Design Document: Google Slides

Class Description

Learn how to use Google Slides’ basic features to add and delete slides, load templates, format text, and add graphics to a presentation.

**Prerequisites**: Must have a Google account.

**Curriculum Track**

Software & Apps

**Audience**

Adult learners

**Course Length**

90 minutes

**Training Method**

Instructor-led training with hands-on activities

**Purpose**

To promote the benefits of using Google Sheets for its slide creation and collaboration capabilities.

Equipment Requirements

Projector and projection screen; computers with internet access for the instructor and each participant; laser pointer (recommended)

Software Requirements

Windows 7, Google Chrome, and a Google Account

Material Requirements

Pens or pencils, PowerPoint presentation, activity sheet, handout, participant surveys

**Learning Objectives**

At the end of the session, learners will be able to:

* Explain how to create a new slide presentation with Google Slides
* Demonstrate an understanding of how to rename, copy, and download presentations
* Describe common methods of editing and formatting presentation slides
* Differentiate between presentation themes, backgrounds, and slide layouts
* Name common objects which can be inserted into a presentation
* Complete the required steps for sharing a document with others

**Assessment Technique(s)**

Successful completion of class activities

Content Outline

***Agenda (3 mins.)***

* Getting Started with Google Slides
* Creating and Working with Presentations
* Editing and Formatting Slides
* Working with Presentation Slides
* Inserting Objects
* Presenting
* Sharing and Collaborating
* Wrap-up / Closing

***Topics, Talking Points, & Activities (85 mins)***

* **Getting Started with Google Slides**
  + Provide a high level introduction to Google Slides
    - Explain that Slides is a web-based presentation application which allows real-time collaboration with others.
    - Slides provides a familiar interface and functionality similar to PowerPoint, allowing for easier usability
    - Slides is cloud based, so all files are saved and accessed in the cloud (Google Drive)
    - Google Slides can be converted to Microsoft PowerPoint format, and vise versa
    - All prior revisions of a Google Slide presentation can be accessed
  + Accessing Google Slides
    - Explain that Google Slides is designed to work optimally with Google Chrome versus other browsers and can be accessed via slides.google.com

**ACTIVITY:** Ask participants to complete **Activity 1** on their *Activity Sheet*

* + Navigating Google Slides home screen
    - Describe the main sections of the Google Slides home screen
      * ***Your Files*** – Google Slide decks and PowerPoint presentations which belong to the user within Drive
      * ***Templates / New Doc*** – Starting place for creating a new presentation
      * ***Search bar*** – A search tool used for locating the user’s documents
      * ***File picker*** – An alternate way of accessing the user’s files; can access documents created in other Google applications (Ex: Sheets)
      * ***Display options*** – Sorting and display options for viewing the user’s files
* **Creating and Working with Presentations**
  + Introduction to creating and working with presentations
    - Provide an overview of the way in which Google Slides makes it easy to create new documents and make basic changes.
    - Explain that quick, easy changes to be discussed include using templates and creating blank presentations, duplicating and deleting files, and renaming a document
  + Using Premade Google Templates
    - Provide an overview of how to create a new document using a template
    - Explain that a presentation is created from a template by accessing the Google Slides home screen and clicking on the desired template
    - Demonstrate how to create a new presentation using the “Book report” template
      1. Access the Slides home screen
      2. Locate and click on a “Book report” template
      3. Modify a few portions of text (Ex: Book title and user’s name)
      4. Exit the document by clicking the Slides home screen button
      5. Highlight the availability of the saved presentation in the user’s documents
  + Navigating a presentation
    - Describe the main sections within a slide presentation (as outlined in the handout)
      * ***File name –*** the document’s title
      * ***Menu bar –*** A list of menu items and corresponding commands
      * ***Tool bar –*** A list of available actions which can be taken to modify or add objects into the slides
      * ***Present –*** A button used to launch full screen mode for presenting slide
      * ***Share –*** A button used to provide others with access to the document
      * ***Workspace –*** Area of a slide presentation to modify content
  + Creating a Copy of a Slide Presentation
    - Explain that a duplicate copy of a document can be easily created
    - Duplicating a document is accomplished by selecting “File” from the menu options and clicking “Create a copy”
    - Demonstrate how to create a copy using the presentation created from a template
  + Deleting a presentation
    - Explain that slide presentations which are no longer needed can be deleted
    - Using the “Copy of” presentation created previously, demonstrate how to delete it
      1. Select *File > Move to trash*
      2. In the pop-up box that displays, click the “Go to Slides home screen” button

