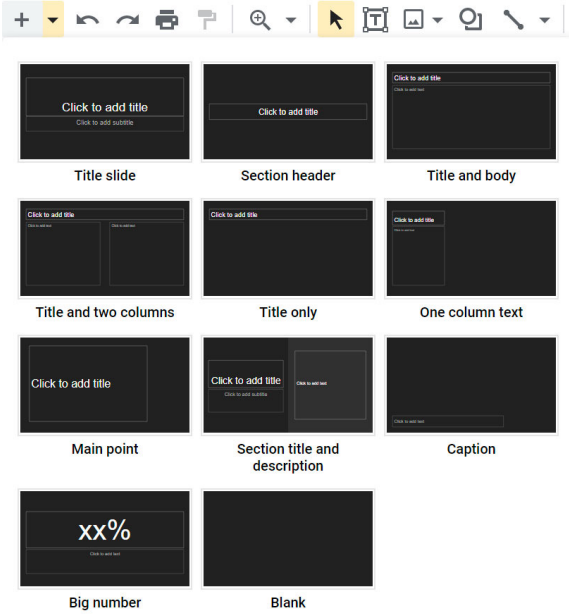
Practice!

- Open Google Slides and create a blank presentation
- Change the presentation title from **Untitled Presentation** to **Practice Presentation**
- Choose a **theme** for your presentation
- Use the **View** menu or **magnifying glass icon** in shortcuts to set the zoom to 50%

Slide basics

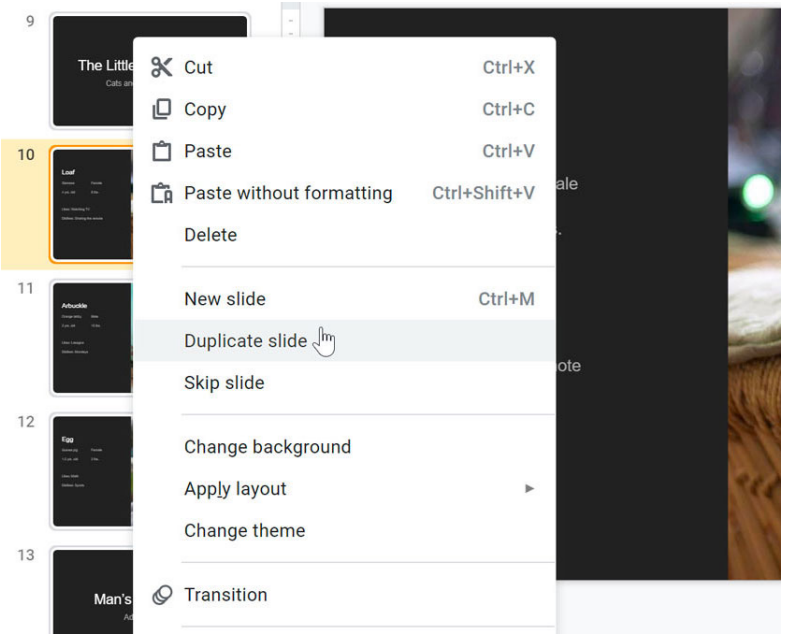
When you insert a new slide, it will usually have placeholders for inserting text. You can choose different types of slides to insert





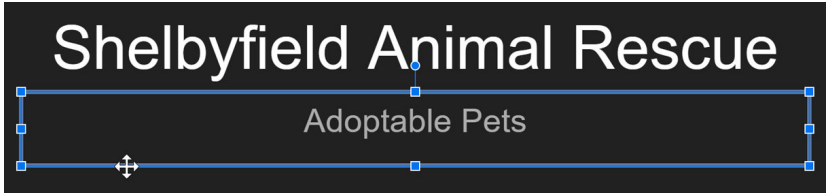
Organizing slides

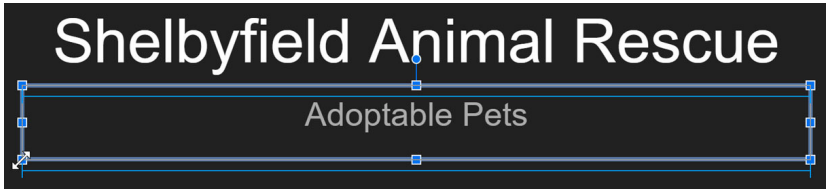
- The Slide Navigation pane on the left allows you to rearrange, copy, and delete slides
- Click and drag to rearrange, right click (or copy & paste) to duplicate, and use the Delete or Backspace key (or right click) to delete



