



Google Slides

Instructor Guide

EVALUATION ONLY

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Set up: Practice Files

Before diving into this course, it is important to add the practice files to your Google Drive so you can complete the hands-on exercises.

While there are a few lessons that cover collaborating with Slides, it is best for instructors and students to each upload their own copies of the practice files. This will ensure each person is able to follow along and make edits to the files without editing someone else's work.

Objectives

Upload and Convert Practice Files

Upload and Convert Practice Files

Commented [IG1]:
Make sure each student follows these instructions to set up their practice files.

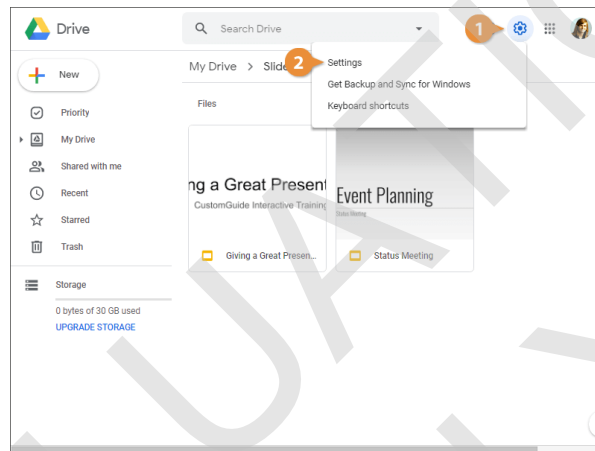
Most of the practice files are saved as Microsoft PowerPoint (.pptx) files. This file format is simply a method for distributing the content and not intended for use in this course. We'll need to convert the presentations to Google Slides files for use in this course.

Update Google Drive File Conversion Settings

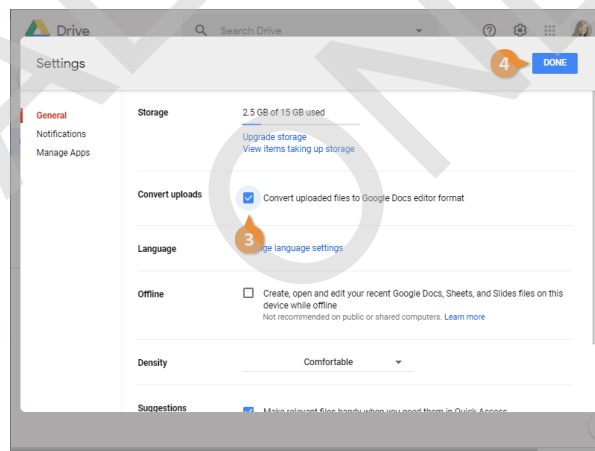
- 1 Click the **Settings** Icon in Google Drive.
- 2 Select **Settings**.
- 3 Click the **Convert uploaded files to Google Docs editor format** check box.
- 4 Click **Done**.

The setting is updated so files uploaded to Drive will now automatically convert to Google's format.

Tip: After the practice files are uploaded, update this setting to turn off automatic conversion upon upload.

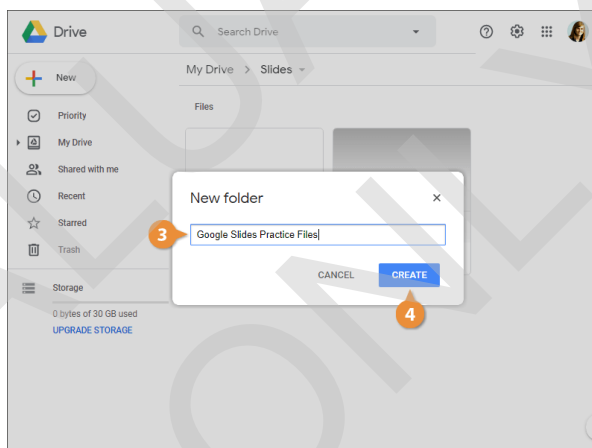
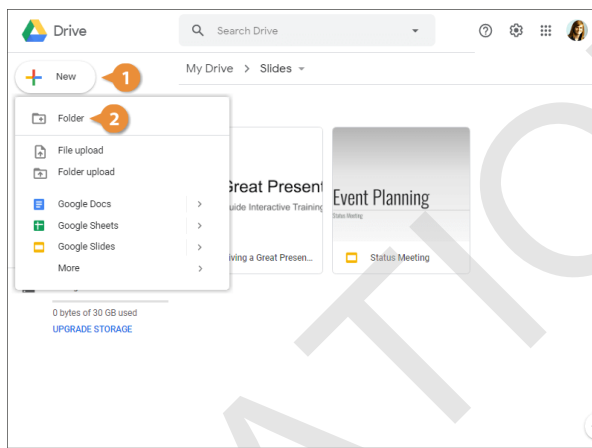


Commented [IG2]:
1. Click the Settings Icon in the upper-right of Google Drive.
2. Select Settings.
3. Click the Convert uploaded files to Google Docs editor format check box.
4. Click Done.



