

Google Slides

Learning Management System



Classroom Modules prepared by St. Chamuel College
Reference: DISCS ALLS ADMU LS

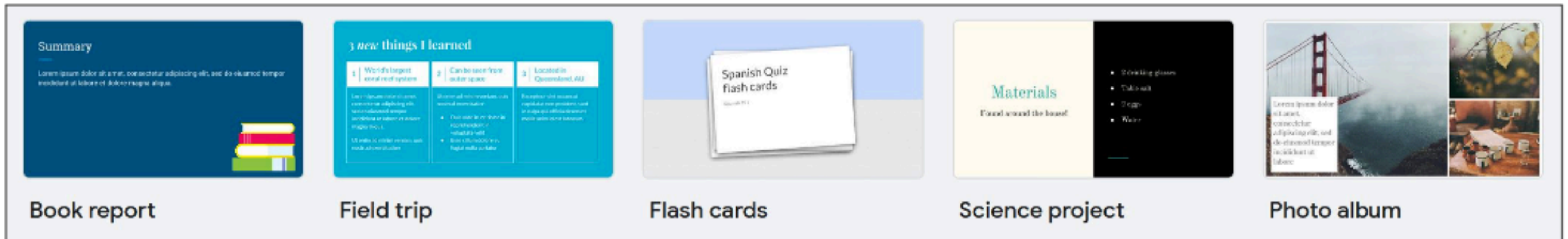
Learning Objectives

- Basic editing and formatting tools
- Changing template and background colors
- Attaching pictures
- Attaching audio files
- Sharing a Presentation



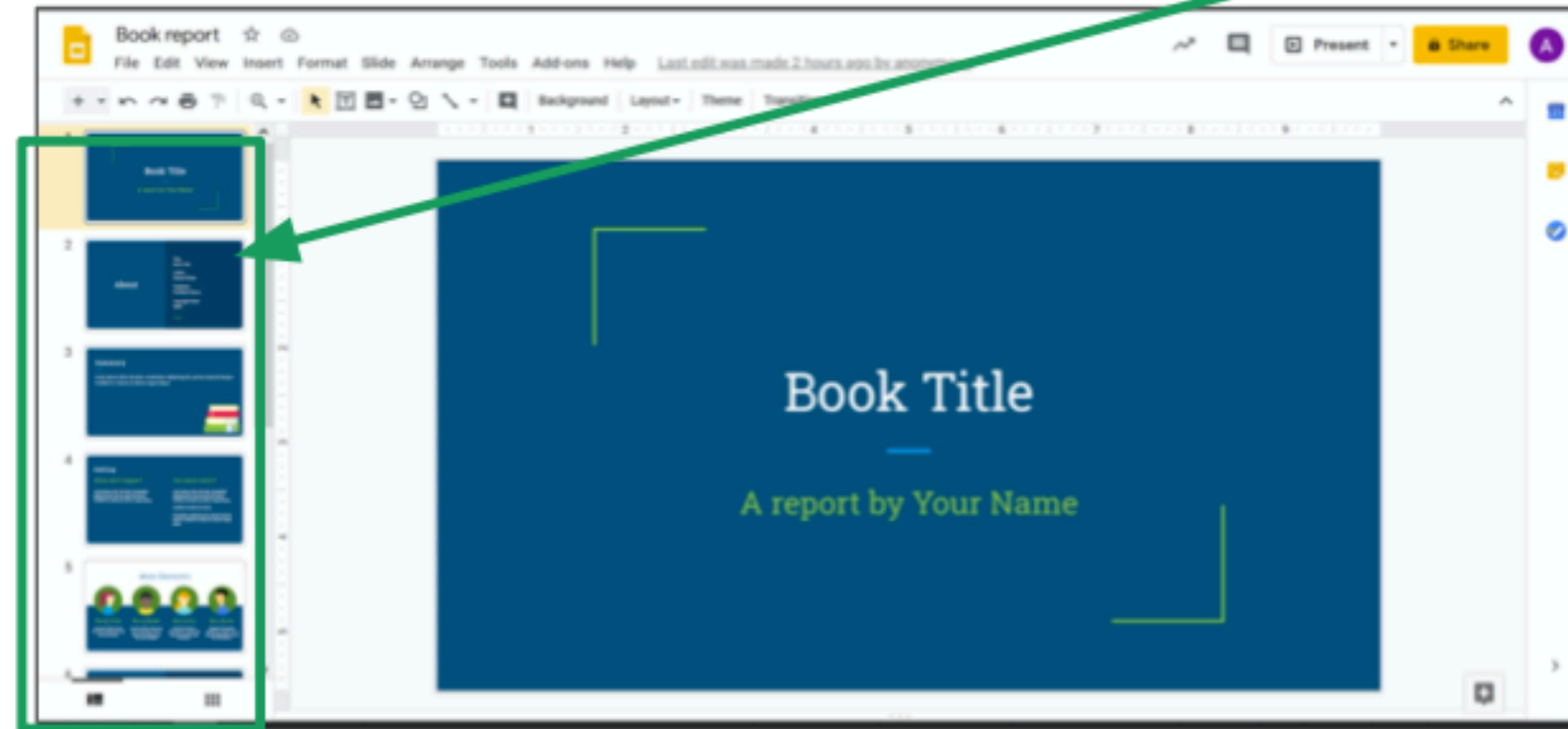
What is Google Slides?

- **Google Slides** allows you to make presentations online.
- You can put text and images to use as a **visual aid** while you're presenting.
- This module was created using Google Slides!



Google Slides

- A presentation contains many **slides**.



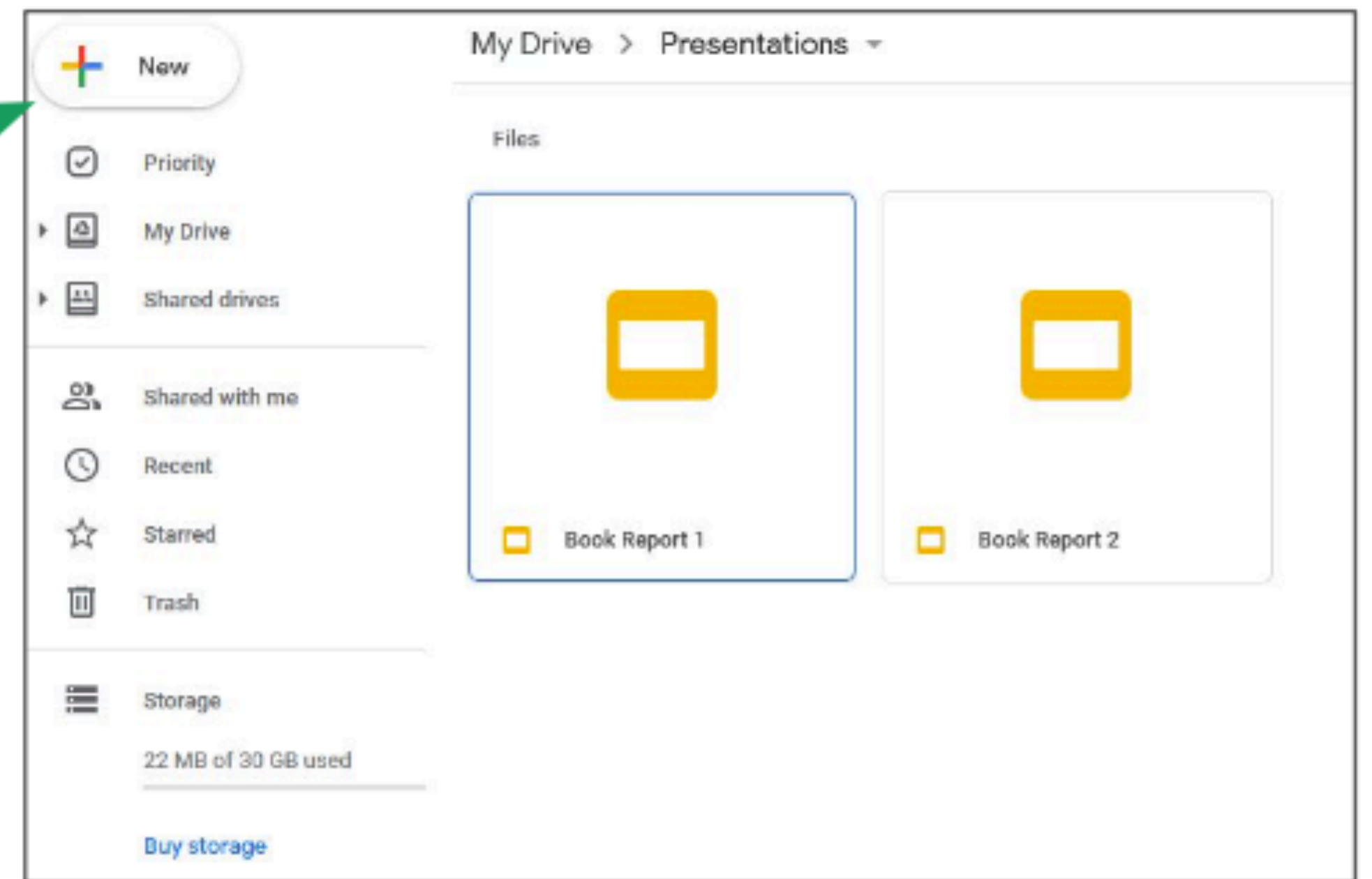
- Using Google Slides, you create and edit slides to make a presentation.

