Google Workspace: Slides
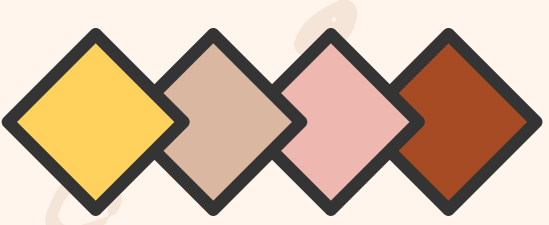
Part 1

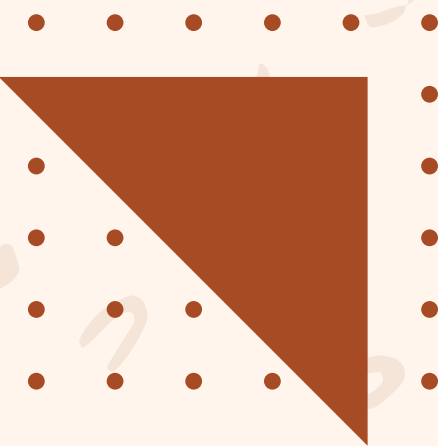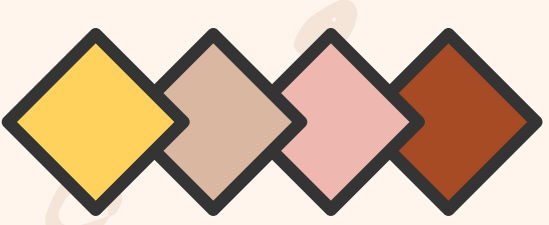START

COURSE LEARNING OUTCOMES

1: Understand the basics of Google Slides interface and navigation.

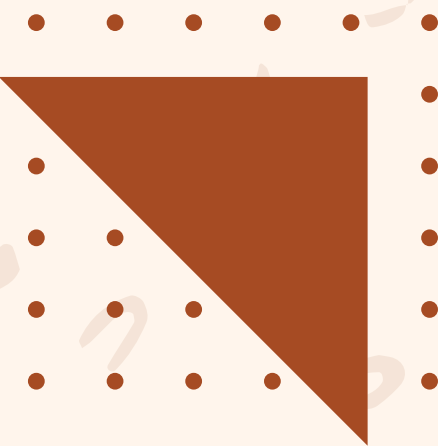2: Explore slides creation and basic formatting.

HOW TO SELECT A TEMPLATE

1: In a google slide, open a file

2: At the top, click file > new > from template gallery

HOW TO SELECT A TEMPLATE

Untit

File

New ▶

Open   Ctrl+O

Presentation

From template gallery

← Template gallery

Recently used templates

Blank presentation

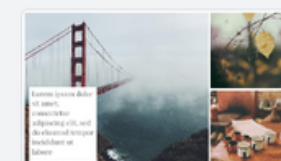Your big idea
by Made to Stick

Prototyping presentat...

Photo album

Wedding

Personal

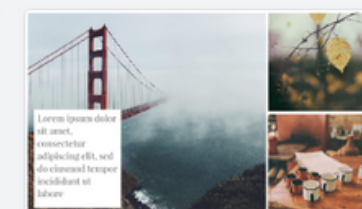General presentation
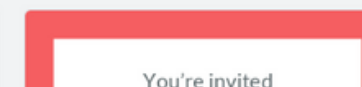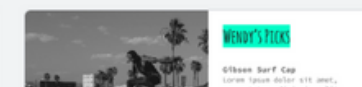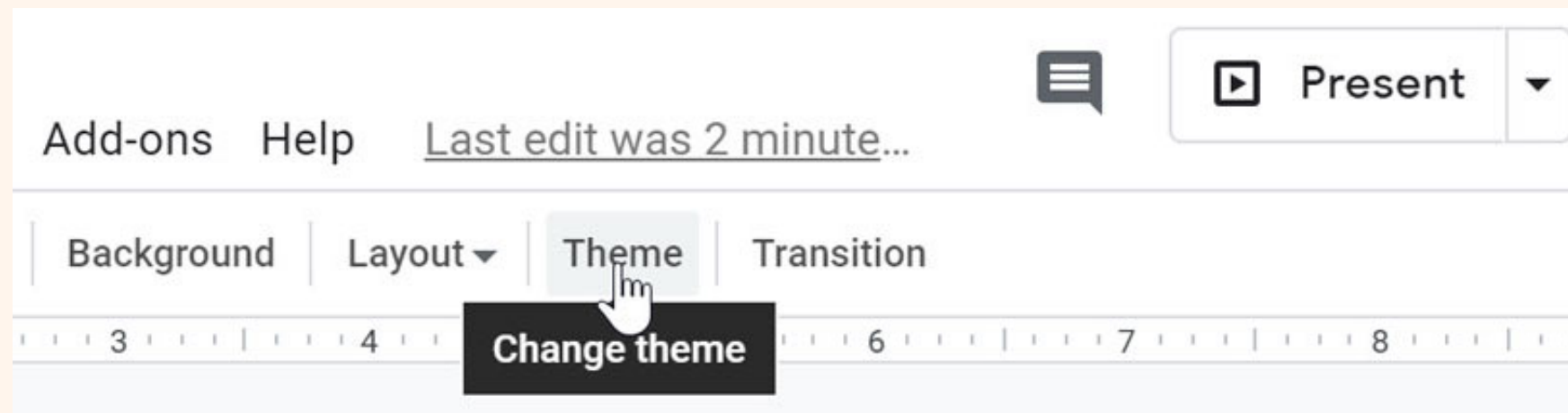
Your big idea
by Made to Stick