Adjusting text boxes

- Click the text box and mouse over the edge until you see an icon with 4 arrows
- Click and drag to move
- Mouse over the sizing handles (little squares) and click and drag to adjust text box size
- Delete by selecting the text box and pushing the Delete or Backspace key

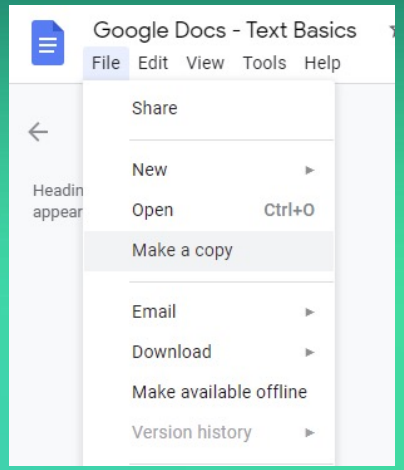




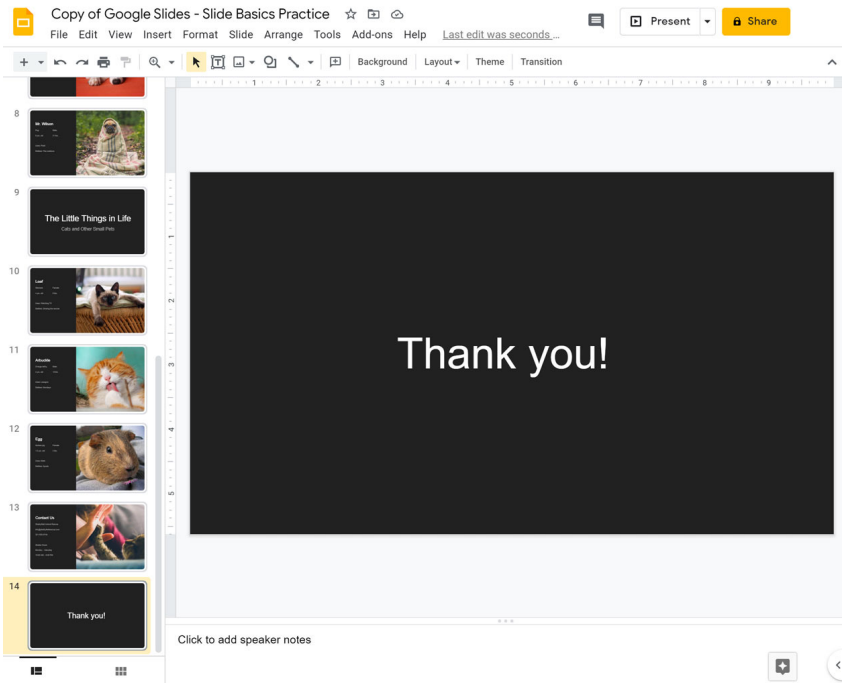
TECHMB

Practice!

- Open the example file and click **File > Make a copy**
- **Insert** a new slide: choose the “Main Point” slide layout
- In the placeholder, type **Thank You!**
- **Resize** the placeholder so it just fits the width of the text, then move the placeholder to the center of the slide
- Move the slide you just created to the end of the slideshow

