Activity Sheet: Google Slides

**ACTIVITY #1**

*Log-in to your Google account and access Slides*

1. Open Google Chrome
2. Access https://www.google.com/
3. Click the **Sign In** button located in the upper-right corner
4. Proceed to log-in with your Google (Gmail) username and password
5. Click on the **Apps Launcher** button  in the upper-right corner
6. Click on **More** and then **Even more from Google**
7. Locate and click on **Slides** (under “Home & Office” apps)

**ACTIVITY #2**

*Create a slide presentation from a template, duplicate the file, and then delete the copy*

1. Locate the template labeled “Portfolio” and click on it
2. Verify the presentation opens in Slides
3. Proceed to copy the presentation by selecting *File > Make a copy*
4. Title the document “Training Test” and then click **OK**
5. Delete the new “Training Test” presentation by selecting *File > move to trash*
6. In the pop-up box that displays, click the **Go to Slides home screen** button

**ACTIVITY #3**

*Create a new presentation*

1. From the Google Slides home screen, click the option for creating a new blank presentation 
2. Name the presentation “Library Training” by modifying the file name field
3. Select a new theme for the presentation by clicking **Themes**… on the toolbar

**Tip:**

File name field

Themes

**ACTIVITY #4**

*Select a new slide layout*

1. In your new, blank presentation, click the **Layout** button on the toolbar to change the layout of *Slide 1* from the default to “Section Header”
2. In the text box placeholder, type “Google Slides Training” for the title

**ACTIVITY #5**

*Working with slides in your presentation*

1. Insert two new slides into the presentation
2. Type “Modifying Slides” as the title of the first new slide
3. Create a duplicate copy of this slide
4. Modify the title of the duplicate to “Inserting Objects”
5. Title the second blank slide “Working with Slides”
6. Drag the “Inserting Objects” below the “Working with Slides” slide
7. Delete the slide entitled “Modifying slides”

**ACTIVITY #6**

*Working with slides in your presentation*

1. From the “Inserting Objects” slide, click on **Insert** in the toolbar and select **Image**
2. On the Upload tab, click the **Choose an Image** to Upload button
3. In pop-up window, click **Classroom** from the Navigation Pane on the left-hand side and open the folder corresponding to your computer number
4. Select the **PF – Google Slides** file
5. Resize the image, as necessary

**ACTIVITY #7**

*Viewing and sharing a presentation*

1. Click on the Title slide from the Navigation Pane then click on **Present** to view your presentation
2. Move through the slides and when complete, hit the **ESC** button to return to the editing screen
3. In the upper-right corner, click on the **Share** button
4. Type the instructor’s email address into the “Enter names or email addresses” field
5. Select “Can view” from the permissions dropdown
6. Optionally, type a short note in the message field (Ex: Check this out!)
7. Click on **Send**