Photo album

Wedding

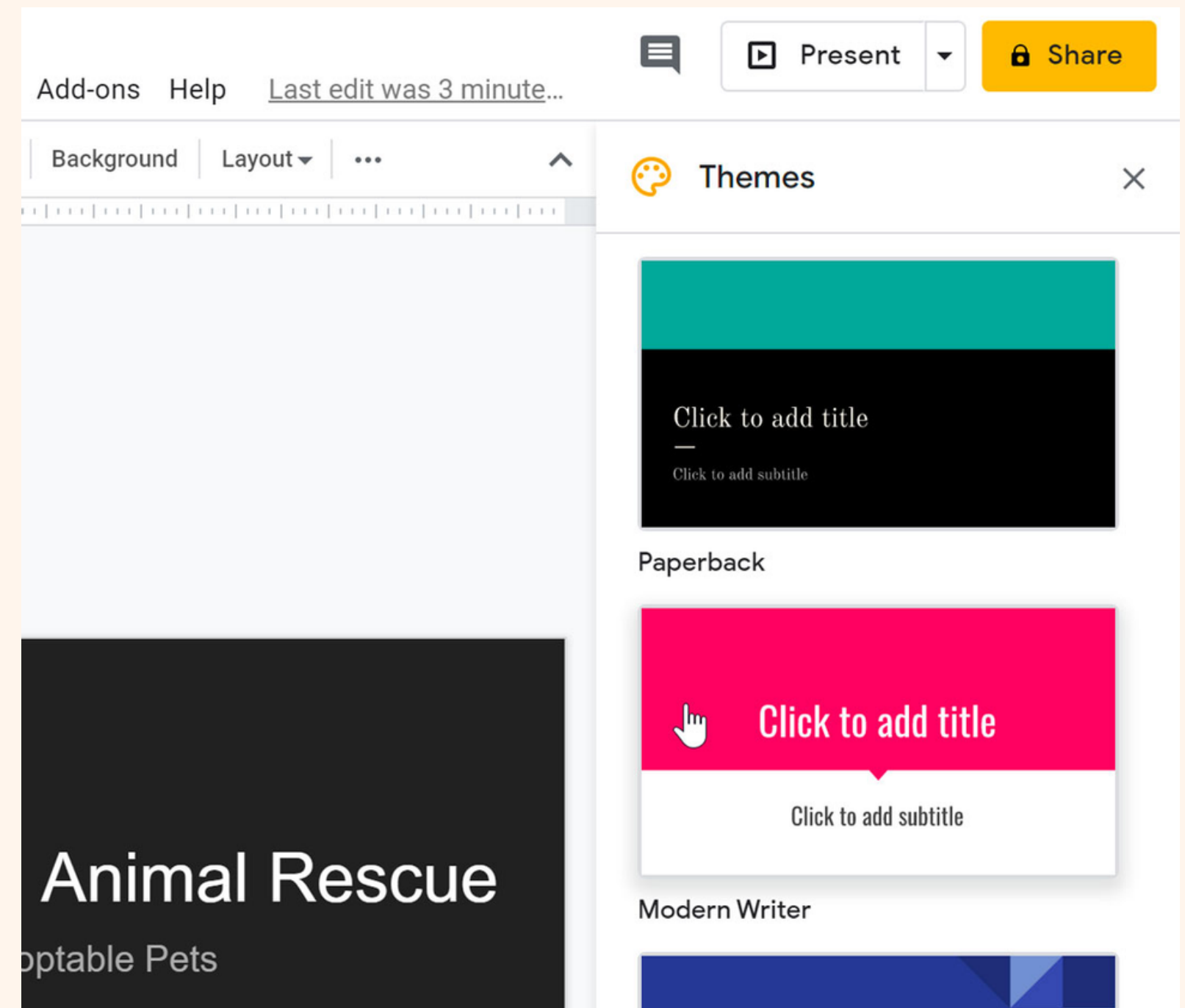RECIPE NAME

Project name

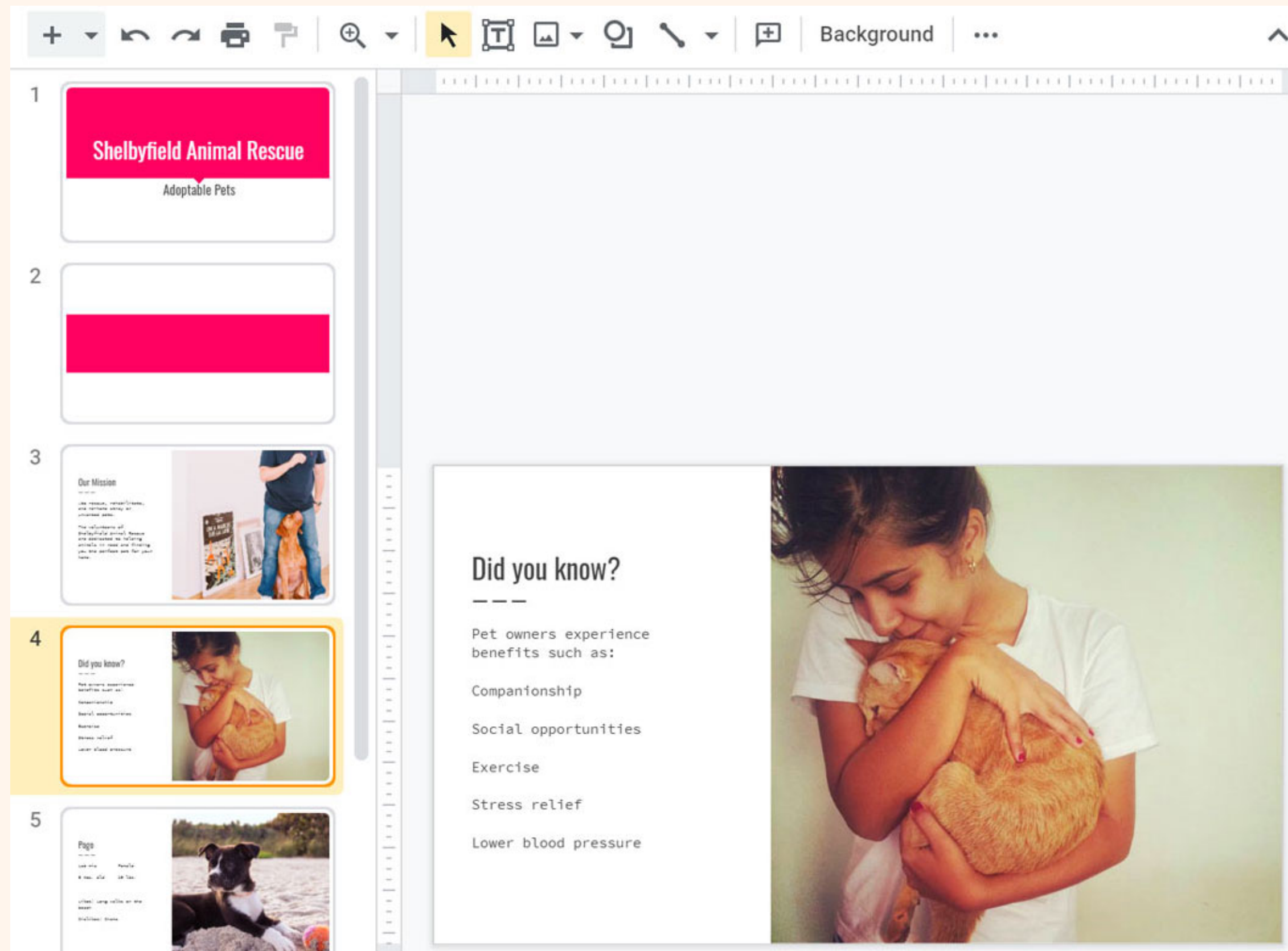You're invited

CHANGE THEME

1 Click the Theme command on the shortcut toolbar

2 The Themes pane will appear. Select the desired theme
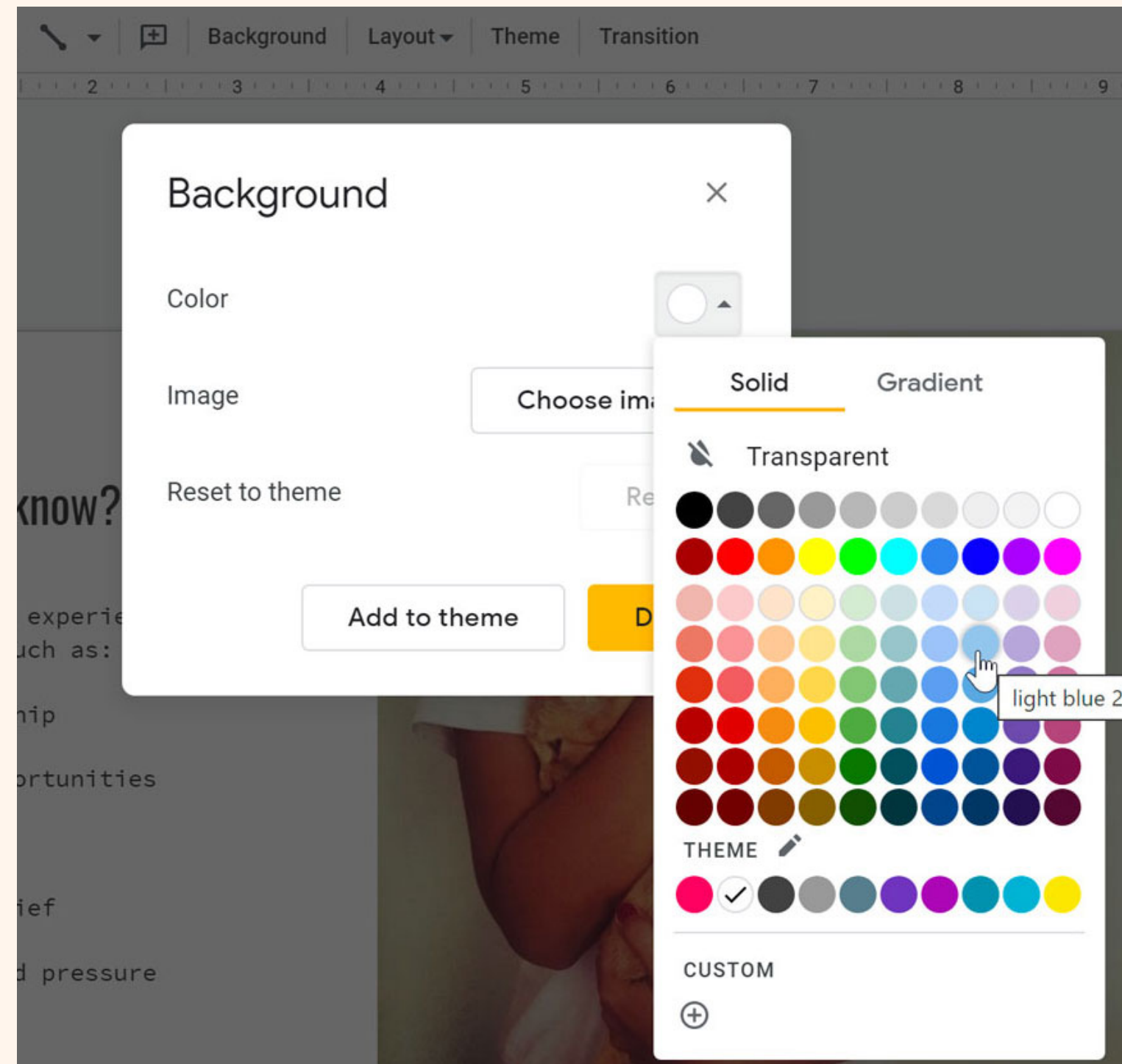
3 **The theme will be applied to the entire presentation.**
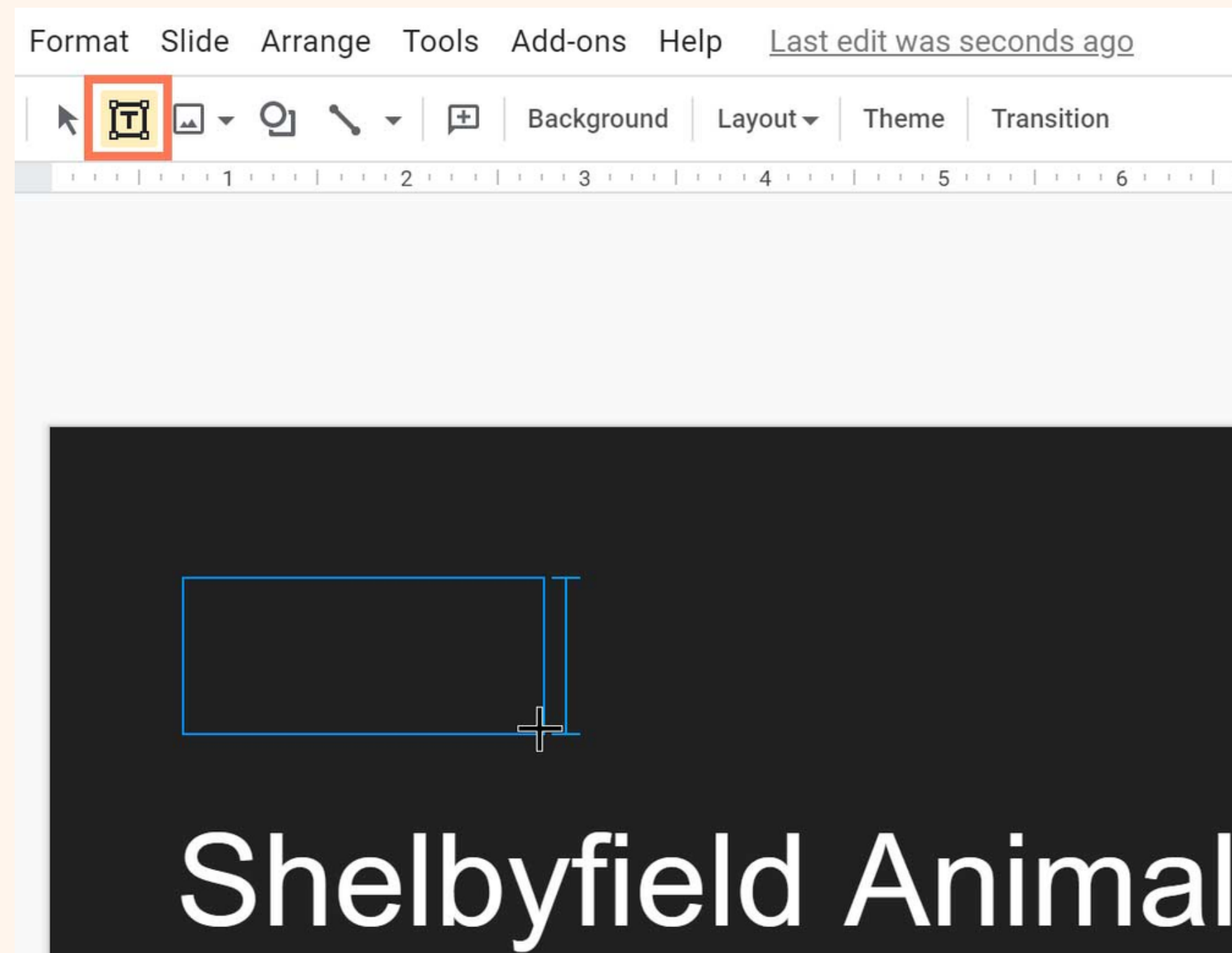
CHANGE BACKGROUND COLOR

To select a different background color for your slides, open the Slide menu and click Change background, then select a new color.

ENTERING TEXT

You can create a text box anywhere on the slide. To do this, click the text box command, then click and drag to draw the text box on the slide. Then, you can click the text box and start typing.
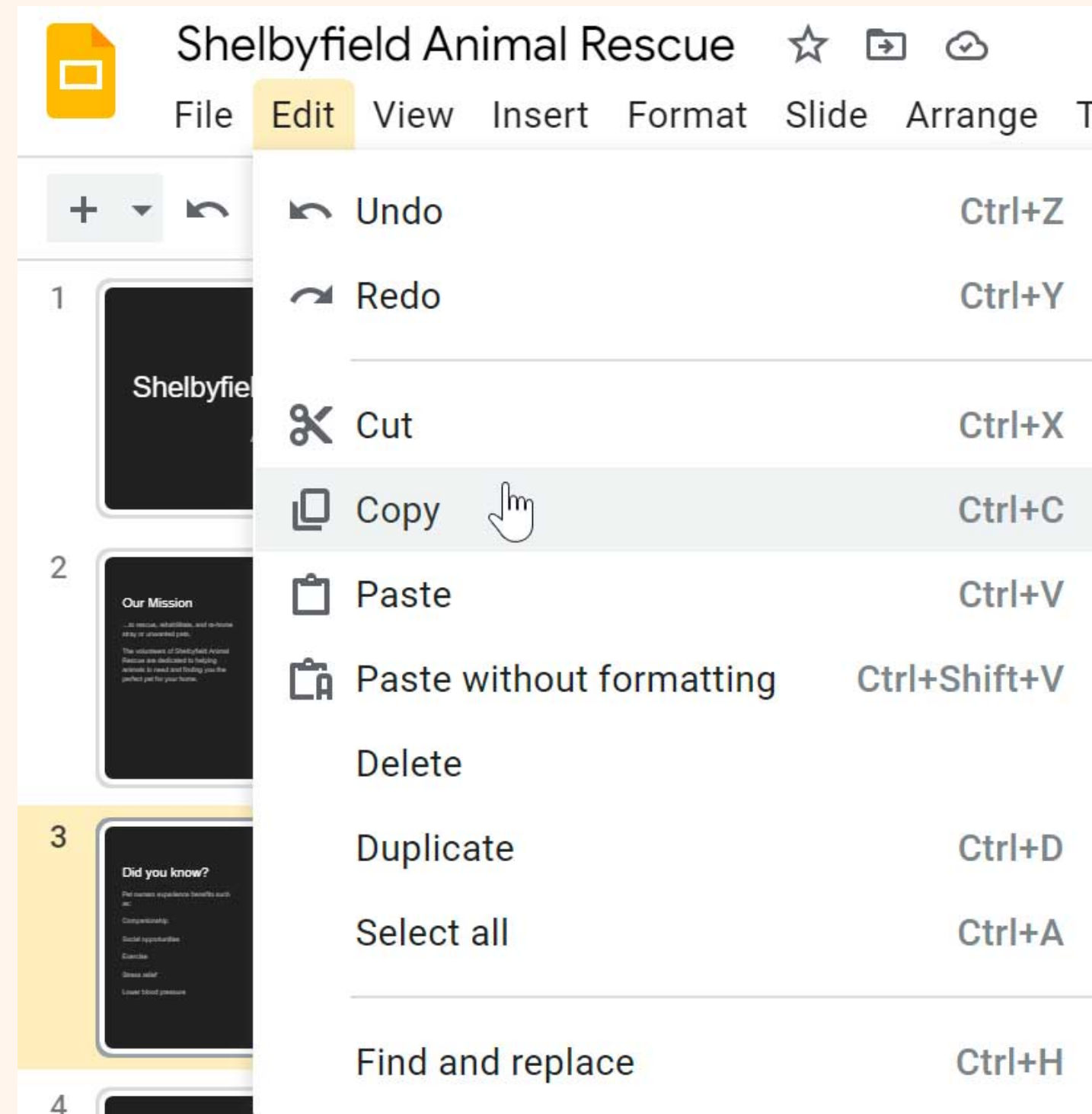
INSERTING BULLET & NUMBERING LIST

