

**Guided Computer Tutorials**

# **Learning Google Slides**

**By Greg Bowden**

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# Learning Google Slides

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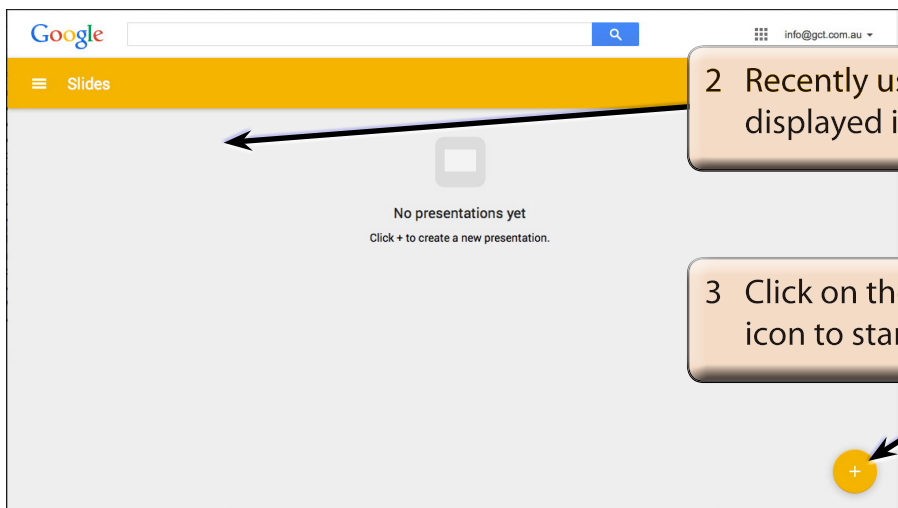


# Getting Started With Google Slides

Google Slides is a program that allows you to create multimedia presentations. These include electronic slide shows and screen displays. For your first presentation you will create a slide show for the Wattle Valley Animal Park, which is a make believe zoo that maintains animals in their natural habitat.

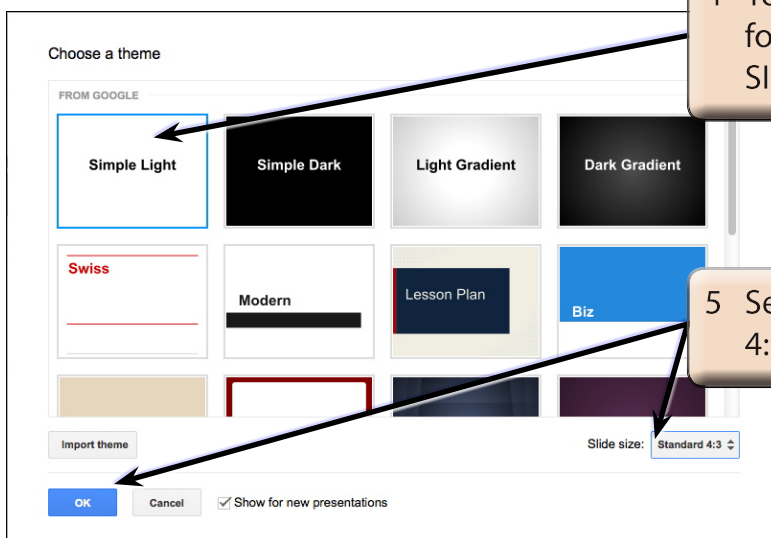
## Starting a Presentation

- 1 Load Google Slides and you should receive the following screen.



- 2 Recently used documents are displayed in this window.

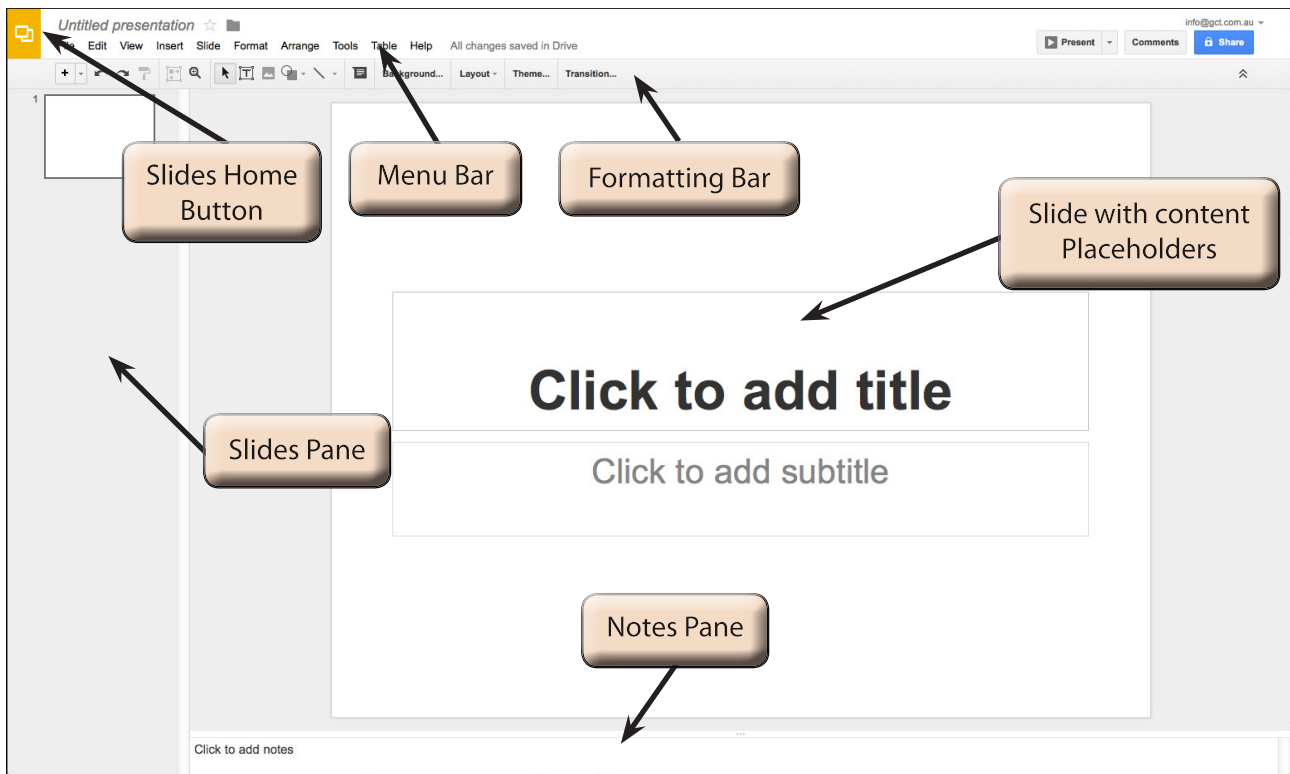
- 3 Click on the NEW PRESENTATION icon to start a new presentation.



- 4 You will be asked to select a theme for the presentation. Select the SIMPLE LIGHT theme for now.

- 5 Set the SCREEN SIZE to STANDARD 4:3 and select OK.

- 6 The GOOGLE SLIDES screen will open. Look at the following labelled diagram and refer to this diagram until you are fully familiar with the sections of the GOOGLE SLIDES screen.

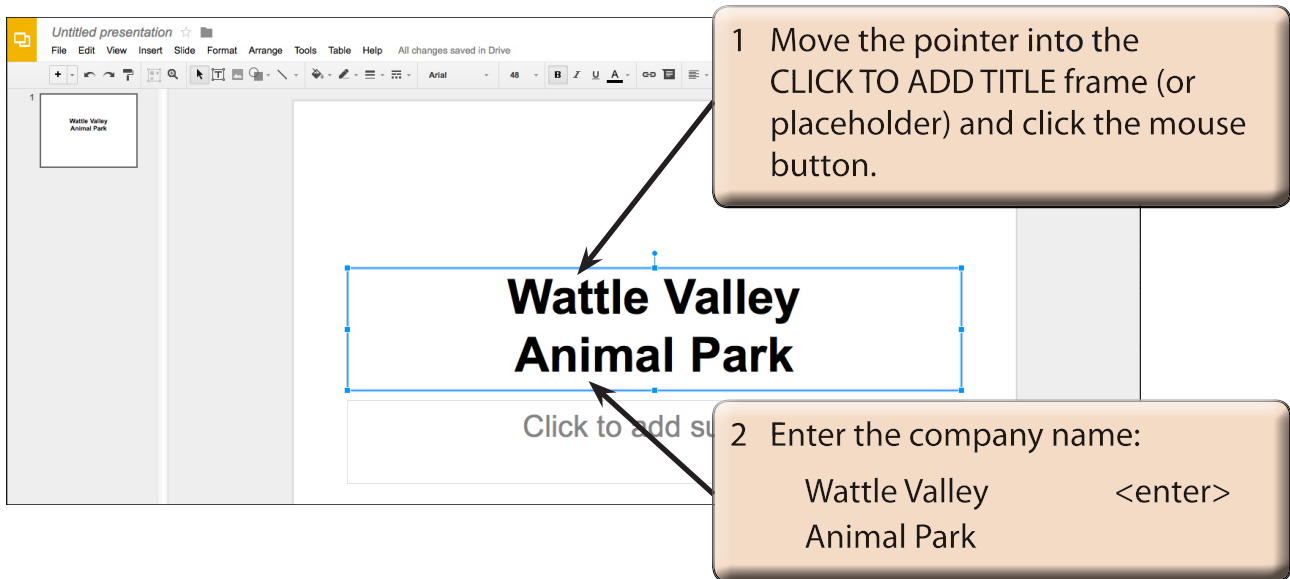




## Creating the Title Slide

The TITLE slide introduces your presentation. It usually contains the company's name and the topic of the presentation. When you start a GOOGLE SLIDES presentation the TITLE SLIDE layout is set to the first slide.

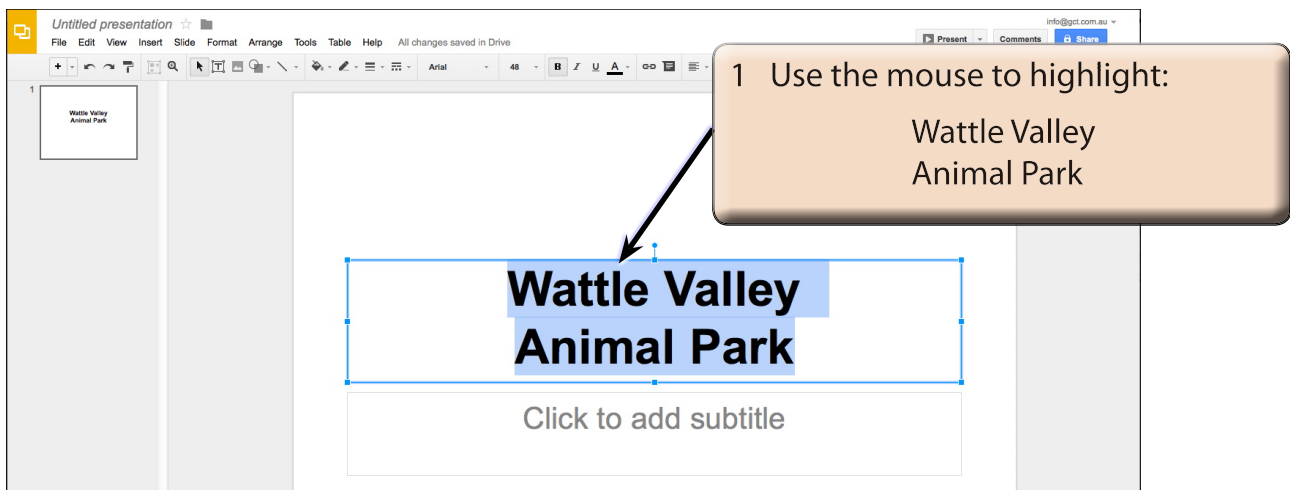
### A Entering the Company Name



1 Move the pointer into the CLICK TO ADD TITLE frame (or placeholder) and click the mouse button.

2 Enter the company name:  
Wattle Valley      <enter>  
Animal Park

### B Formatting The Name



1 Use the mouse to highlight:  
Wattle Valley  
Animal Park



**NOTE: Text in the CLICK TO ADD TITLE placeholder is already set to BOLD by default**

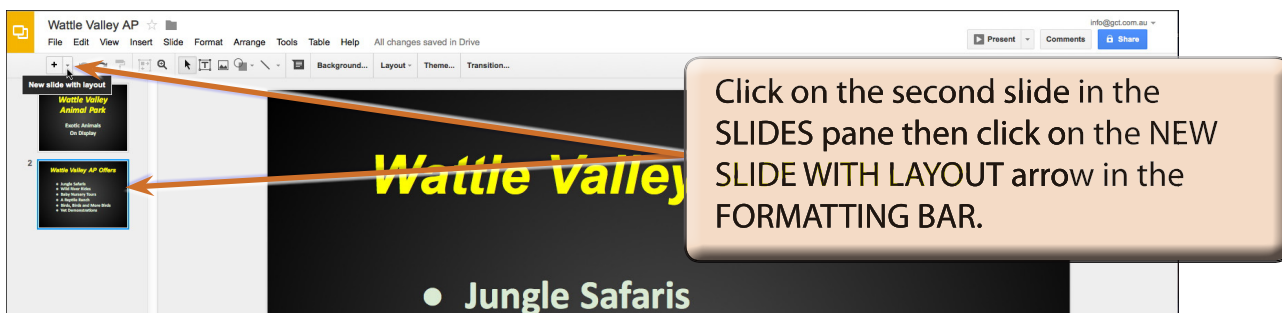
## Using Graphics in Slides

Graphics can make presentations more interesting. In this chapter you will learn how to add images and photos to slides. To demonstrate this, slides about Jungle Safaris and Wild River Rides will be added to the Wattle Valley Animal Park presentation.

### Loading the Presentation

- 1 Load Google Slides and log on to your Google Account, or close the current presentation.
- 2 Open your WATTLE VALLEY AP file from your Slides Home screen.