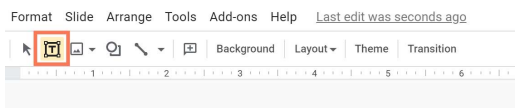


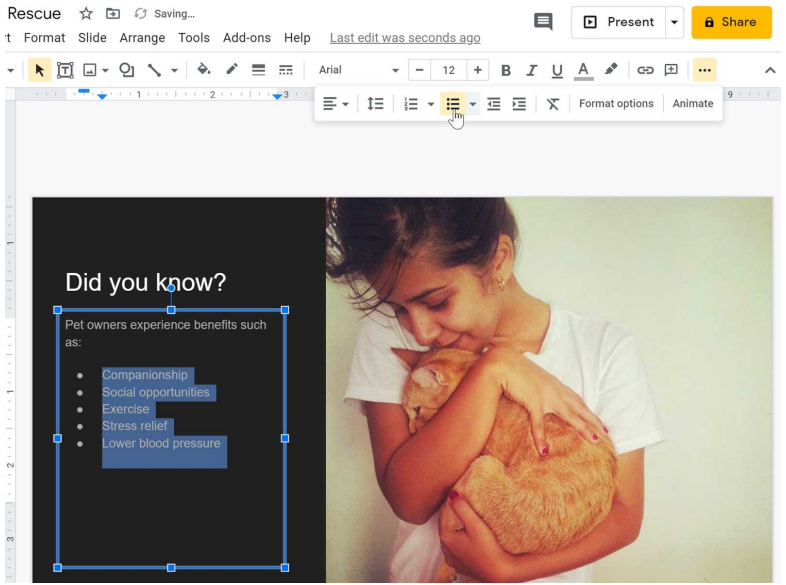
When you're done, the presentation should look something like this:



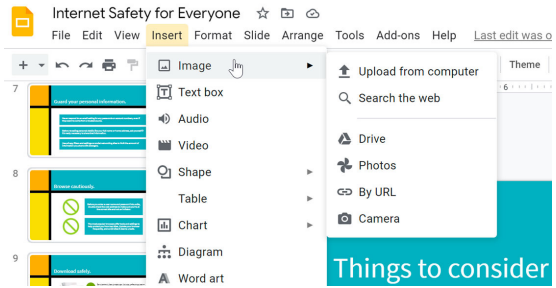
Creating & editing new text boxes

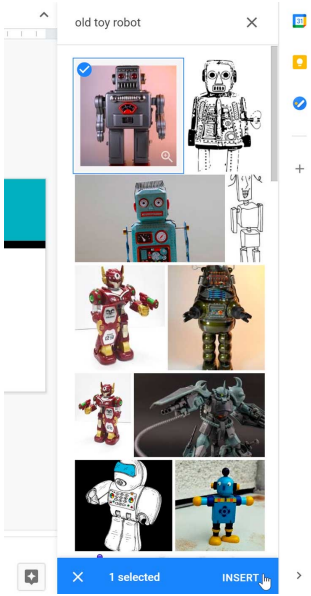
- Create new text boxes using the text box button
- Click on the text box and click in the center to add text
- Many presentations use bullet points or numbered lists; select your text and click the bullet points or numbered list buttons from the shortcut bar
- Copy text using Ctrl + C and paste using Ctrl + V





Inserting pictures

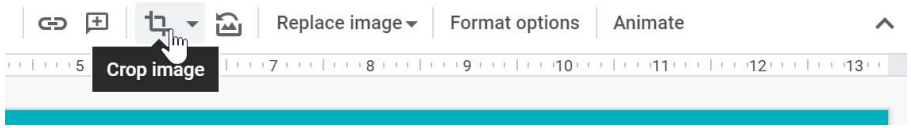


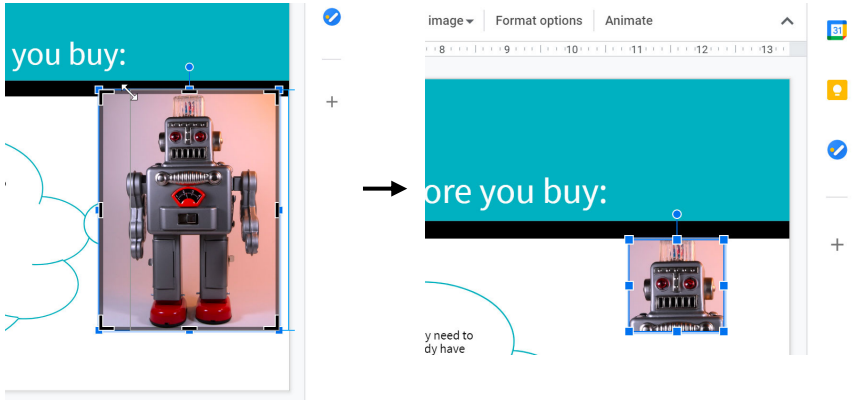


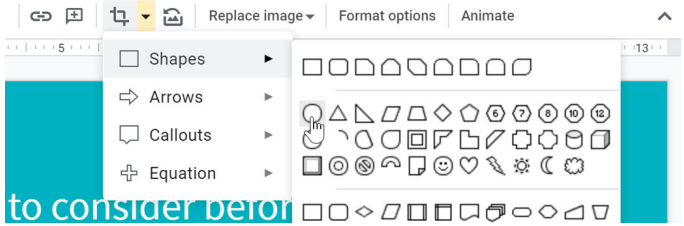
- Add a picture from the Insert menu
- In this example we'll add an image from Search the web
- Search for your desired image, click it, then click Insert

