

## Module – 3 GOOGLE SLIDES

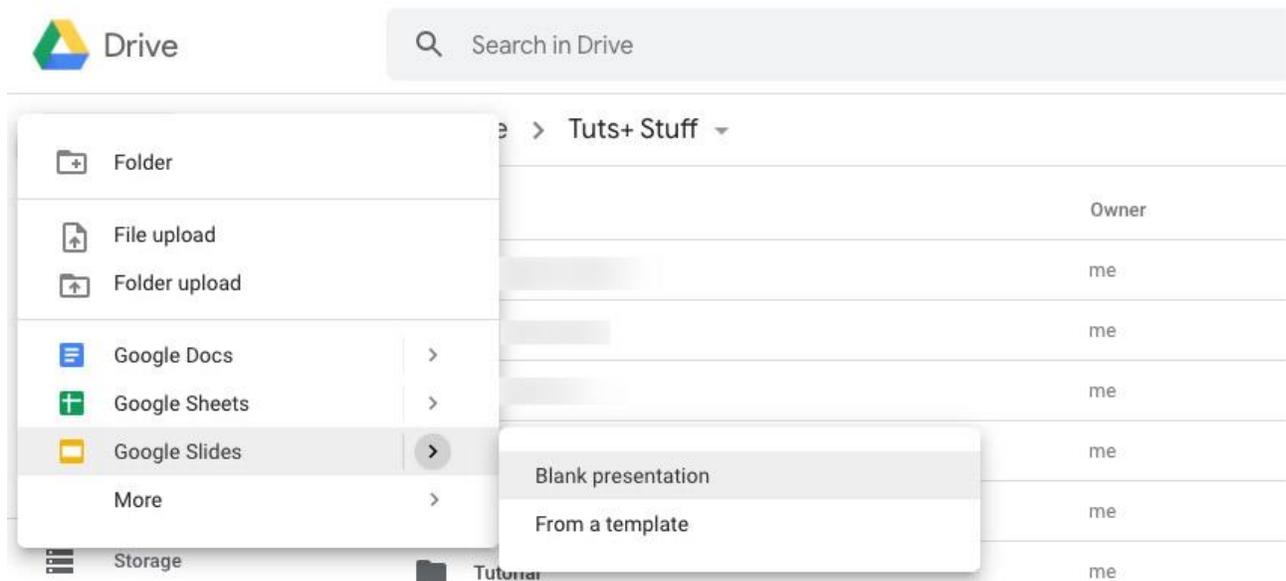
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# GOOGLE SLIDES

Google Slides is an online presentation app that lets you create and format presentations and work with other people.

## Create a New Presentation in Google Slides

Once you've signed into your Google Account, head to Google Drive. There, create a Google presentation by clicking New > Google Slides > Blank Presentation. You'll be redirected to a new page with a blank presentation.