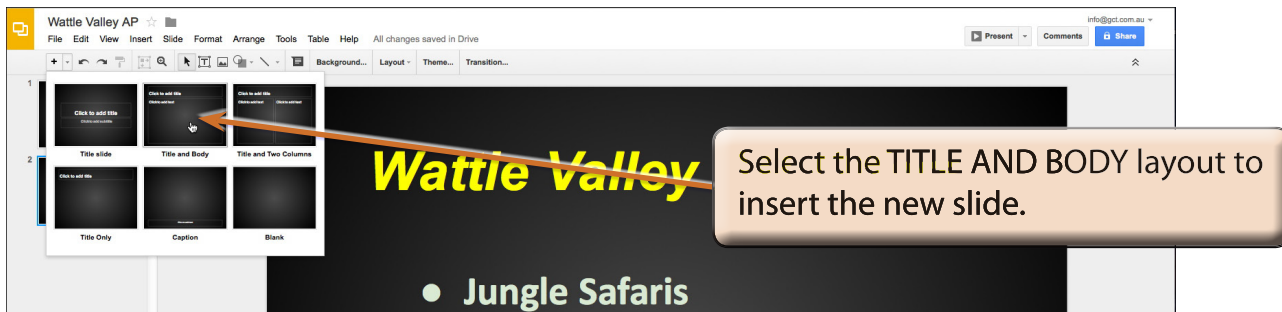
### Creating the New Slide



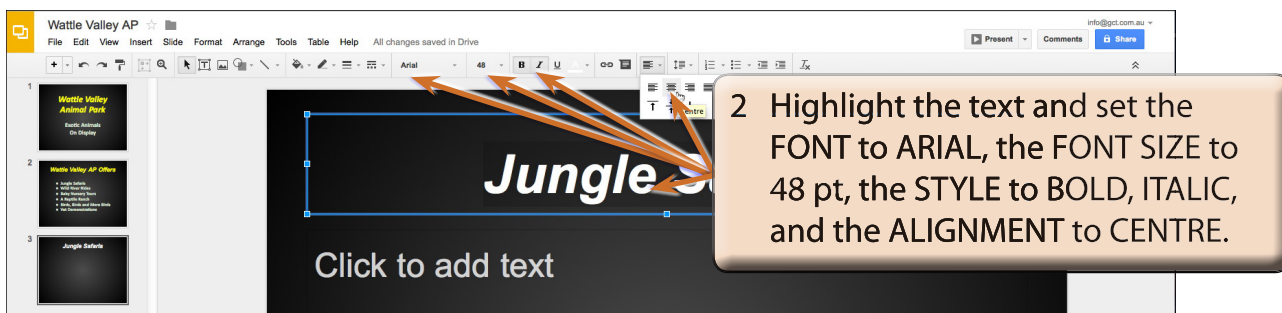
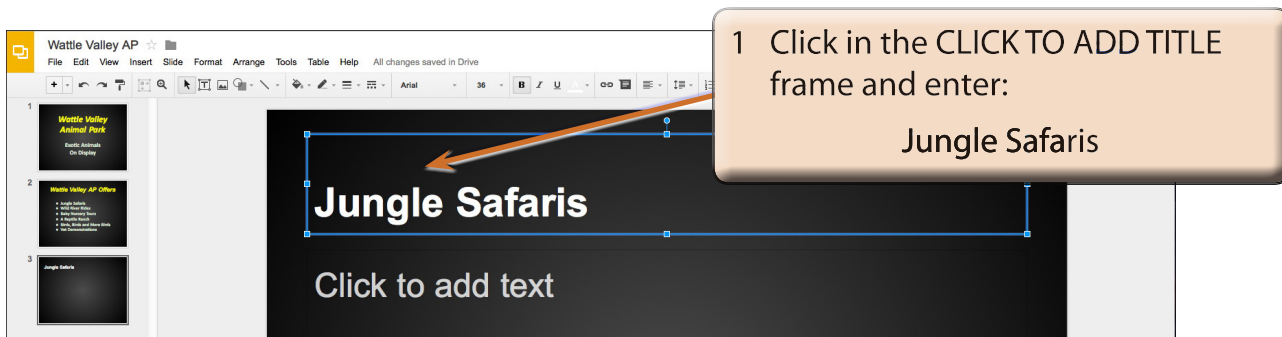
**NOTE:** New slides are added after the selected slide. If the first slide was selected, the new slide would be placed between the two slides.

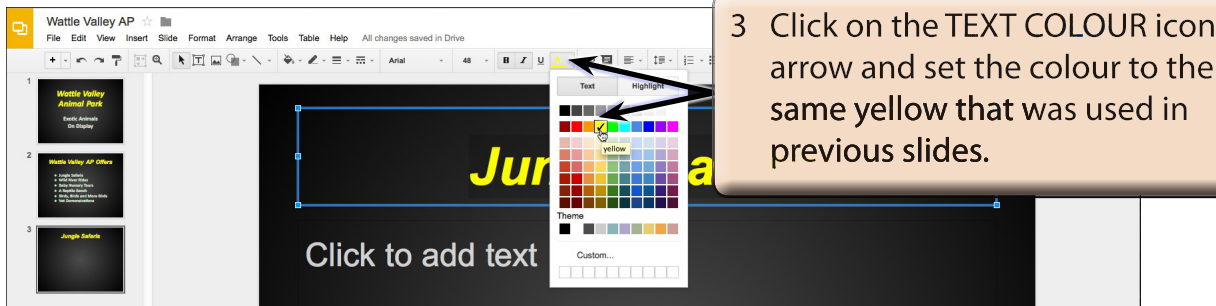
## Selecting the Slide Layout

For this new slide we will need text and graphics side by side so a suitable slide layout will need to be selected.



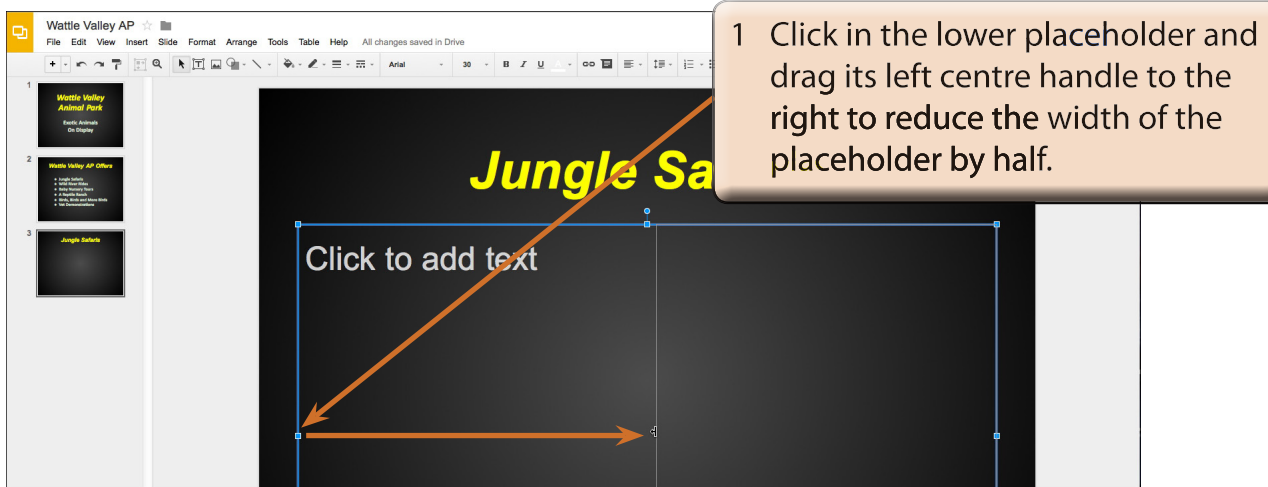
## Entering the Slide Title

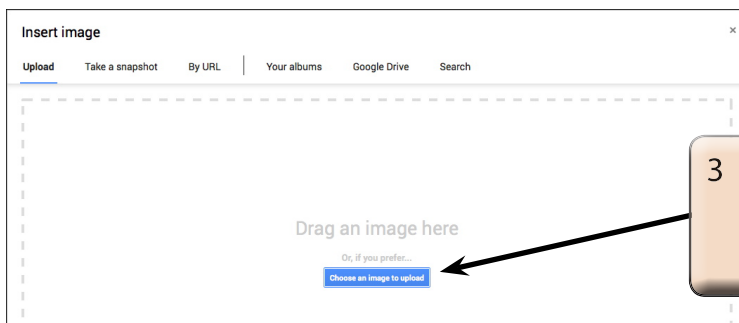




## Inserting an Image

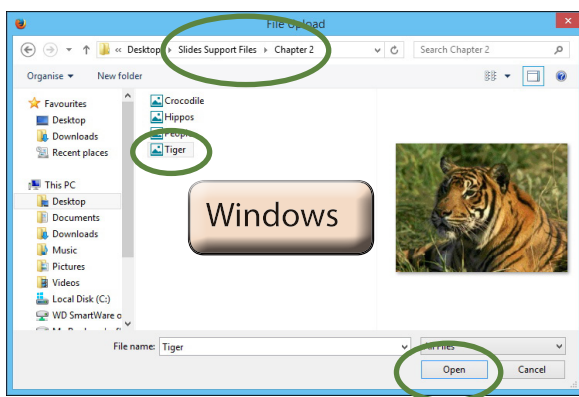
Google Slides allows Photos and ClipArt images to be imported into slides. These will be imported from the SLIDES SUPPORT FILES. You might need to find out where those files are located on your system from your teacher. Or you can substitute images from your school's graphics library or the internet.



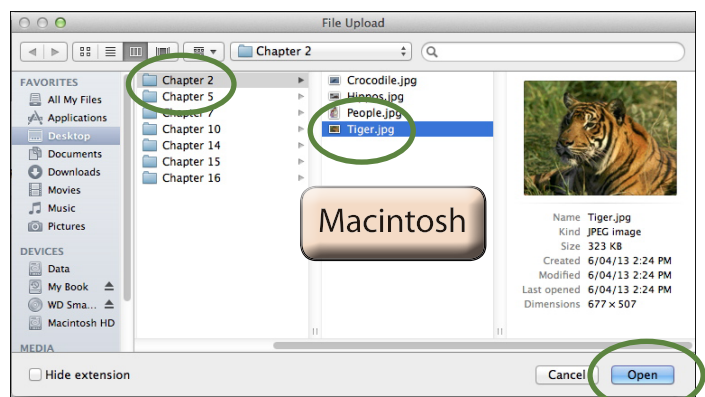


3 In the INSERT IMAGE dialogue box click on the CHOOSE AN IMAGE TO UPLOAD button.

- 4 Navigate to the SLIDES SUPPORT FILES folder and open the CHAPTER 2 folder.
- 5 Select the TIGER photo and select OPEN, referring to the following diagrams.



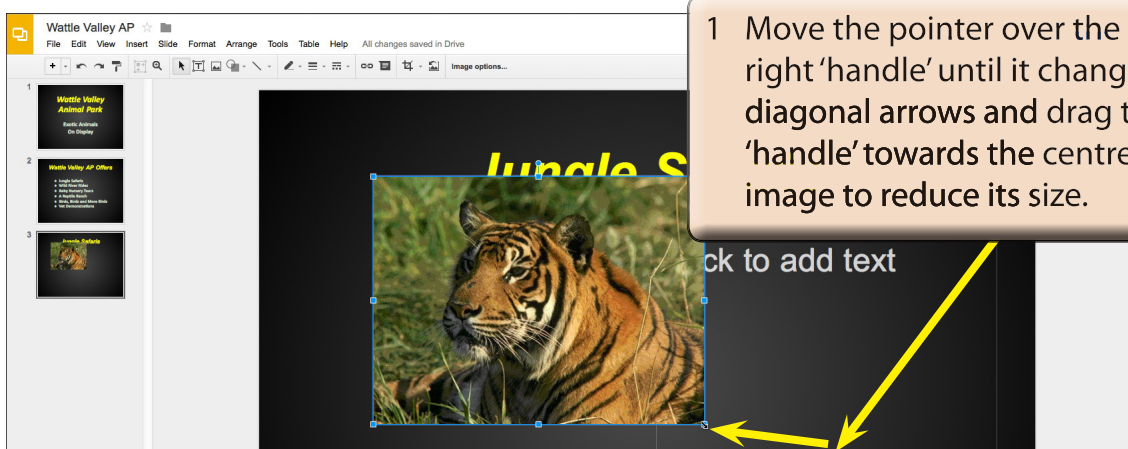
Windows



Macintosh

## Adjusting the Image

The size and position of the image can be adjusted.



1 Move the pointer over the bottom right 'handle' until it changes to diagonal arrows and drag the 'handle' towards the centre of the image to reduce its size.

# Animation Effects

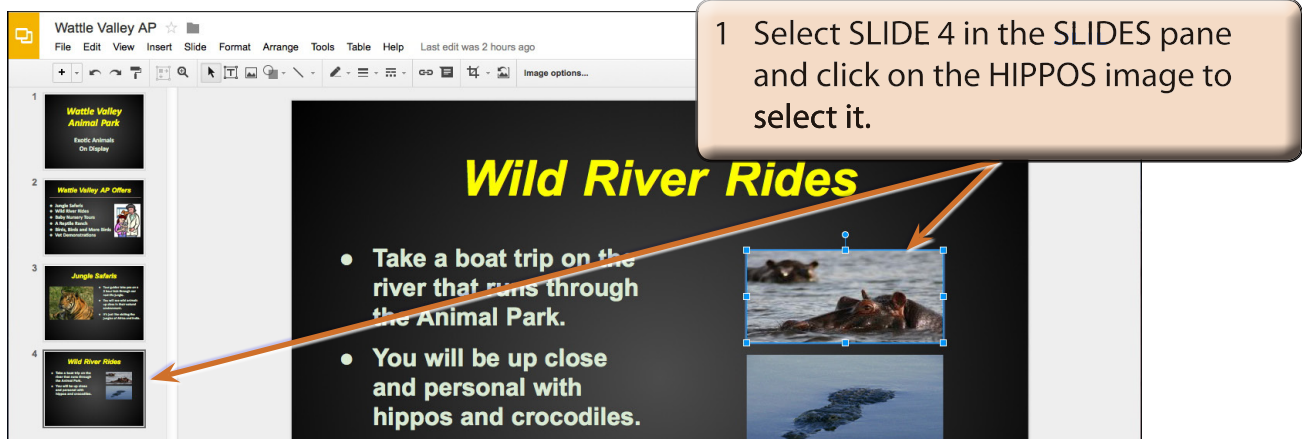
You can enhance the appearance of slides through the use of animation effects. For example, you can make text fly onto the screen one point at a time or make images move around the screen and fade in or out.

## Loading the Presentation

- 1 Load Google Slides and log on to your Google Account, or close the current presentation.
- 2 Open the WATTLE VALLEY AP file from your Slides Home screen.

## Adding Animation Effects

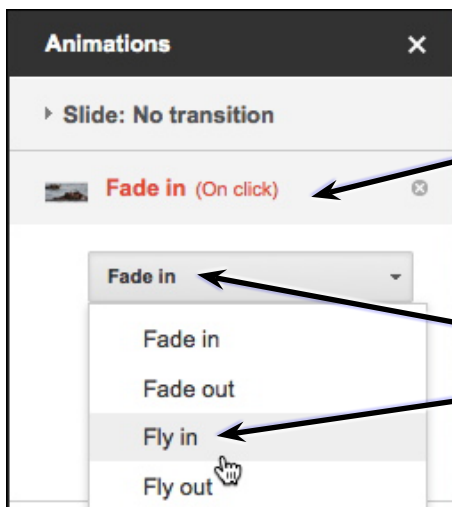
You can quickly apply effects to placeholders or objects to animate their contents.