Making a Presentation



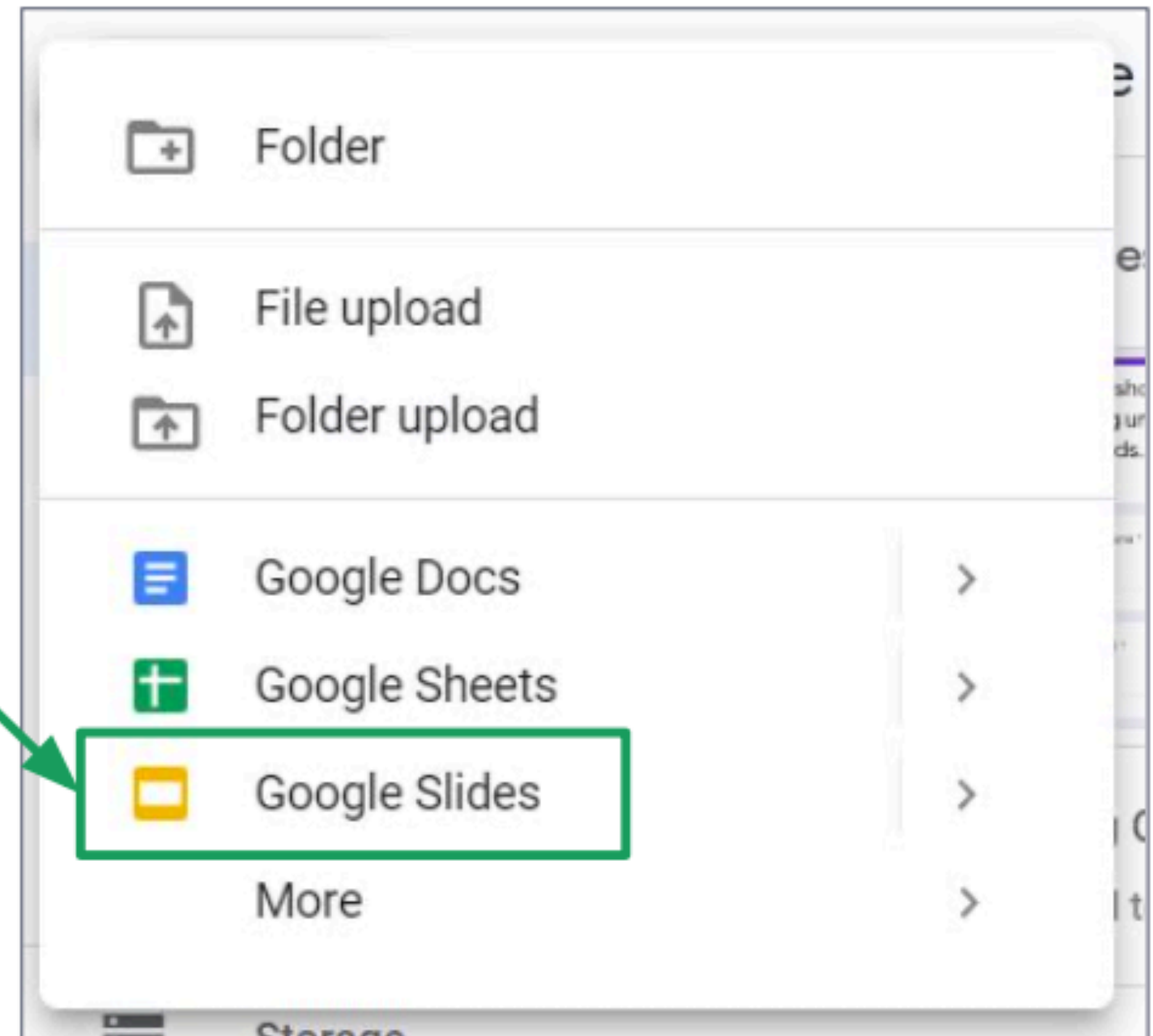
Creating a Presentation

- You can create a presentation from Google Drive by clicking **New**.



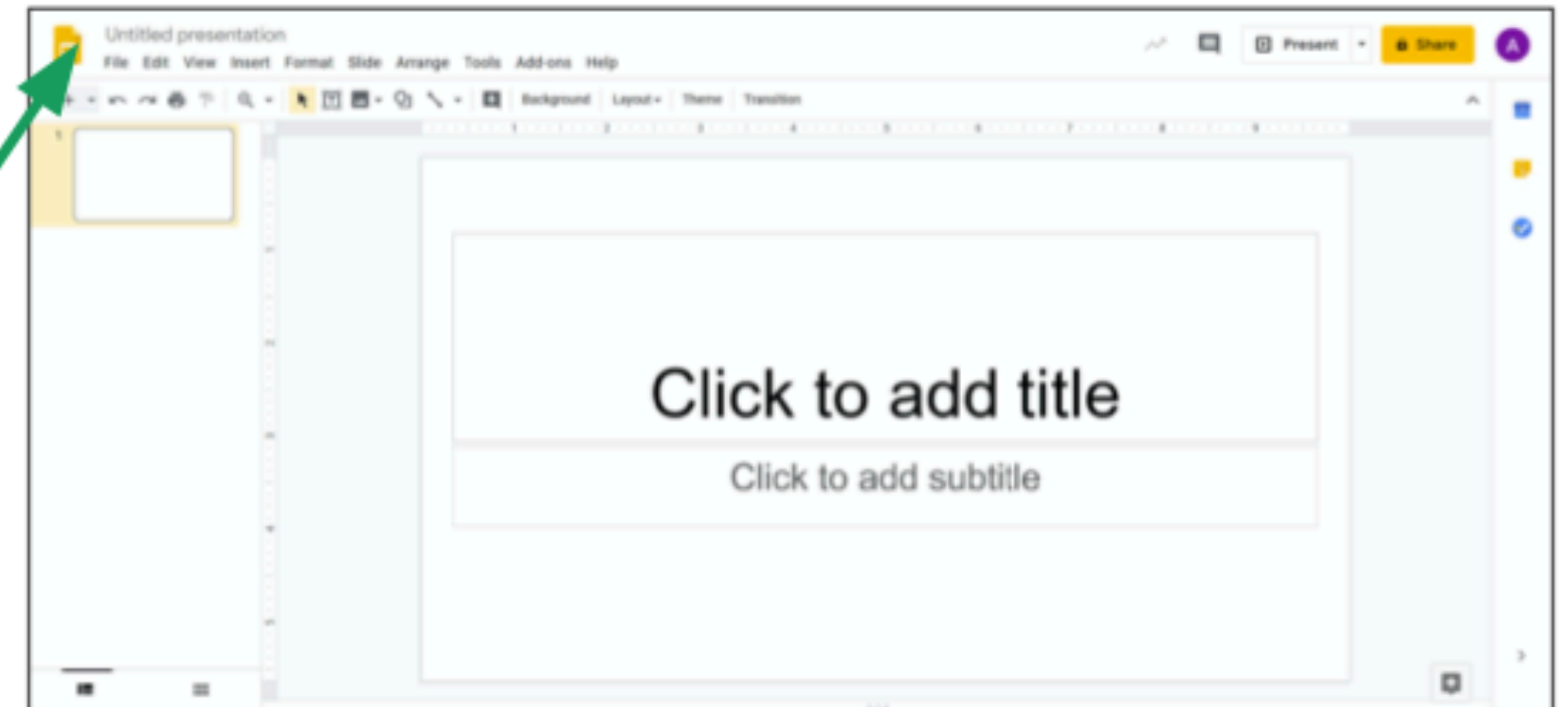
Creating a Presentation

- Then, click **Google Slides**.



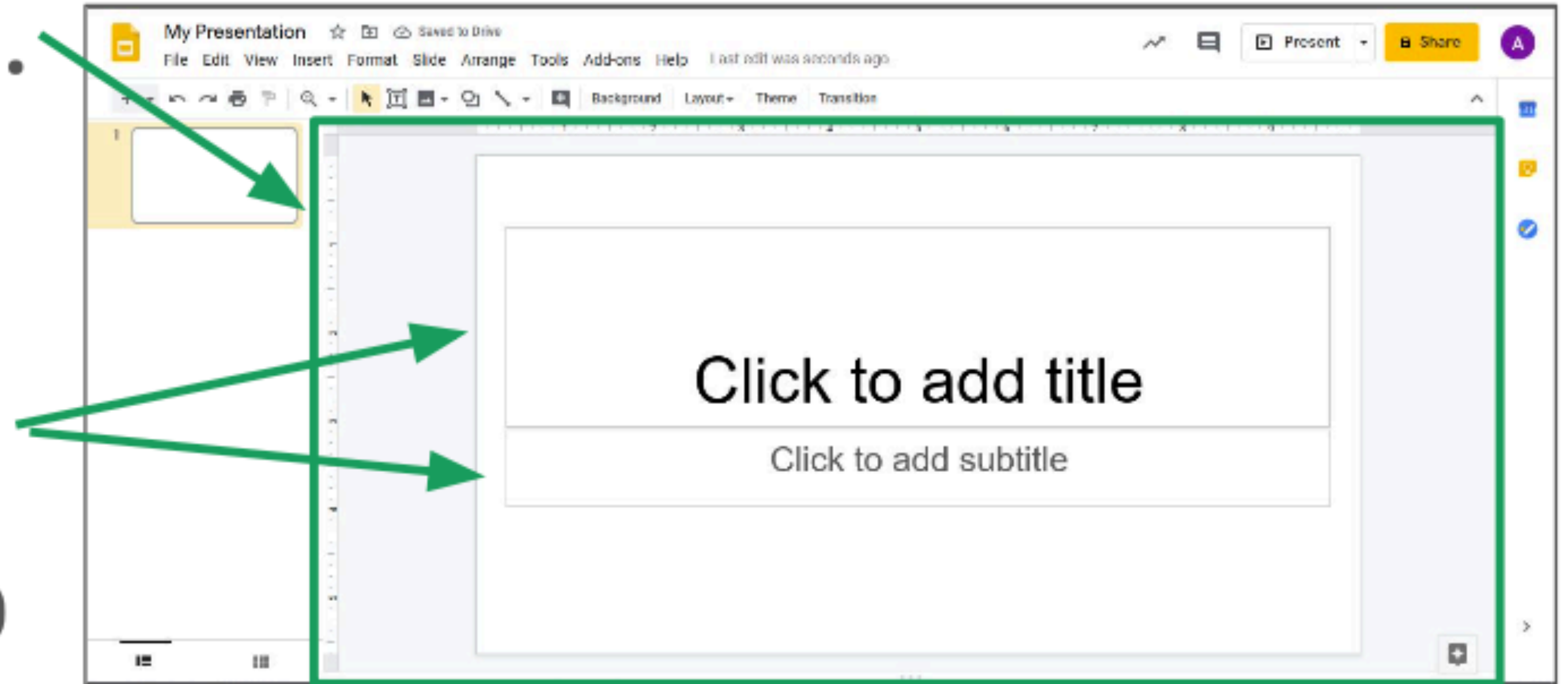
Creating a Presentation

- You'll have a blank presentation.
- First, give a title to your file by clicking here, then typing a name for your presentation.