## Format a Google Slides Presentation

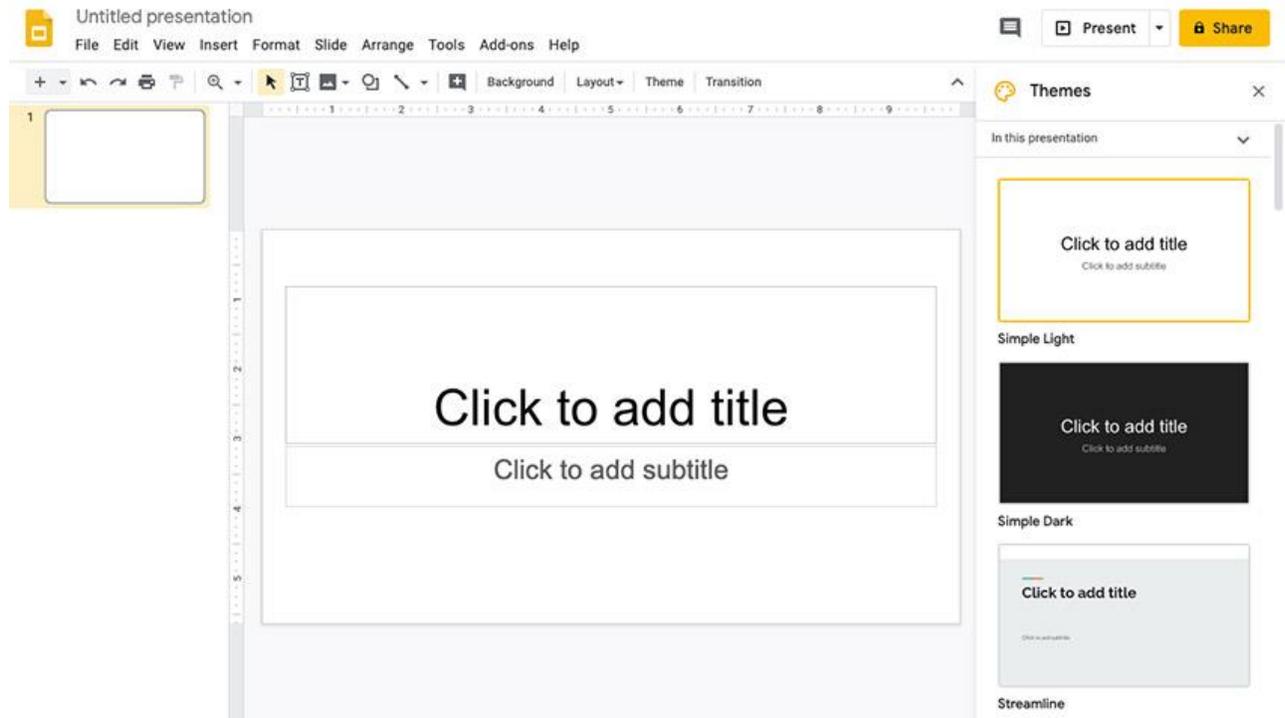
The first step in creating a new presentation is configuring how it looks. So, let's take a look at the Themes sidebar that pops up upon creating a presentation.

Google Slides comes preloaded with different themes for slides. While most of them aren't as aesthetically pleasing as those found in desktop apps—especially those found in the latest version of Keynote—they're functional. Plus, there's a good selection of many kinds of basic Google presentation themes available.

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The Themes sidebar appears on the right side of your blank presentation. Use the scroll bar to move through the various themes available.



Moreover, you may upload an original theme to Google Slides by pressing the Import theme button on the launcher. The Import theme window appears. Use a theme from a previous presentation, drag a theme onto the Import theme window from your computer, or Select a file from your computer.