The screenshot shows the Google Slides interface for a presentation titled 'Wattle Valley AP'. The left sidebar shows a list of slides, with Slide 4, 'Wild River Rides', selected. The main slide area displays the title 'Wild River Rides' in yellow, followed by two bullet points: 'Take a boat trip on the river that runs through the Animal Park.' and 'You will be up close and personal with hippos and crocodiles.' Below the text is an image of two hippos in a river. A callout box with an orange border and a pointer indicates: '1 Select SLIDE 4 in the SLIDES pane and click on the HIPPOS image to select it.'

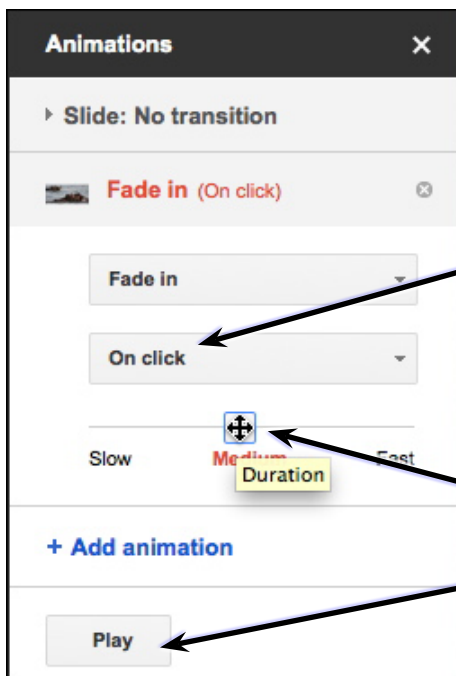
- 2 Display the INSERT menu and select ANIMATION to open the ANIMATIONS pane at the right of the screen.

**NOTE:** You can also RIGHT+CLICK on the HIPPOS image and select ANIMATE as a shortcut to open the ANIMATIONS pane.



3 The default animation, FADE IN on mouse click, is applied to the HIPPOS image.

4 Click on the ANIMATION TYPE box and select FLY IN to change the effect.



5 Leave the START CONDITION box as ON CLICK.

6 Set the DURATION BAR to MEDIUM and click on the PLAY button to preview the effect.



7 Click the mouse button and the HIPPOS image should 'fly-in' from the left of the slide.

8 Click on the STOP button in the ANIMATIONS pane to stop the preview.

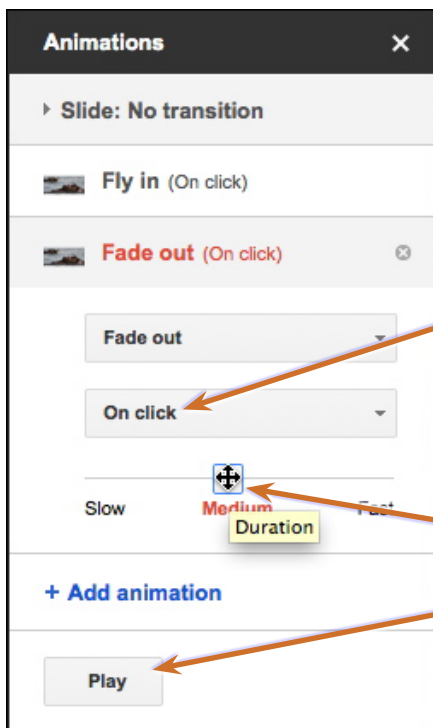
## Adding Multiple Animation Effects

You can apply more than one animation effect to a placeholder or object. Additional animations play in the order that they appear in the ANIMATIONS pane. Let's add another animation to the HIPPOS image.

1 Click on the HIPPOS image and select the ADD ANIMATION button in the ANIMATIONS pane.

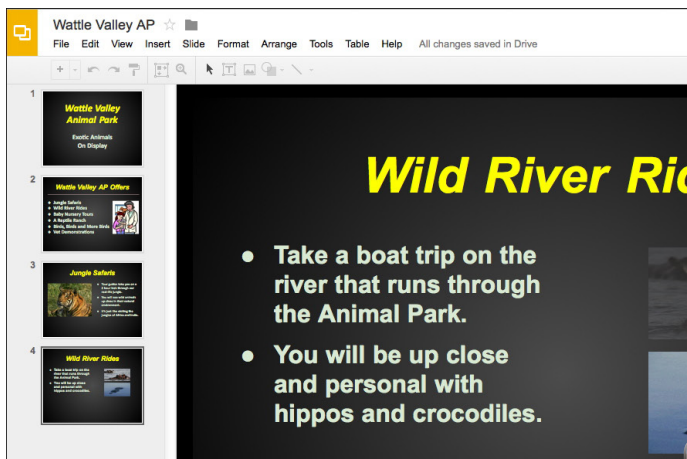
2 The new animation is inserted after the previous one in the ANIMATIONS pane.

3 Change the ANIMATION TYPE box to FADE OUT.



4 Leave the START CONDITION box as ON CLICK.

5 Set the DURATION BAR to MEDIUM and click on the PLAY button to preview the effect.



6 Click the mouse button to fly the HIPPOS then click the mouse button again and the HIPPOS should fade out.

7 Click on the STOP button in the ANIMATIONS pane to stop the preview.

# Adding Movie Clips to Slides

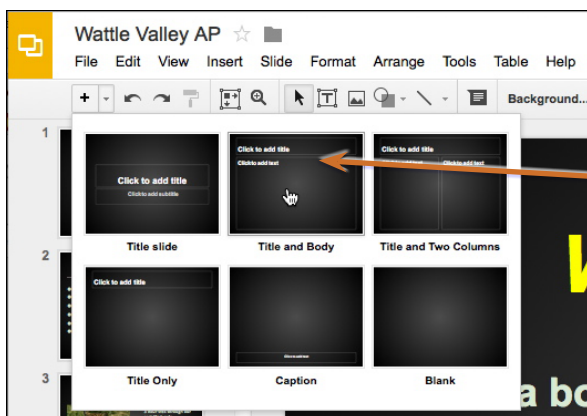
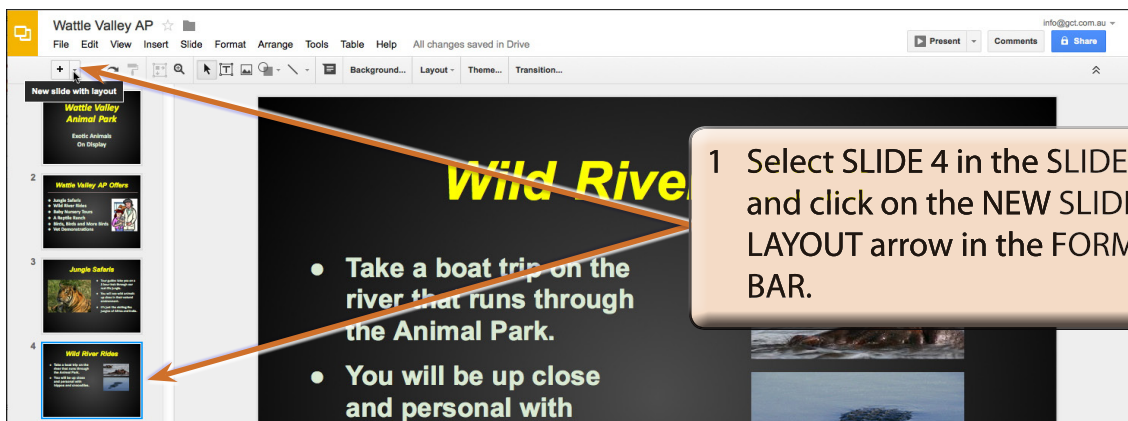
Movie clips from YouTube can be included in slides and played when the mouse is clicked on the clip.

## Loading the Presentation

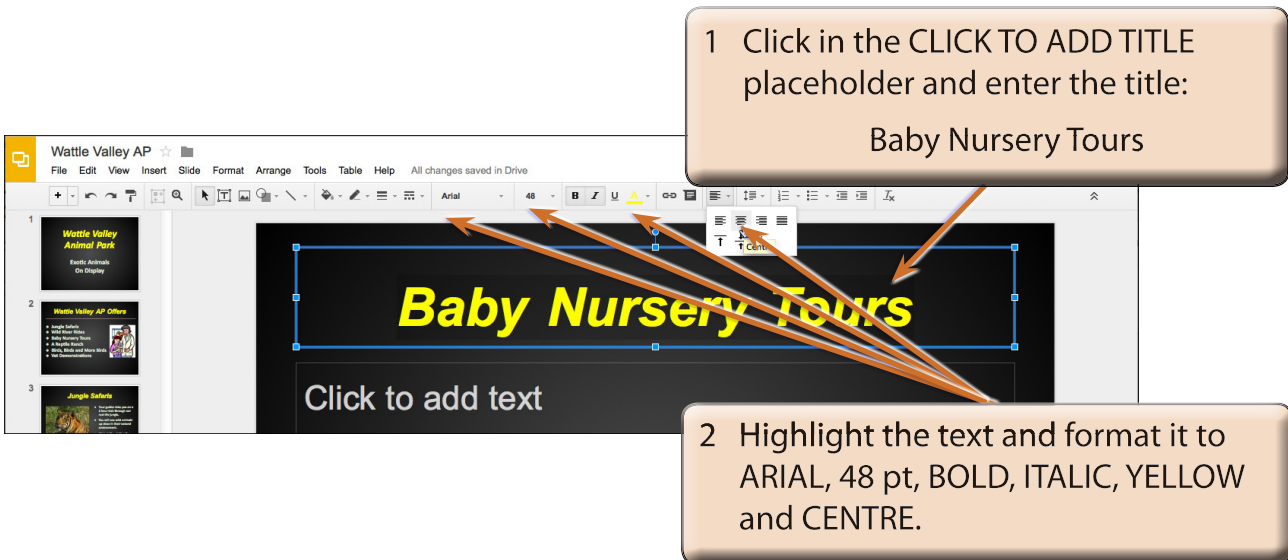
- 1 Load Google Slides and log onto your Google Account, or close the current presentation.
- 2 Open the WATTLE VALLEY AP file from the GOOGLE SLIDES home screen.

## Creating a New Slide

### A Selecting the Layout



## B Entering the Slide Title



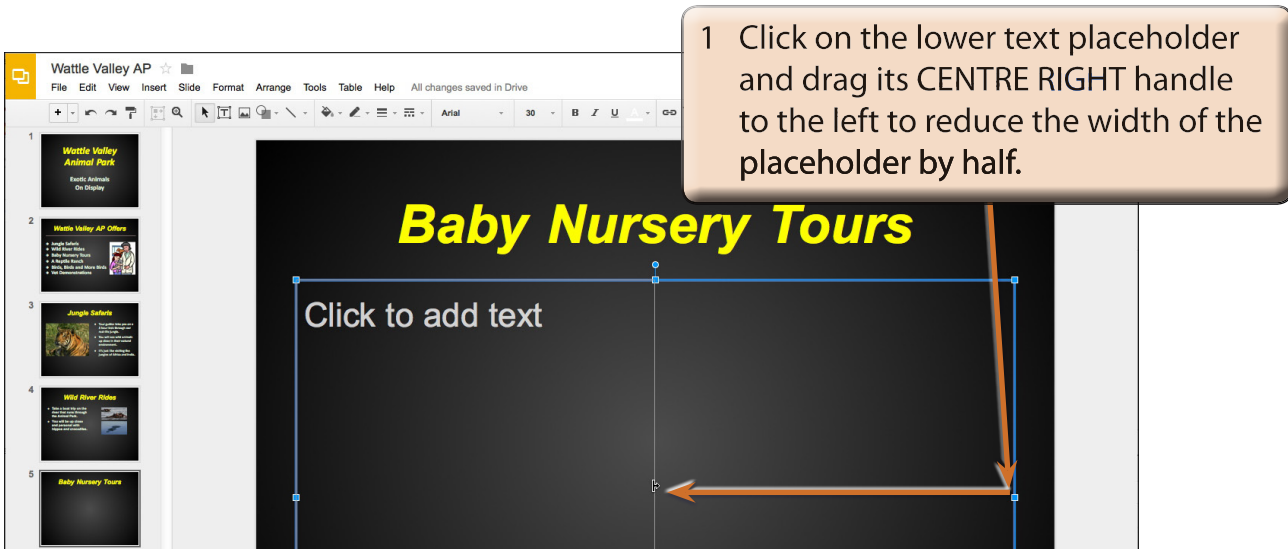
1 Click in the CLICK TO ADD TITLE placeholder and enter the title:

Baby Nursery Tours

2 Highlight the text and format it to ARIAL, 48 pt, BOLD, ITALIC, YELLOW and CENTRE.

The screenshot shows the Google Slides interface for a presentation titled 'Wattle Valley AP'. The main slide has a dark background. The title 'Baby Nursery Tours' is entered in a large, bold, italicized, yellow font and is centered. Below the title is a placeholder text 'Click to add text'. The left sidebar shows a list of slides: 1. Wattle Valley Animal Park, 2. Wattle Valley AP Office, 3. Jungle Safari, 4. Wild River Ride, and 5. Baby Nursery Tours. The top menu bar includes File, Edit, View, Insert, Slide, Format, Arrange, Tools, Table, and Help. The status bar at the bottom indicates 'All changes saved in Drive'.

## C Adding the Text



1 Click on the lower text placeholder and drag its CENTRE RIGHT handle to the left to reduce the width of the placeholder by half.

The screenshot shows the same Google Slides interface as before. The title 'Baby Nursery Tours' is still present. The lower text placeholder 'Click to add text' is now being resized. An orange arrow points to the center-right handle of the placeholder, indicating the direction of the drag. The placeholder is currently wider than it needs to be, and the instruction indicates it should be reduced to half its current width.

# Formatting and Aligning Slide Content

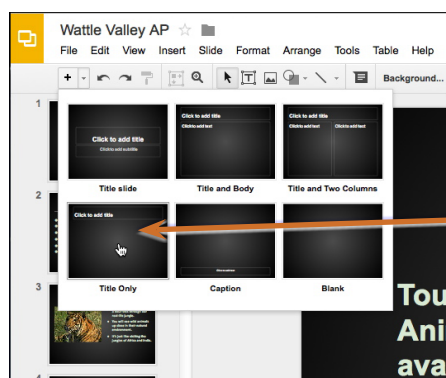
When you want to include multiple items such as photos on a slide it is important to ensure that they are formatted in a similar fashion and aligned neatly. In this case a slide will be created for the Wattle Valley Animal Park that includes multiple photographs of birds.