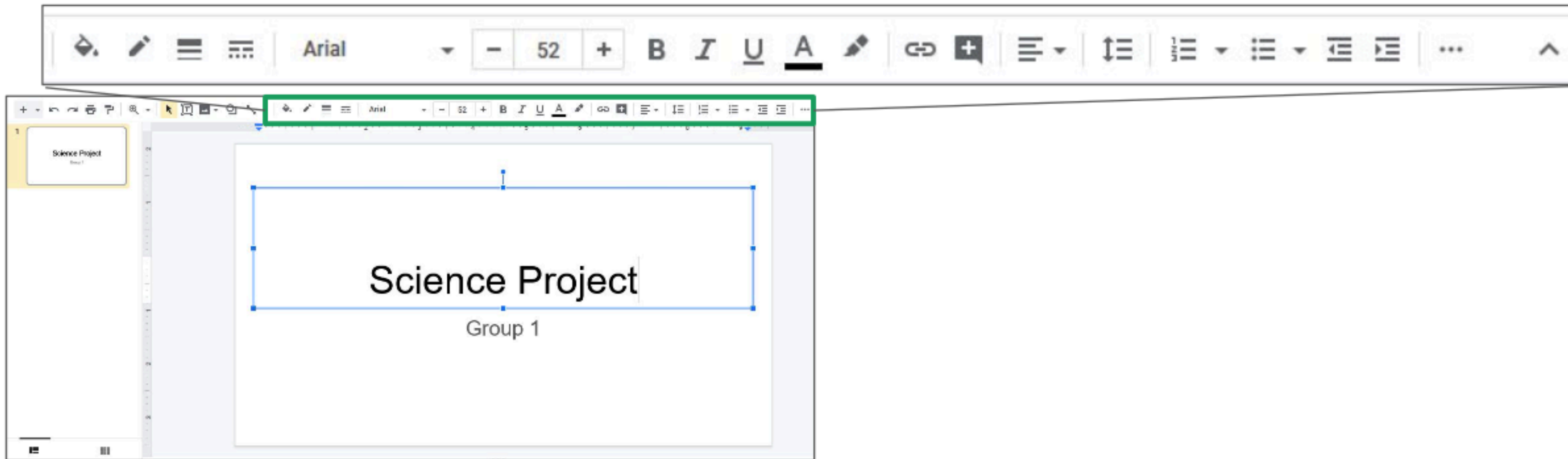
Text Boxes

- The center shows your **current slide**.
- Slides have text boxes. Click on text boxes and type to add text to the slide.



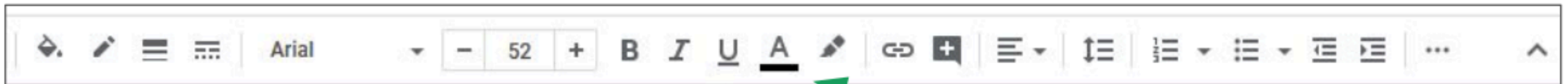
Text Boxes

- When you're typing text, the **toolbar** will change.
- Use the toolbar to change how your text looks.



Formatting Text

- First, click and drag to **select text**.
- Then, you can use the toolbar.



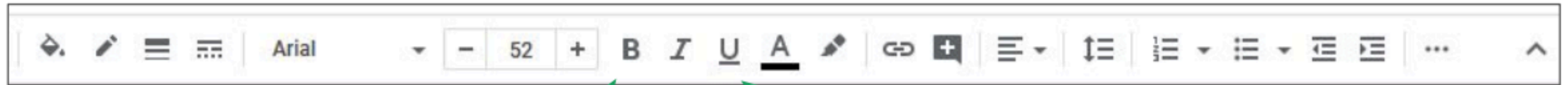
Click here to change the font. This changes the style of the letters.

Click here to change the font size. A bigger number means the text is bigger.

Click here to change the font color.

Formatting Text

- You can bold, italicize, and underline text.

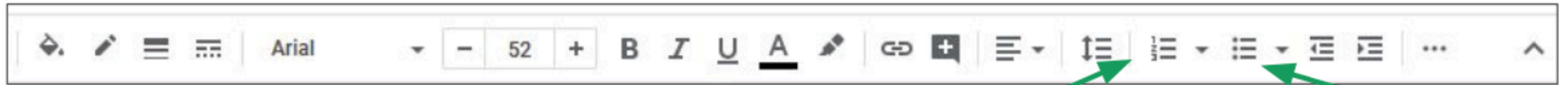


Bold *Italics* Underline

- **This is bold text.**
- *This is italicized text.*
- This is underlined text.

Formatting Text

□ You can add lists.



Numbered list

Bulleted list

1. This is a numbered list.
2. Numbered lists have numbers
3. At the start of each line.

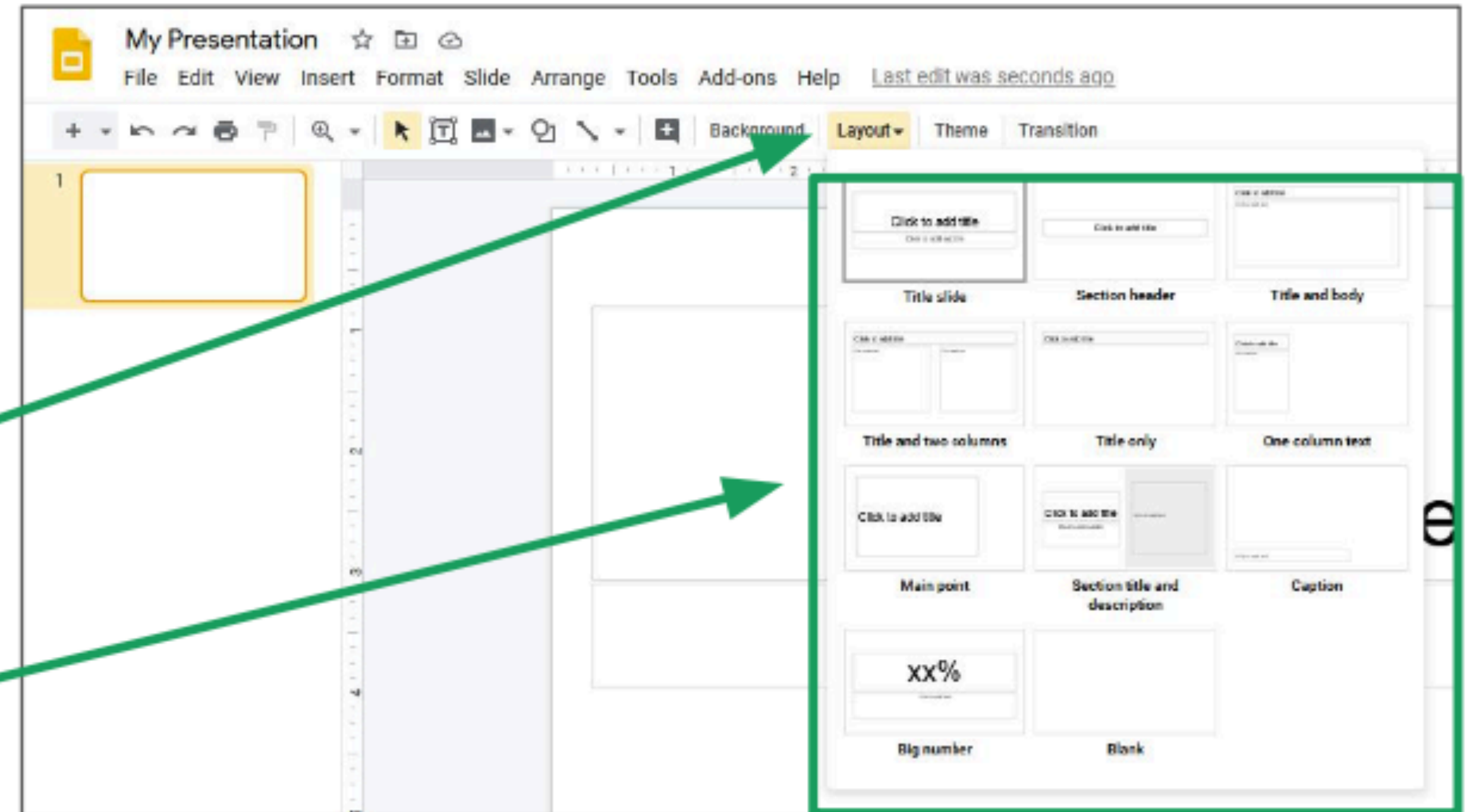
- This is a bulleted list
- Bulleted lists have symbols
- At the start of each line.