Formatting pictures: Crop

- To crop an image, select the image and click the Crop command
- Use the cropping handles to cut parts of the image you don't want
- Hit Enter or click the Crop command again and the image will be cropped
- Crop an image to a shape using the dropdown menu

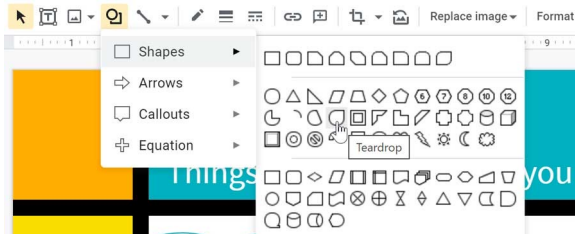


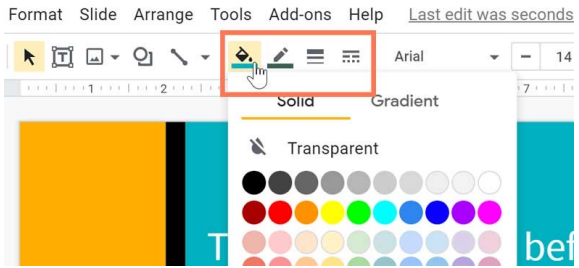


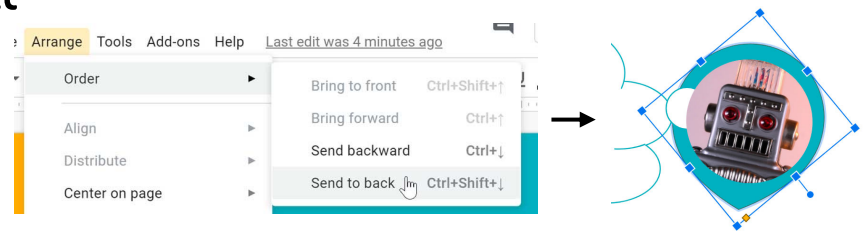


Formatting shapes

- Add a shape using the Shape command
- Click and drag to add shape in the desired location
- You can change the fill color, line color, line weight, and line dash
- To reorder an object, select it and use the Arrange menu; we'll Send to back in this example to make the teardrop shape go behind the robot picture