**ACTIVITY:** Ask participants to complete **Activity 2** on their *Activity Sheet*

* + Creating a New Presentation
    - Demonstrate the method of creating a new presentation by clicking the “Blank” new document button from the Slides home screen
    - Highlight the fact that new documents (and all subsequent changes) are automatically saved in real time
  + Renaming a Document
    - Describe how a document title can be changed – by clicking in the “Document Name” field and typing a new name
    - Explain that new documents are entitled “Untitled Document” until they are renamed
    - Changes to the document title are automatically saved in real time
* **Editing and Formatting** 
  + Introduction to editing and formatting
    - Explain that various options are available for creating a customized look and feel with presentations
    - Options for editing and formatting include presentation themes, background colors, and slide layouts
  + Using Presentation Themes
    - Explain that themes provide an easy way to modify the overall look of a presentation with a new background color, text style, and unique slide layout
  + Selecting a Theme
    - Describe the process of selecting a theme and explain that a new theme can be selected at anytime, even after content has been added to the presentation
    - Demonstrate how to select a new theme
      1. Click the “Theme…” button on the tool bar
      2. In the pop-out box that displays, select a new theme
      3. Close the “Themes” pop-out box

**ACTIVITY:** Ask participants to complete **Activity 3** on their *Activity Sheet*

* + Undo & Redo a Change
    - Explain that the most recent change to a document can be undone, or subsequently redone, with the “Undo” and “Redo” toolbar buttons
    - Provide the audience with keyboard shortcuts which perform the Undo and Redo function (Undo – Ctrl+Z; Redo – Ctrl+Y)
  + Adjusting background of slides
    - Explain that the background of slides can be changed to either a new color or an image (the default selection is a white background)
    - Demonstrate how to modify the background color
      1. Click the “Background…” button in the tool bar
      2. Select a new color from the “Color” dropdown box. **Note:** Explain that a background image could be selected from within the pop-up box rather than choosing a color
      3. Click the “Done” button
  + Slide Layouts
    - Explain that each slide added to a presentation has a default layout which includes text boxes as placeholders for adding content
    - Using the slide presentation, provide an example of a slide which contains a basic layout with both “Title” and “Subtitle” text box placeholders
  + Adjusting Slide Layouts
    - Using the slide presentation, show examples of different slide layouts which are available
    - Slide layouts include title-only slides, section headers, title and body, title with one column of text or two, etc.
  + Adjusting Slides Layouts – Process Overview
    - Demonstrate how to modify a slide’s layout
      1. Click on an existing slide
      2. Click the “Layout” button in the toolbar
      3. Select a layout from the list of available options

**ACTIVITY:** Ask participants to complete **Activity 4** on their *Activity Sheet*

* **Working with Slides**
  + Introduction to working with slides
    - Explain that presentations are most effective when slides are used effectively
    - Options for using slides includes inserting add’l slides to the presentation, duplicating slides, deleting slides, modifying slide order, reviewing revision history and reverting to prior versions of a slide presentation
  + Inserting a new slide
    - Demonstrate how to add a new slide into a presentation by selecting *Insert > New Slide*
  + Duplicating a slide
    - Demonstrate how to duplicate an existing slide by 1) Right-clicking on the slide; and 2) Selecting “Delete slide”
  + Deleting a slide
    - Demonstrate how to delete a slide by 1) Right-clicking on the slide; and 2) Selecting “Delete slide” (or clicking the delete button after selecting a slide)
  + Changing the order of slides
    - Explain that the order of slides can be rearranged by clicking and dragging a slide to a new location
* **Revision History**
  + Reviewing the revision history
    - Describe the purpose of Revision History within Google Slides:
      * …to display a listing of all changes that have occurred throughout the document’s lifecycle
      * …to allow user to revert to any prior version
    - Demonstrate how to access Revision History via *File > See revision history*
  + Reverting to Prior Versions
    - Describe the information which displays in revision history
      * All prior versions of the document are displayed, including date and time each version was modified including who made the changes
      * The “Preview Window” shows what the selected version looks like; version updates are automatically highlighted
      * Reverting to a prior version is accomplished by selecting a prior revision and clicking the corresponding option to “Restore this revision”