Create and Open a Practice Folder

- 1 Click the **New** button.
- 2 Select **Folder**.
- 3 Enter a name for the folder.
- 4 Click **Create**.
- 5 Double-click the new folder to open it.



Commented [IG3]:

1. Click the New button.
2. Select Folder.
3. Enter a name for the folder, such as Google Slides Practice Files.
4. Click Create.
5. Double-click the folder you just created to open it.

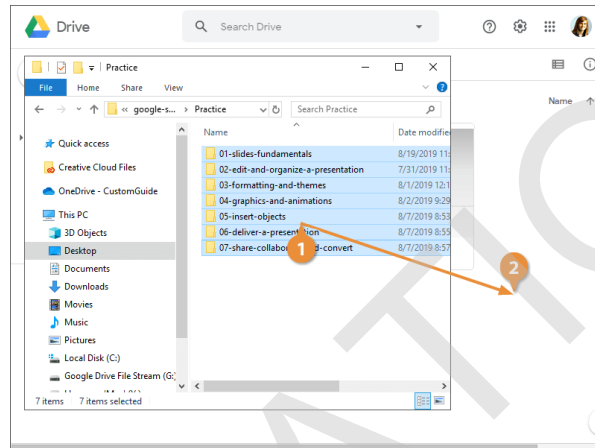
If you're adding these files to a shared folder, you'll want to instruct students to make their folder name unique by adding their name, initials, or ID.

Upload Practice Files

- 1 Select all of the modules' practice folders in File Explorer.
- 2 Click and drag the folders to the **Drop files here** zone in your newly created Google Drive folder.

The files are uploaded and converted to Google's format.

Note: Windows may create a desktop.ini file in each of the module folders that holds folder customization information. These files aren't necessary for this course and can be deleted or simply ignored.



Commented [IG4]:

1. Navigate to where the Practice files are saved on your computer (e.g. File Explorer or Finder).
2. Select all of the modules' practice folders.
3. Click and drag the folders to the Drop files here zone in Google Drive.

It may take a moment for all of the files to upload.

To ensure future lessons work as expected, update Google Drive's Convert uploads setting to turn off automatic file conversion.

Slides Fundamentals

Google Slides is an online presentation application that helps you transform your ideas into professional presentations that are convincing and informative. Whether you're delivering annual sales statistics to a large audience or creating a personal slide show of your recent trip abroad, Slides has all the tools you need to get your message across.

This module is an introduction to working with Slides. You'll learn how to create, open, and print presentations, as well as how to manage your presentation files and get help in Slides.

Objectives

- Create Presentations
- Open a Presentation
- File Management
- Print Presentations
- Get Help

Create Presentations

Commented [IG5]:
Practice File: none

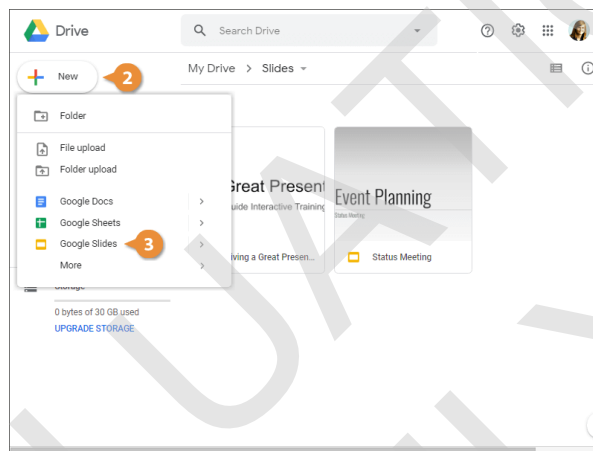
Creating a new presentation is one of the most basic commands you'll need in Google Slides. You can create a new, blank presentation, or create a new presentation based on a variety of pre-designed templates.

Create a Blank Presentation

You can create new Google Slides presentations from within your Google Drive.

- 1 Open a folder in Google Drive.
- 2 Click the **New** button.
- 3 Select **Google Slides**.

