

Google Slides – Sample Course Outline

Duration: One Day

This course is for you if you need to create presentations with text, images, charts, videos and diagrams with a consistent slide format and animations.

What will be covered?

- ✓ Creating a presentation with a consistent format
- ✓ Adding text, images, videos and charts to slides
- ✓ Creating diagrams and drawn objects
- ✓ Running a slide show with animation and transitions

Features covered

Themes

- Viewing the Theme
- Creating a Theme to ensure consistency
- Understanding how the Theme effects the format of slides
- Inserting slide numbers

Text Slides

- Adding text boxes to slides
- Working with bulleted lists
- Creating sub bullet points
- Inserting text from docs
- Working with tables and text boxes

Images, videos and audio

- Inserting, moving and resizing images
- Compressing images
- Applying effects
- Making an image background
- Adding a video
- Setting music to play

Printing

- Printing handouts and notes pages
- Printing slides

Diagrams

- Using the built in diagrams
- Creating organisation charts

Drawing Tools

- Drawing shapes and lines
- Techniques for quick and easy arrangement and grouping of objects

Charts

- Adding a chart to a slide
- Editing the chart data
- Changing the look of the chart
- Inserting charts from sheets

Slide Shows

- Animating slides, text and objects
- Techniques for running the slide show
- Working with speaker notes
- Slide show options
- Starting an interactive q & a