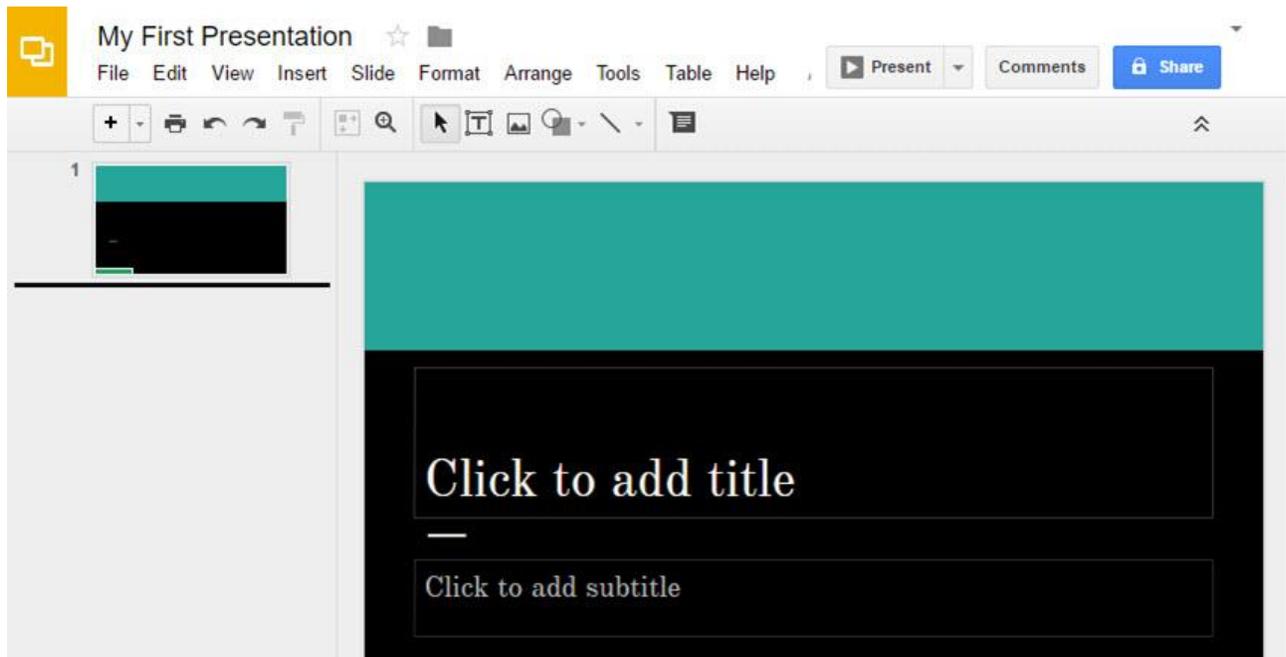
Once you've selected the theme, determine the Google Slides aspect ratio of your slides. From File > Page setup, there are the options of Standard 4:3, Widescreen 16:9, Widescreen 16:10, and Custom.

## Navigate Google Slides

Let's look at how to use Google Slides tools. Google Slides works much like desktop presentation applications. The left sidebar of Google Slides displays the slides that you've made, and the body of the screen displays the slide you're currently working on. The first slide will be the title slide. To add a title, click where it says to and type in the title of the Google presentation. You may also add a subtitle or leave it blank. Fields left blank won't show in the final presentation

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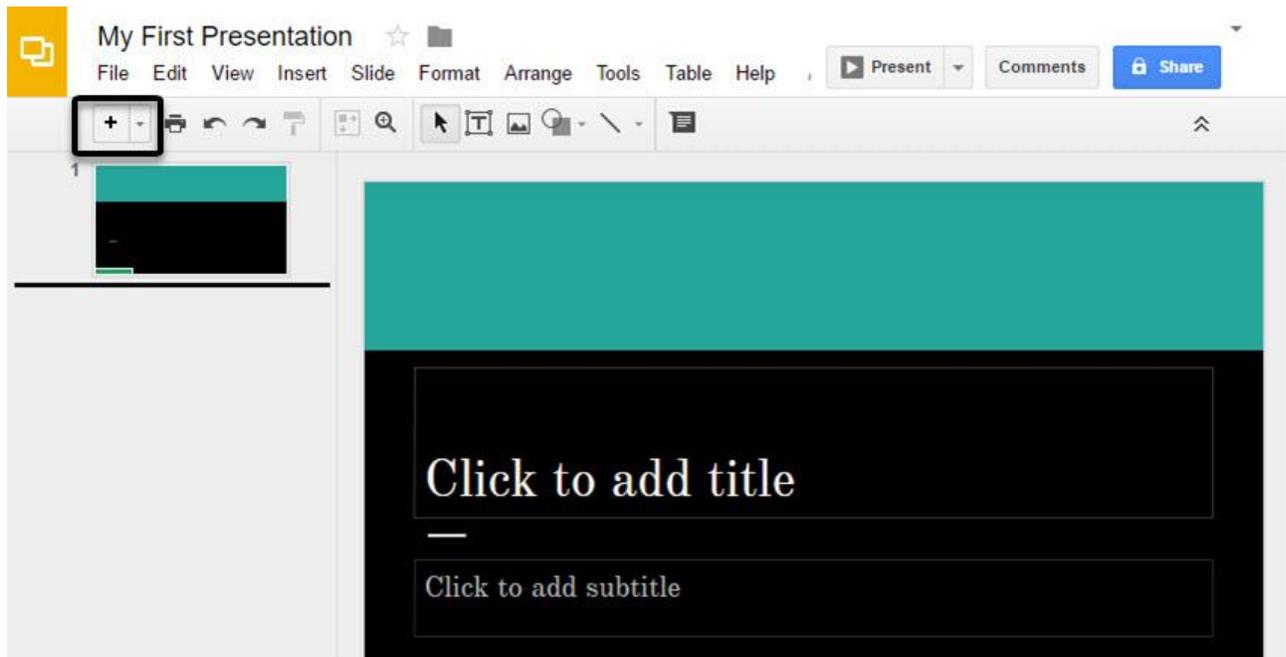
When selecting text, new options appear in the toolbar above. The icons on the center of the toolbar allow for editing the appearance of the text box, such as background color and a border. The icons on the right side allow for editing the appearance of the text itself, such as typeface, font size, color, and styles like bold, underline, and italic.