A new, blank presentation is created.



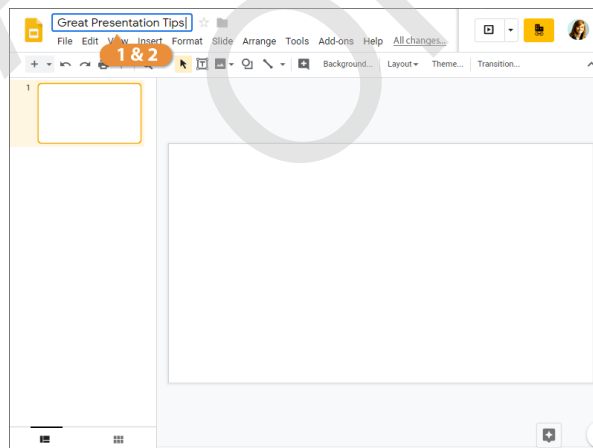
Commented [IG6]:
1. Open a folder in Google Drive.
2. Click the New button.
3. Select Google Slides.

Name a Presentation

At first, your presentation won't have a name, so you'll have to give it one.

- 1 Click in the name field above the presentation.
- 2 Type a new name, then press **Enter**.

The file is renamed.



Commented [IG7]:
1. Click in the name field at the top of the presentation.
2. Type "Great Presentation Tips" and press Enter.

Save and Close

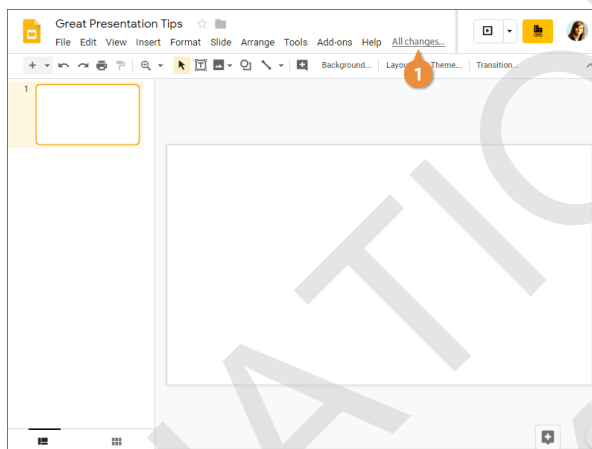
As long as you're connected to the Internet, Google Slides will automatically save your work.

- 1 Make sure that changes have been automatically saved.

As long as you're connected to the internet, Google Slides will automatically save your work.

- 2 Close the browser tab.

The presentation is saved and all of its data will appear the next time you open it.



Commented [IG8]:

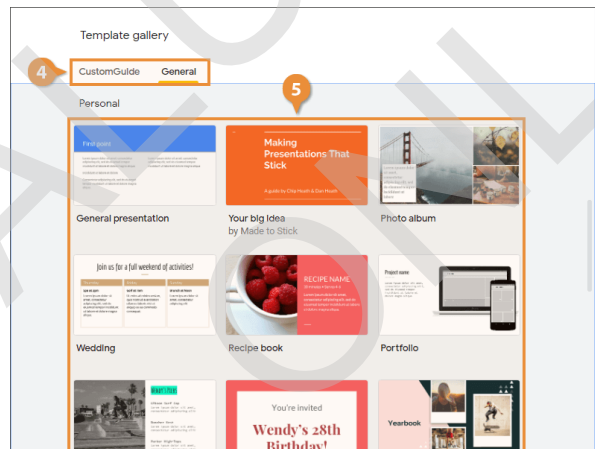
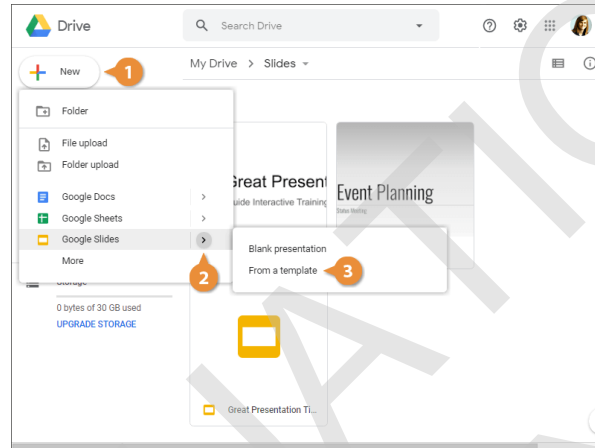
1. Make sure that the "All changes saved in drive" text appears.
2. Close the browser tab.