Working with Slides



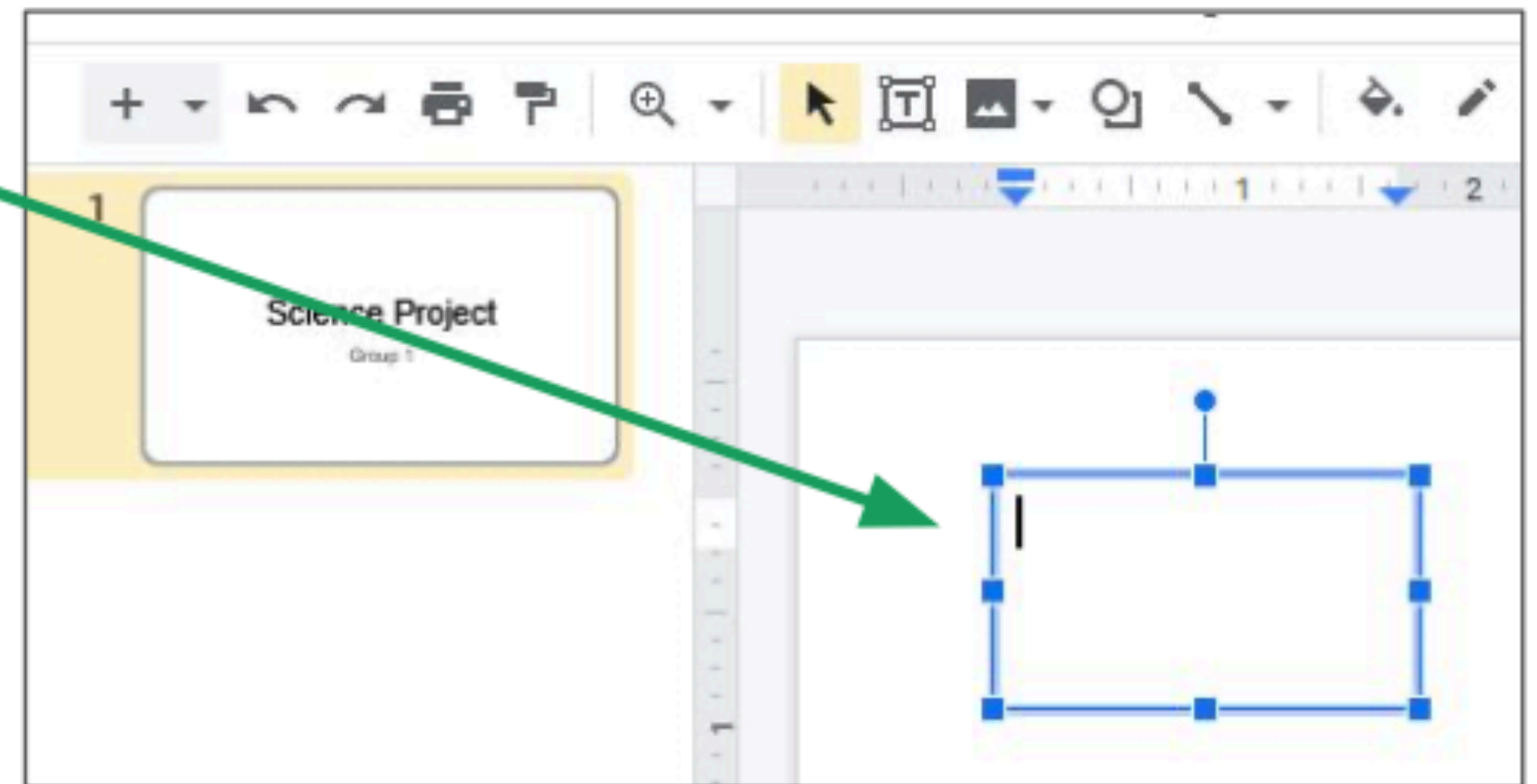
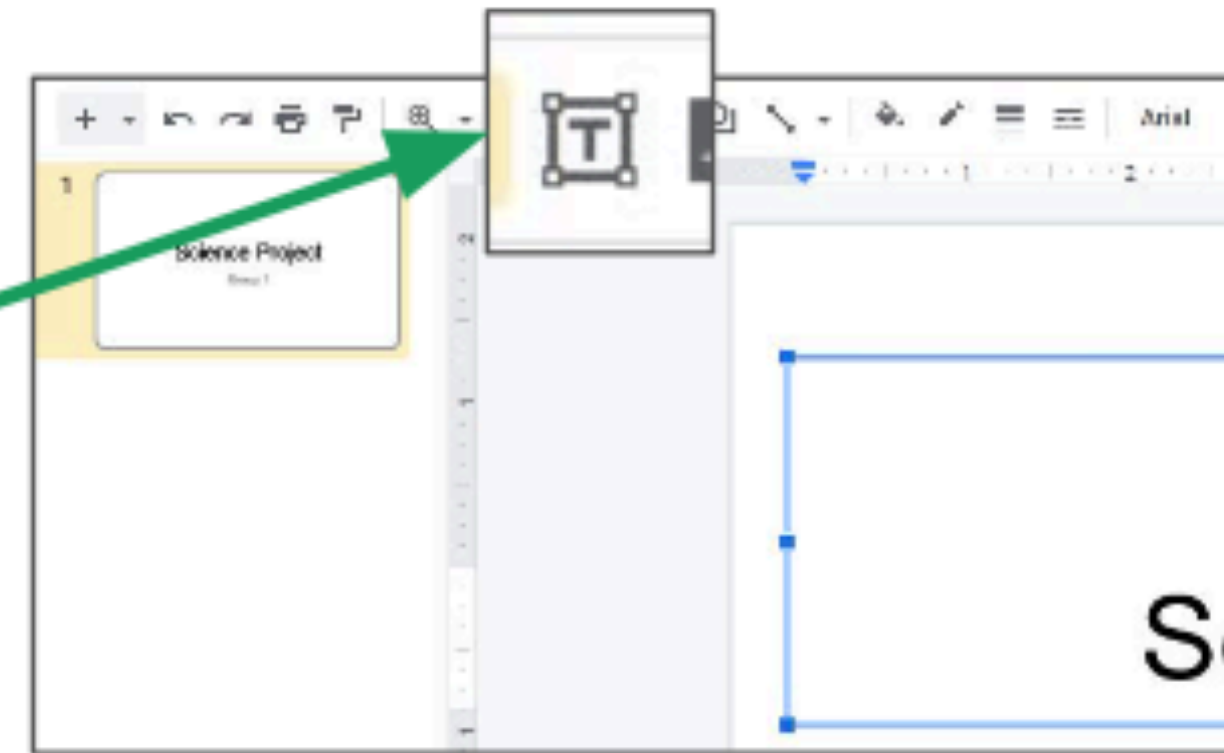
Layouting

- The position and size of the textboxes depend on the **slide layout**.
- To change the layout of a slide, click **Layout**.
- Then, click one of the layouts.



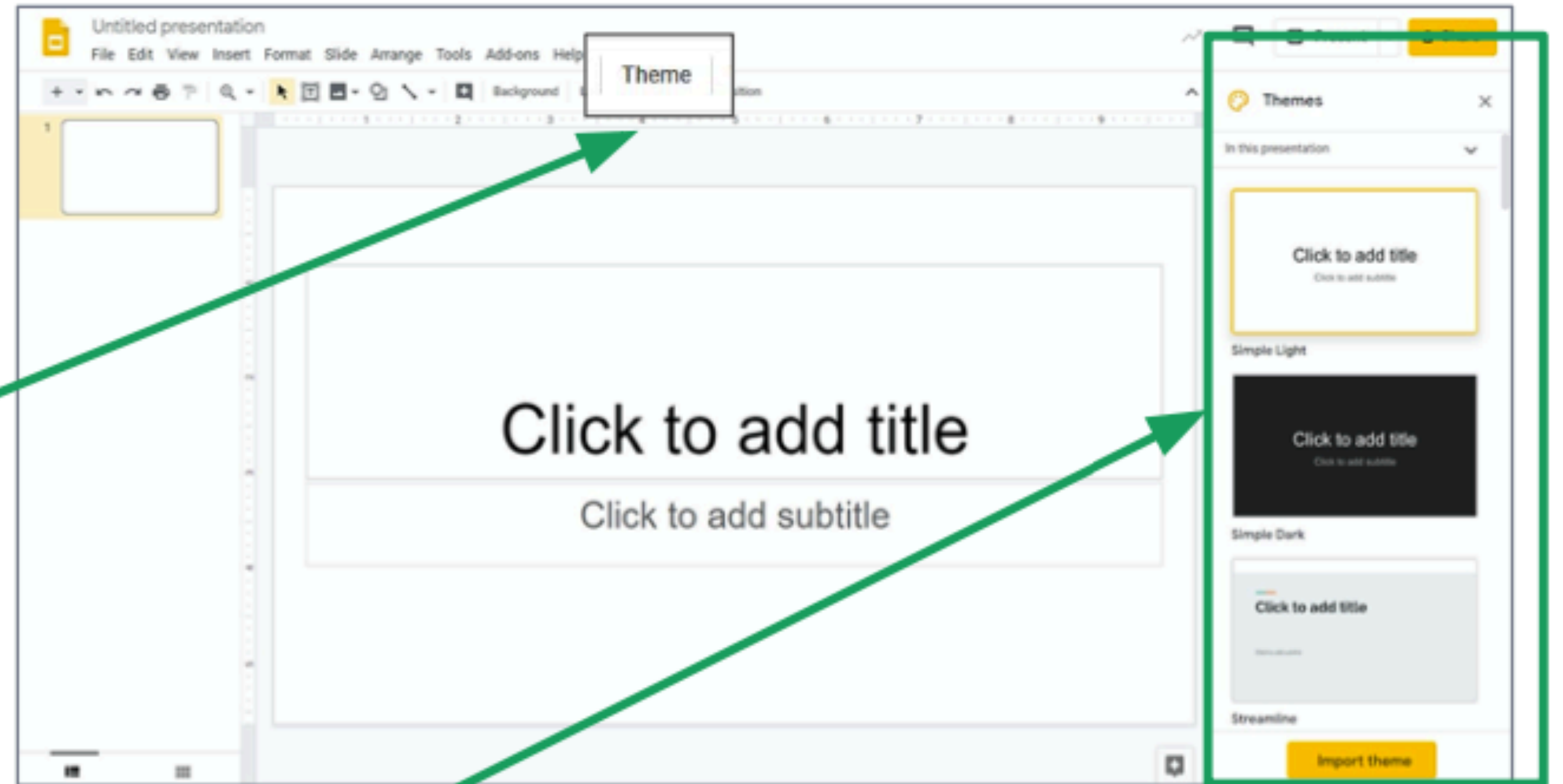
Layouting

- You can create your own text boxes by clicking this button.
- Then, click and drag to create a text box.
- You can move and resize the text box by dragging the blue borders.