## Add & Delete Slides

Once you're happy with the appearance of the title slide, you can add more to your presentation. To add new slides, click the + button on the upper left side of the screen. This creates a new slide with a Title and Body layout.

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Delete slides by selecting the slide and clicking Edit > Delete. Or right-click on the slide thumbnail in the sidebar and clicking Delete slide. Or simply press the Delete key while the slide is selected.

## Add Animations

To spice up your presentation a bit, Google Slides hosts a few different animations you can use for both slide elements and transitions between slides.

Here's how to use Google Slides to add animations to your presentation. Add a transition by clicking on the Transition button in the toolbar. An Animations sidebar will appear, and from there you can customize the animations in your Google presentation.

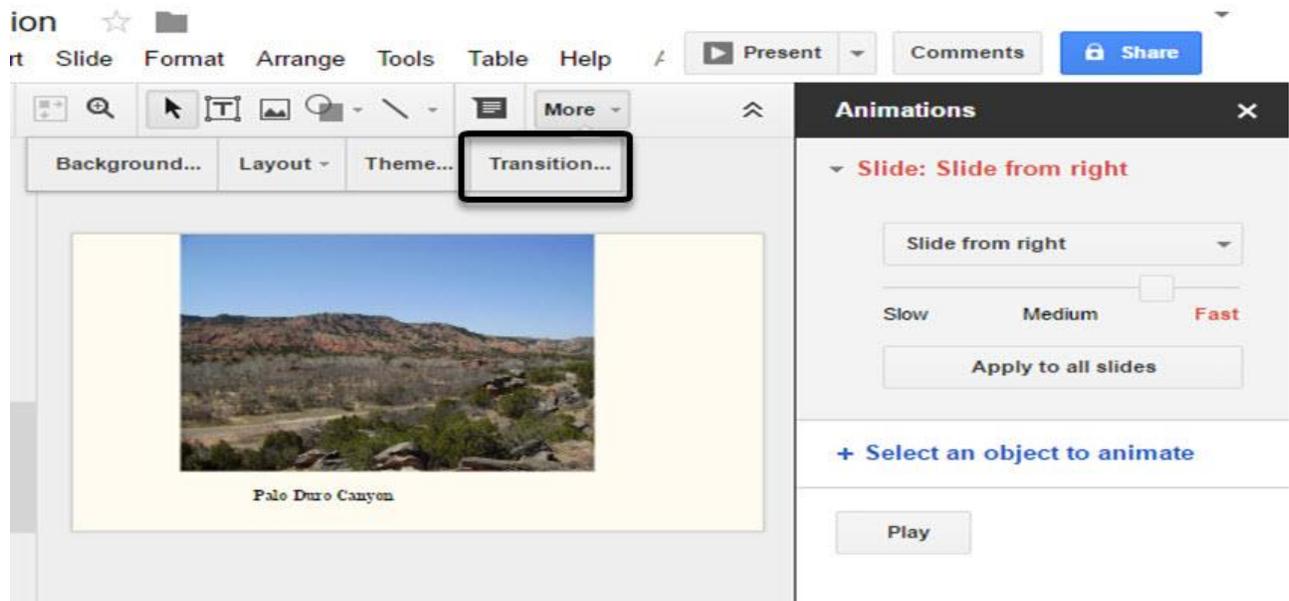
The Slide menu controls animations between slides. There are six transition options available. Pick one from the drop-down menu. Then choose the speed at which the transition occurs using the Slow-Fast slider beneath the drop-down menu.