Create a Presentation from a Template

Using a template allows you to begin with a presentation that has already been designed and formatted so you can just insert the information. This saves you time and you will end up with a professionally designed presentation.

- 1 Click **New**.
- 2 Click the > next to Google Slides.
- 3 Select **From a template**.
The Template gallery appears, with tabs that sort templates into two groups. The first tab is for templates you, or others in your organization, have submitted. The second tab is for built-in templates.
- 4 Select a template gallery.
There are plenty of templates available, organized into categories.
- 5 Select a template.

A new presentation is created using the template, with its design elements and placeholder text appearing.



Commented [IG9]:

1. Click the New button.
2. Click the > next to Google Slides.
3. Select From a template.
4. Click the General tab.
5. Select the first Personal template.

Open a Presentation

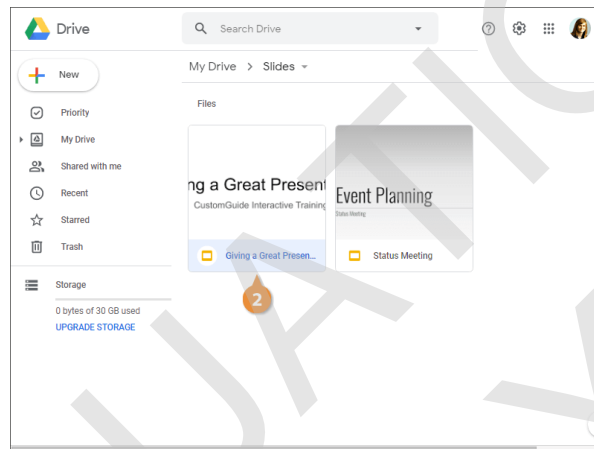
Commented [IG10]:
Practice File: Giving a Great Presentation

You can open Google Slides files from within a Google Drive window.

Open a Presentation from Google Drive

- 1 Navigate to the folder with a presentation.
- 2 Double-click a presentation.

The presentation opens up in its own tab.



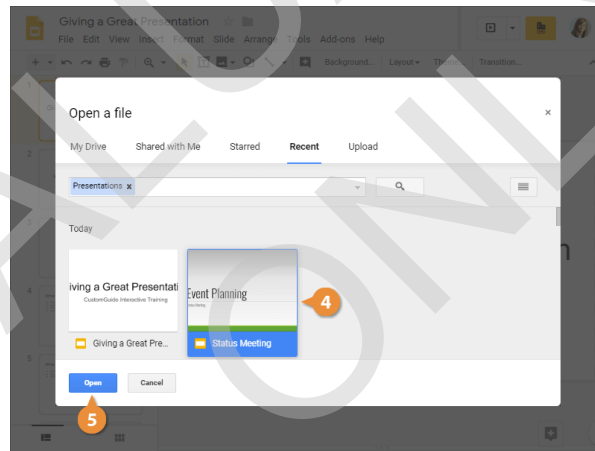
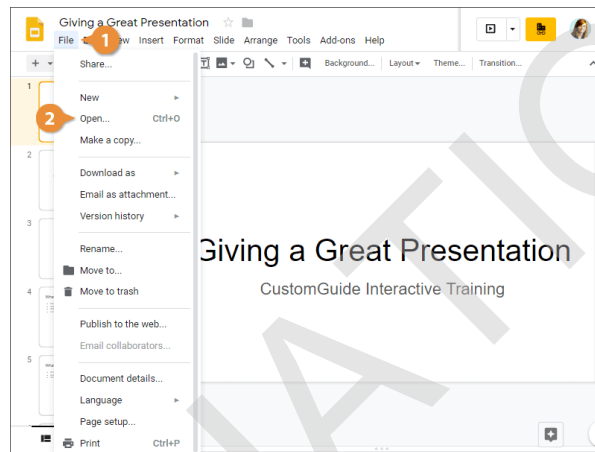
Commented [IG11]:
1. Open the folder with the presentation you want.
2. Double-click Giving a Great Presentation.

Open a Presentation from Google Slides

If you don't have a Google Drive tab open, you can browse for and open presentations from within a Google Slides window.

- 1 Click **File** on the menu bar.
- 2 Select **Open**.
A dialog box opens, where you have a few ways to find a presentation to open:
 - You can search for a name in the search field.
 - Browse through the folders in your Google Drive.
 - Click a tab to view your Shared With Me, Starred, or Recent files.
- 3 Navigate to (or search for) a presentation.
- 4 Select a presentation.
- 5 Click **Open**.