## Loading the Presentation

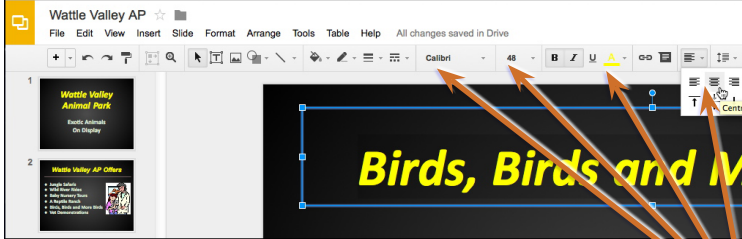
- 1 Load Google Slides and log on to your Google Account, or close the current presentation.
- 2 Open the WATTLE VALLEY AP file from your Google Slides Home screen.

## Creating a New Slide

### A Selecting the Layout



## B Entering the Slide Title



1 Click in the CLICK TO ADD TITLE placeholder and enter the title:  
**Birds, Birds and More Birds**

2 Highlight the text and format it to CALIBRI, 48 pt, BOLD, ITALIC, YELLOW and CENTRE.

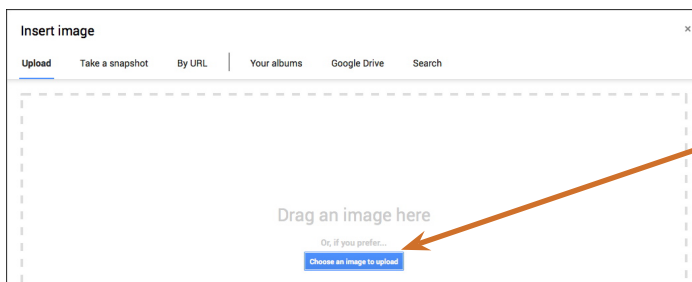
**NOTE:** Calibri is a similar font to Arial that was using in previous slides, but it is slightly smaller and will allow the longer slide title to fit in the placeholder.

## The First Photograph

Photographs will be inserted from the SLIDES SUPPORT FILES, resized, moved and formatted.

### A Inserting the Photograph

- 1 Click on the IMAGE icon in the FORMATTING BAR.

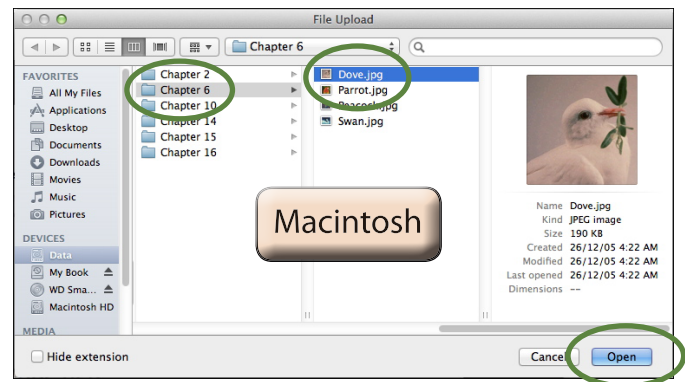
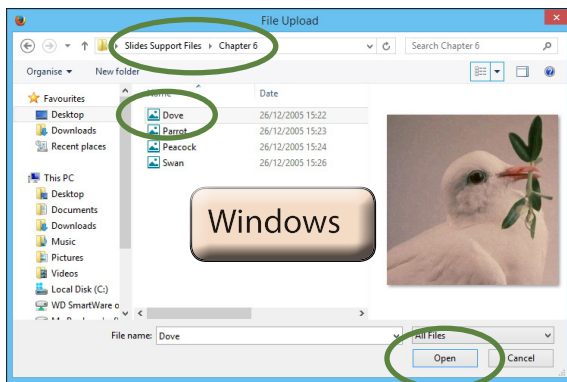


- 2 In the INSERT IMAGE dialogue box click on the CHOOSE AN IMAGE TO UPLOAD button.

- 3 Navigate to the SLIDES SUPPORT FILES folder and open the CHAPTER 6 folder.



- 4 Select the DOVE image and click on OPEN, referring to the following diagrams.



## B Adjusting the Shape Height

The size of the photograph can be adjusted using its handles.

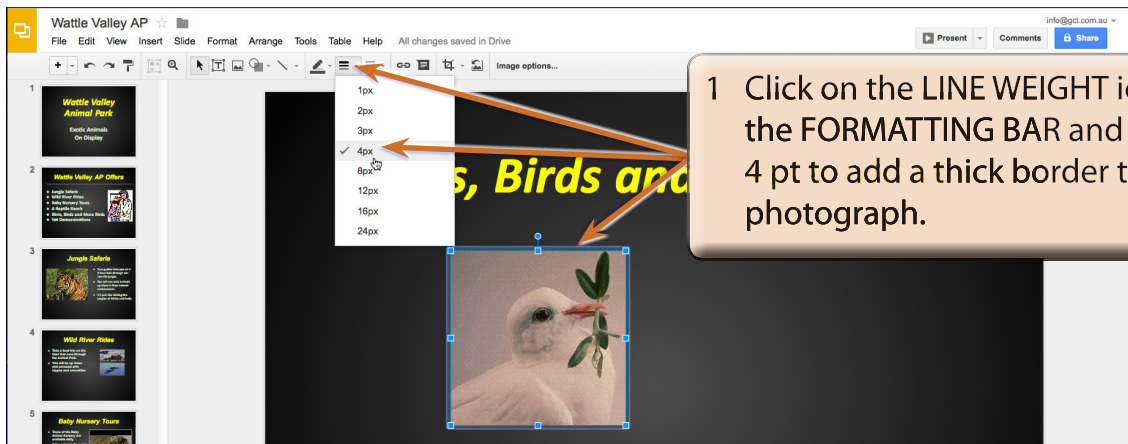
1 Use the corner size handles to reduce the size of the image so that it is about 5 cm wide.

2 Move the photo to the top left of the slide under the title. The arrow keys and SHIFT key can be used to nudge it into position.

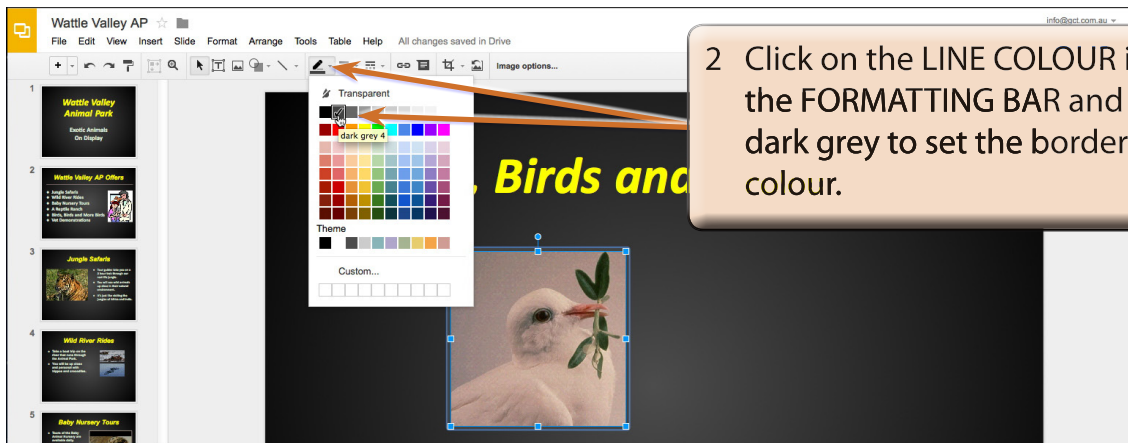
**NOTE:** When you drag a corner size handle, the image's proportions are maintained. When you drag a centre size handle, the proportions of the image are not maintained.

## C Formatting the Photograph

A border can be added to the image to make it stand out.



1 Click on the LINE WEIGHT icon in the FORMATTING BAR and select 4 pt to add a thick border to the photograph.



2 Click on the LINE COLOUR icon in the FORMATTING BAR and select a dark grey to set the border to a dark colour.



# Inserting Tables into Slides

Tables allow you to place text in rows and columns. They are an excellent way to display detailed information neatly. Let's provide a table for the Wattle Valley Animal Park that indicates the times and locations that the Vet demonstrations take place.

## Loading the Presentation

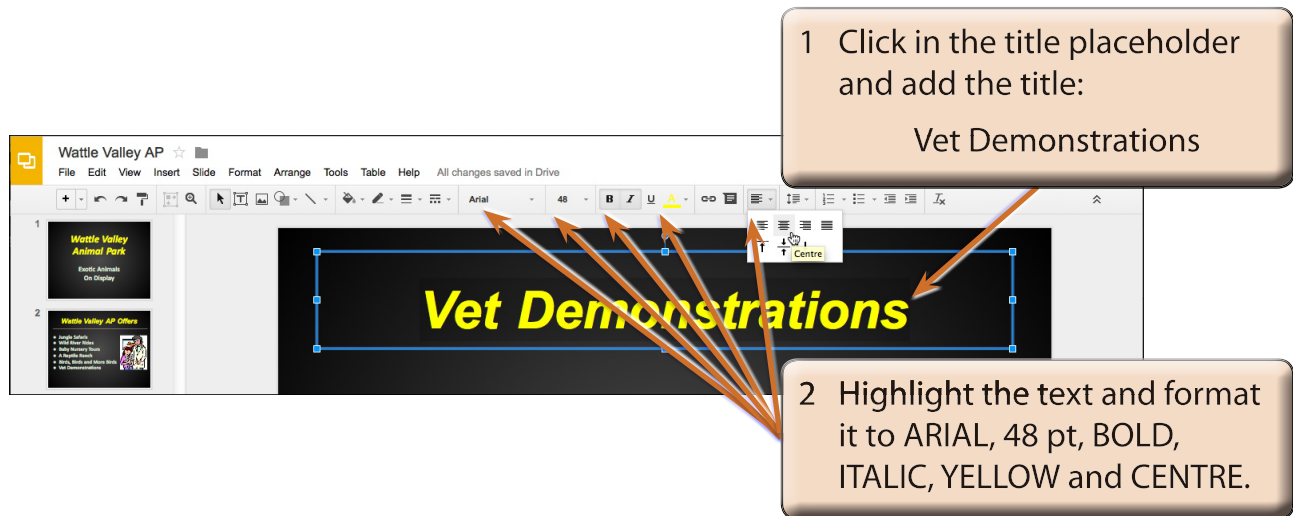
- 1 Load Google Slides and log onto your Google Account, or close the current presentation.
- 2 Open the WATTLE VALLEY AP file from your Google Slides Home screen.

## Selecting the Layout

1 Set the screen to the BIRDS slide.

2 Click on the NEW SLIDE WITH LAYOUT arrow in the FORMATTING BAR and select the TITLE only layout.

## Entering the Slide Title



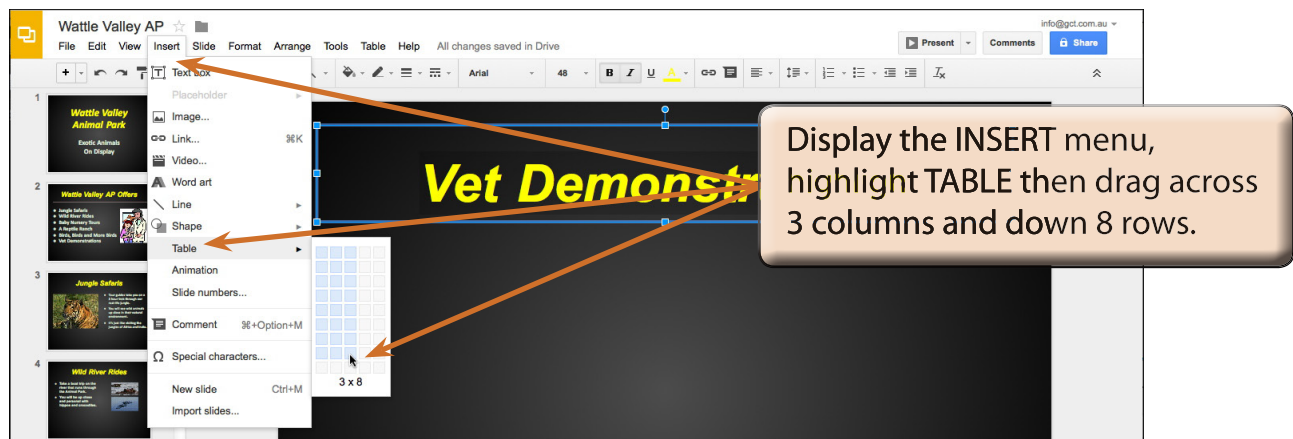
1 Click in the title placeholder and add the title:  
Vet Demonstrations

2 Highlight the text and format it to ARIAL, 48 pt, BOLD, ITALIC, YELLOW and CENTRE.

The screenshot shows a Google Slides presentation titled 'Wattle Valley AP'. The main slide has a black background with the text 'Vet Demonstrations' in a large, bold, italicized, yellow font, centered. The text is highlighted with a blue selection box. The Google Slides interface is visible, including the menu bar (File, Edit, View, Insert, Slide, Format, Arrange, Tools, Table, Help) and the toolbar. Arrows point from the numbered instructions to the corresponding actions in the screenshot: one arrow points to the title placeholder where the text was entered, and another points to the text itself where formatting was applied.

## Adding the Table

A table with 3 columns and 8 rows will be required.



Display the INSERT menu, highlight TABLE then drag across 3 columns and down 8 rows.

The screenshot shows the Google Slides interface with the 'Insert' menu open. The 'Table' option is highlighted, and a 3x8 grid is displayed. The grid is 3 columns wide and 8 rows high. The text 'Vet Demonstrations' is still visible on the slide. Arrows point from the instruction to the 'Insert' menu, the 'Table' option, and the 3x8 grid.

# Adding Diagrams to Slides

Diagrams can be drawn within Google Slides. In this case a slide containing an organisation chart about the different types of reptiles at the Wattle Valley Animal Park will be created.

## Loading the Presentation

- 1 Load Google Slides and log on to your Google Account, or close the current presentation.
- 2 Open the WATTLE VALLEY AP file from your Google Slides home screen.