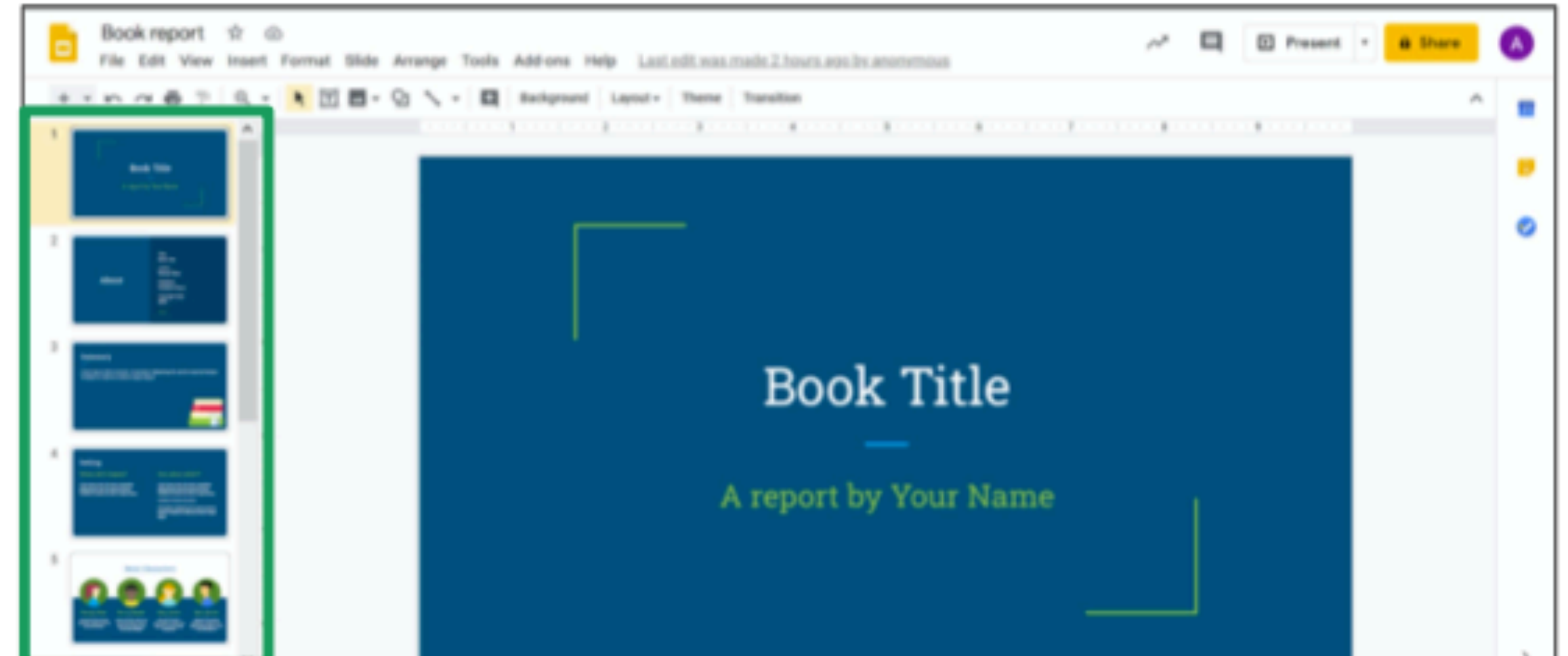
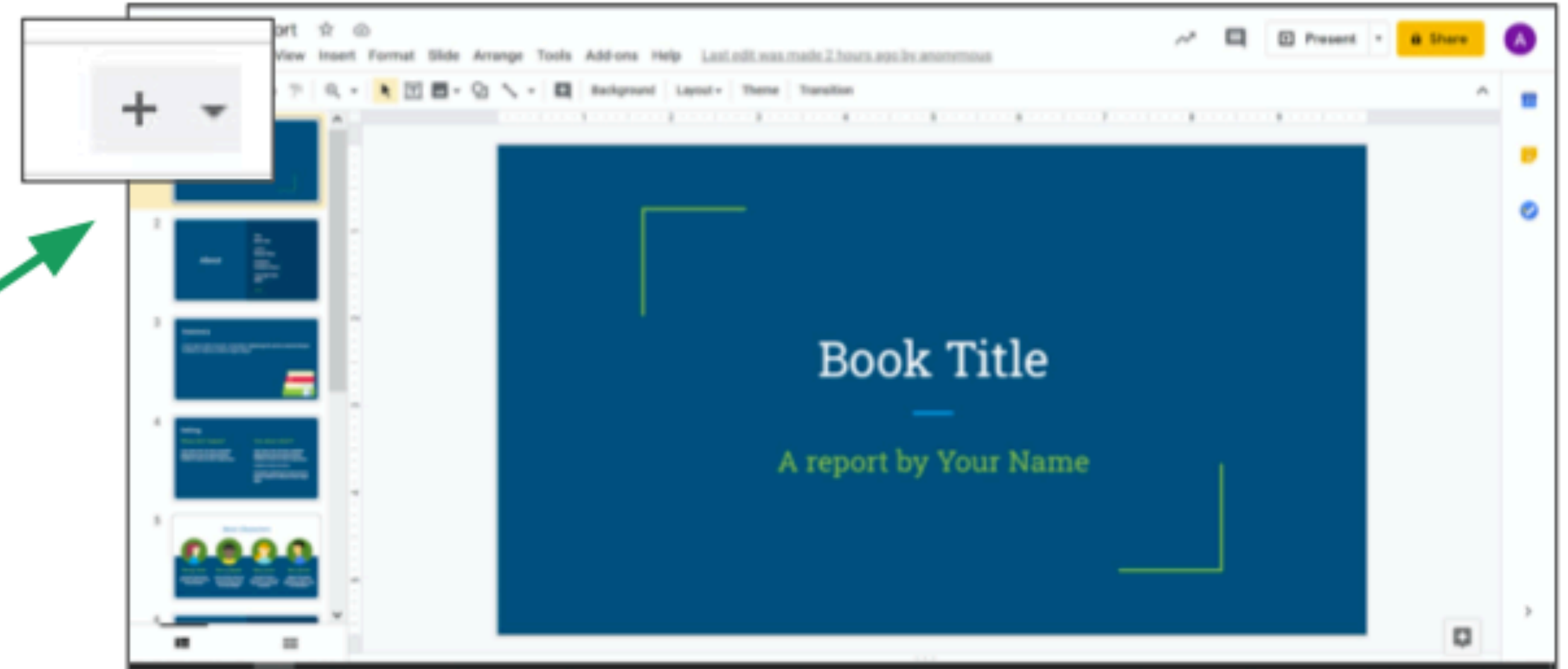
Themes

- To change the look of your presentation, use a **theme**.
- Click **Theme** in the toolbar.
- Then, click a theme from the list.



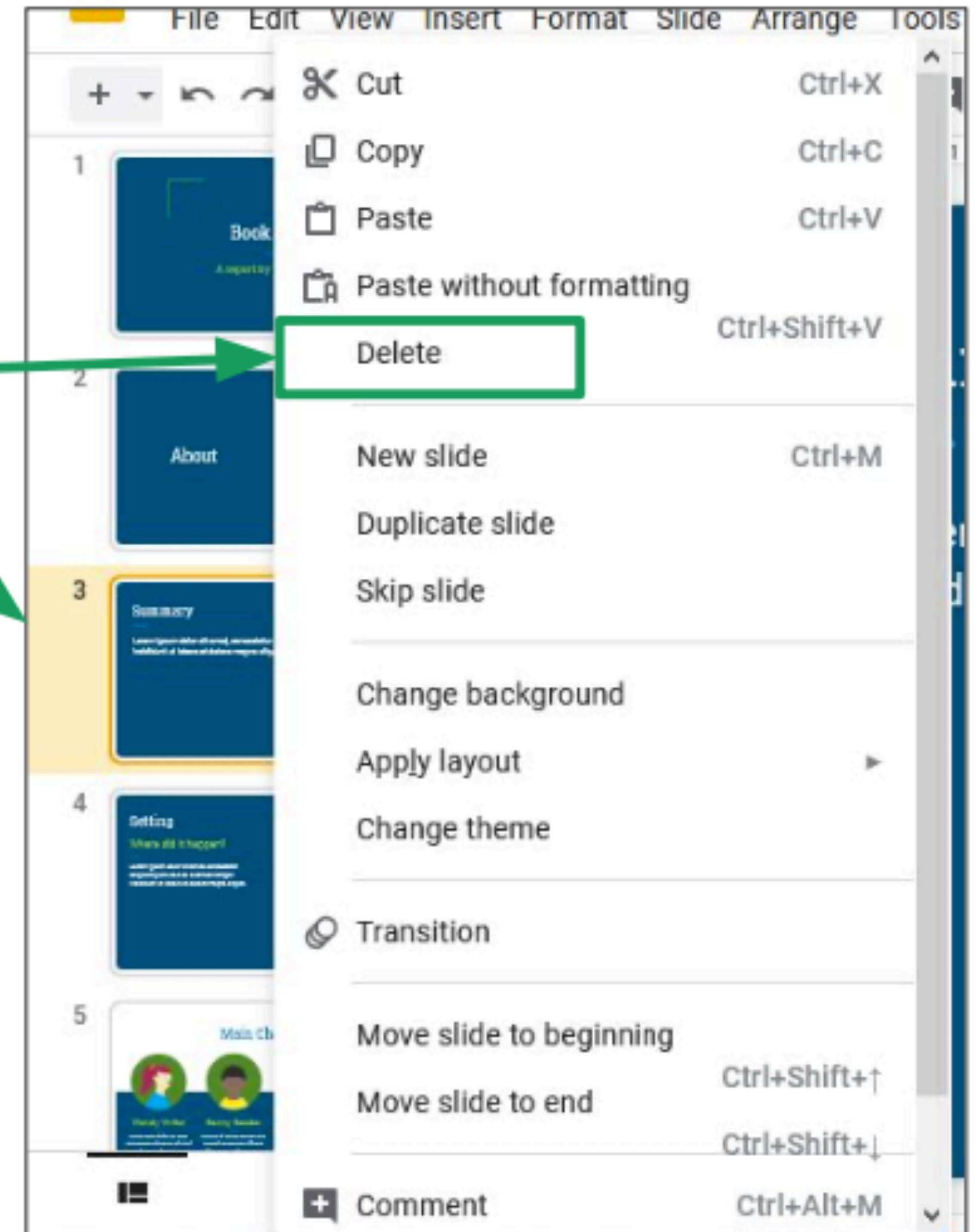
Adding Slides

- A presentation has many slides.
- To add slides, click the **plus button**.
- The slides are shown on the **left side**.
- To move slides around, click and drag them up and down.



