

Unit: 3.9

Presenting- with Google Slides

Key Learning

- To understand the purpose of the Slides tool.
- To add slides to presentations.
- To add media to presentations.
- To format text appropriately.
- To add shapes and lines to enhance a presentation.
- To use the skills learnt to design and create an engaging presentation.

Key Resources



Google Slides

Key Images



Open a new document

Share

Access sharing options



Return to slides home



Undo key

Arial - 11 B I U A

Text formatting



Insert a text box



Insert image



Insert shape



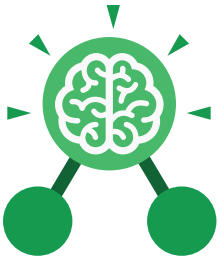
Insert line



Word art



Insert a new slide



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Presenting- with Google Slides

Key Vocabulary

Animation

Visual effects used on objects such as text boxes or pictures. They allow these objects to be brought on and off the slide in a certain way.

Design Themes

A variety of ready-made templates with custom formatting (font, colour scheme etc.) which gives a certain look and feel.

Font

A set of type which shows words and numbers in a particular style and size.

Media

Images, videos, or sounds which can be added to a presentation.

Presentation

A visual way of displaying information to an audience that is clear and engaging. It can contain text, images, and videos.

Presentation Program

A computer program, such as Google - 3.9 (Google) Slides, which is used to create a presentation.

Slide

A single page within a presentation.

Slideshow

A collection of pages arranged in sequence that contains text and images to present to an audience. Often referred to as a Slides presentation.

Text box

A box in which text can be inputted and formatted.

Text formatting

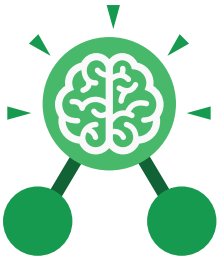
When you change the format of text on a page, including the font, the size and whether it is bold, underlined or in italics.

Transition

The interesting effect used when one slide moves onto the next.

WordArt

A way to treat text as a graphic so that you can add special effects to text.



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Presenting- with Google Slides

Key Questions

What is a presentation program used for?

A presentation program is used to present information to an audience in an engaging way, such as including text, pictures and videos. Google Slides is an example of a presentation program.

How do you add a transition to a presentation?

Click on 'Transitions' at the top of the screen and select the transition you wish to use from the Motion menu. Choose the speed that you think will look best.

What features can you use to make a presentation more engaging?

You can give your presentation an engaging look and feel by using different fonts, colour schemes and using an interesting layout. Adding pictures, sound, and videos would also make a presentation more interesting to an audience. Using animations and interesting transitions between slides would also be engaging.