## Creating a New Slide

1 Open the VET DEMONSTRATION slide then click on the NEW SLIDE icon in the FORMATTING BAR.

Day	Times	Location
Weekdays	9:00 - 11:00	Nursery

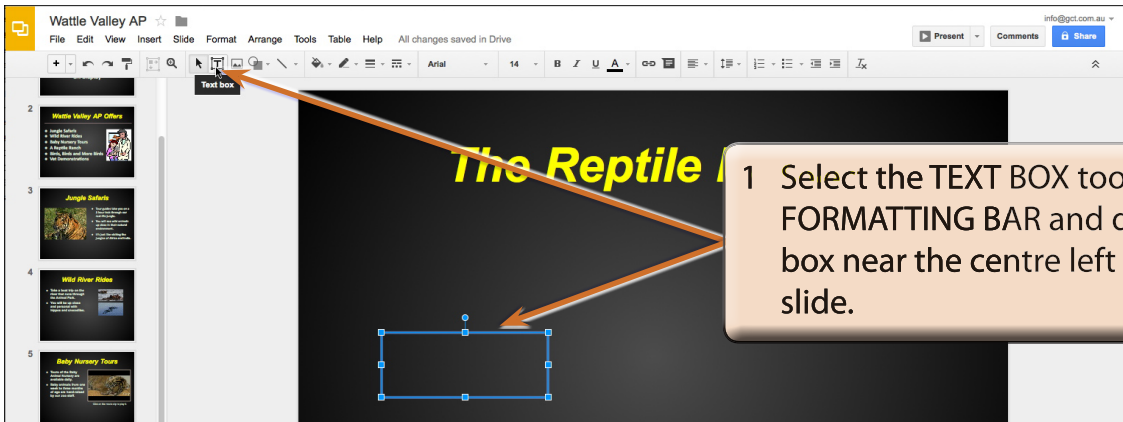
- 2 The NEW SLIDE icon creates a slide with the same layout as the slide that is on the screen. In this case, the TITLE ONLY layout.

3 Click in the CLICK TO ADD TITLE placeholder and enter the title:  
The Reptile Ranch

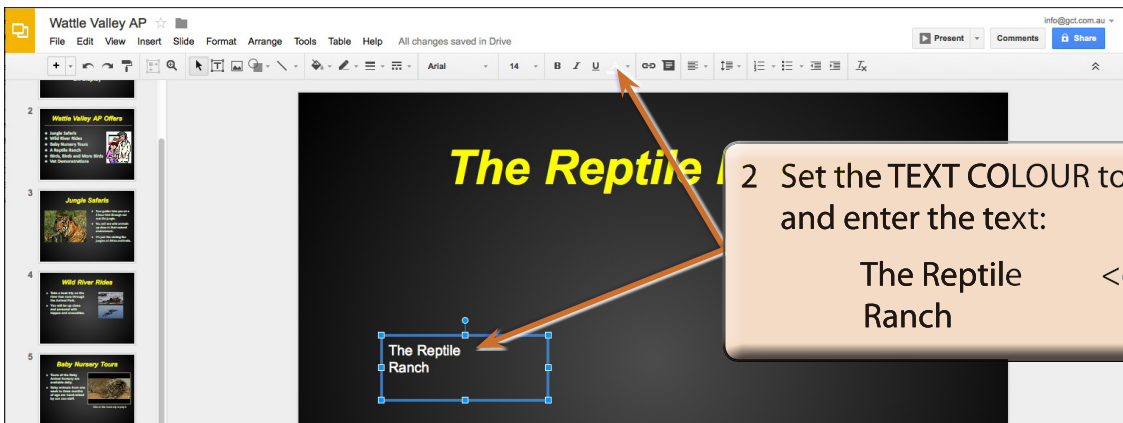
4 Highlight the text and format it to ARIAL, 48 pt, BOLD, ITALIC, YELLOW and CENTRE.

## Creating the Left Box

### A Entering the Text Box

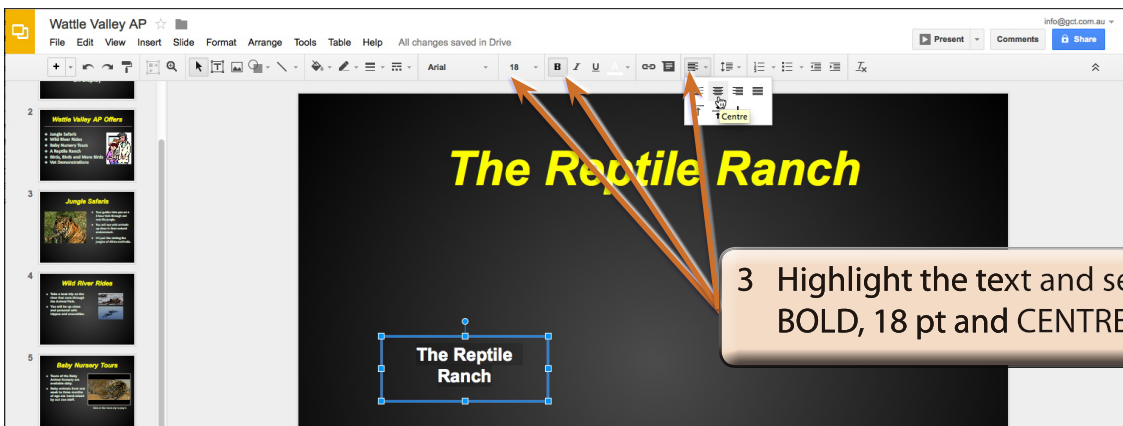


1 Select the TEXT BOX tool from the FORMATTING BAR and drag a text box near the centre left of the slide.

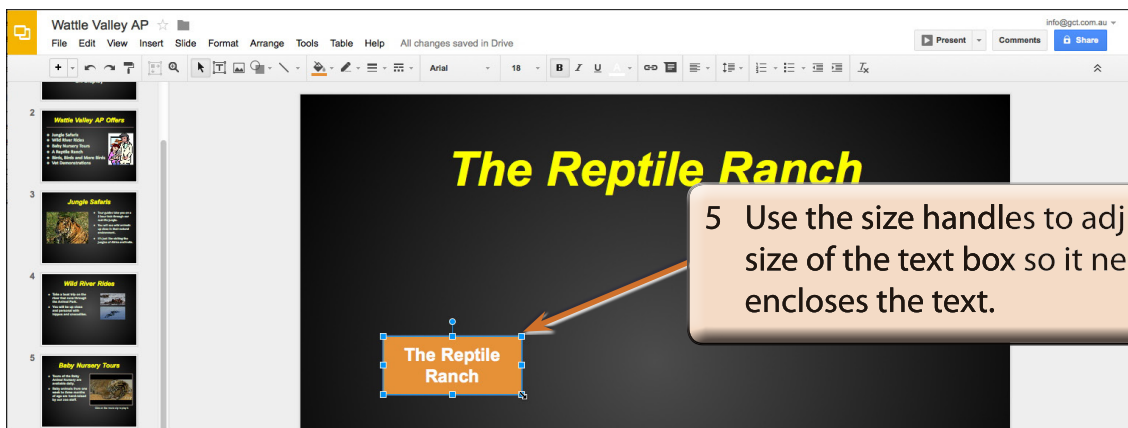
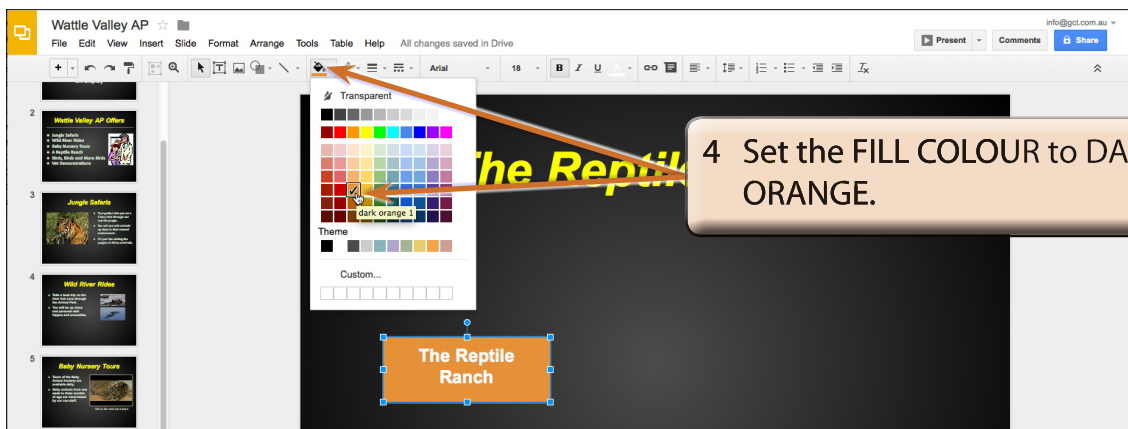


2 Set the TEXT COLOUR to WHITE and enter the text:

The Reptile Ranch

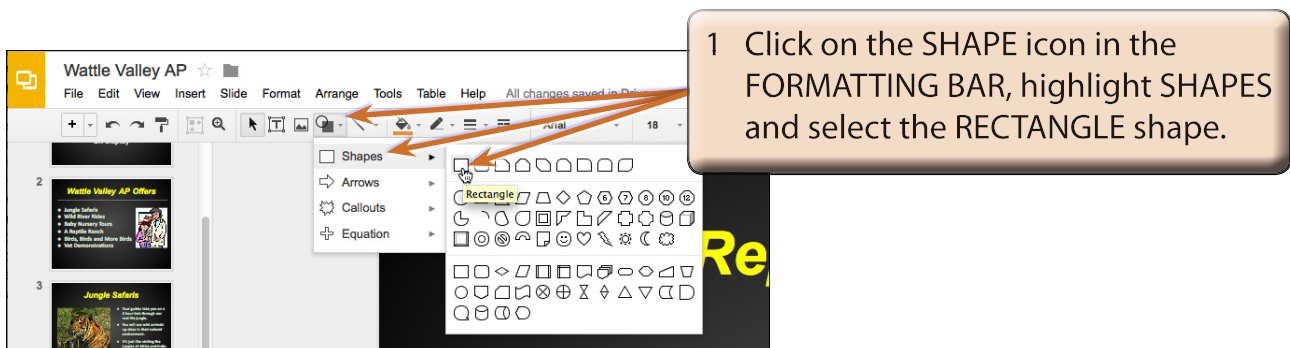


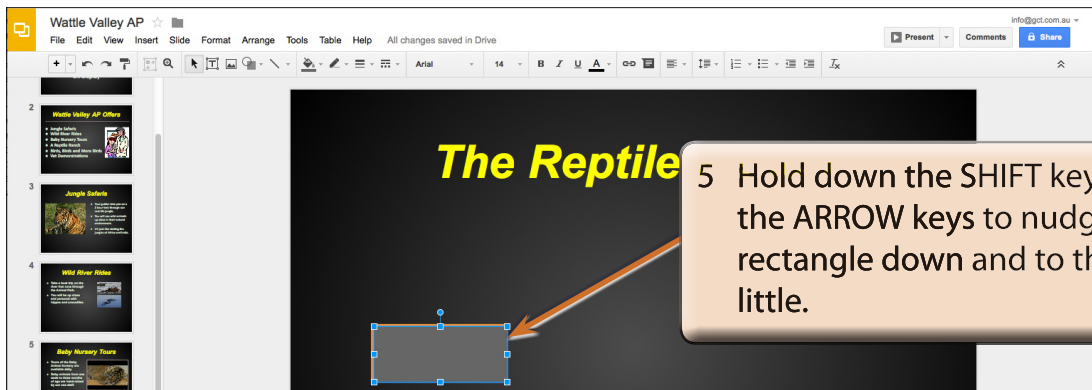
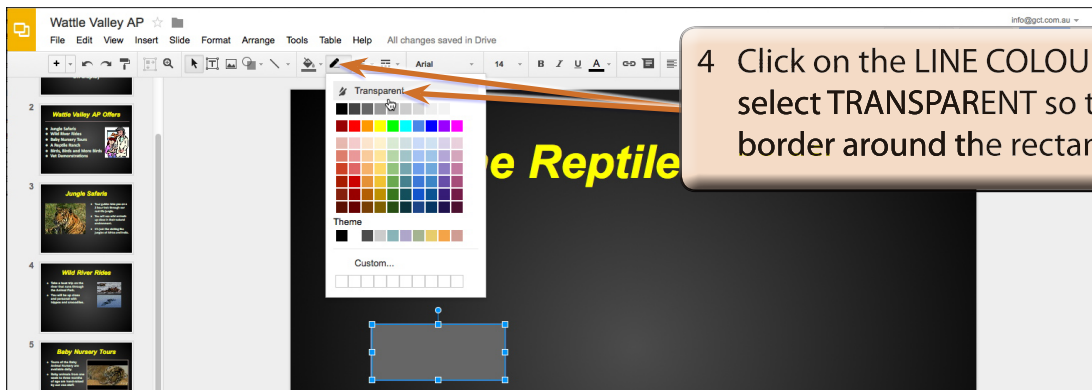
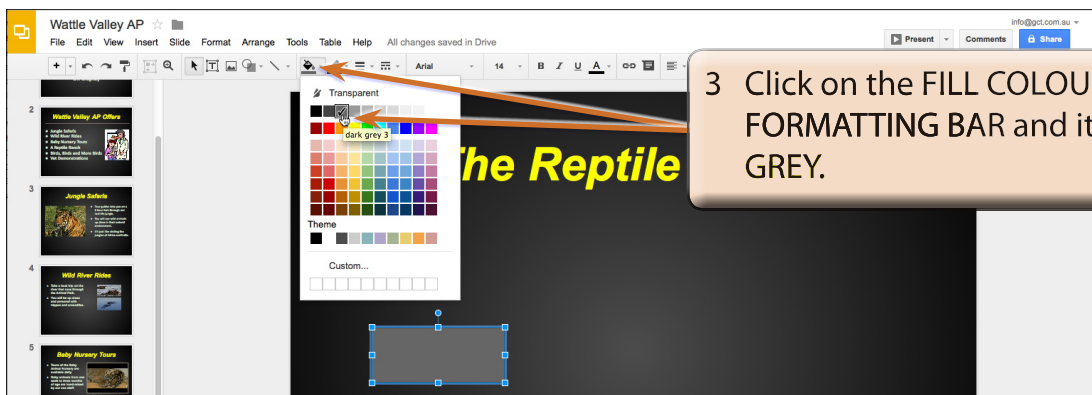
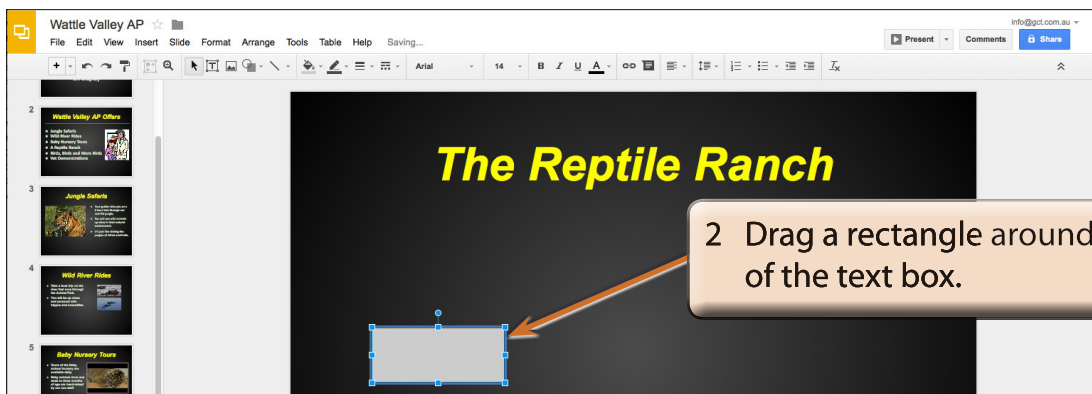
3 Highlight the text and set it to BOLD, 18 pt and CENTRE.