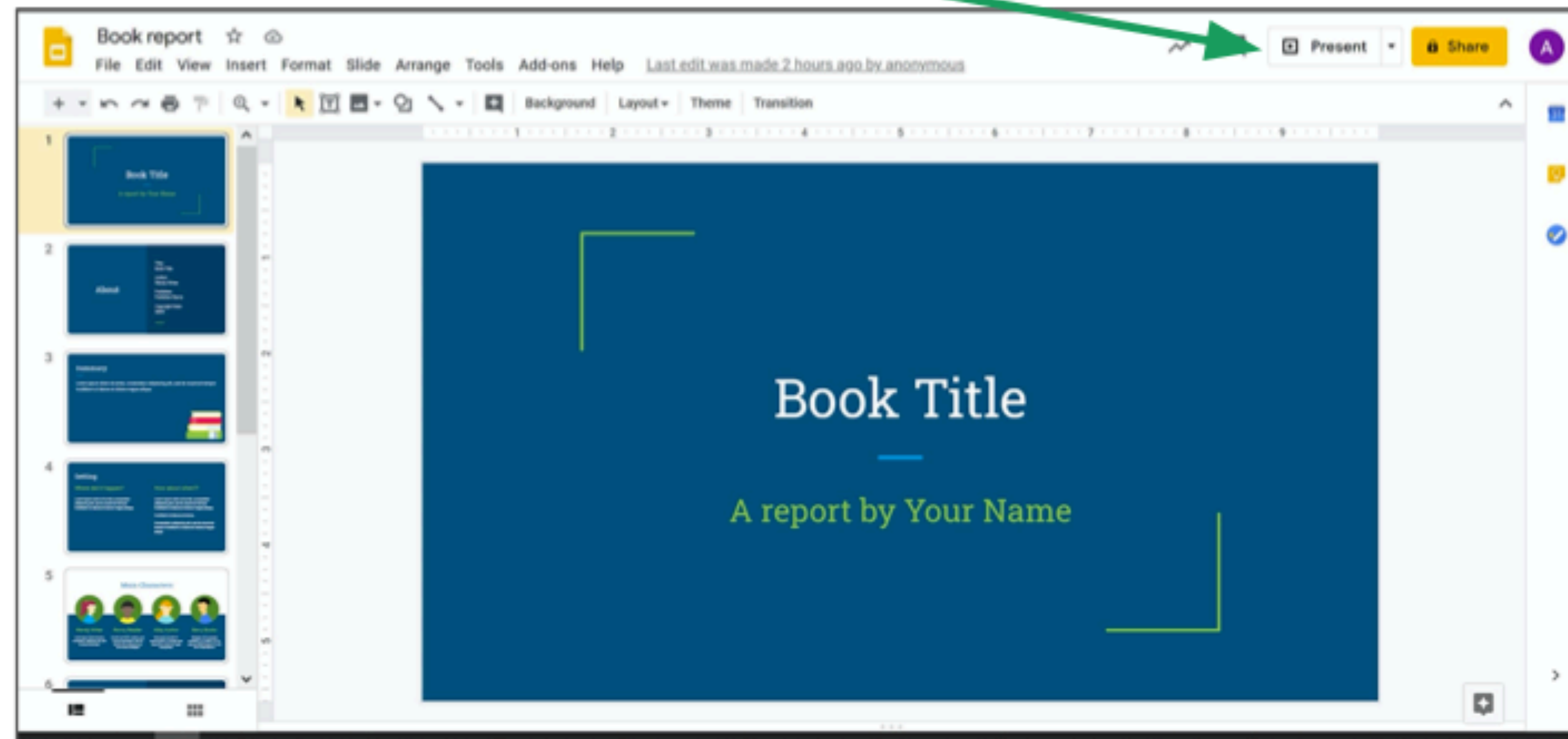
Removing Slides

- To remove a slide, **right-click** the slide.
- Then, click **Delete**.

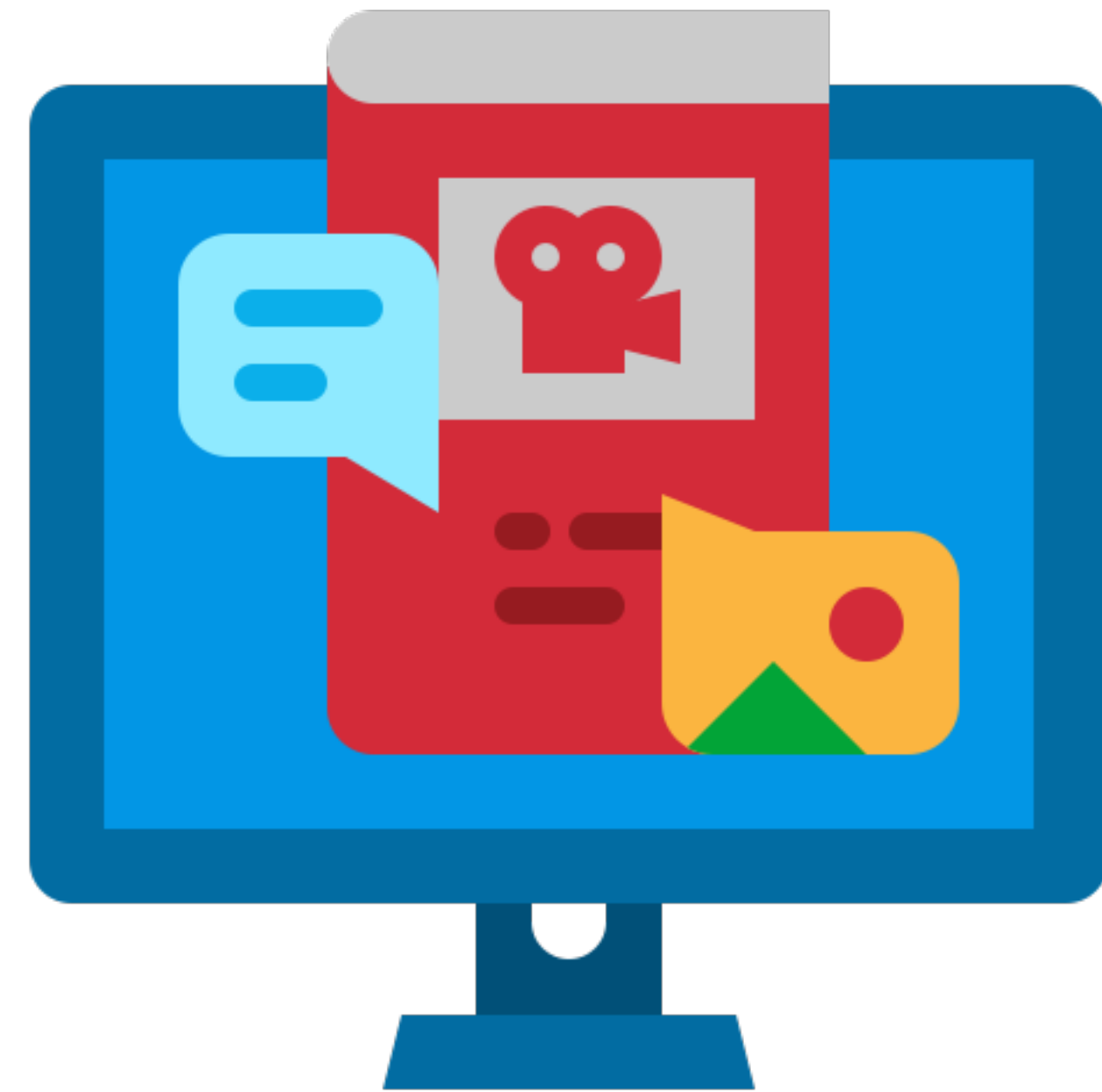


Presenting your Work

- When you're done making your presentation, click **Present**.

