



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

The process of adding movement to still objects.

Border Properties

The style of the border around text or an object including the colour, thickness and dashes.

Font formatting

Changing the appearance of text on the screen.

Layer

Describes which objects appear in the front (foreground) of a slide and which appear behind other objects.

Media

Information in the form of words, sounds, numbers, images, or graphics in electronic, print or broadcast form.

Presentation

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

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.

Text box

An object that can be inserted into a piece of work in a program that allows the user to input text.

Transition

How a slide moves from one to the next.

WordArt

A way of changing the appearance of text often using decorative shapes.



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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.