The Bulleted list and Numbered list commands will appear once you select text or a placeholder. Click one of these commands to create a blank list, or select existing text first to format it as a list.
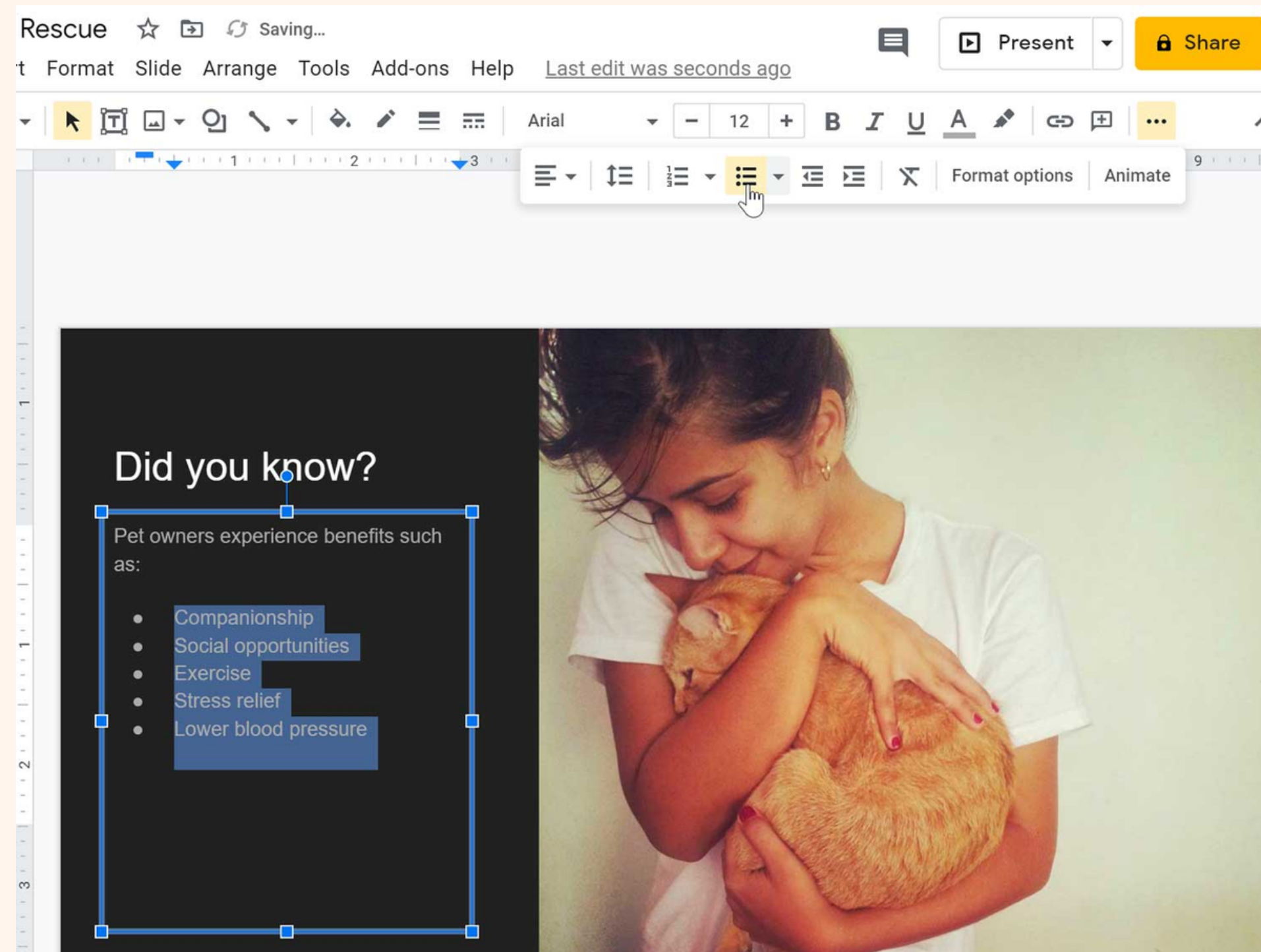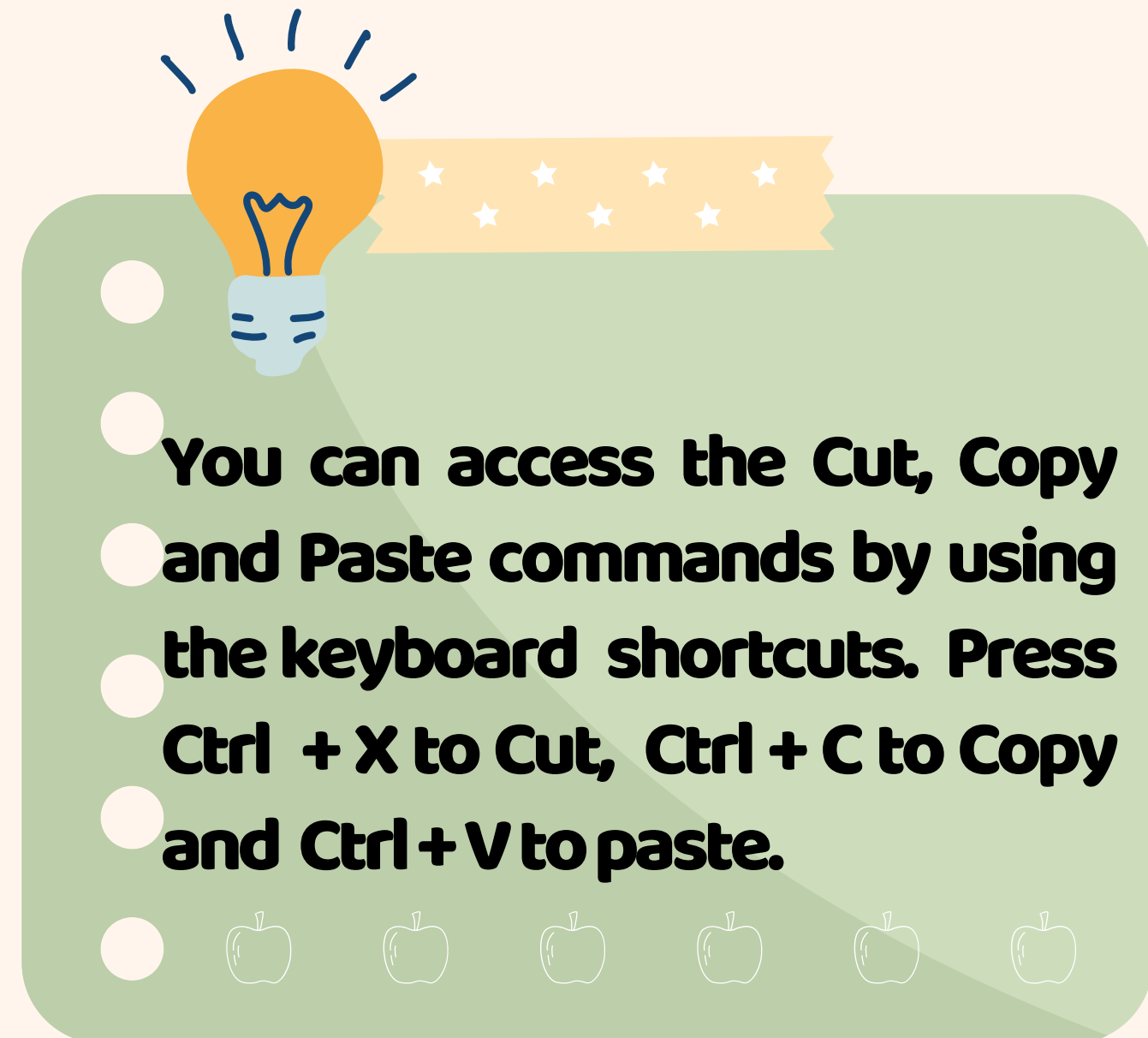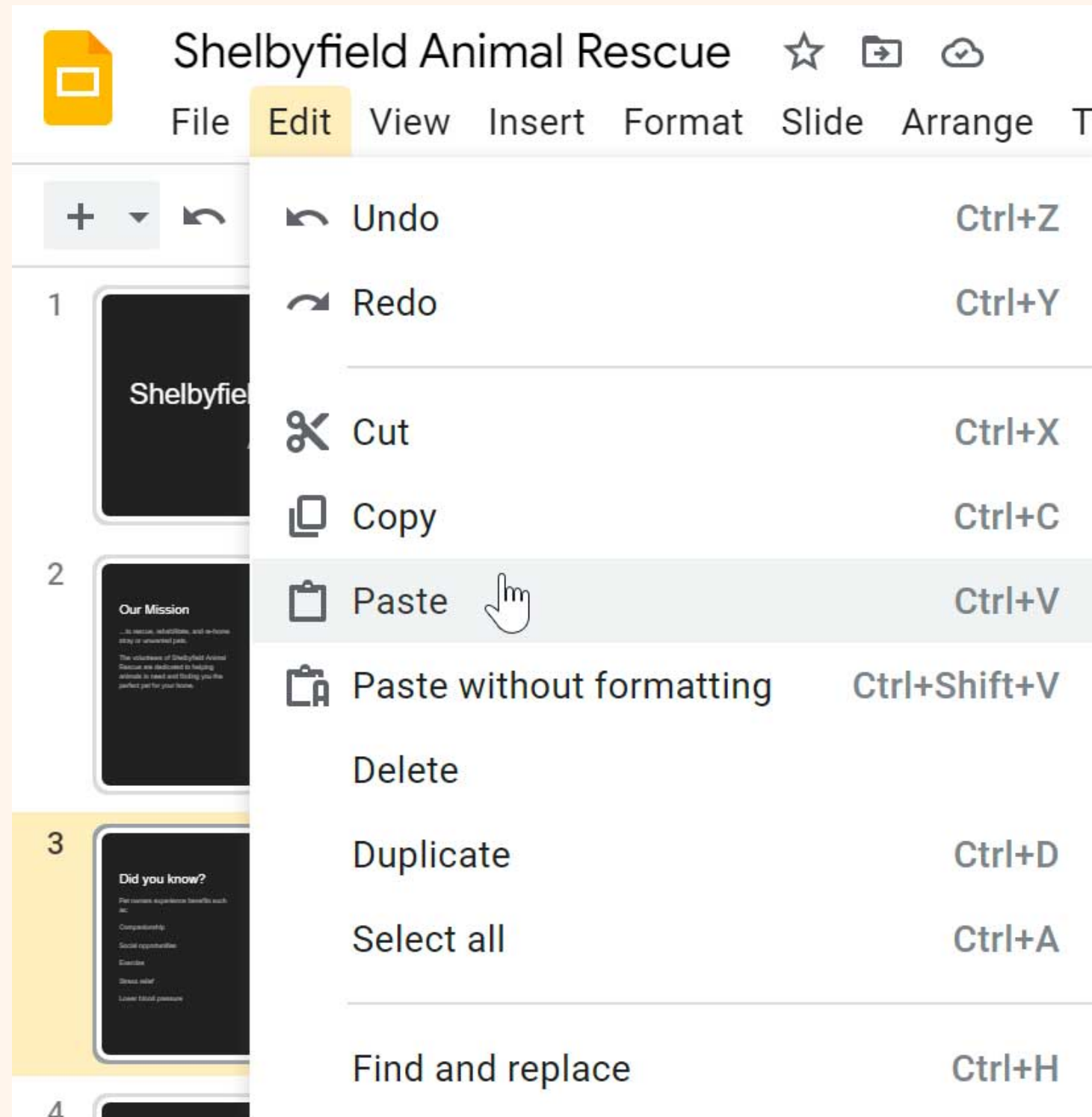
TO COPY & PASTE TEXT

1 Select the text you want to copy, then open the Edit menu and select Copy. If you want to move the text instead of duplicating it, you can use the Cut command instead of Copy.

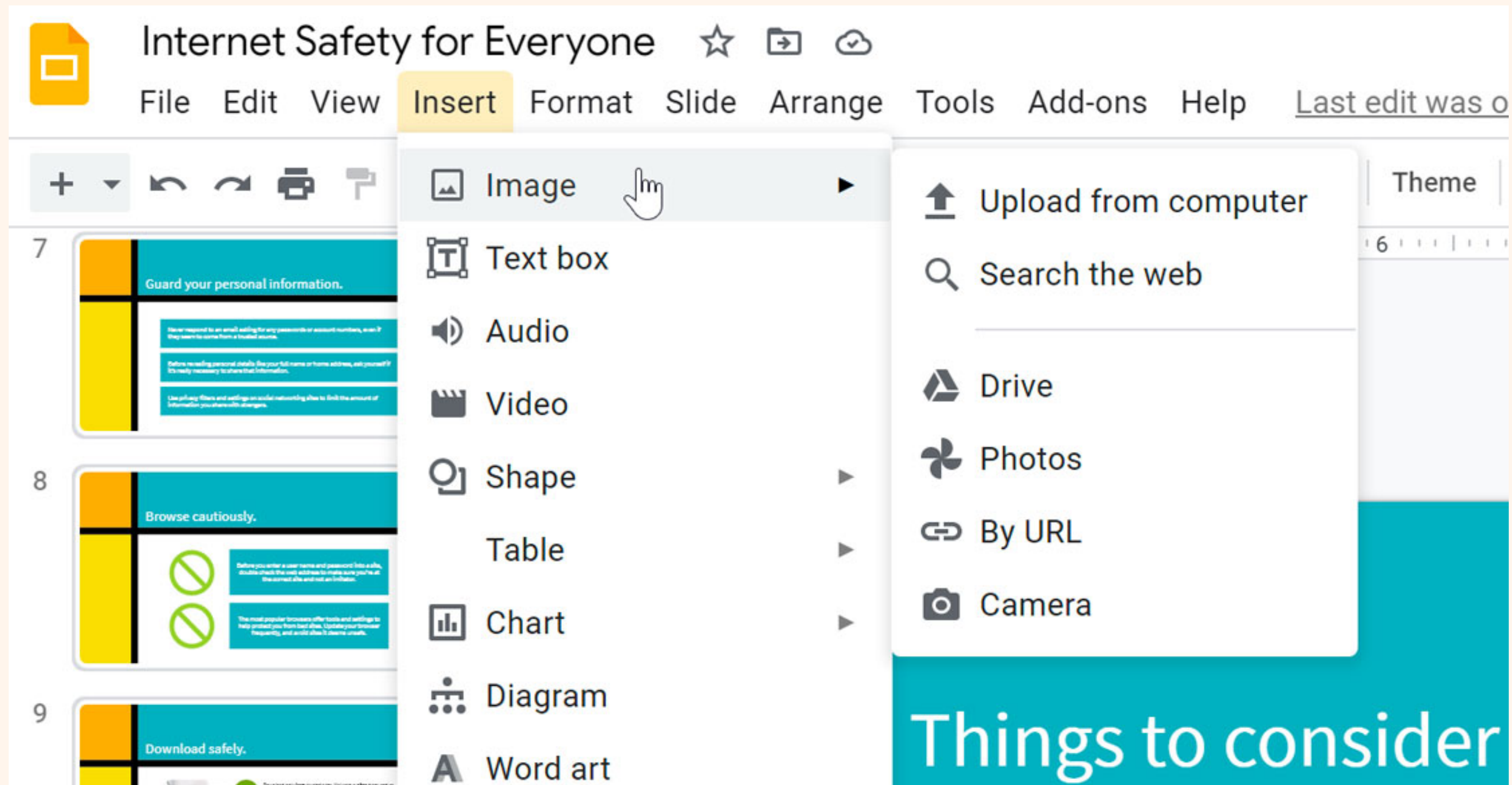**2** Place the insertion point where you want the text to appear

3 Open the Edit menu and select Paste.

You can access the Cut, Copy and Paste commands by using the keyboard shortcuts. Press Ctrl + X to Cut, Ctrl + C to Copy and Ctrl + V to paste.
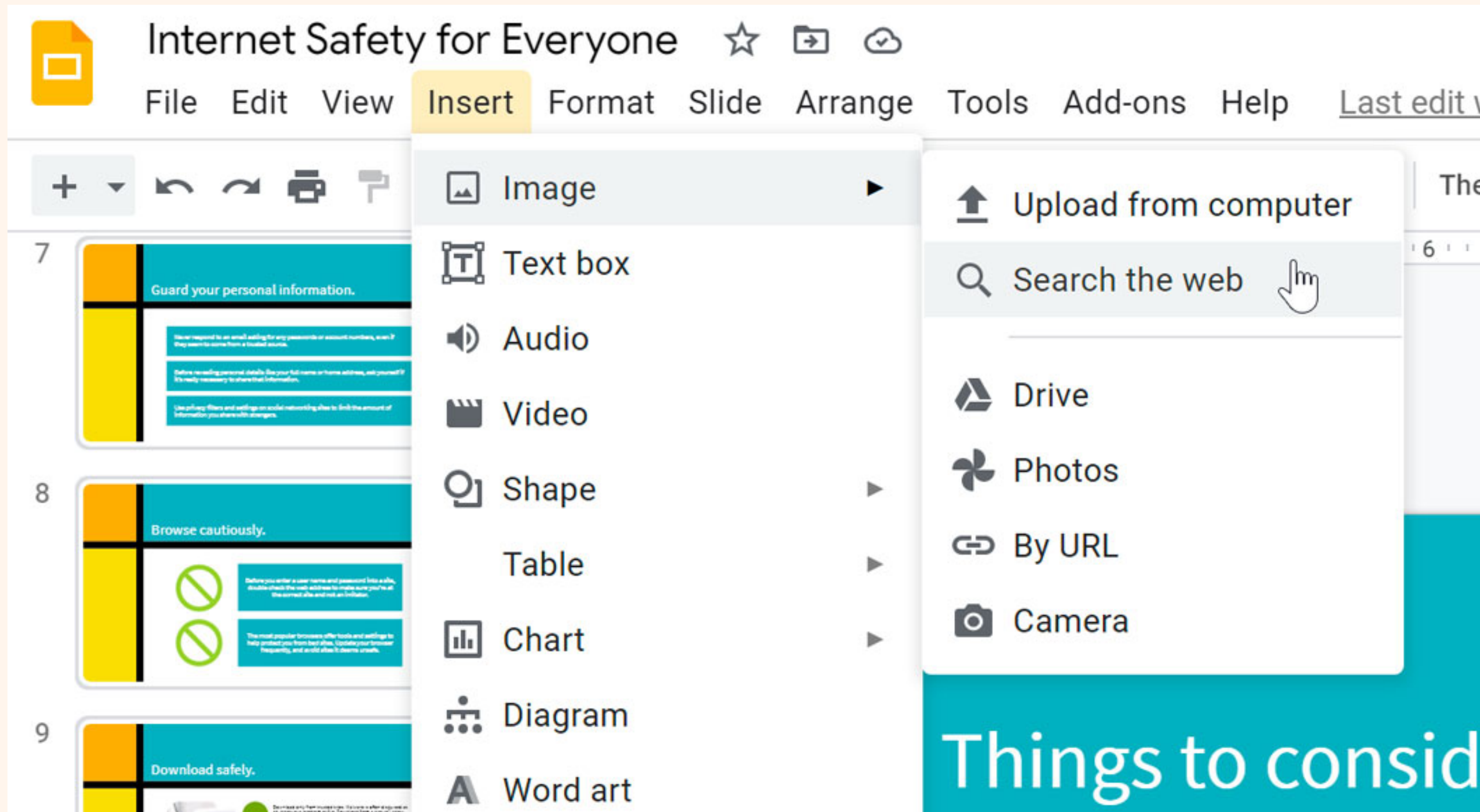
INSERTING PICTURES