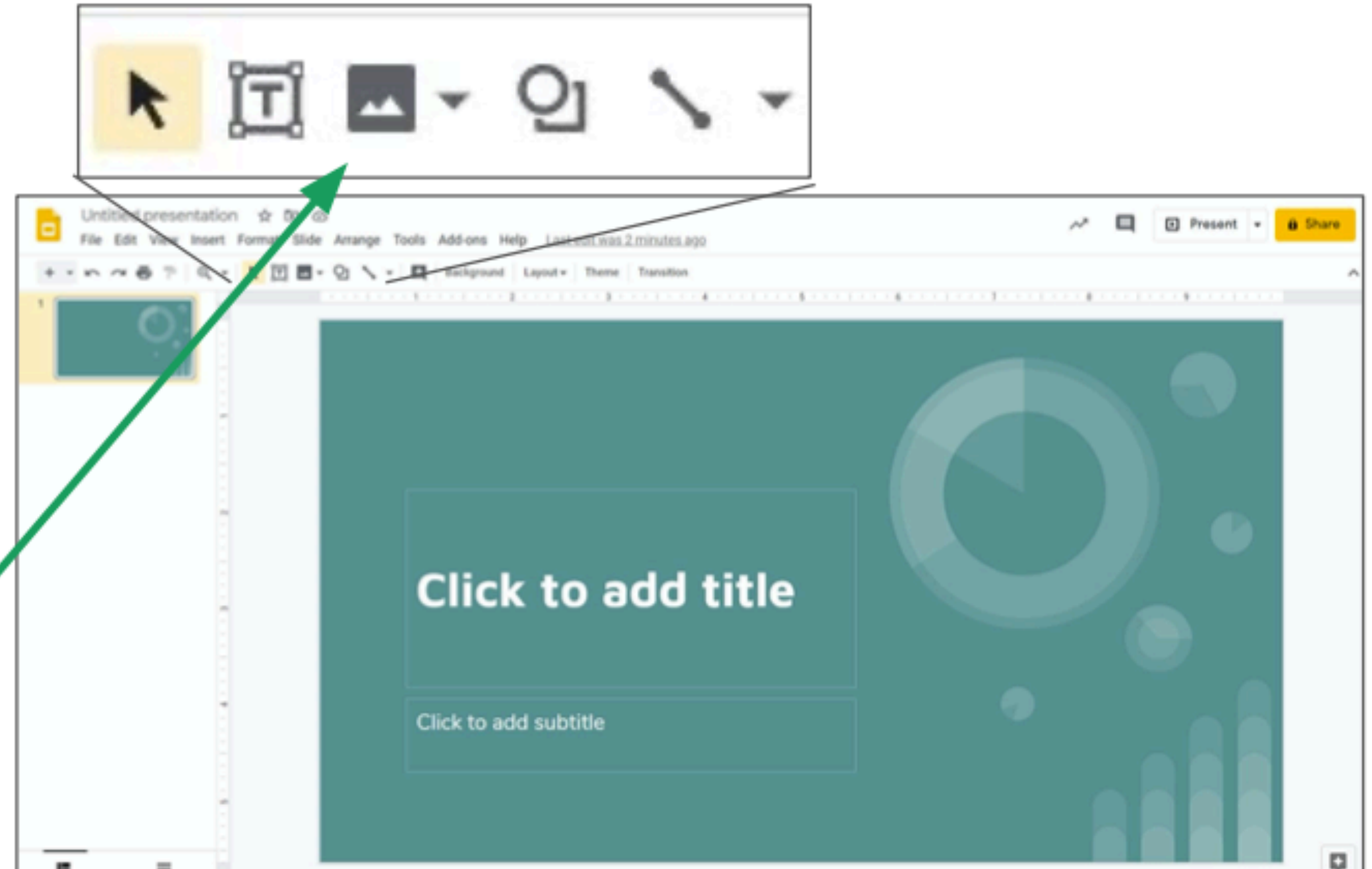


Attaching Images



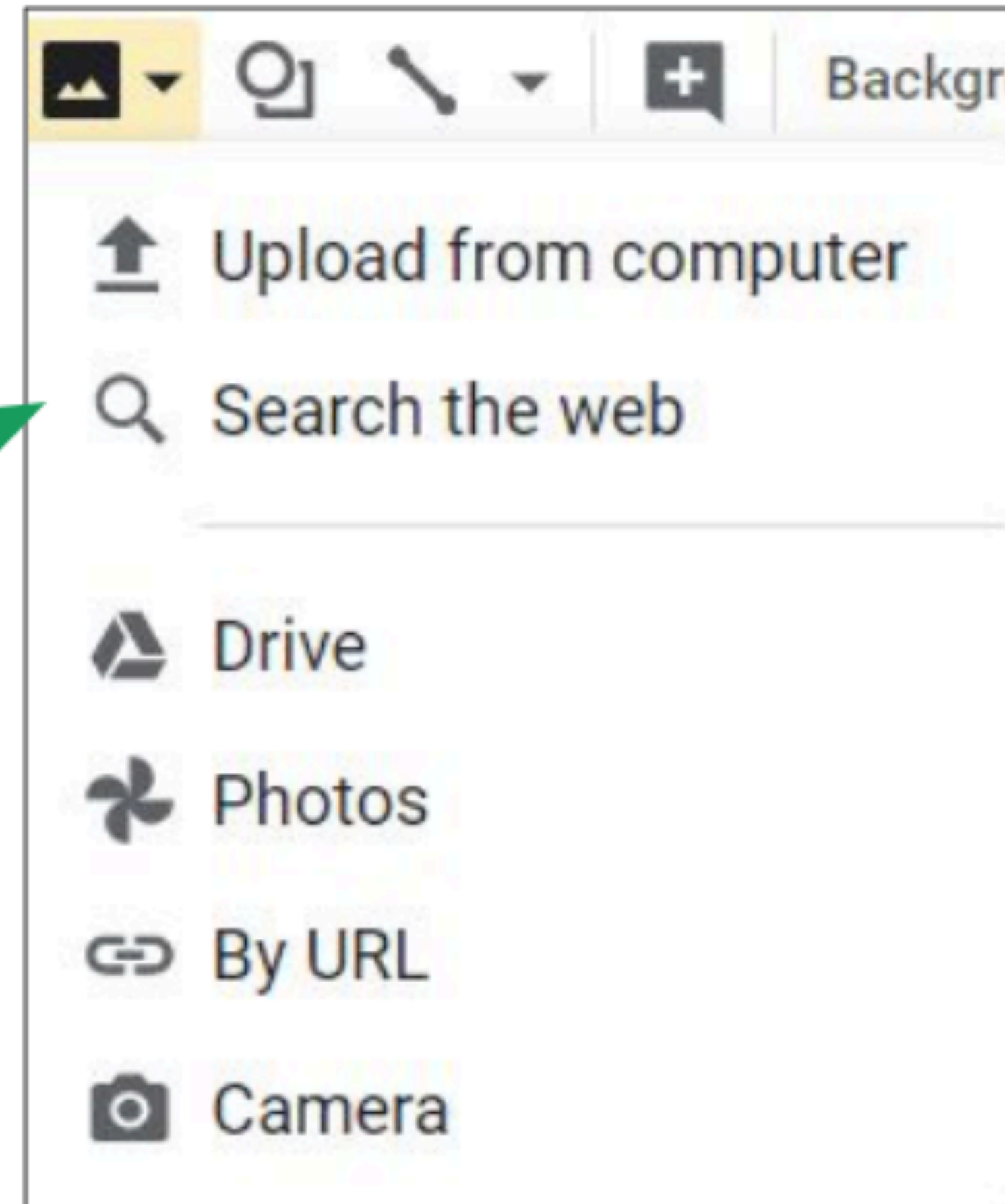
Attaching Images

- You can add images to your presentation to make it easier to understand.
- Click the image icon to add an image.



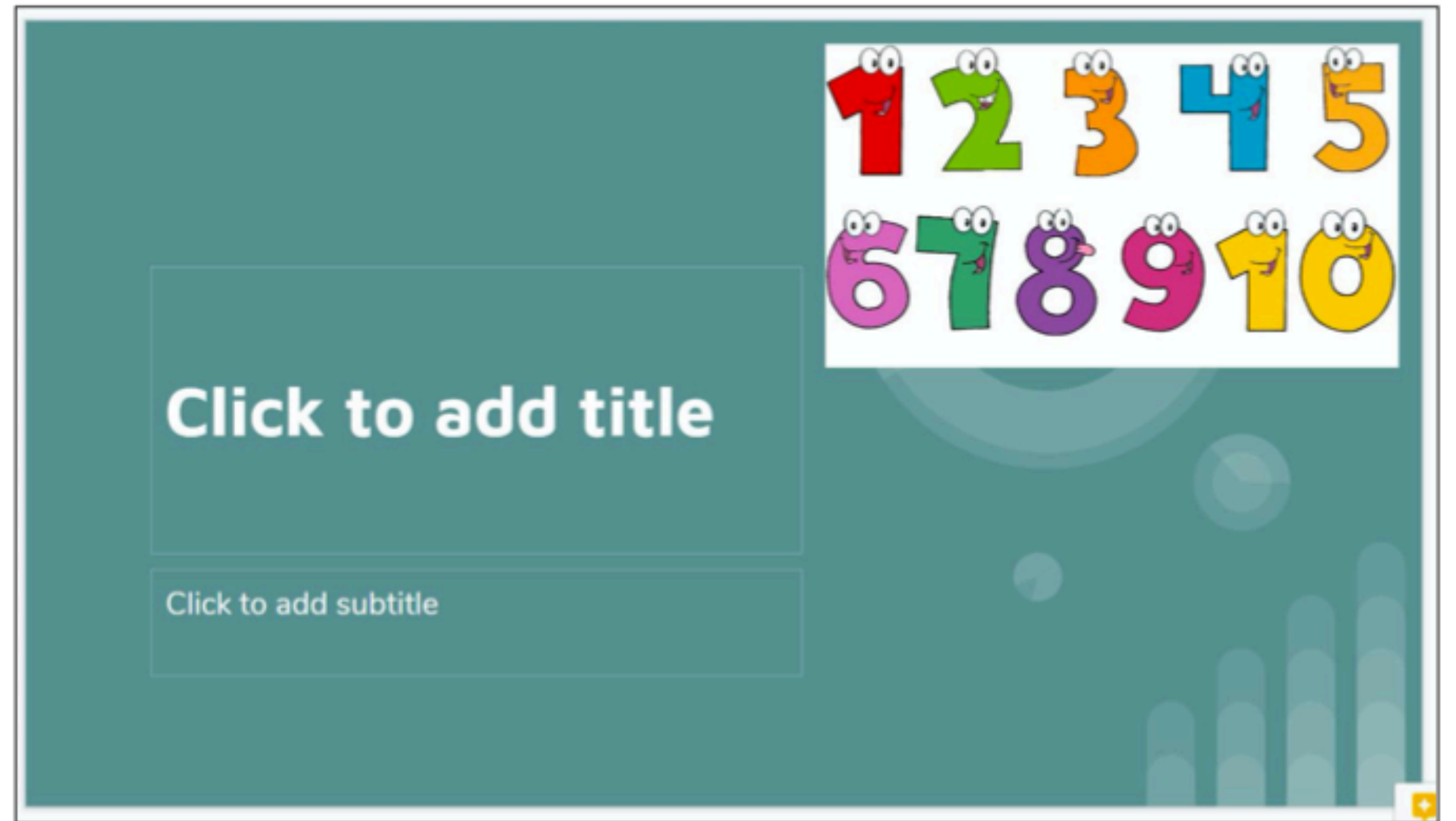
Attaching Images

- To upload an image from your computer, click **Upload from computer**.
- From there, you can select a file to upload.



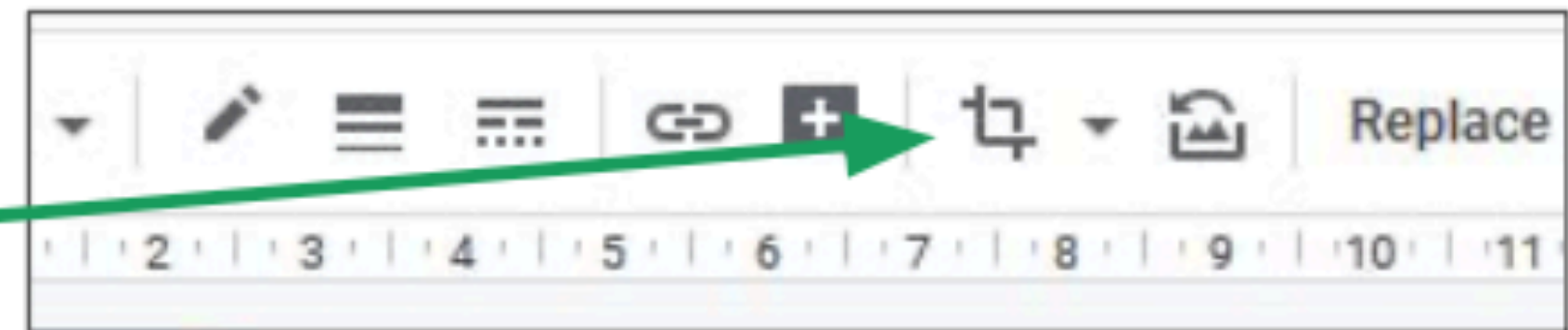
Attaching Images

- The image will appear on your slide.
- Click and drag the image to move it around.