**ACTIVITY:** Ask participants to complete **Activity 5** on their *Activity Sheet*

* **Inserting Objects**
  + Introduction to inserting objects into a presentation
    - Explain that presentations can be enhanced or modified to include various objects including shapes, text boxes, images, and more.
    - Objects can be inserted within a document by 1) selecting the “Insert” option from the menu bar and 2) clicking the desired object type
  + Inserting a Shape
    - Provide the menu path for inserting shapes – *Insert > Shape*
    - Explain that Google shapes are categorized into four groupings- shapes, arrows, callouts, and equations
    - Demonstrate how to add a shape into a slide and explain basic formatting options
  + Inserting a text box
    - Explain that new text boxes can be added anywhere on a slide when the default text box placeholders are inadequate
    - Demonstrate how to add a text box into a slide via *Insert > Text box*
  + Changing Text Formatting
    - Describe available text formatting options including bold, italics, underline, colors, and font types
    - Demonstrate how to modify font within a slide by highlighting a section of text and clicking though various formatting options
  + Inserting an Image
    - Provide the menu path for inserting pictures – *Insert > Image*
    - Describe the various sources which can be select to insert an image from
      1. ***Upload*** – Browse and upload pictures from the user’s PC
      2. ***Webcam*** – Take a snapshot from your computer
      3. ***By URL*** – View web-link to an online image
      4. ***Google Drive*** – Select images from the user’s Drive collection
      5. ***Search*** – Search engine to locate images online

**ACTIVITY:** Ask participants to complete **Activity 6** on their *Activity Sheet*

* **Presenting Slides**
  + Introduction to presenting with Slides
    - Explain that a presentation can be shared with an audience via presentation mode.
    - Presentation mode includes a “navigation tool box” which allows for moving between slides or exiting the presentation.
  + Launching presentation mode
    - Demonstrate how to begin presenting a slide deck by clicking the “Present” button in the top-right corner
  + Using Presentation Mode
    - Using the slide deck or a presentation, explain the primary options which are available while using presentation mode
    - Pressing the “Esc” (escape) keyboard button exits presentation mode
    - Moving between slides is accomplished via the “navigation tool box” or keyboard arrow keys
* **Sharing a Presentation**
  + Introduction to sharing and collaborating
    - Explain that Google Slides provides the ability to share a document with others and select their level of access (edit, view only, or comment)
    - Describe scenarios in which a document might be shared – to collaborate on it with colleagues or to send a file to a friend or client
    - Explain that files can be shared with both Google and non-Google users
  + Sharing a Slide presentation
    - Provide an overview of how to share a presentation w/ another person and describe each level of permission which can be assigned (Edit, View, Comment)
    - Sharing a document is accomplished by:
      1. Click “Share” button
      2. Select recipient(s), permissions, and type an optional message
      3. Click “Send” button

**ACTIVITY:** Ask participants to complete **Activity 7** on their *Activity Sheet*

* + Viewing Email Notifications for a Shared Document
    - Using the slide presentation, show what an email looks like that is sent to collaborators when a document is shared with them
    - Mention that non-Google users will have “View only” access to Google documents; they cannot make edits or add comments
  + Adding “Comments” inside a presentation
    - Explain that comments can be added by selecting an object (i.e. text box), and then clicking the “Add a comment” button from the tool bar
    - Comments are useful for making a note to yourself about the text or asking a question to another collaborator
  + Downloading a Document
    - Explain that presentations created in Google Slides can be saved and converted to another file type on your PC
    - Downloading a document is accomplished by selecting ***File > Download as*** and then selecting a file type (Ex: Microsoft PowerPoint or PDF)
* ***Wrap Up/Closing (2 mins.)***
* Highlight the upcoming technology classes and share the types of topics that will be covered
* Ask if there are questions and answer any that were “parked” during the session
* Share that participants can find more info at GCF Learn Free ([www.gcflearnfree.org/googledocuments](file:///C:\Users\nbarrett\AppData\Local\Temp\Temp1_file_archive%20(1).zip\www.gcflearnfree.org\googledocuments)) or Google’s online Help Center (<https://support.google.com/docs>)
* Thank participants for coming and ask them to complete the class survey before leaving