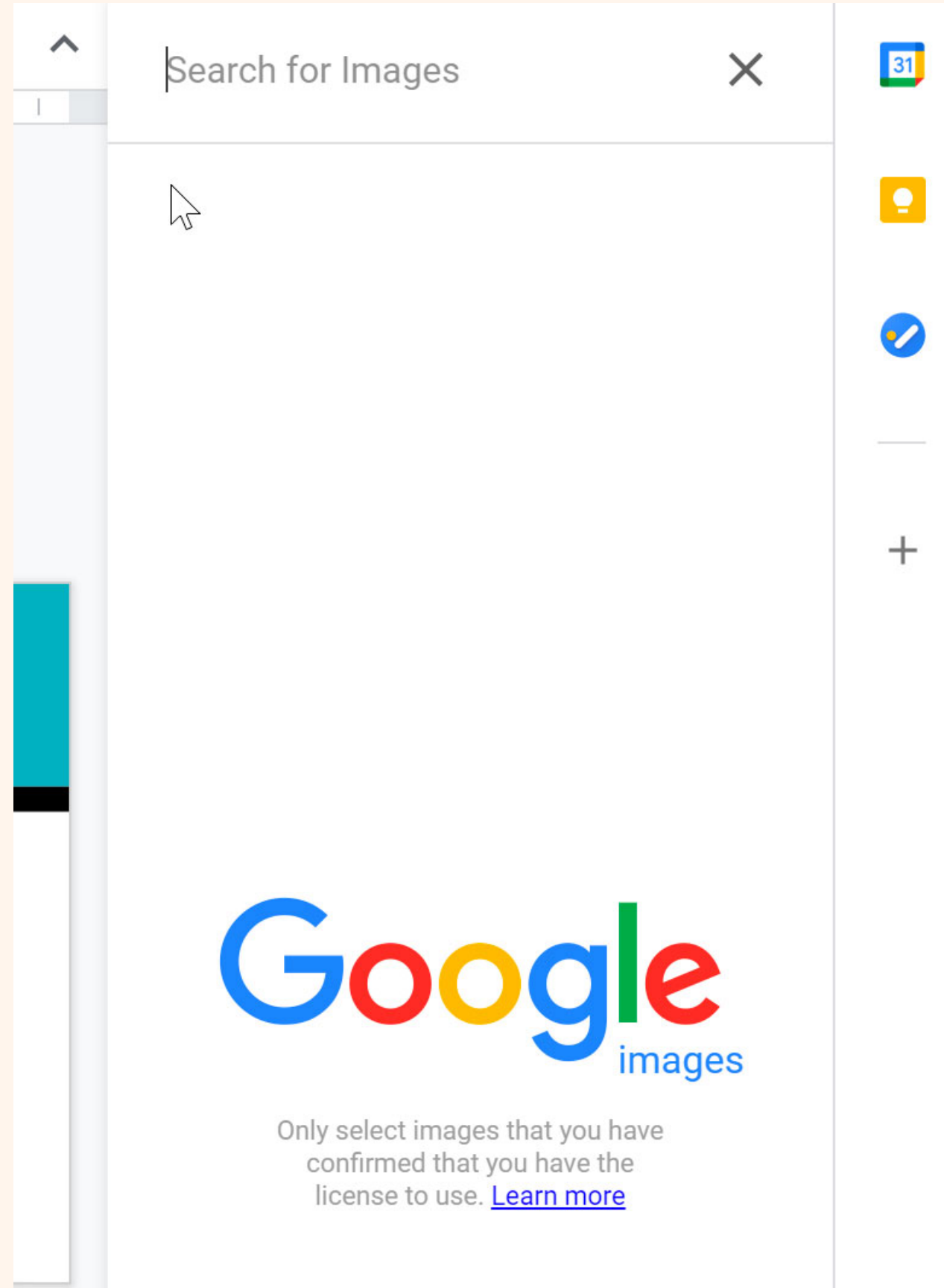**1** **Open the Insert menu, then select Image.**

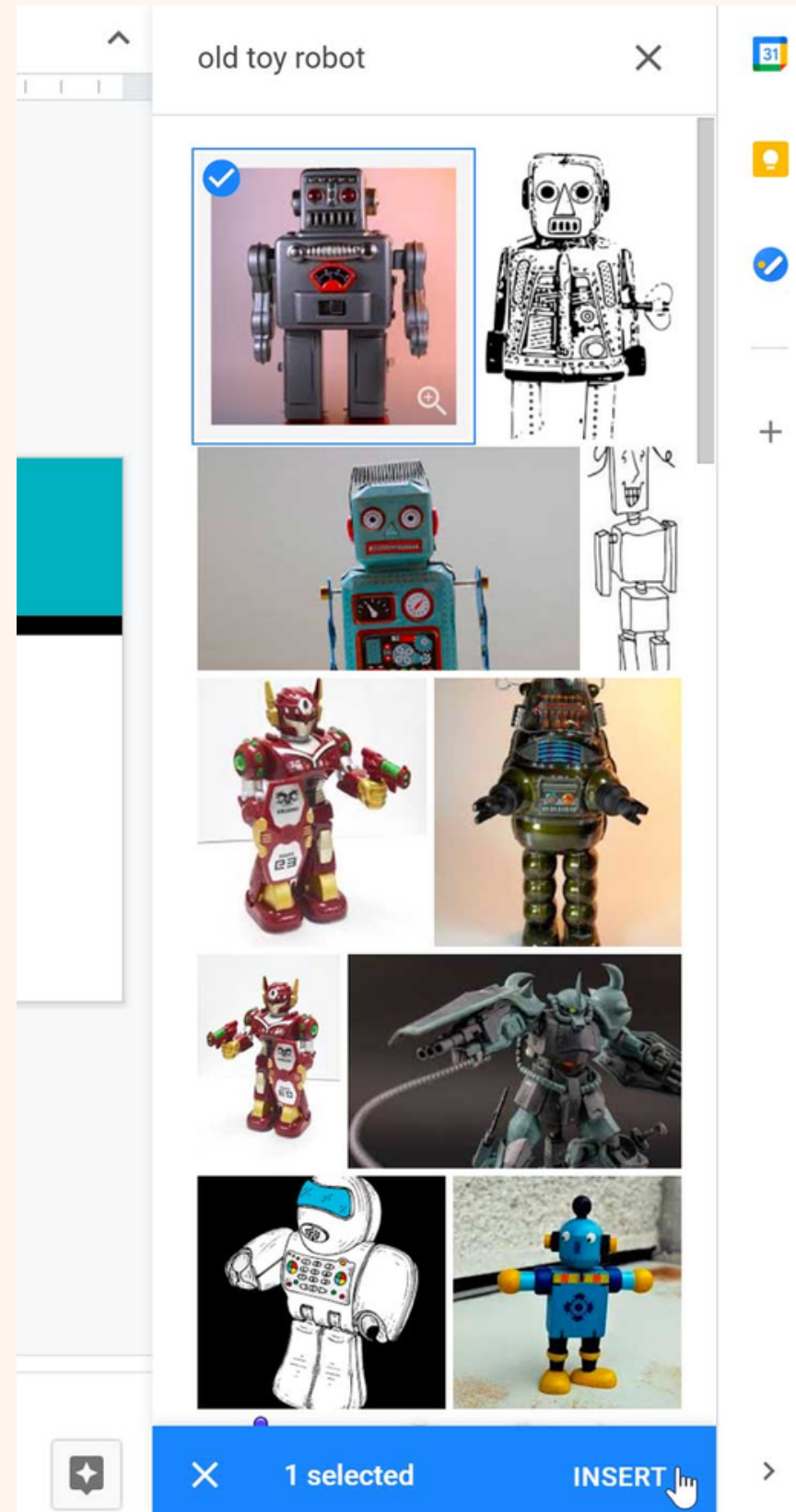**2** You can choose an image from a number of sources. For example, search picture from web.

3 The Google images search pane will appear on the right. Enter your search terms to find an image you're interested in

Search for Images

Google
images

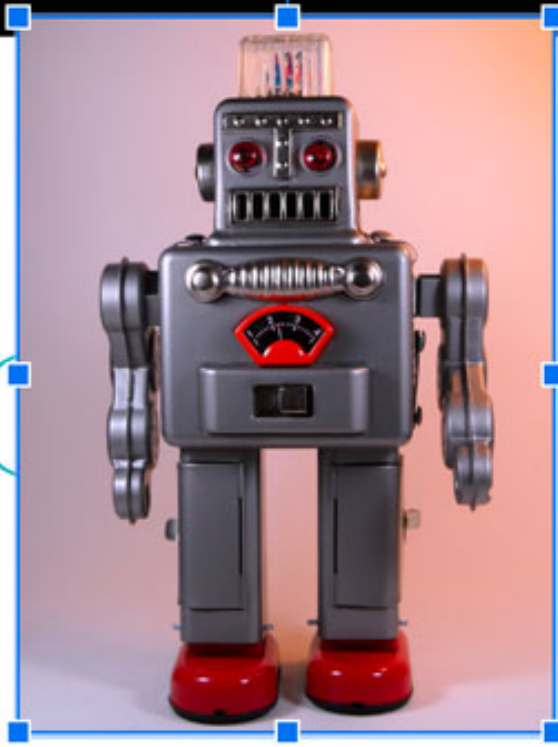Only select images that you have confirmed that you have the license to use. Learn more