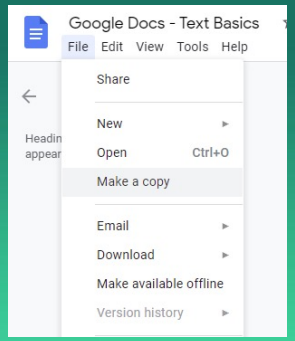






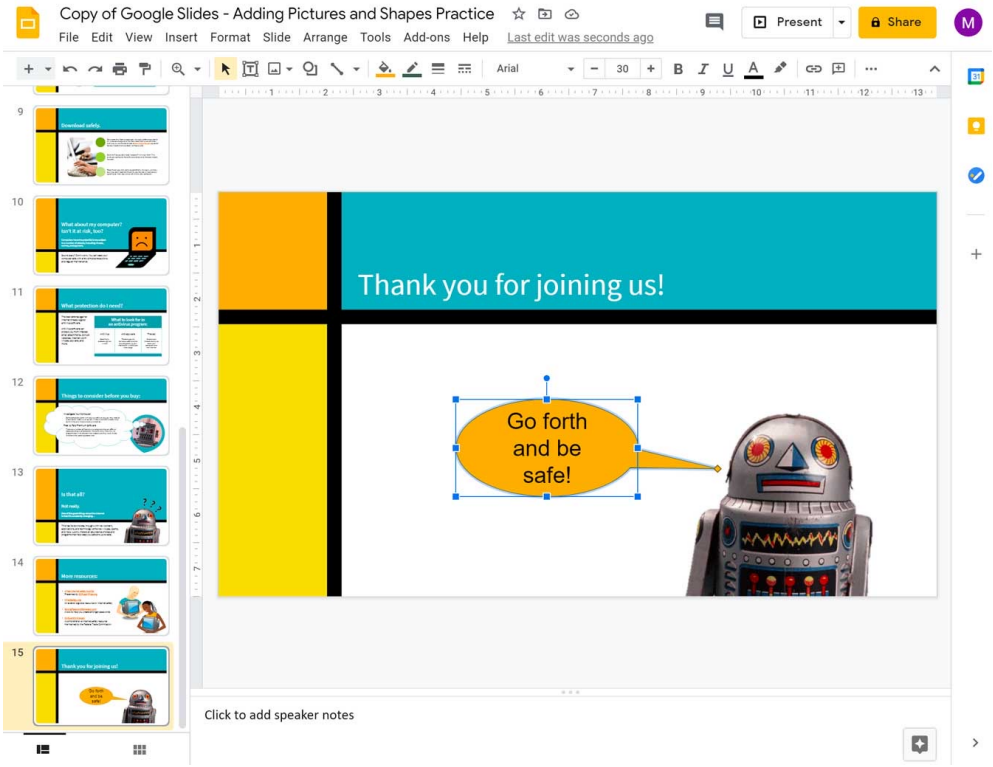
TECHMB

Practice!



- Open the example file and click **File > Make a copy**
- Select **slide 15** and resize the picture of the robot so it's as tall as the slide
- **Crop** the bottom half of the robot so the hands and legs are cut off
- **Move** the robot to the lower-right part of the slide
- To the left of the robot picture, insert a **speech bubble shape** (from the **callout** category in shapes)
- With the shape still selected, drag the yellow diamond handle toward the robot's mouth, then type the words **Go forth and be safe!**
- Change the font size of the text to **30** and the alignment to **center align**
- Change the **fill color** of the shape

When you're done, the presentation should look something like this:

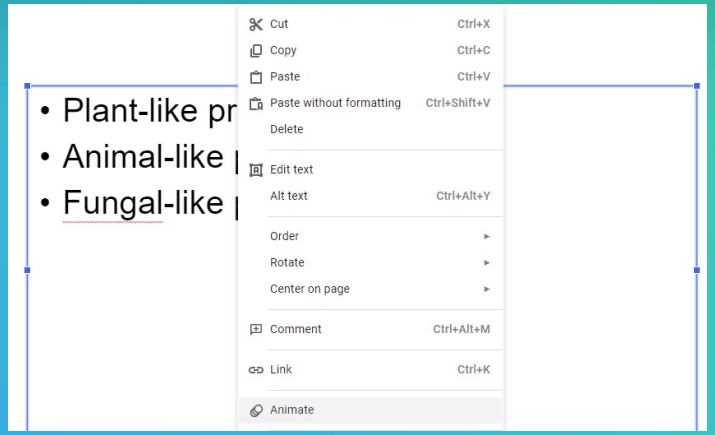


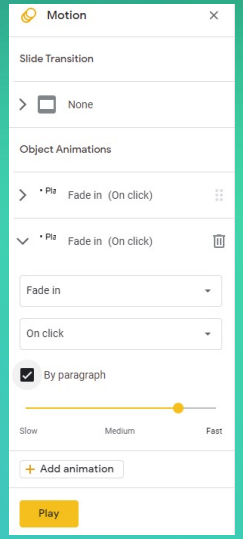
Video: Adding animations

- Have you ever been overwhelmed by the amount of text on a slide?
- It can be helpful to animate text so that each line appears one at a time as we've done in this presentation
- This will help your audience focus on what you're talking about rather than trying to read everything

Practice!

- Create a text box with several bullet points and animate it so that each bullet point appears one at a time (hint: check the **By paragraph** box)
- Test it by clicking the yellow **Play** button or using **Present**





Questions?

If you would like a copy of this presentation, please let the instructor know and we will be happy to share.

TECHMB

Please complete the survey! You must complete the survey to receive your certificate and have a chance to win a free desktop computer.