## B Adding a Shadow to the Text Box

The text box will look better on the slide with a shadow behind it.







# Inserting Charts into Slides

Another way to display information in slides is through the use of a chart (or graph). This can be done by creating a chart in Google Sheets and importing the chart into Google Slides. Let's create a chart that shows the number of visitors to the Wattle Valley Animal Park over a three year period.

## Loading the Presentation

- 1 Load Google Slides and open your Google Account, or close the current presentation.
- 2 Open the WATTLE VALLEY AP file from your Google Slides home screen.

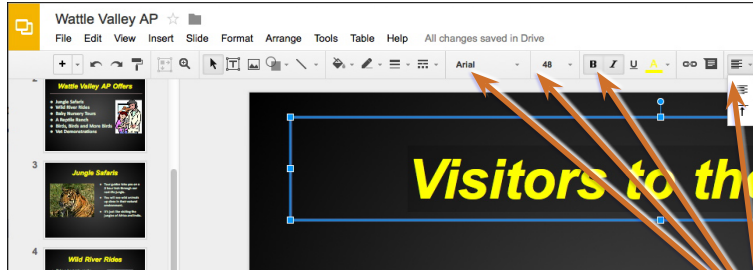
## Selecting the Slide Layout



1 Set the screen to the REPTILE RANCH slide.

2 Click on the NEW SLIDE icon in the FORMATTING BAR to insert a TITLE ONLY layout slide.

## Entering the Slide Title



1 Click in the TITLE placeholder and add the title:

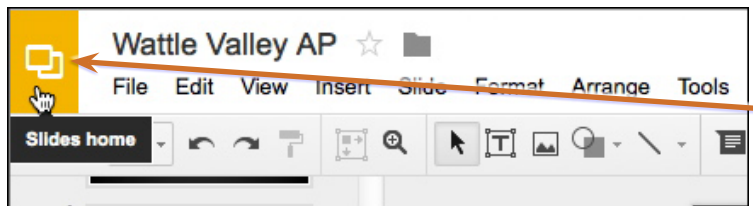
Visitors to the Park

2 Highlight the text and format it to ARIAL, 48 pt, BOLD, ITALIC, YELLOW and CENTRE.

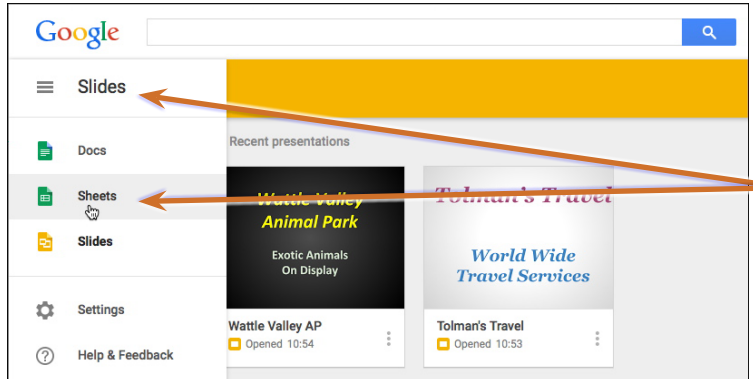
The screenshot shows the Google Slides interface with a presentation titled 'Wattle Valley AP'. The main slide has a black background with the text 'Visitors to the Park' in yellow, bold, italicized, and centered. Arrows point from the text boxes to the corresponding steps in the instructions.

## Creating the Chart

### A Opening Google Sheets



1 Click on the SLIDES HOME button to return to the GOOGLE SLIDES home screen.



2 Click on the SLIDES MENU icon at the top left of the screen and select SHEETS.

The first screenshot shows the 'Slides home' button in the top left corner of the Google Slides interface. The second screenshot shows the Google Slides home screen with the 'Sheets' option selected in the left sidebar. Arrows point from the text boxes to the corresponding elements in the screenshots.



# Linking Slides

You can set links so that a user can quickly navigate through the slides of a presentation or move to specific slides.

## Loading the Presentation

- 1 Load Google Slides and log on to your Google Account, or close the current presentation.
- 2 Open the WATTLE VALLEY AP file from your Google Slides home screen.

## Navigation Links

Links can be added to slides to allow users of the presentation to move from slide to slide.

### A The Previous Slide Link

1 Set the screen to SLIDE 2 and select the TEXT BOX tool from the FORMATTING BAR.

2 Drag a text box that is about 3 cm wide below the left edge of the image.

Wattle Valley AP

File Edit View Insert Slide Format Arrange Tools Table Help All changes saved in Drive

12 B I U

3 Set the FONT SIZE to 12 pt, the TEXT COLOUR to WHITE and enter:

Previous Slide

- Jungle Safaris
- Wild River Rides
- Baby Nursery Tours
- A Reptile Ranch
- Birds, Birds and More Birds
- Vet Demonstrations

Previous Slide

**NOTE:** If the text does not fit on one line in the text box, use the text box handles to adjust its size so that the text is on one line.

Wattle Valley AP

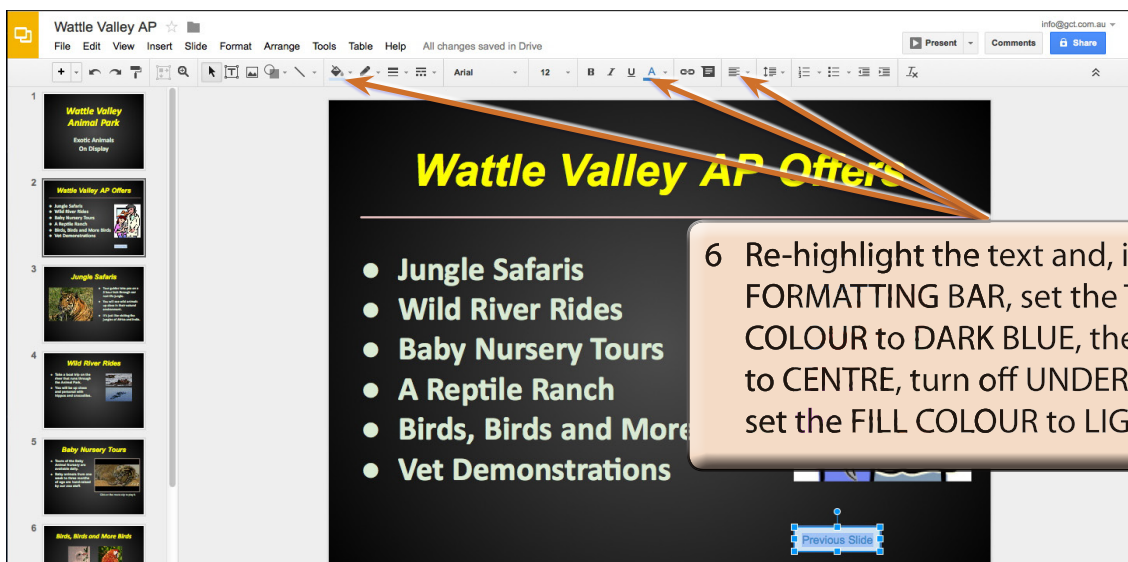
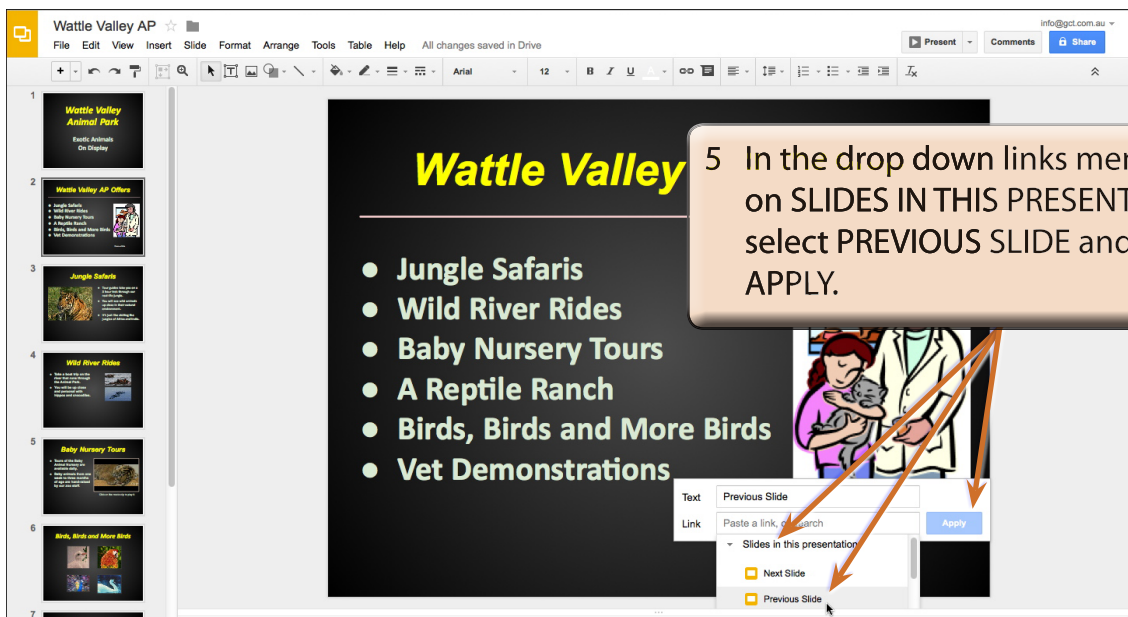
File Edit View Insert Slide Format Arrange Tools Table Help All changes saved in Drive

12 B I U

4 Highlight the text and click on the INSERT LINK icon in the FORMATTING BAR.

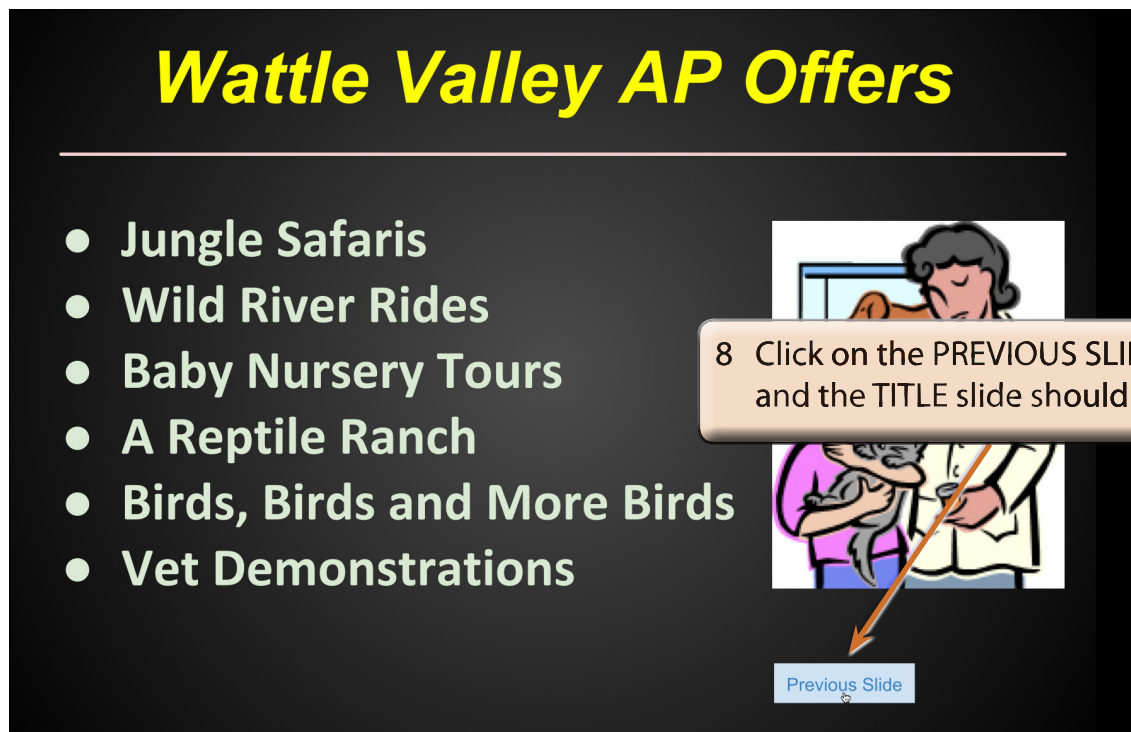
- Jungle Safaris
- Wild River Rides
- Baby Nursery Tours
- A Reptile Ranch
- Birds, Birds and More Birds
- Vet Demonstrations

Previous Slide



**NOTE:** Setting a fill colour and turning the text underline off basically turns the text box into a button.

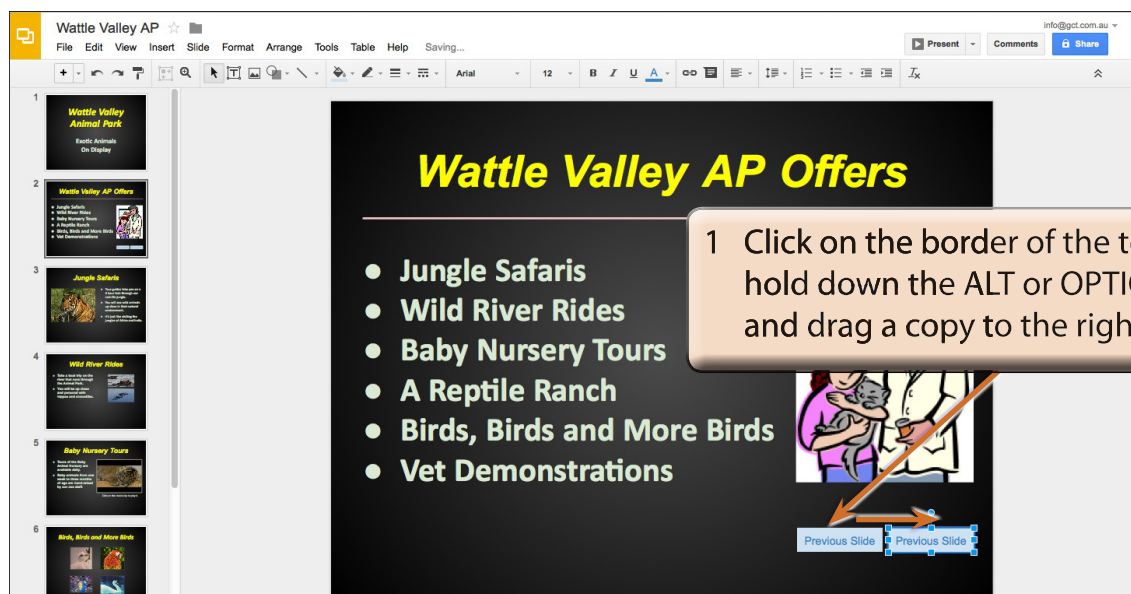
7 Click on the **PRESENT** button at the top right of the screen to preview the slide.