The selected presentation opens in its own tab.



Commented [IG12]:

1. Click File on the menu bar.
2. Select Open.
3. Search for Status Meeting.
4. Select Status Meeting.
5. Click Open.

File Management

Commented [IG13]:
Practice File: 03-file-management

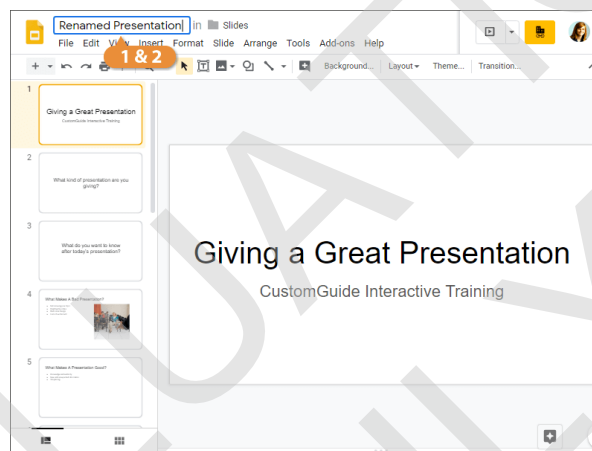
As you work with Google Slides, at some point you will need to do some file management to keep your presentations organized.

Normally you manage your files in Google Drive, but you can also do some basic file management inside Slides.

Rename a Presentation

- 1 Click the presentation name near the top of the screen.
- 2 Edit the presentation name.
- 3 Press **Enter**.

Even if you change a presentation's name, its URL stays the same, so anyone you might have shared the presentation with won't lose their access to it.



Commented [IG14]:

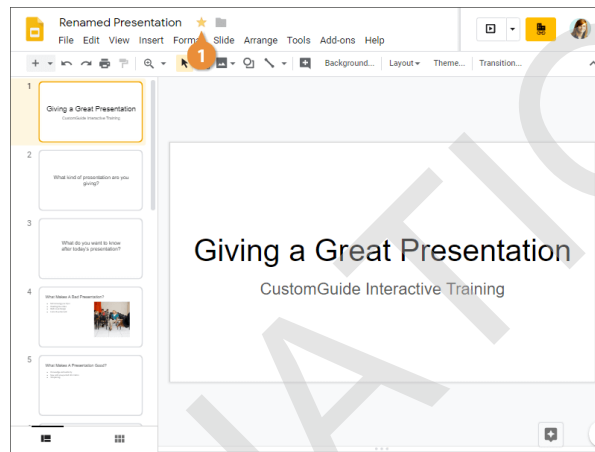
1. Click the presentation name at the top of the screen.
2. Type "Renamed Presentation".
3. Press Enter.

Star a Presentation

If you're working with a lot of presentations, you can mark some presentations as more important than others.

- 1 Click the star icon next to the presentation name.

Tip: To remove any starred presentation, click the star again.



Commented [IG15]:

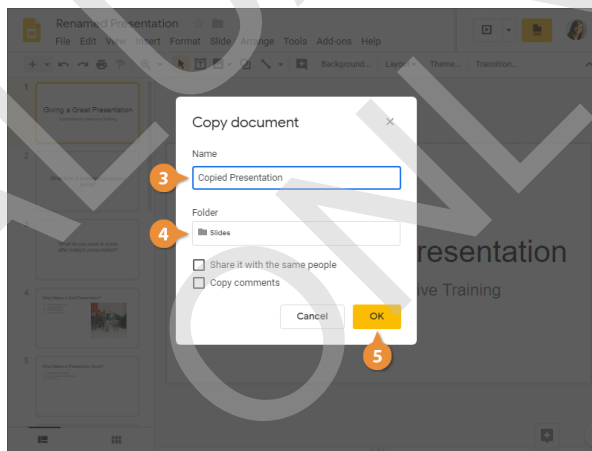
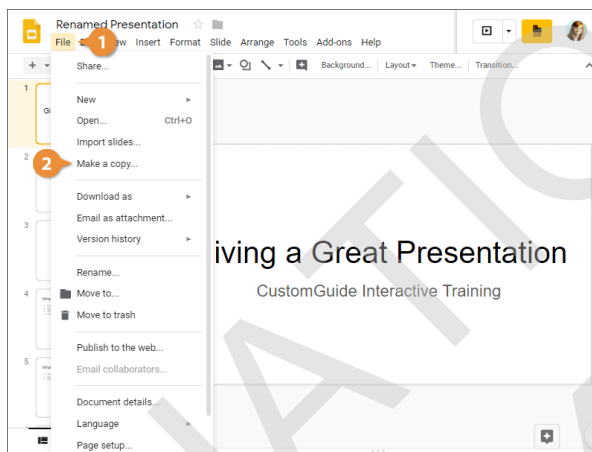
1. Click the star icon next to the presentation name.