4 **Click the desired image, then click Insert.**

5 **The image will appear on the selected slide.**

FORMATTING PICTURES

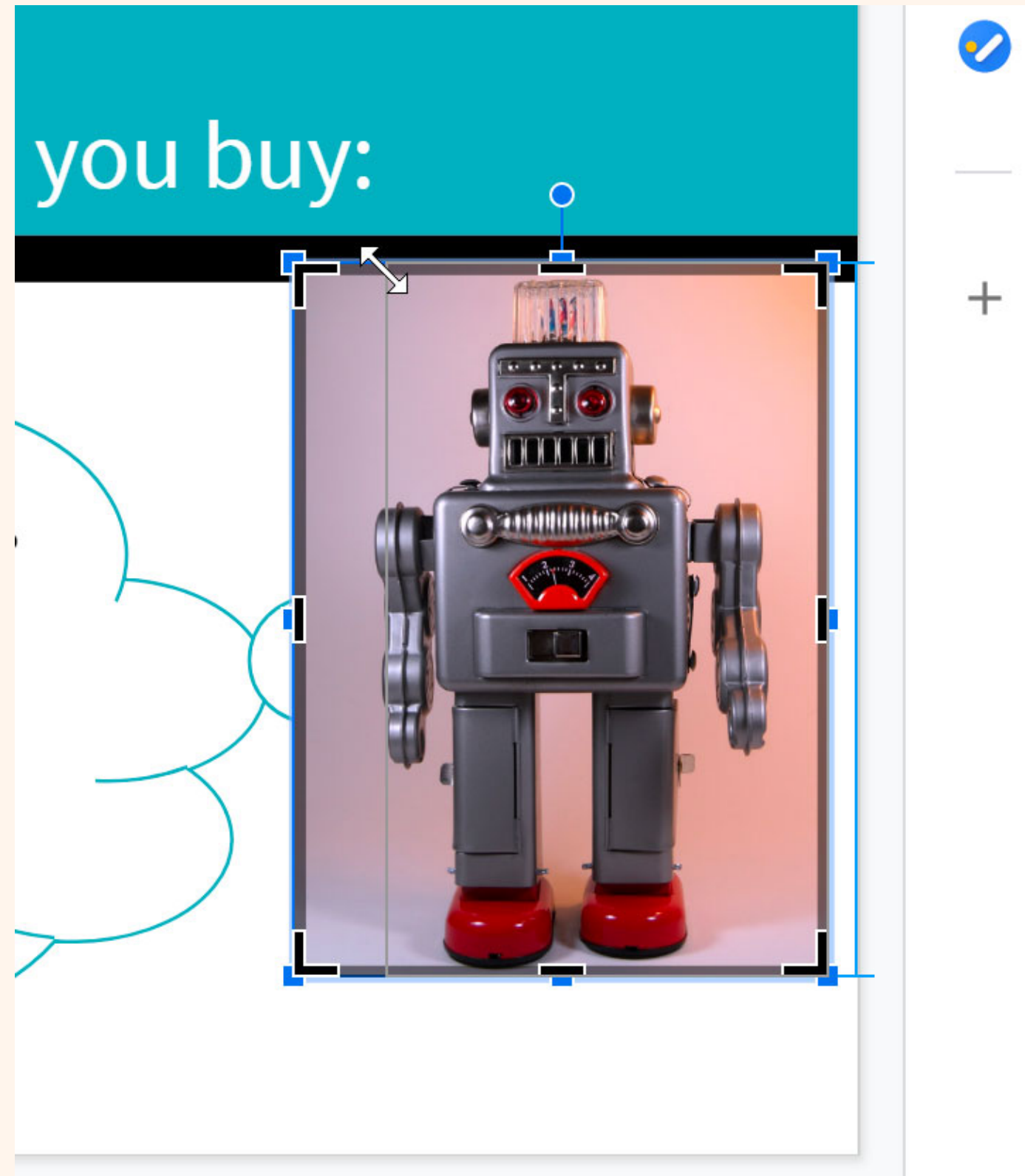**1** **Select the image you'd like to crop, then click the Crop command.**
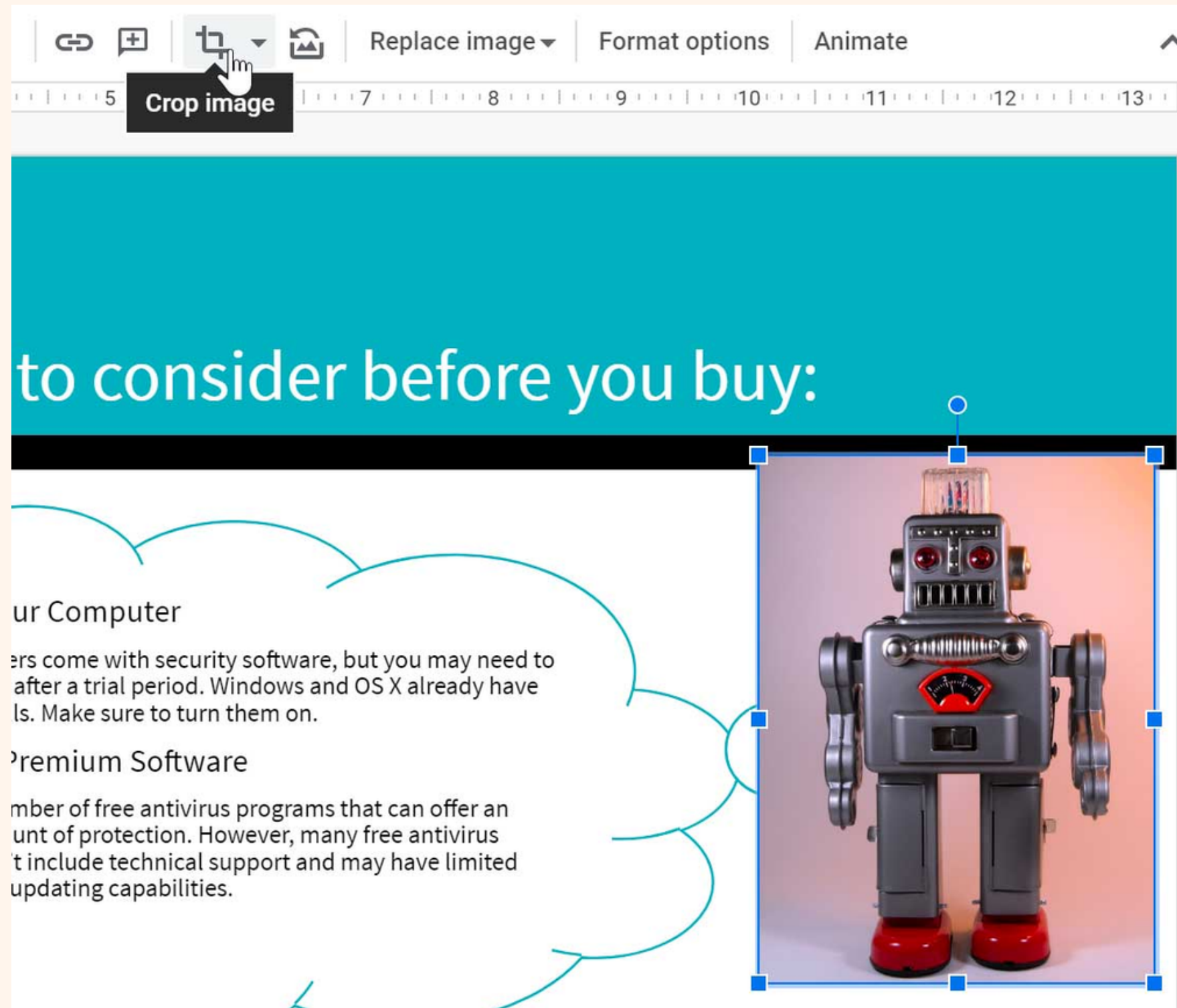
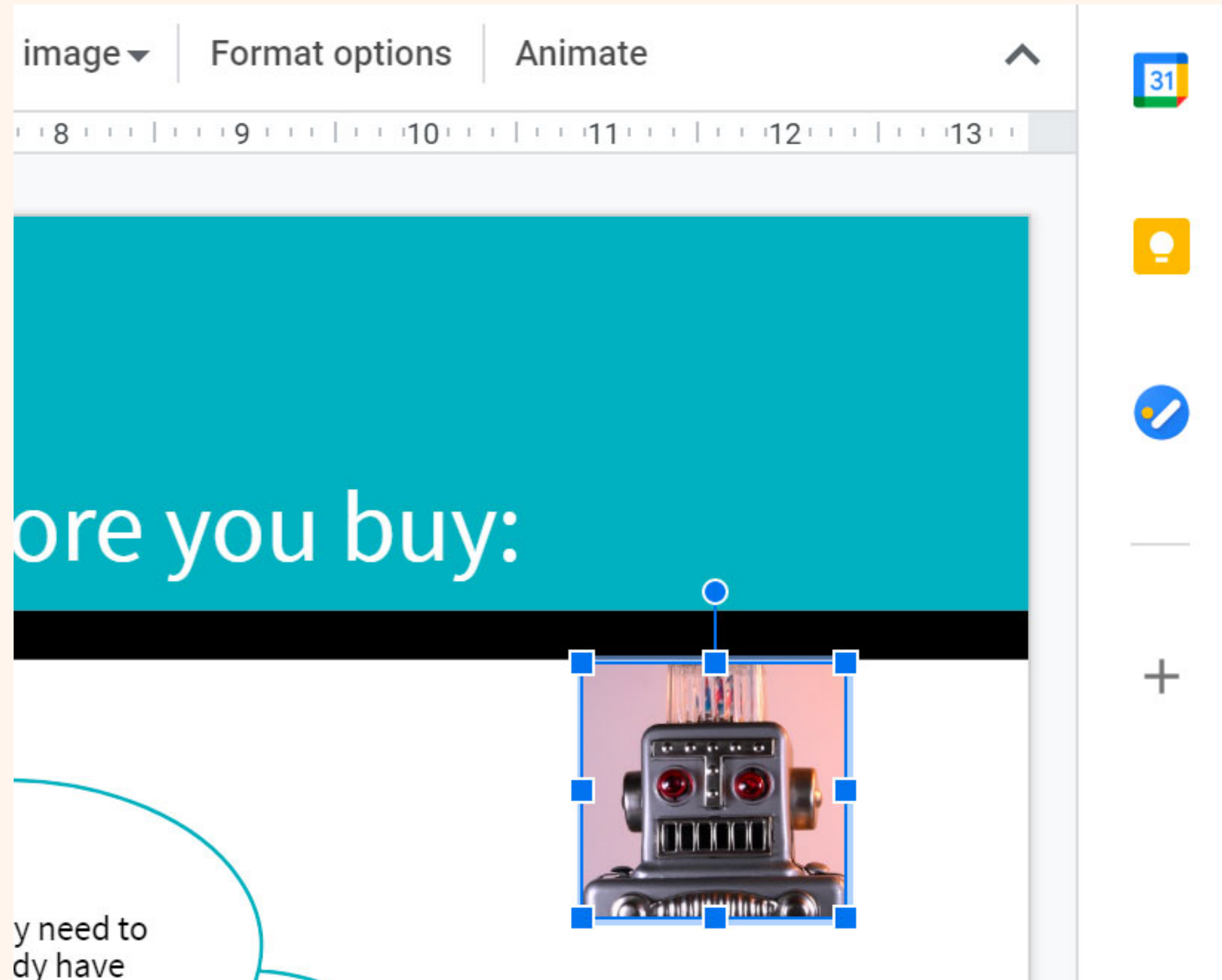**2** **The image will have cropping handles all around it. To crop the image, click and drag one of the handles. In order to prevent unwittingly select a resizing handle, make sure the cursor is positioned directly over the black cropping handle.**
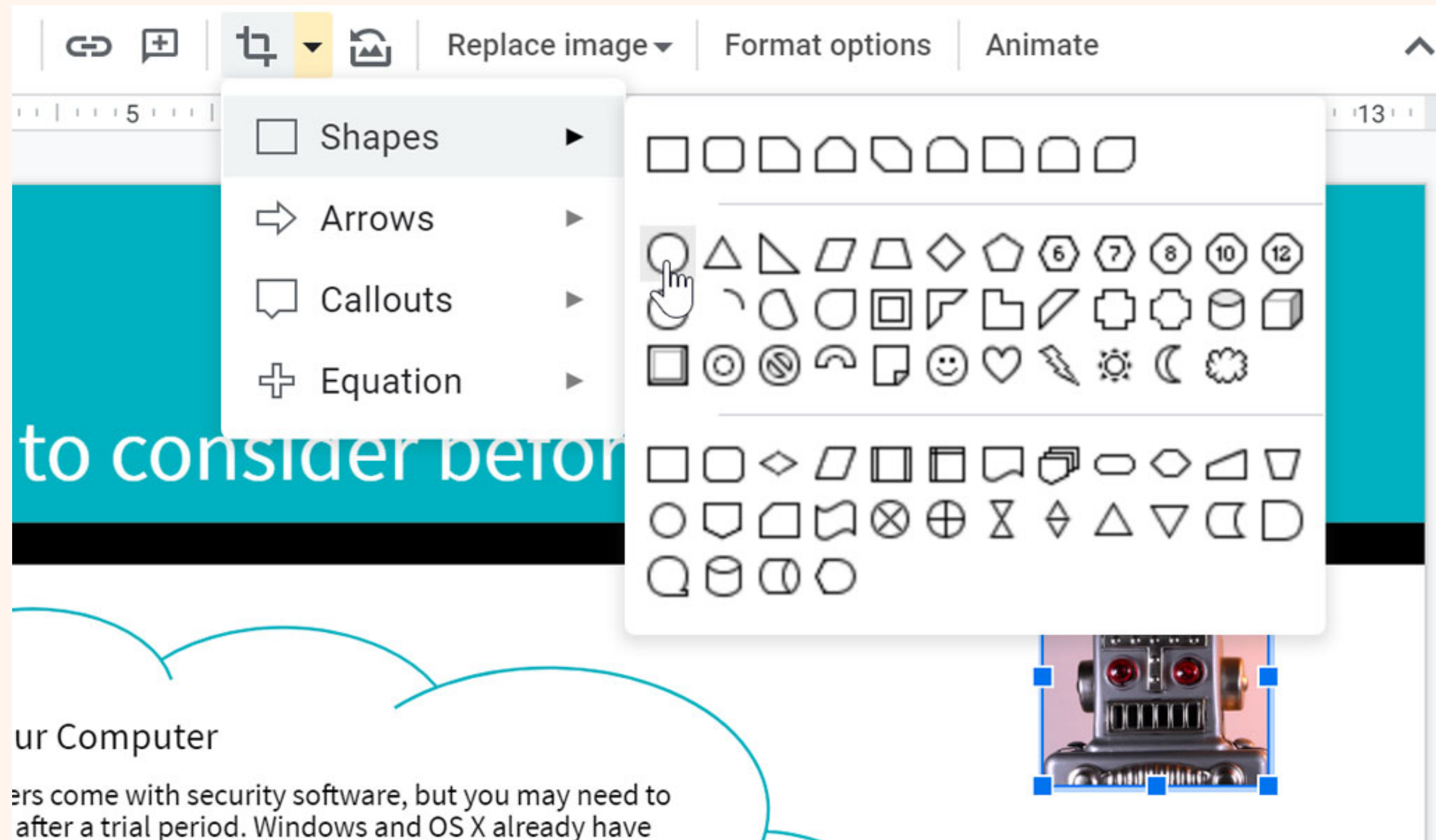
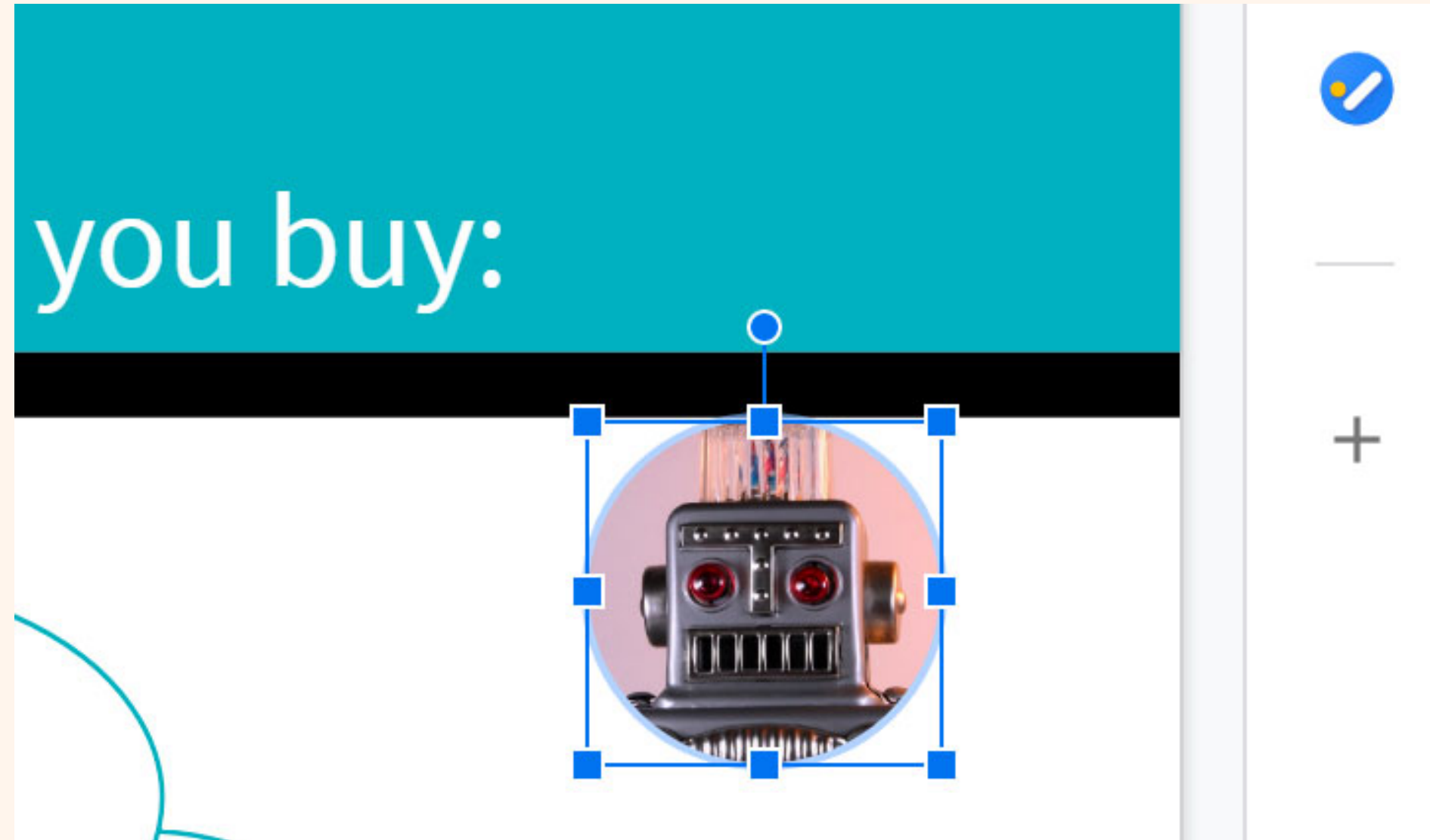**3** **Click the Crop command again. The image will be cropped**