The slider displays the transition length as you adjust it to your liking. Transitions may last between zero to five seconds.

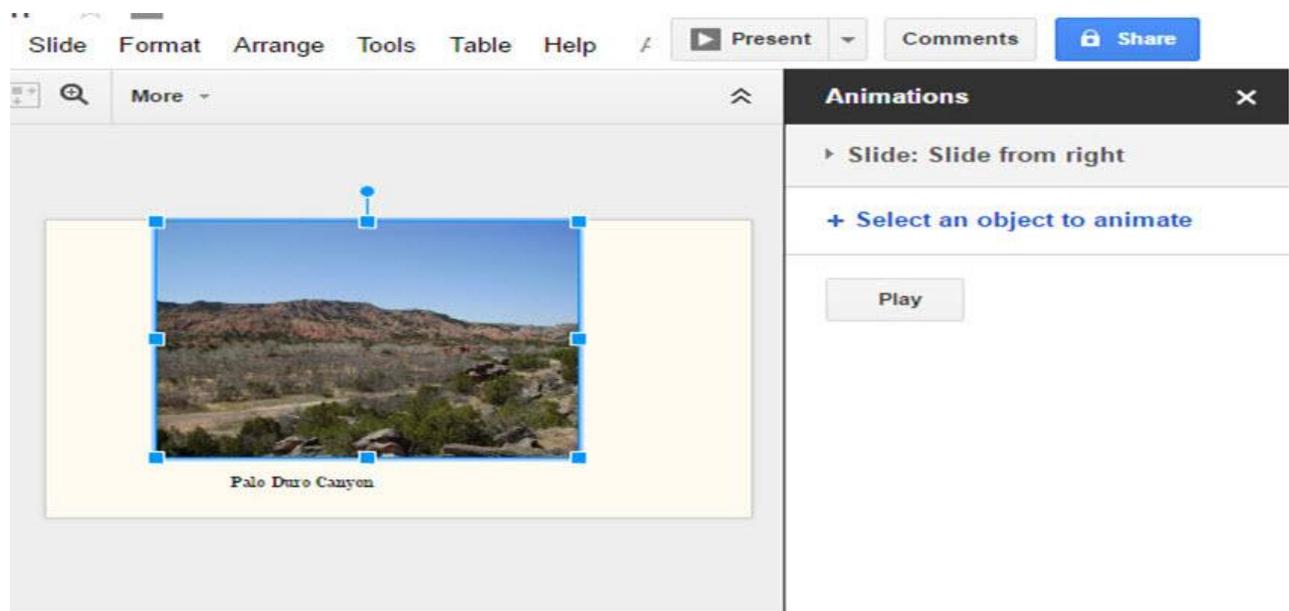


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Individual objects on slides can be animated, too. Select an object on the slide by clicking on it, then press Select an object to animate in the Animations sidebar. Select an animation style from the first drop-down menu. The second drop-down menu controls the toggling of individual animations. Animations may be toggled manually by selecting the On click option. Or start one automatically by selecting the After previous or With previous options. Animation speed is controlled by a Slow-Fast slider. To preview your animations, press Play.



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## Present Your Google Slides Presentation

Now that you've finished the presentation, click the Present button to show off what you've got.

If you're presenting somewhere without internet access, you may export the presentation as a .pptx file by clicking File > Download As > Microsoft PowerPoint.