Copy a Presentation

If you want to use some of the content from an existing presentation to create a new presentation, you can create a copy.

- 1 Click **File** on the menu bar.
- 2 Select **Make a copy**.
- 3 Enter a **Name** for the copied presentation.
- 4 (Optional) Specify the **Folder** where you want to save the copied presentation.
- 5 Click **OK**.

Google deletes the file and moves it to the trash in Google Drive.



Commented [IG16]:

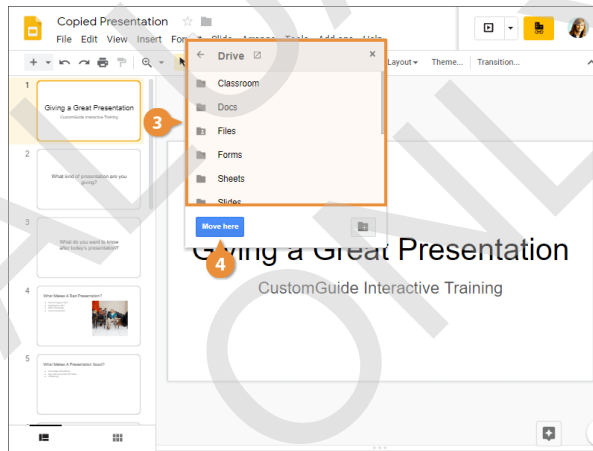
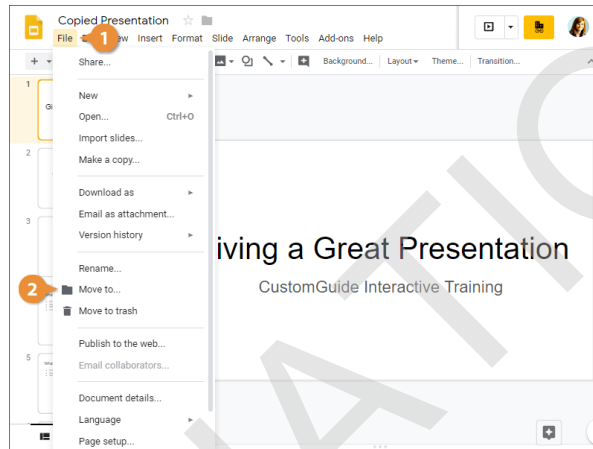
1. Click File on the menu bar.
2. Select Make a copy.
3. Enter "Copied Presentation".
4. Specify the folder where you want to save the copied presentation.
5. Click OK.

Move a Presentation

You can also move a presentation to a new folder in Google Drive.

- 1 Click **File** on the menu bar.
- 2 Select **Move to**.
- 3 Navigate to the desired folder.
- 4 Click **Move here**.

Google moves the presentation to the new location.



Commented [IG17]:

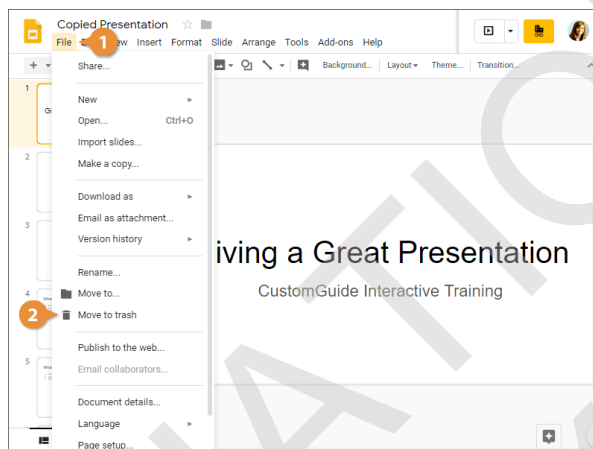
1. Click File on the menu bar.
2. Select Move to.
3. Navigate to the desired folder.
4. Click Move here.

Delete a Presentation

You can delete a presentation if you no longer need it.

- 1 Click **File** on the menu bar.
- 2 Select **Move to trash**.

Google deletes the file and moves it to the trash in Google Drive.