TO CROP AN IMAGE INTO A SHAPE

1 **Select the Mask Image drop-down arrow next to the Crop command after selecting the image you wish to crop. Hover your cursor over a category on the drop-down menu, then select the shape you want to used.**
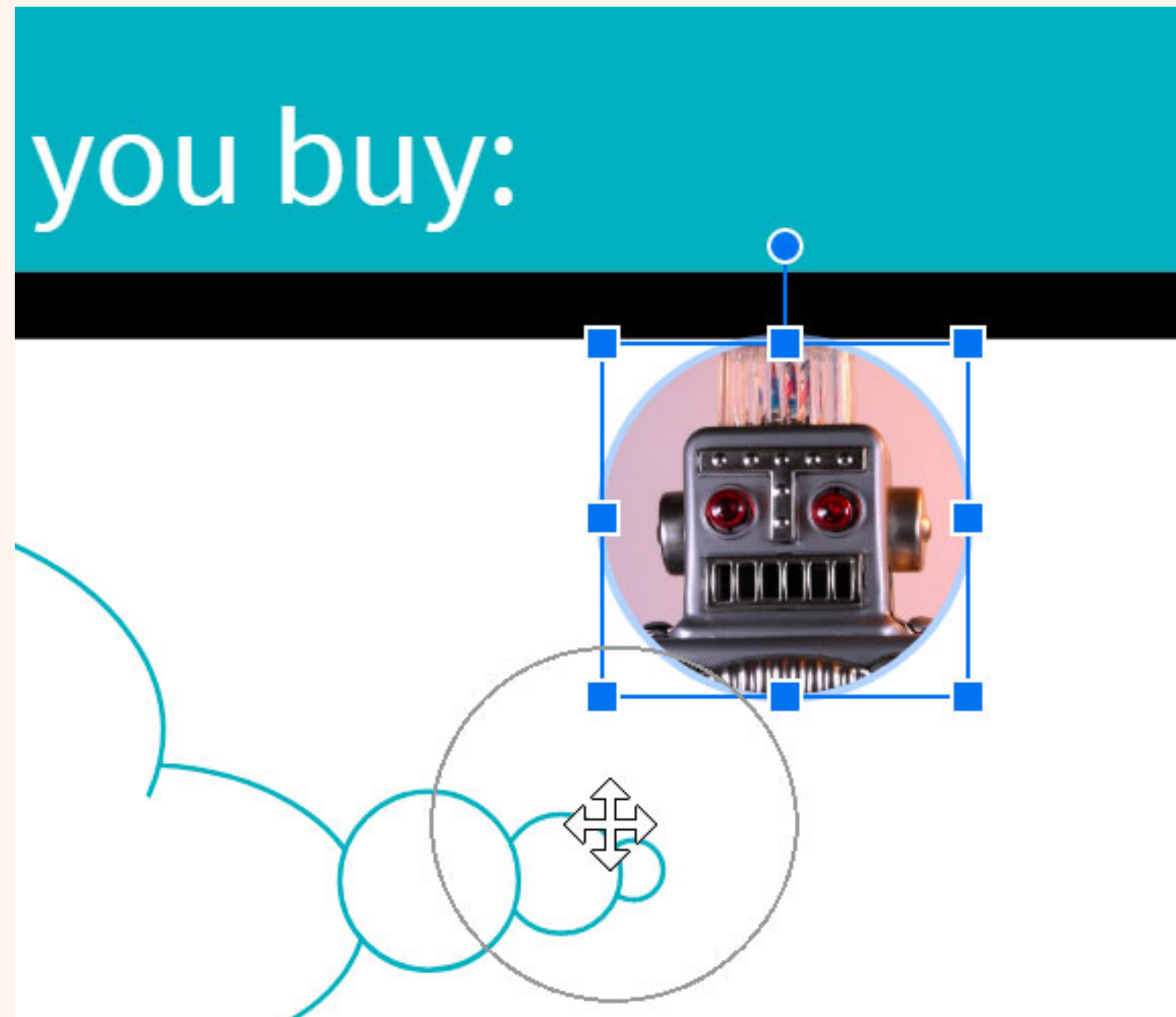
2 **The image will appear formatted as the shape.**

After cropping the image to a shape, you can click the crop button again to use the cropping handles and adjust the size and proportions of the shape.
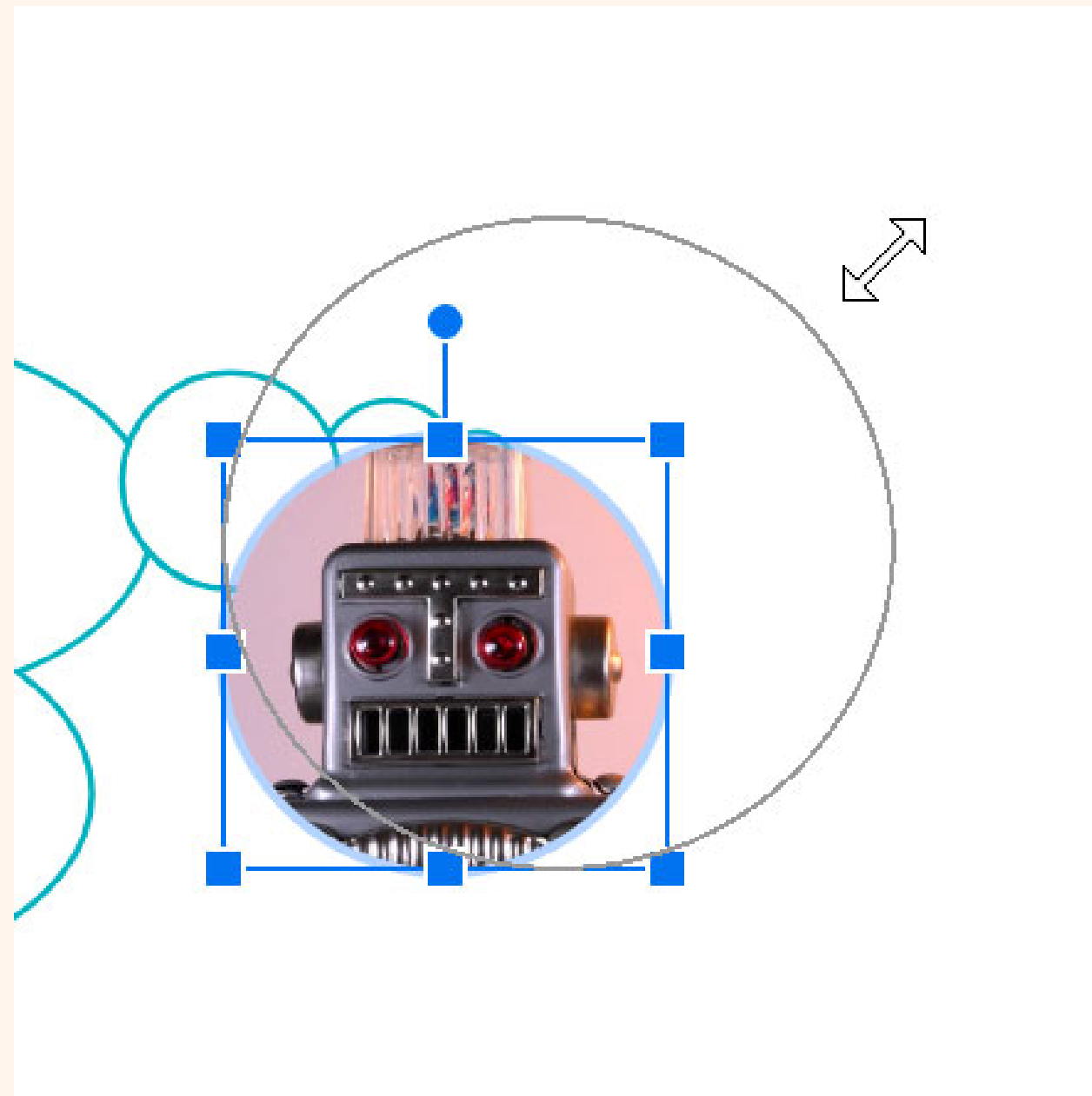
MOVING PICTURES

**Select the image, then drag it to the desired location.**

RESIZING PICTURES

Select the image you want to resize. Sizing handles will appear. Click and drag the sizing handles until the image is the desired size. You can use the corner sizing handles to change the image's height and width at the same time.
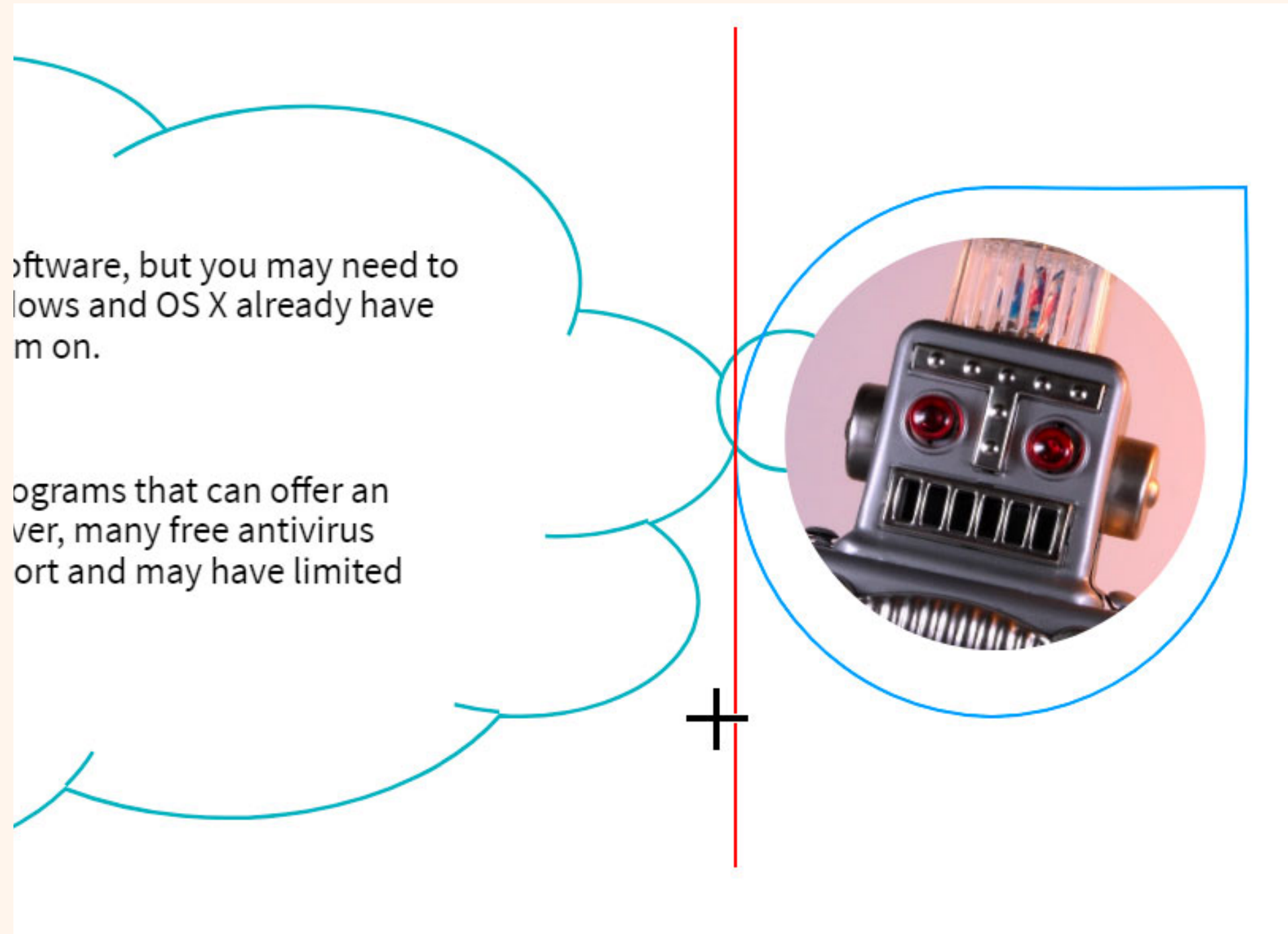
ROTATE AN IMAGE