9 Press the ESC key to exit the slide show and return SLIDE 2 to the screen.

## B The Next Slide Link

The PREVIOUS SLIDE text box can be duplicated and the duplicate modified into a NEXT SLIDE button.



# Text Formatting

Google Slides offers an extensive array of text formatting tools that are very similar to those found in Google Docs or Microsoft Word. In this chapter you will look at ways to improve the appearance of text in your presentations. It will include adding sub-points, changing bullets, adjusting line spacing and spell checking tools.

## Loading the Presentation

- 1 Load Google Slides and log on to your Google Account, or close the current presentation.
- 2 Open the WATTLE VALLEY AP file from your Google Slides home screen.

## Creating Sub-Points

So far you have entered single bullets. When you have a paragraph of text as a point it is usually better for the viewer of your presentation to have that paragraph split into sub-points with bullets highlighting those sub-points. To illustrate this let's change the text in the BABY NURSERY TOURS slide to have sub-points.

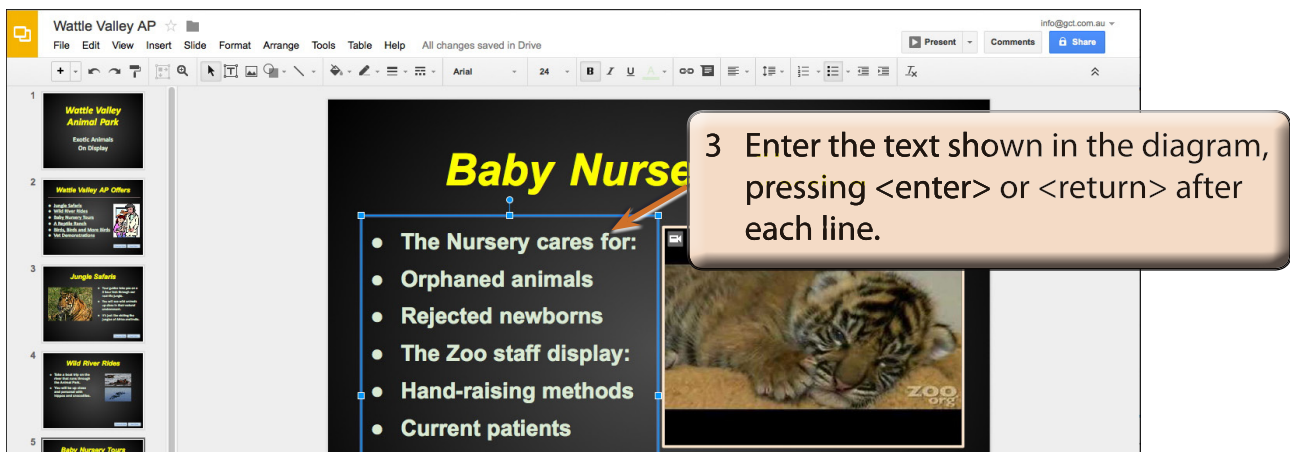
### A Entering the Text



The screenshot shows the Google Slides interface for a presentation titled 'Wattle Valley AP'. The left sidebar shows a list of slides, with Slide 5, 'Baby Nursery Tours', selected. The main slide area displays the 'Baby Nursery Tours' slide. The slide has a dark background with the title 'Baby Nursery Tours' in yellow. Below the title, there is a text placeholder with two bullet points: '• Tours of the Baby Animal Nursery are available daily.' and '• Baby animals from one week to three months of age are hand-raised by our zoo staff.' The text is highlighted in blue. An image of a tiger cub is visible on the right side of the slide. Two callout boxes provide instructions: '1 Set the screen to the BABY NURSERY TOURS slide (SLIDE 5).' and '2 Highlight all the text in the left placeholder.'

- 1 Set the screen to the BABY NURSERY TOURS slide (SLIDE 5).
- 2 Highlight all the text in the left placeholder.





Wattle Valley AP

File Edit View Insert Slide Format Arrange Tools Table Help All changes saved in Drive

Present Comments Share

1 Wattle Valley Animal Park  
Exotic Animals On Display

2 Wattle Valley AP Office  
• Jungle Safari  
• Wild River Raft  
• Baby Back and Legs Back  
• All Documentation

3 Jungle Safari  
• All Documentation

4 Wild River Raft  
• All Documentation

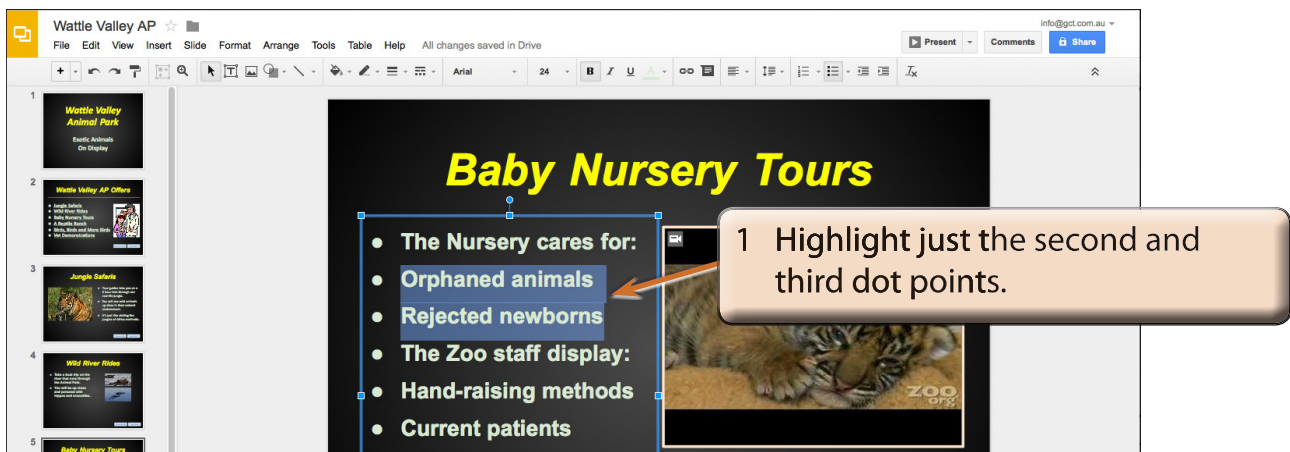
5 Baby Nursery Tours

## Baby Nursery

- The Nursery cares for:
- Orphaned animals
- Rejected newborns
- The Zoo staff display:
- Hand-raising methods
- Current patients

3 Enter the text shown in the diagram, pressing <enter> or <return> after each line.

## B Setting the Sub-Points



Wattle Valley AP

File Edit View Insert Slide Format Arrange Tools Table Help All changes saved in Drive

Present Comments Share

1 Wattle Valley Animal Park  
Exotic Animals On Display

2 Wattle Valley AP Office  
• Jungle Safari  
• Wild River Raft  
• Baby Back and Legs Back  
• All Documentation

3 Jungle Safari  
• All Documentation

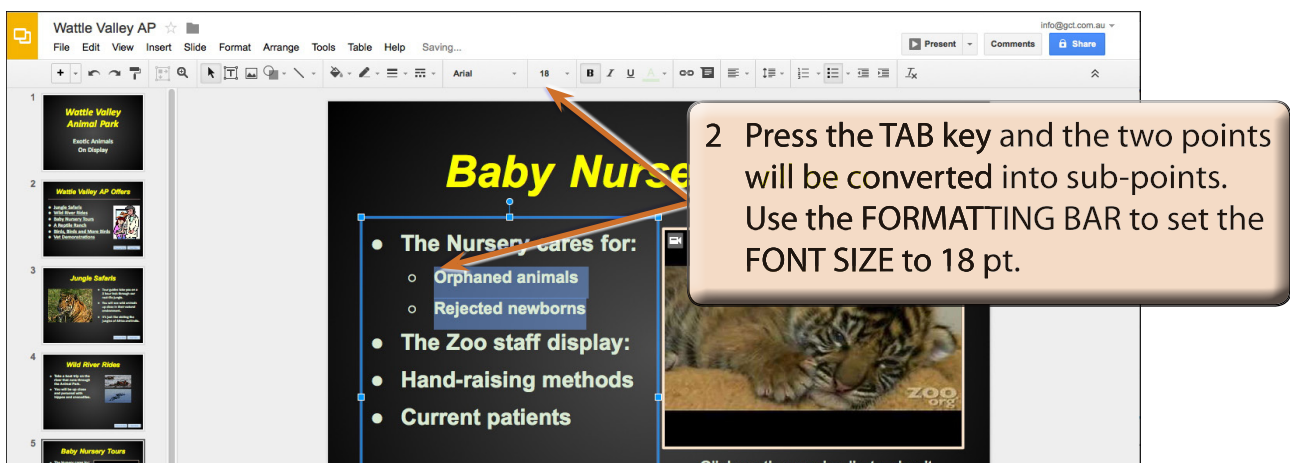
4 Wild River Raft  
• All Documentation

5 Baby Nursery Tours

## Baby Nursery Tours

- The Nursery cares for:
- Orphaned animals
- Rejected newborns
- The Zoo staff display:
- Hand-raising methods
- Current patients

1 Highlight just the second and third dot points.



Wattle Valley AP

File Edit View Insert Slide Format Arrange Tools Table Help Saving...

Present Comments Share

1 Wattle Valley Animal Park  
Exotic Animals On Display

2 Wattle Valley AP Office  
• Jungle Safari  
• Wild River Raft  
• Baby Back and Legs Back  
• All Documentation

3 Jungle Safari  
• All Documentation

4 Wild River Raft  
• All Documentation

5 Baby Nursery Tours

## Baby Nursery

- The Nursery cares for:
- Orphaned animals
- Rejected newborns
- The Zoo staff display:
- Hand-raising methods
- Current patients

2 Press the TAB key and the two points will be converted into sub-points. Use the FORMATTING BAR to set the FONT SIZE to 18 pt.

# Delivering Presentations

So far you have simply run presentations. Google Slides provides a number of tools to help improve the delivery of your presentation. These include screen tools, speakers notes and handout notes.

## Loading the Presentation

- 1 Load Google Slides and log on to your Google Account, or close the current presentation.
- 2 Open the WATTLE VALLEY AP file from your Google Slides home screen.

## Screen Tools

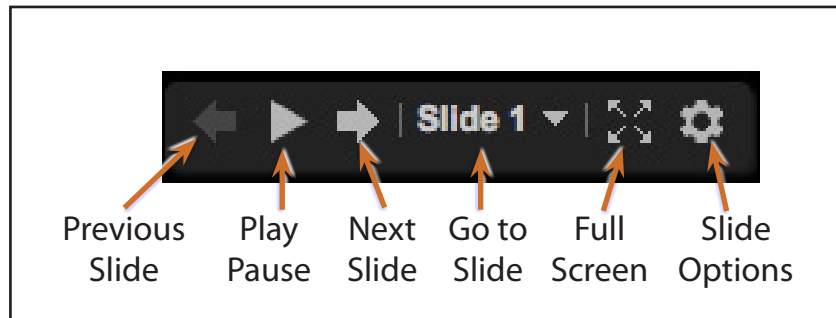
The screen tools allow you to move through slides as your presentation is being delivered. You can also skip to any slide in the presentation.

### A Looking at the Screen Tools



- 1 Click on the arrow next to the PRESENT box at the top right of the screen and select PRESENT FROM BEGINNING.

- 2 The screen tools should become visible at the bottom left of the screen. The tools are labelled in the following diagram.



## B Using the Screen Tools

The screenshot shows a Google Slides presentation. The slide has a black background with yellow text that reads 'Wattle Valley AP Offers'. Below this title is a bulleted list of offers: 'Jungle Safaris', 'Wild River Rides', 'Baby Nursery Tours', 'A Reptile Ranch', 'Birds, Birds and More', and 'Vet Demonstrations'. To the right of the list is a cartoon illustration of a woman in a lab coat holding a small dog. At the bottom of the slide, there are two buttons: 'Previous Slide' and 'Next Slide'. A callout box with a light orange background and a black border is positioned over the 'Next Slide' button. It contains the text: '1 Use the NEXT SLIDE button to set the slide show to SLIDE 2 (Wattle Valley AP Offers)'. An orange arrow points from the 'Next Slide' button to the callout box. Another orange arrow points from the 'Previous Slide' button to the 'Next Slide' button.

- 2 Try clicking on the PREVIOUS SLIDE button to return to SLIDE 1.





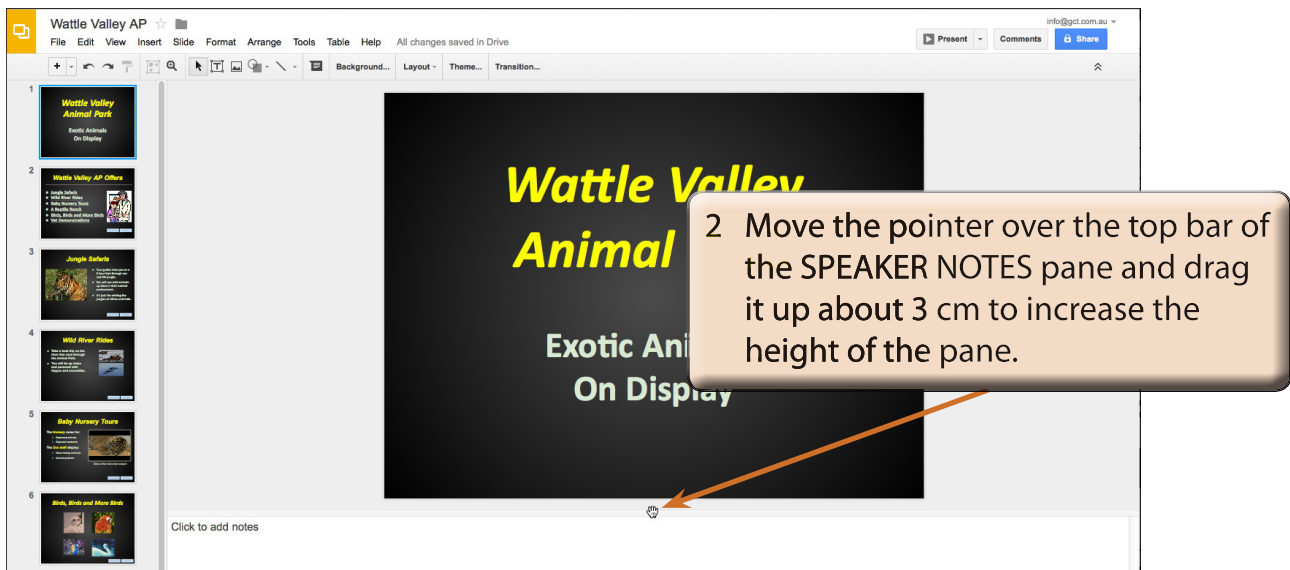
- 5 The FULL SCREEN button sets the presentation to take up the whole screen. Pressing the ESC key exits from this.
- 6 The screen OPTIONS will be used shortly.
- 7 Press the ESC key to exit from the presentation.