Commented [IG18]:

1. Click File on the menu bar.
2. Select Move to trash.

Print Presentations

Commented [IG19]:
Practice File: 04-print-presentations

Once you have created a presentation, and your computer is connected to a printer, you can print a copy. Before you do this, it's a good idea to preview how it's going to look.

Print a Presentation

- 1 Click **File** on the menu bar.
- 2 Select **Print settings and preview**.

A print preview of the presentation appears, showing how it will look when printed.

While viewing the preview, you can set up how you want the presentation to be printed.

- 3 Configure the print layout settings.

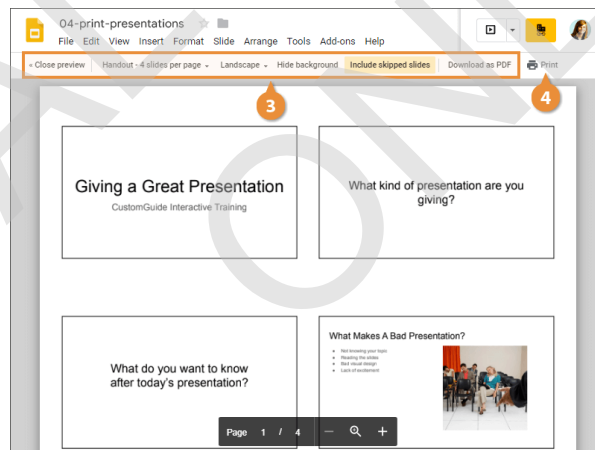
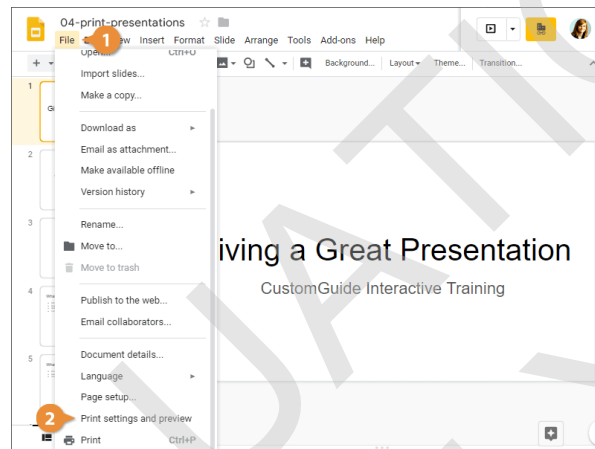
You can choose to print one slide per page, with or without notes, or format the page as handouts displaying multiple slides per page.

You can also change the page orientation, choose whether or not to print the background and skipped slides, or choose to download the printout as a PDF file instead of printing it.

- 4 Click **Print**.

Shortcut: Press **Ctrl + P**.

Another preview is made, as you're brought to the Print Settings screen. This is where you can choose which slides to print and how many copies.



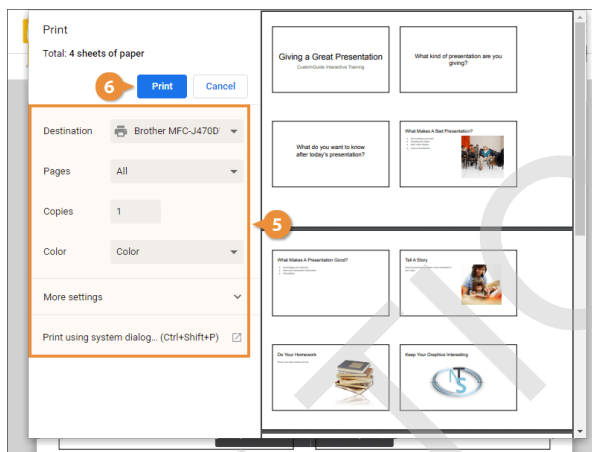
- Commented [IG20]:**
1. Click File on the menu bar.
 2. Select Print settings and preview.
 3. Configure the print layout settings as you desire.
 4. Click Print.
 5. Choose the printer settings you need.
 6. Click Print.

5 Configure the printer settings.

You can also click More Settings to change the paper size and if your paper supports it, enable two-sided printing.

6 Click **Print**.

The presentation is sent to the printer.