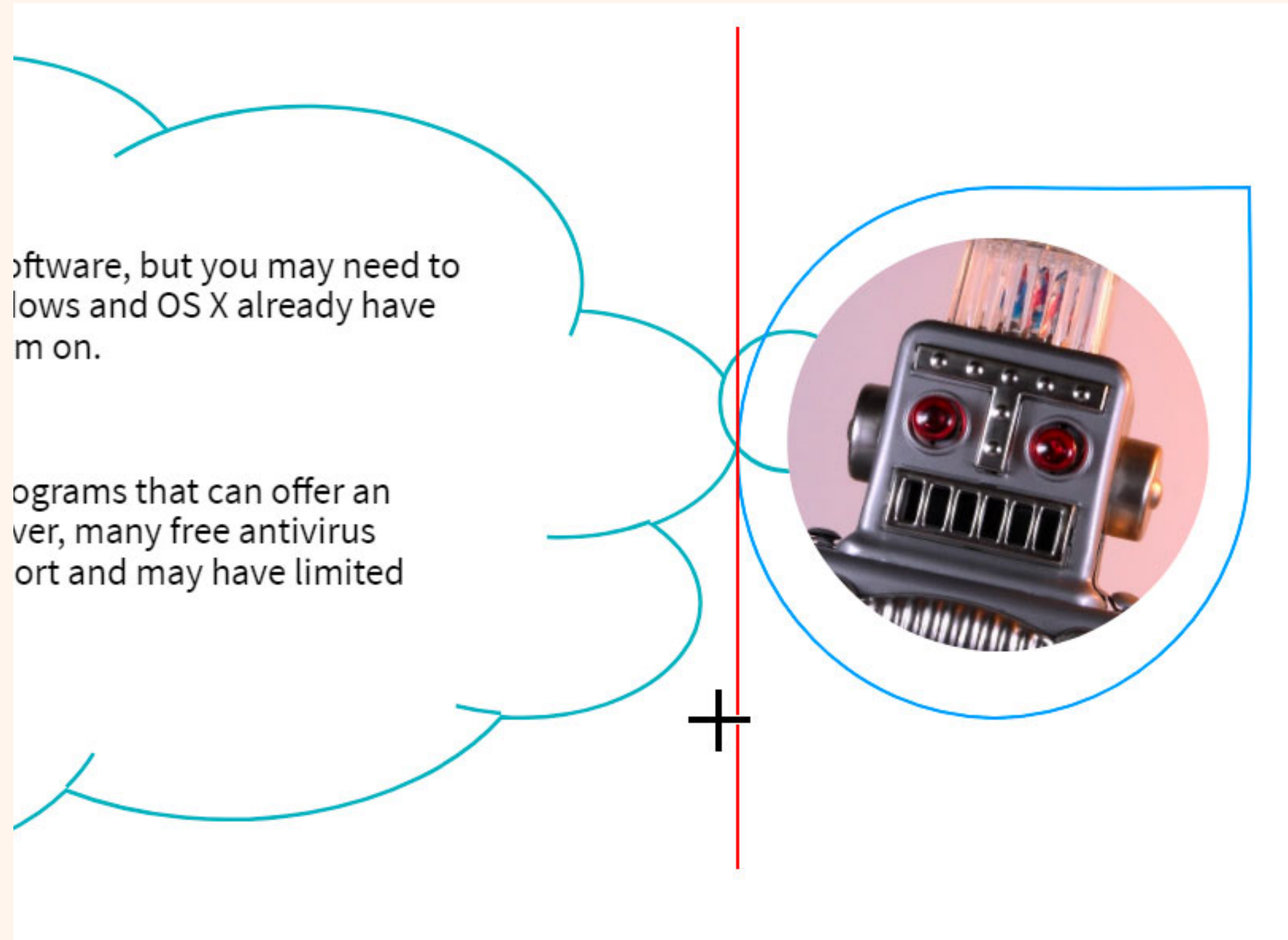When the image is selected, click and drag the rotation handle above the image.
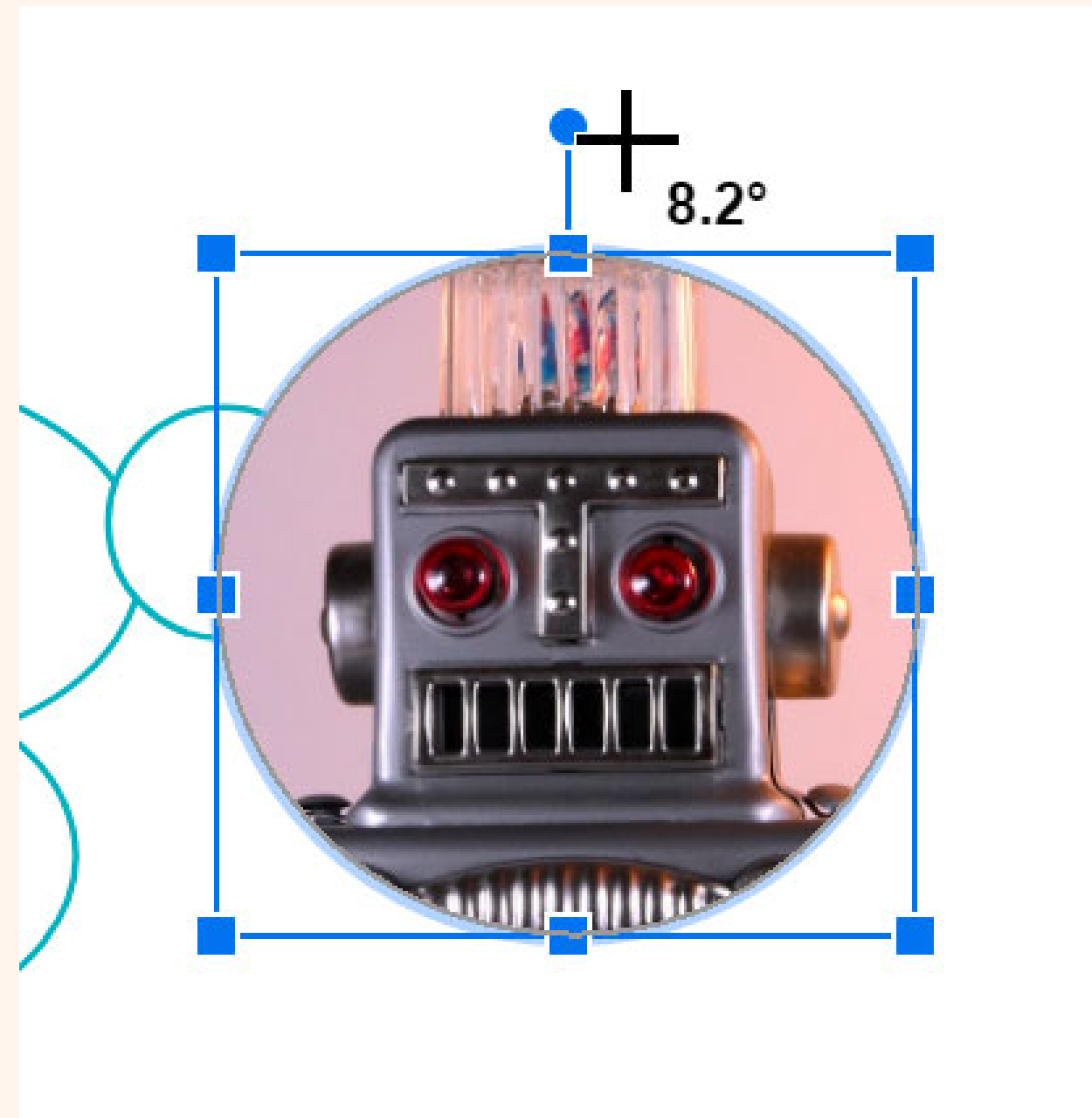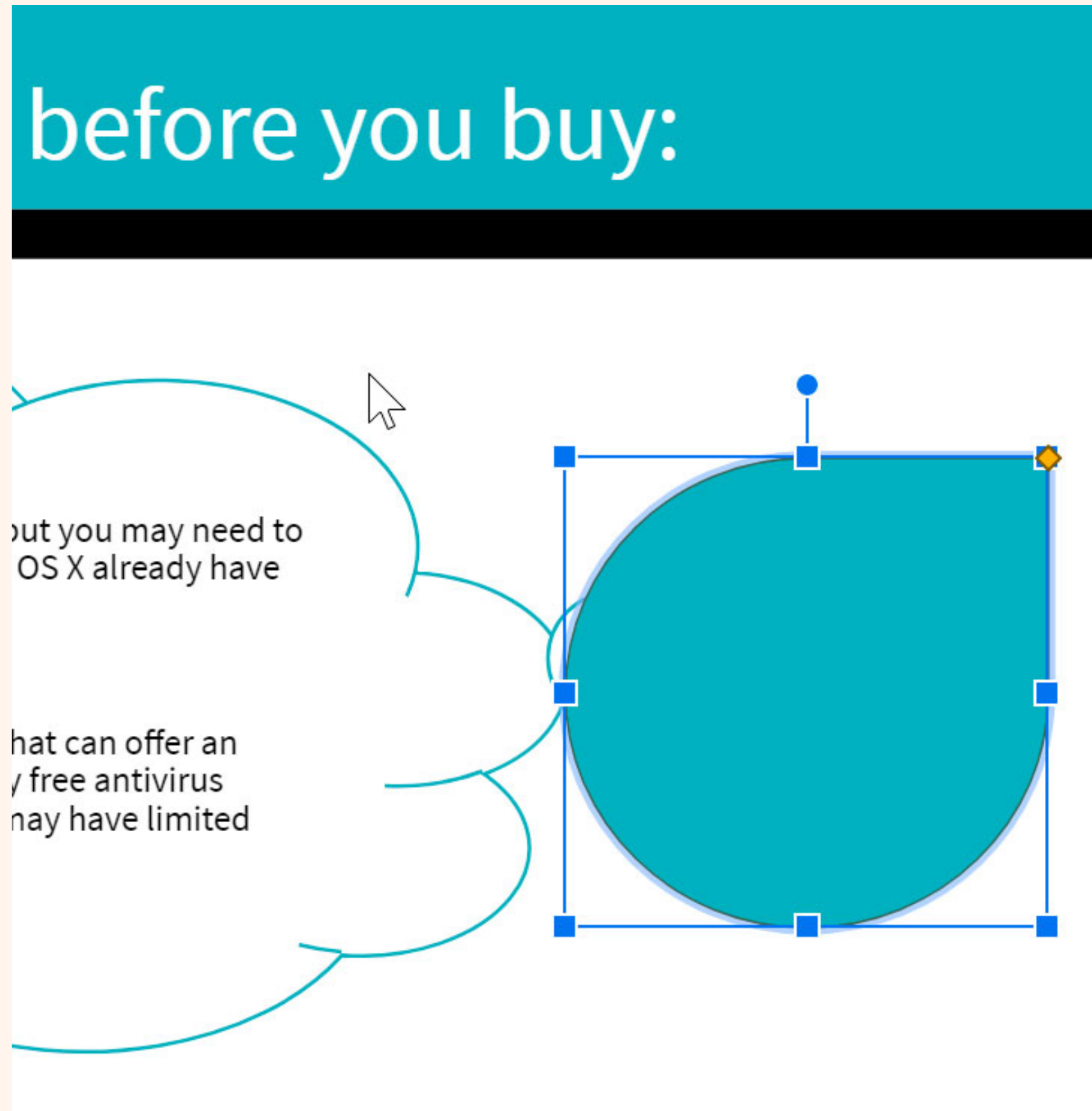
INSERT A SHAPE

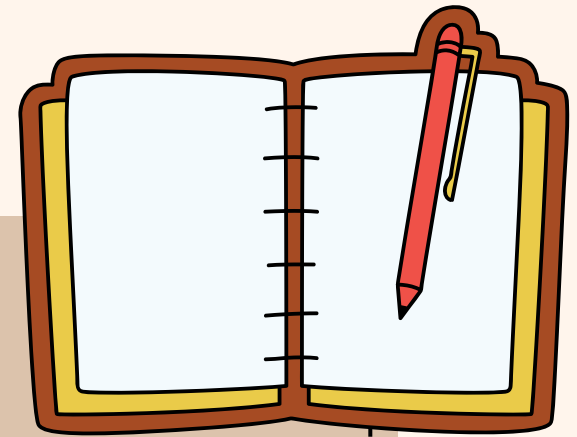To add the shape to the slide, click and drag it to the right location.

To add the shape to the slide, click and drag it to the right location.
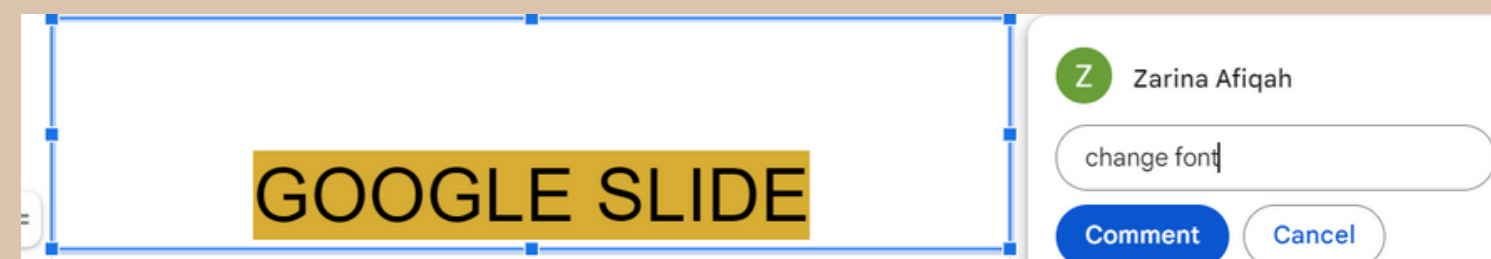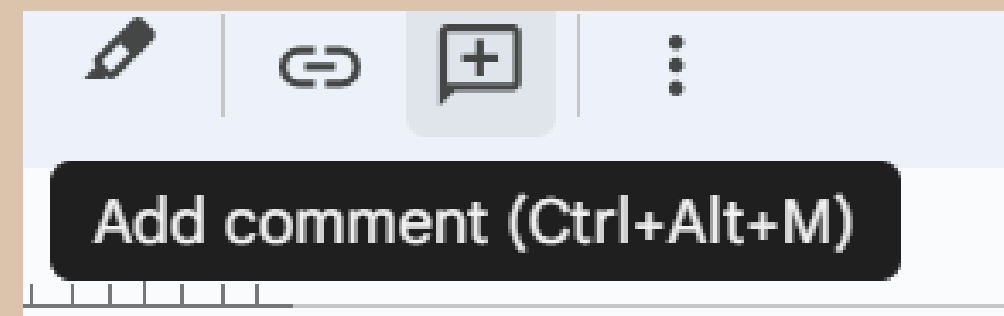
The shape will appear on the slide.

USE COMMENT

1. On your computer, open a document, spreadsheet, or presentation
2. Highlight the text, images, cells, or slides you want to comment on
3. To add a comment, in the toolbar, click Add comment
4. Type your comment
5. Click comment

GOOGLE SLIDE

Add comment (Ctrl+Alt+M)