## Speaker Notes

You can produce speaker notes from the slides of a presentation so that you can refer to them as your presentation is being delivered.

### A Entering Speaker Notes

- 1 Open SLIDE 1 of the presentation.



**NOTE:** If the SPEAKER NOTES pane is not displayed at the base of the screen, use the **VIEW** menu to select **SHOW SPEAKER NOTES** to turn it on.

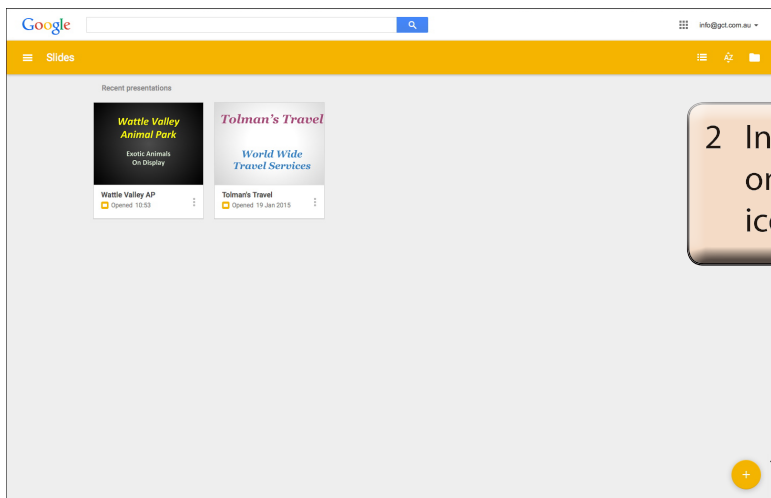
# Slide Masters

When creating presentations you do not want to have to set styles on each slide. It is much more efficient to set the styles in the SLIDE MASTER VIEW. This also helps you ensure consistency throughout your presentation. If you also want to include a company logo or image on each slide, the graphic can be inserted in the SLIDE MASTER VIEW and it will then be displayed on all the slides.

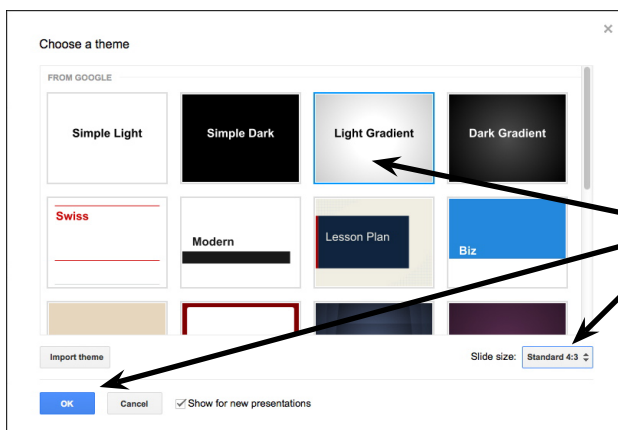
To see some of the many advantages of using the SLIDE MASTER VIEW you will create a simplified presentation for the Wattle Park Animal Park.

## Starting a New Presentation

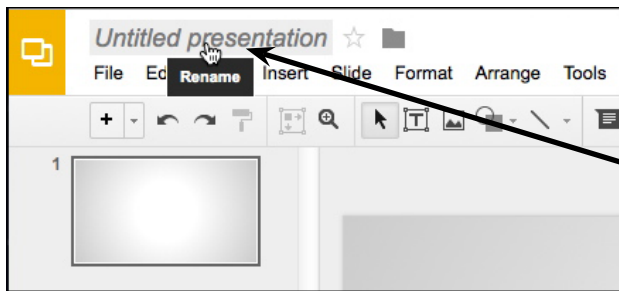
- 1 Load Google Slides and log on to your Google Account, or click on the SLIDES HOME button to return to the Slides Home screen.



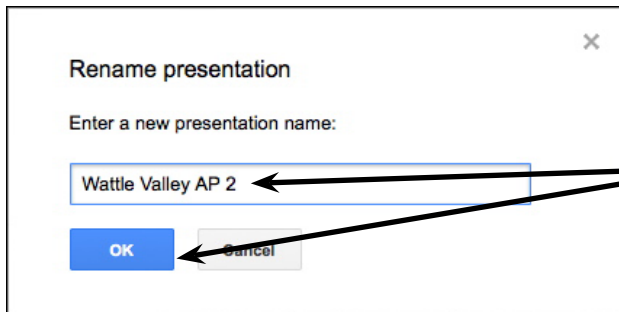
- 2 In the SLIDES HOME SCREEN click on the CREATE NEW PRESENTATION icon.



- 3 Select a light background theme, set the SLIDE SIZE to STANDARD 4:3 and click on OK.

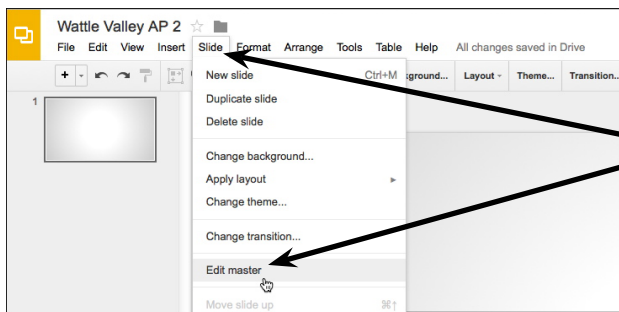


4 Click on the UNTITLED PRESENTATION title at the top of the screen to rename the presentation.



5 Call the presentation: Wattle Valley AP 2 and select OK.

## Opening the Slide Master View



1 Display the SLIDE menu and EDIT MASTER.

1 The SLIDE MASTER screen is opened.

2 The first slide in the MASTER SLIDE pane is the SLIDE MASTER that controls all slides.

3 Each different slide layout has its own SLIDE MASTER where you can change formats for slides set to that layout.

## Using the Slide Master Layouts

### A The Title Slide Layout

The title slide is often different to other the other slides of the presentation.

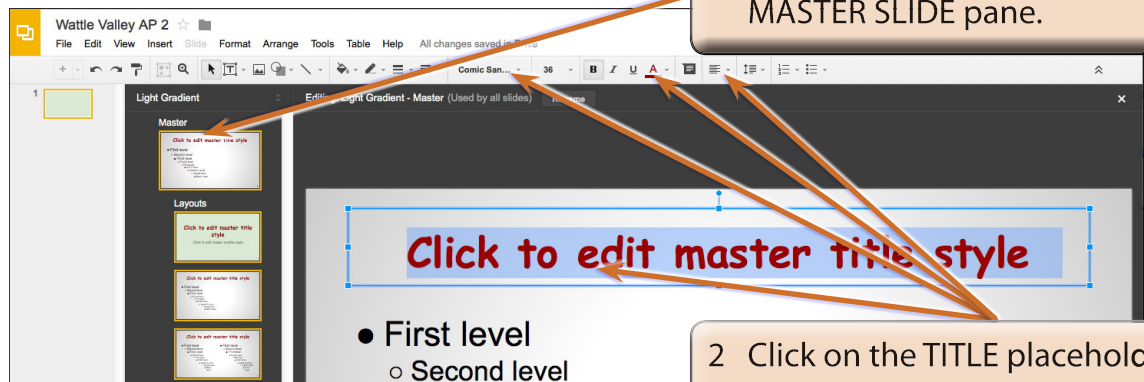
1 With the TITLE SLIDE layout selected in the LAYOUTS section, click on the BACKGROUND button in the FORMATTING BAR.

2 In the BACKGROUND dialogue box set the COLOUR box to LIGHT GREEN and select DONE.

**NOTE: Just the background of the TITLE slide is altered. All the other slides still have the light theme background.**

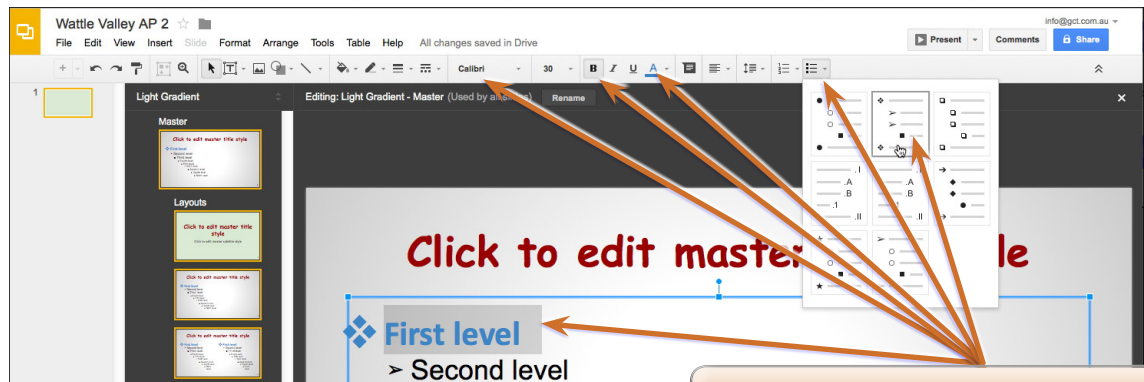
## B Changing All Slides

Formats can be applied to all the slides in the presentation.



1 Click on the MASTER slide in the MASTER SLIDE pane.

2 Click on the TITLE placeholder and set the FONT to COMIC SANS MS, the TEXT COLOUR to DARK RED and the ALIGNMENT to CENTRE.



3 Highlight the FIRST LEVEL text and set the FONT to CALIBRI, BOLD, the TEXT COLOUR to DARK BLUE and click on the BULLET LIST arrow and select the second format.

## Useful Features

To complete this unit we will look at a few of the useful features that Google Slides provides. This includes using Word Art, adding comments, sharing presentations and publishing presentations on the web.

### Loading the Presentation

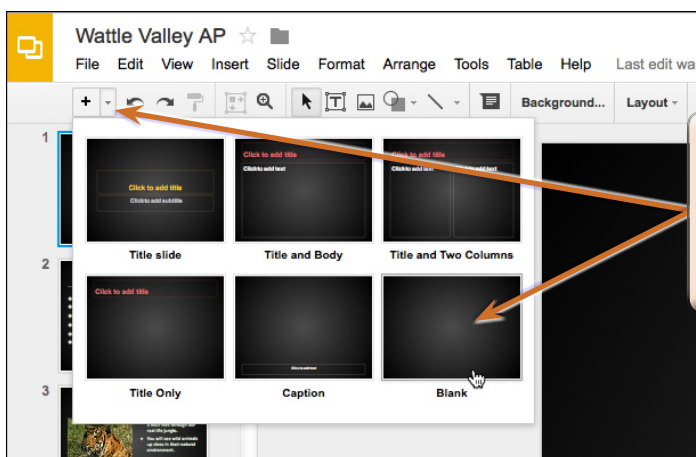
- 1 Load Google Slides and log on to your Google Account, or close the current presentation.
- 2 Open the WATTLE VALLEY AP file from your Google Slides Home screen.

### Using Word Art

The Word Art tool allows you to create more elaborate text headings.

#### A Inserting Word Art Text

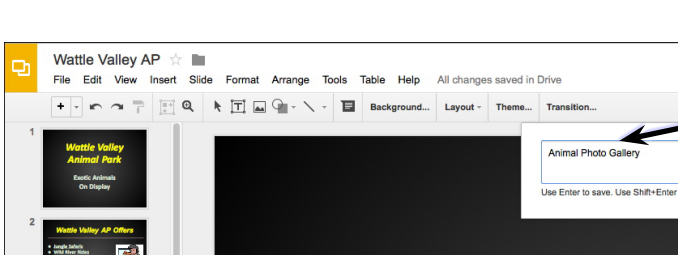
- 1 Select the last slide of the presentation.



- 2 Click on the NEW SLIDE WITH LAYOUT arrow in the FORMATTING BAR and select the BLANK side layout.

- 3 Display the INSERT menu and select WORD ART.





4 In the WORD ART box enter:  
Animal Photo Gallery  
and press the <enter> or <return> key.

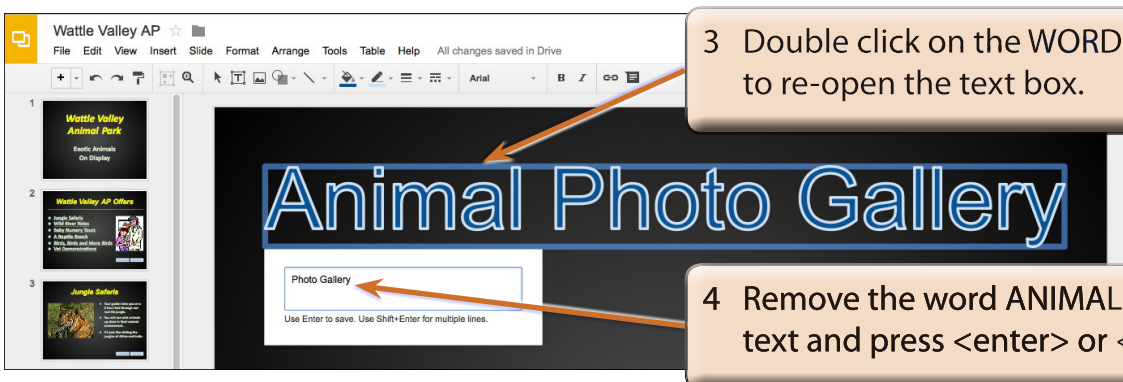
### B Adjusting the Word Art Text

Word Art text is formatted in the same way as normal text, but also the FILL COLOUR icon controls the colour of the inside of the letters, and the LINE COLOUR and LINE WEIGHT icons control the border of the letters.



1 Use the FILL COLOUR, LINE COLOUR and LINE WEIGHT icons in the FORMATTING BAR to adjust the text.

2 The WORD ART text can be changed at any time.



3 Double click on the WORD ART text to re-open the text box.

4 Remove the word ANIMAL from the text and press <enter> or <return>.