Get Help

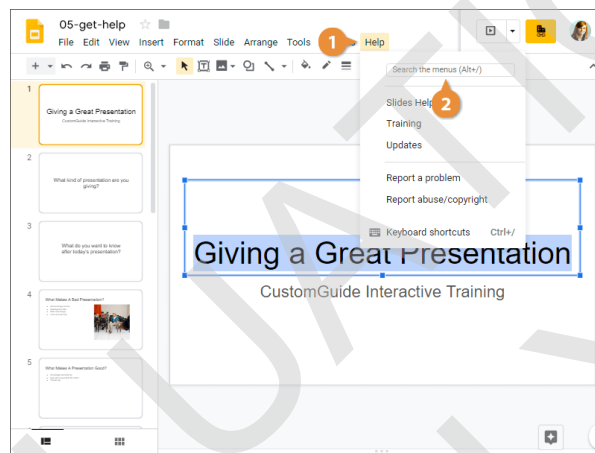
Commented [IG21]:
Practice File: 05-get-help

If you don't know how to do something in Google Slides, help is just a few clicks away. Google Slides has a lot of commands—so many that it can sometimes be challenging to remember what they all are. Fortunately, you can easily search for any menu item.

Search for a Command

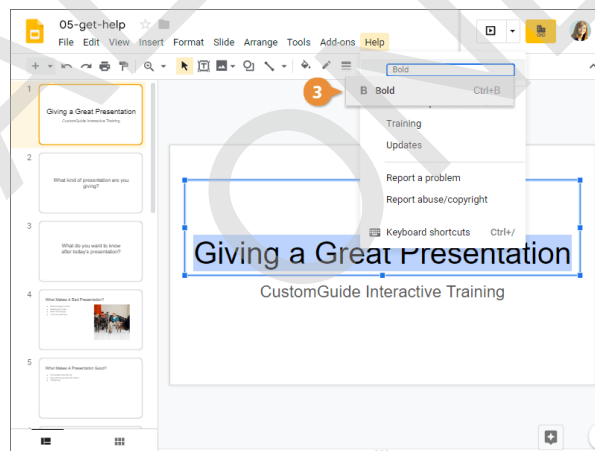
- 1 Click **Help** from the menu bar.
- 2 Type the command you're looking for in the **Search the menus** field.
- 3 Click the desired command.

You can click the command you need directly from the results to carry out the command.



Commented [IG22]:

1. Select the “Giving a Great Presentation” title slide text.
2. Click Help on the menu bar.
3. Type “Bold”.
4. Select Bold.

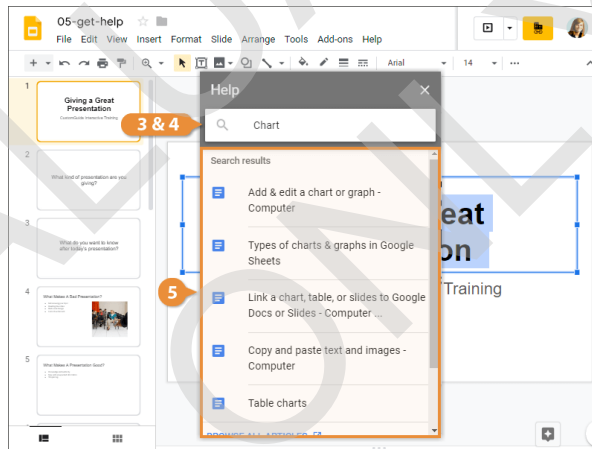
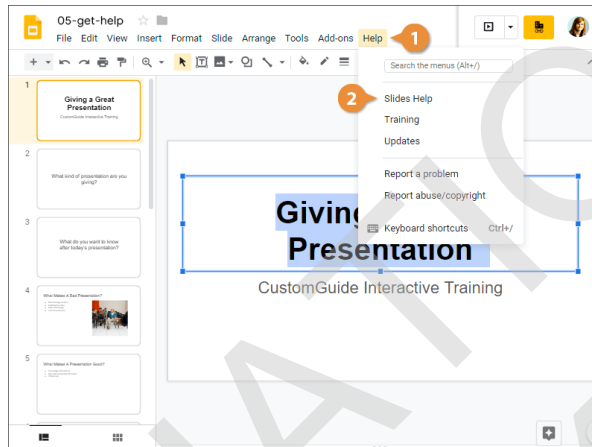


Search Help Topics

You can also use Help to search for basic instructions.

- 1 Click **Help** from the menu bar.
- 2 Select **Slides Help**.
- 3 Type a keyword in the **Search Help** field.
- 4 Press **Enter**.
- 5 Select the desired help topic.

Google displays the help topic.



Commented [IG23]:

1. Click Help on the menu bar.
2. Select Slides Help.
3. Type "Chart" in the Search Help field.
4. Press Enter.
5. Select the Link a chart, table, or slides to Google Docs or Slides topic.