GOOGLE SLIDE

Z Zarina Afiqah

change font

Comment   Cancel

Presenting your slide

1. Click the Present command at the top of the window to begin the presentation with the current slide
2. Select Present from beginning in the drop-down menu to begin the presentation from the first slide
3. Select Presenter view in the drop-down menu to start the slide show with Presenter view open. This is a window only visible to you that displays tools to help you with your presentation, like slide previews, notes, and running time.
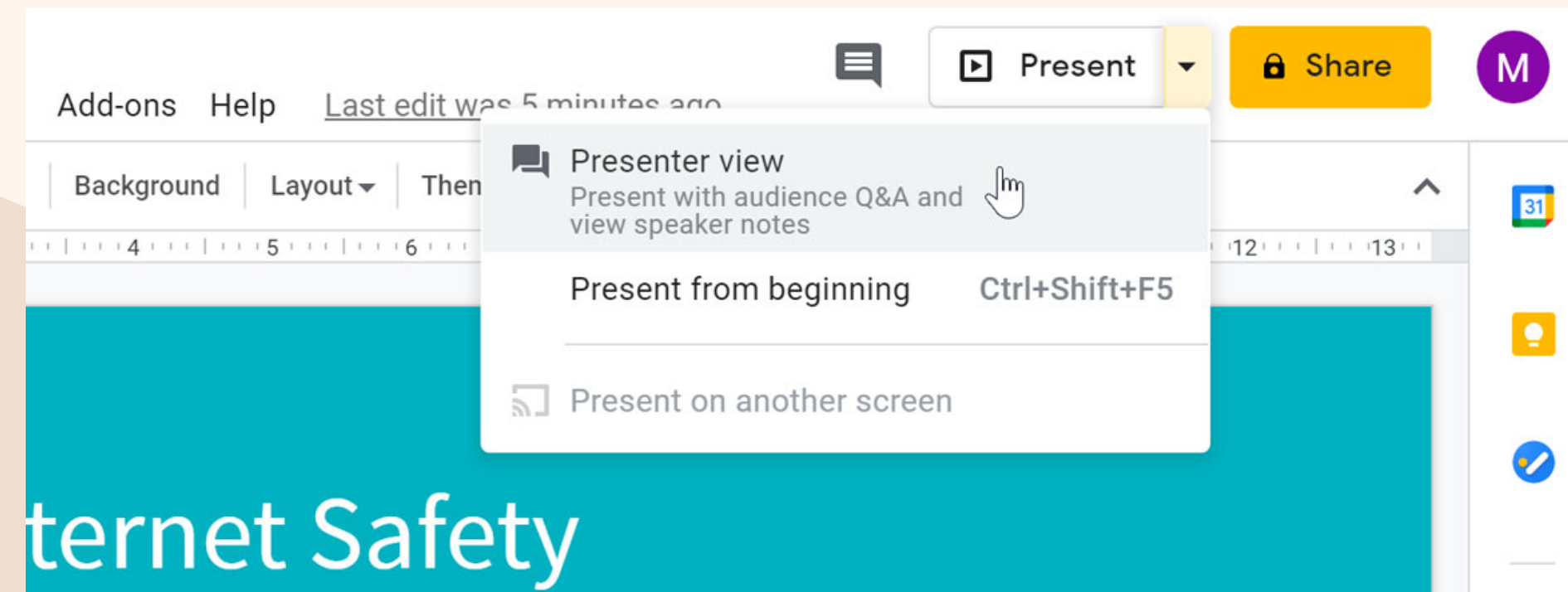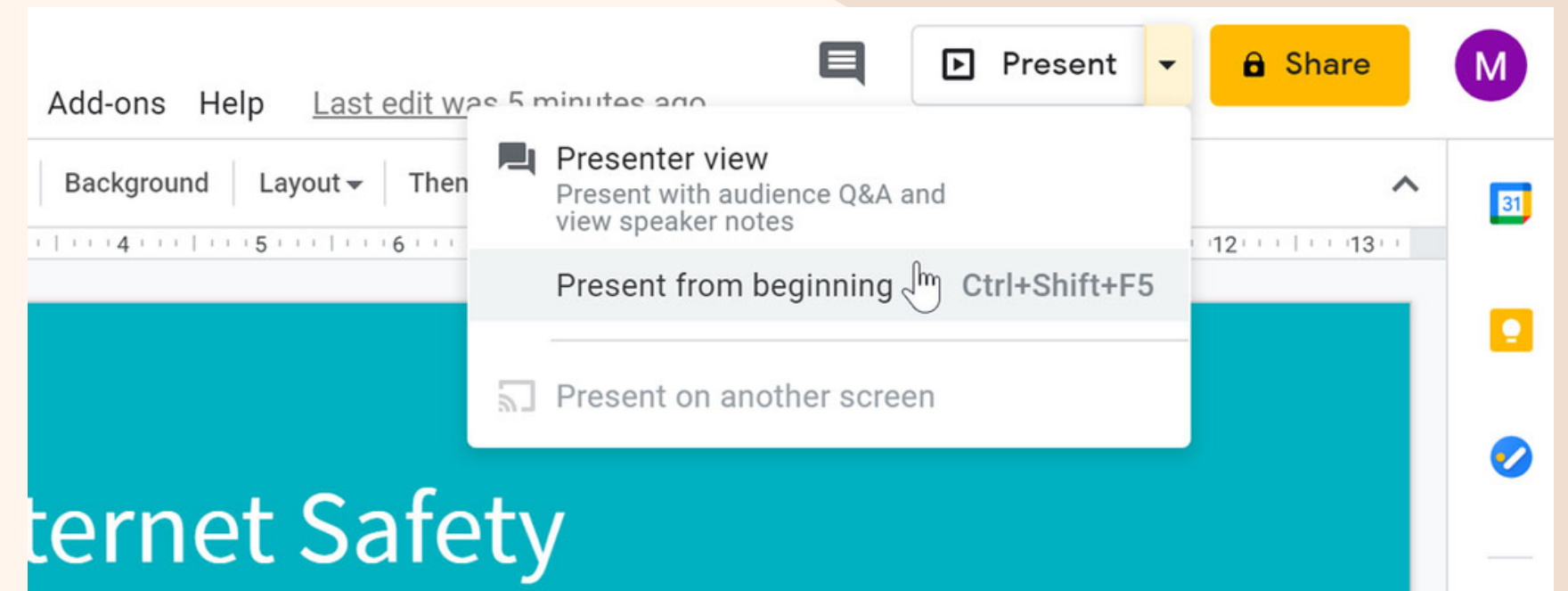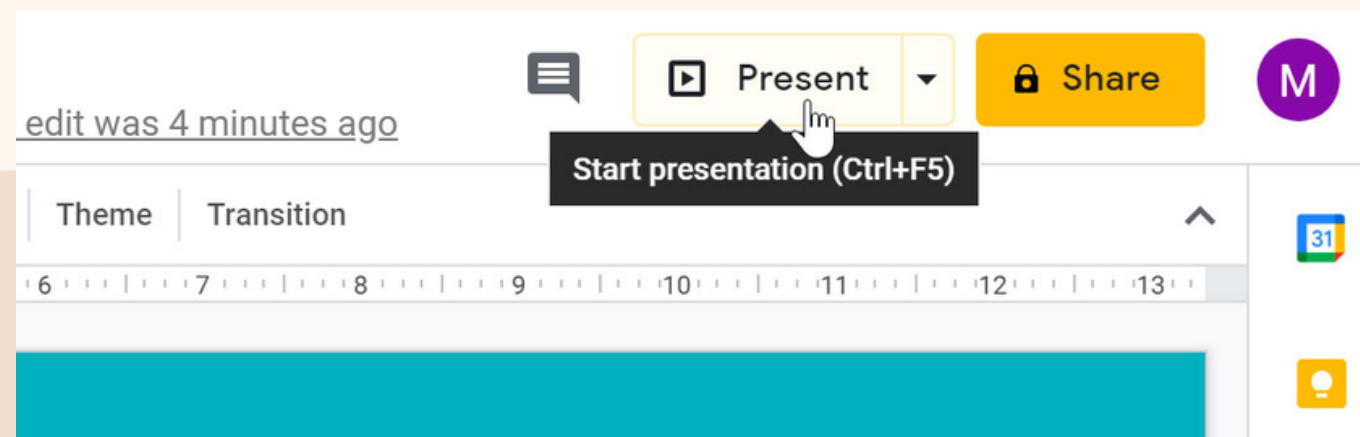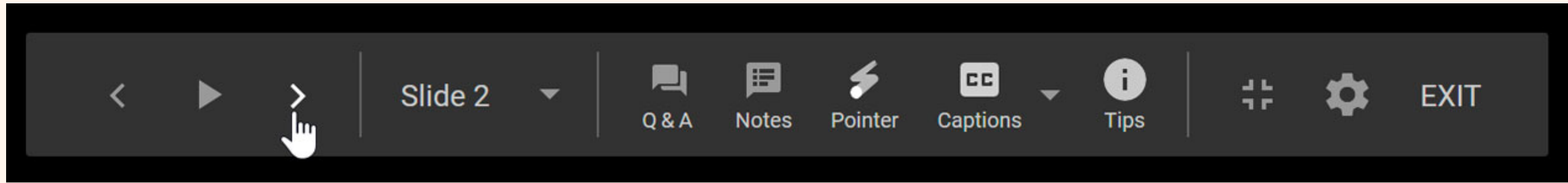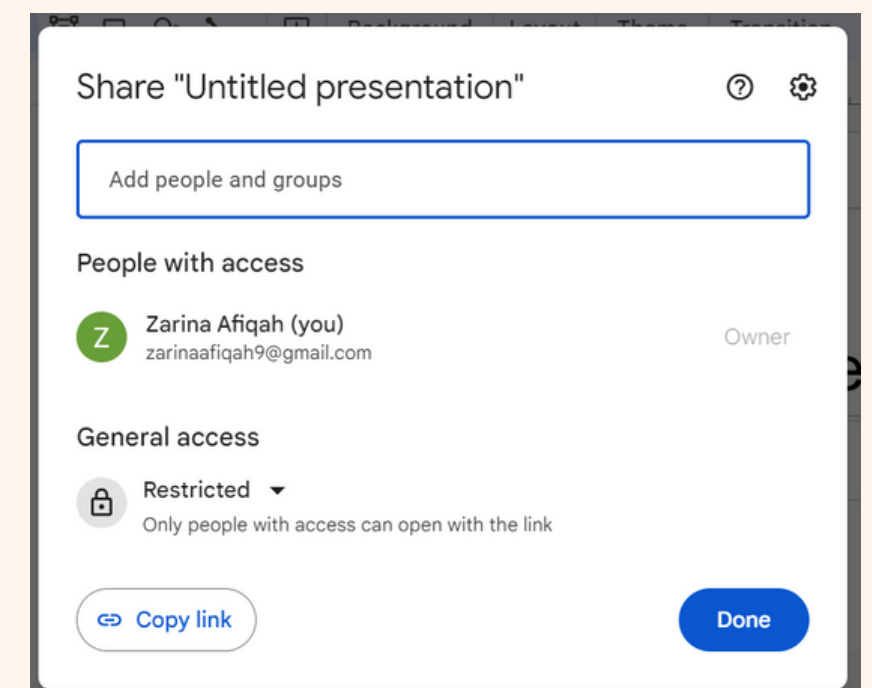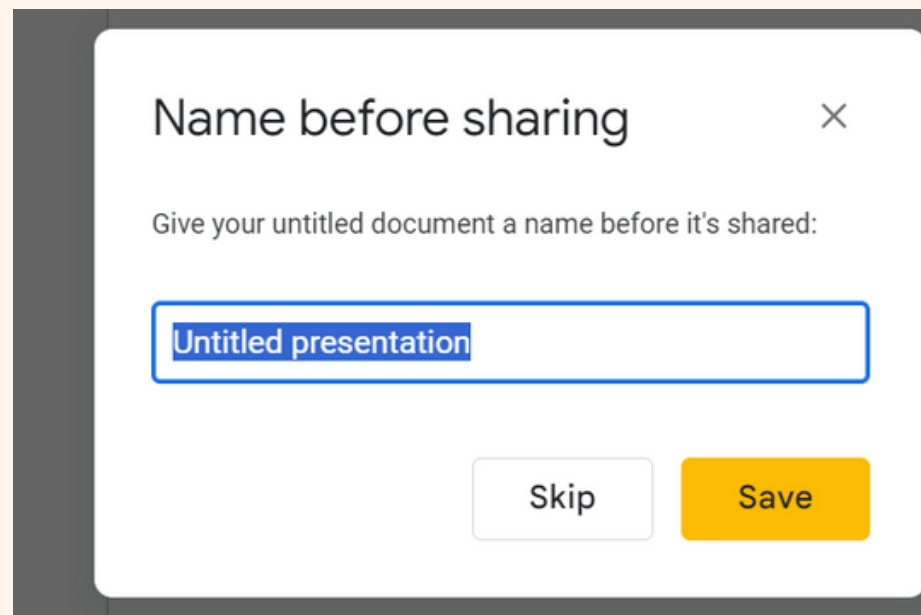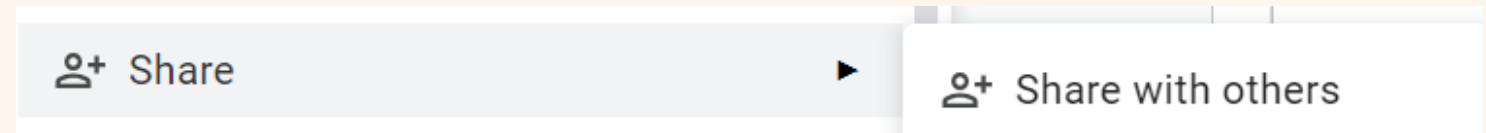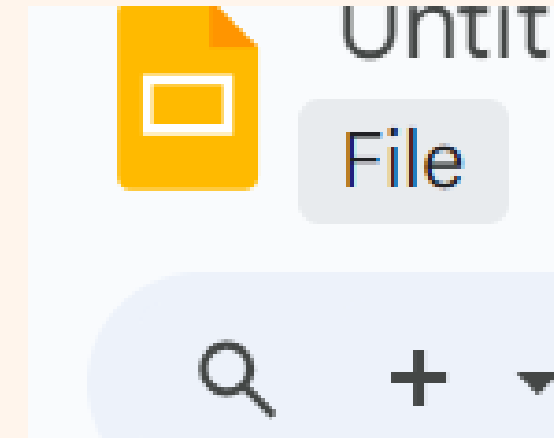
Navigating the presentation

You can advance to the next slide by clicking your mouse or pressing the spacebar on your keyboard. You can also use the arrow keys on your keyboard to move forward or backward through the presentation. You can also hover your mouse over the bottom-left and use the commands there to navigate the presentation
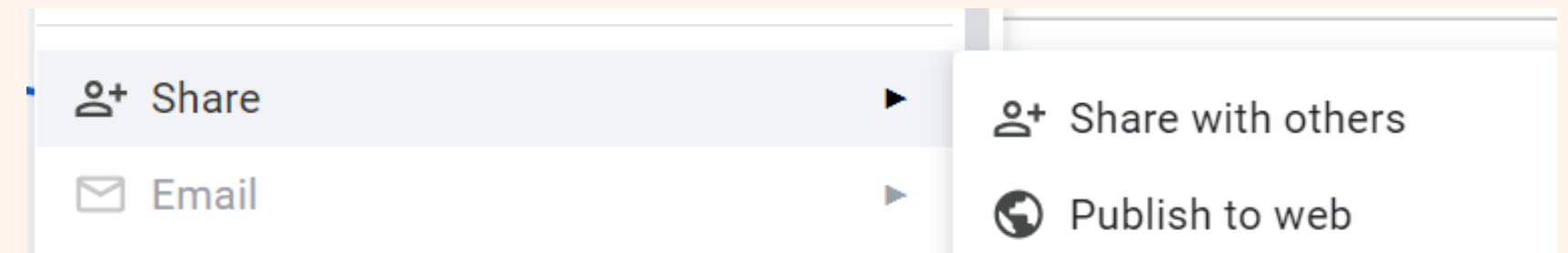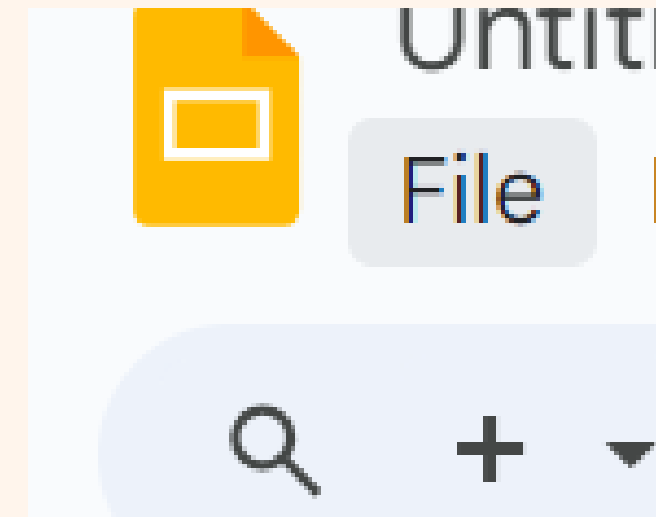
Make google slides public (share with others)

1. In google slide, open a file
2. At the top, click file > share > share with others
3. Give your untitled document a name before it's shared.
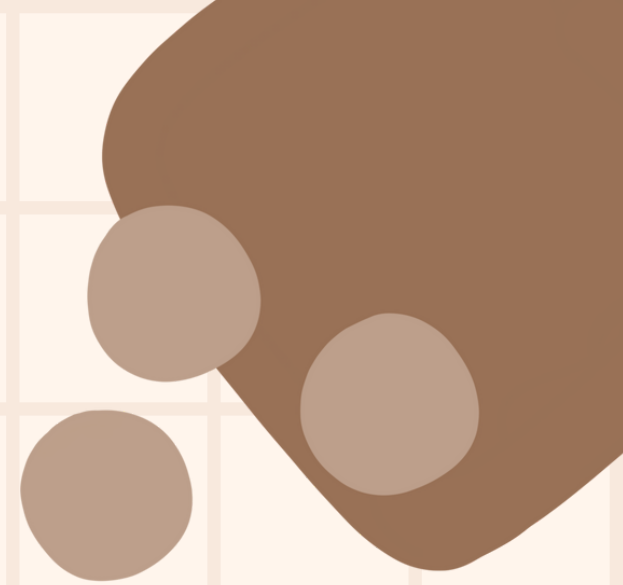4. You can share the link with them or invite friend

Share ▶ Share with others

Name before sharing ✕

Give your untitled document a name before it's shared:

Untitled presentation

Skip   Save

Share "Untitled presentation" ⑦ ⚙

Add people and groups

People with access

Z Zarina Afiqah (you)   Owner
   zarinaafiqah9@gmail.com

General access

🔒 Restricted ▾
   Only people with access can open with the link

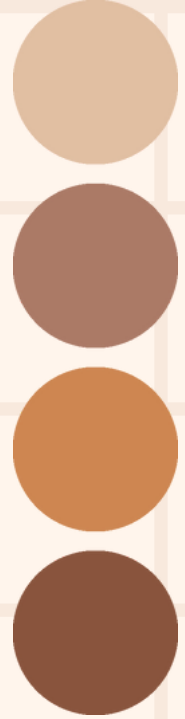🔗 Copy link   Done

Make google slides public (publish to web)

1. **In google slide, open a file**
2. **At the top, click file > share > publish to web**
3. **Choose a publishing option:**
- **Spreadsheet**
- **Presentation**
4. **Click publish**

THANK YOU SO MUCH!