Attaching Images

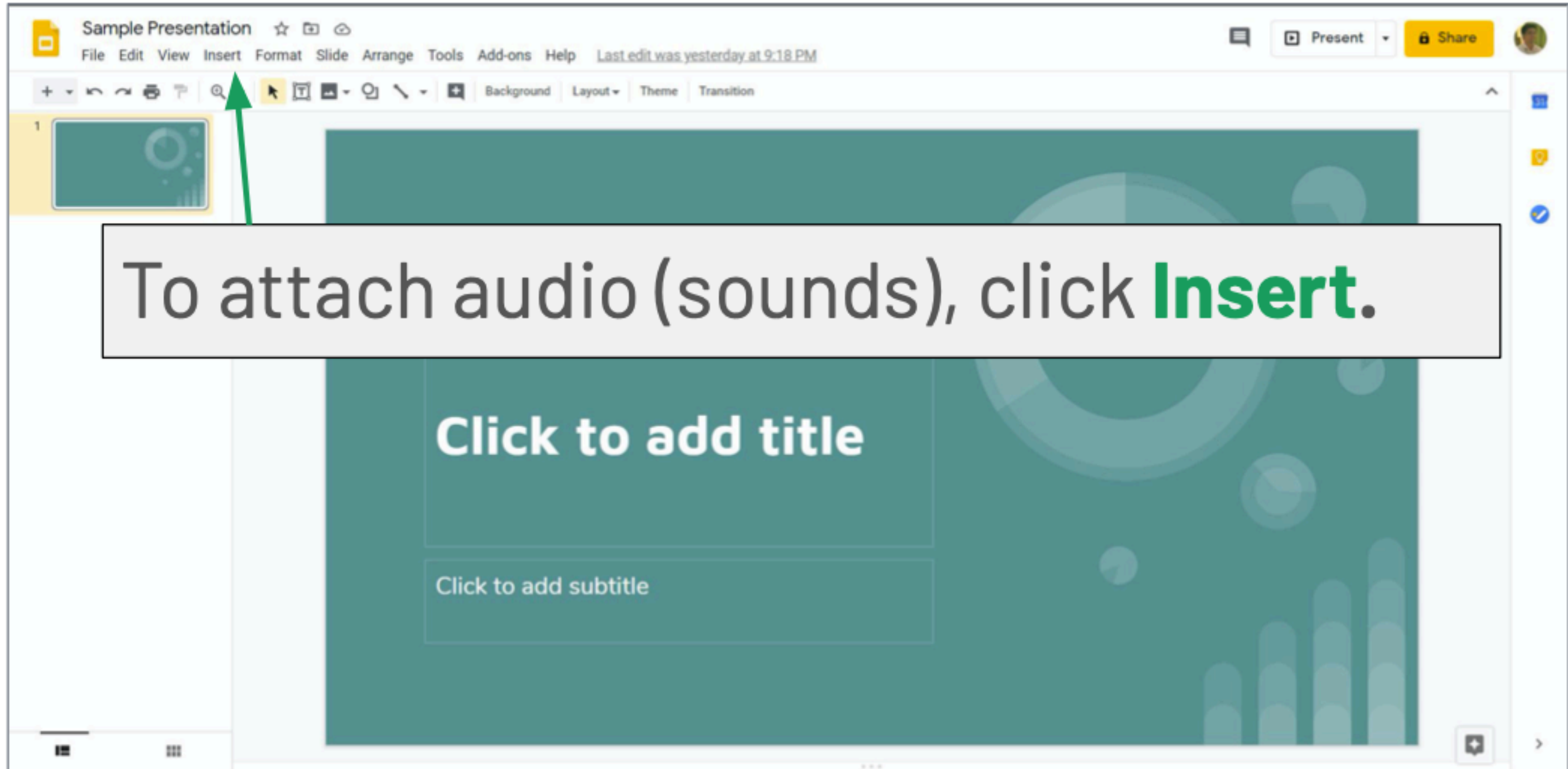
- You can crop an image to cut out part of it.
- Click here, then drag the black borders of the image to crop it.



Attaching Audio

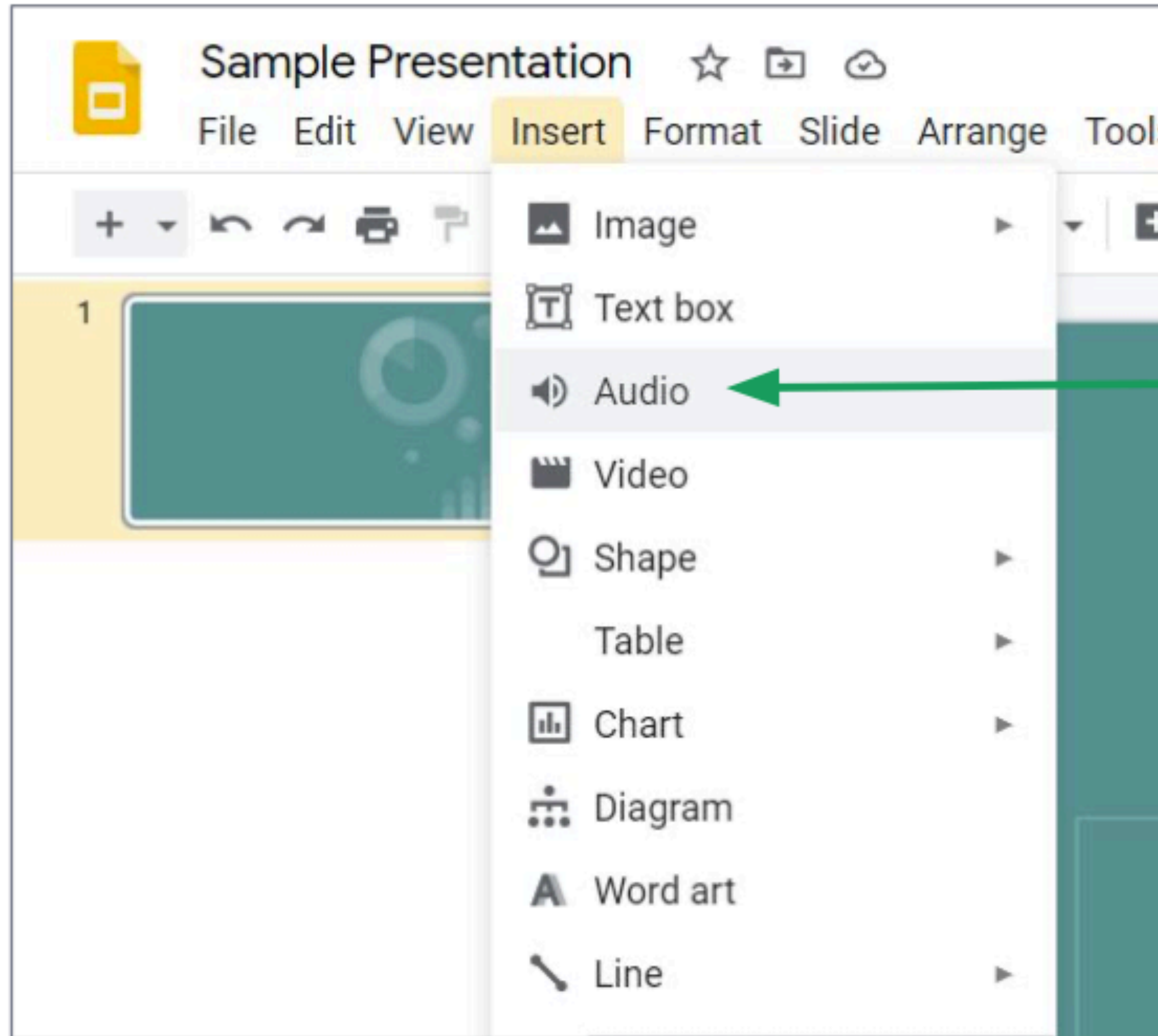


Attaching Audio



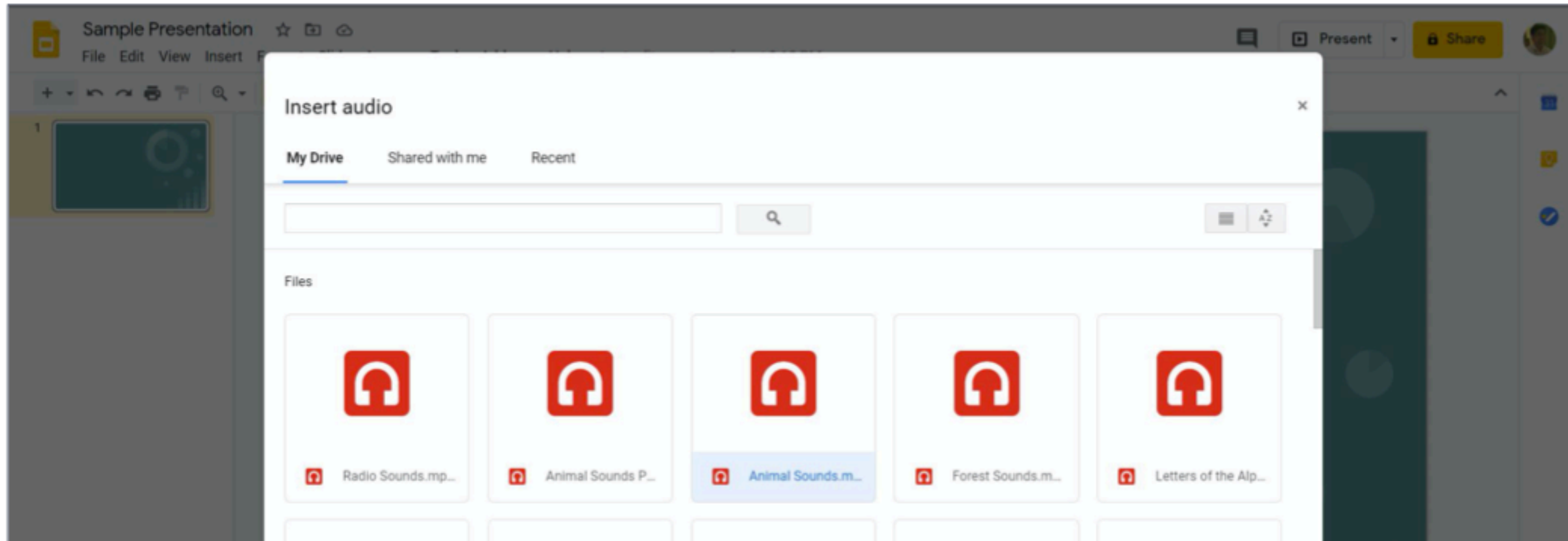
To attach audio (sounds), click **Insert**.

Attaching Audio



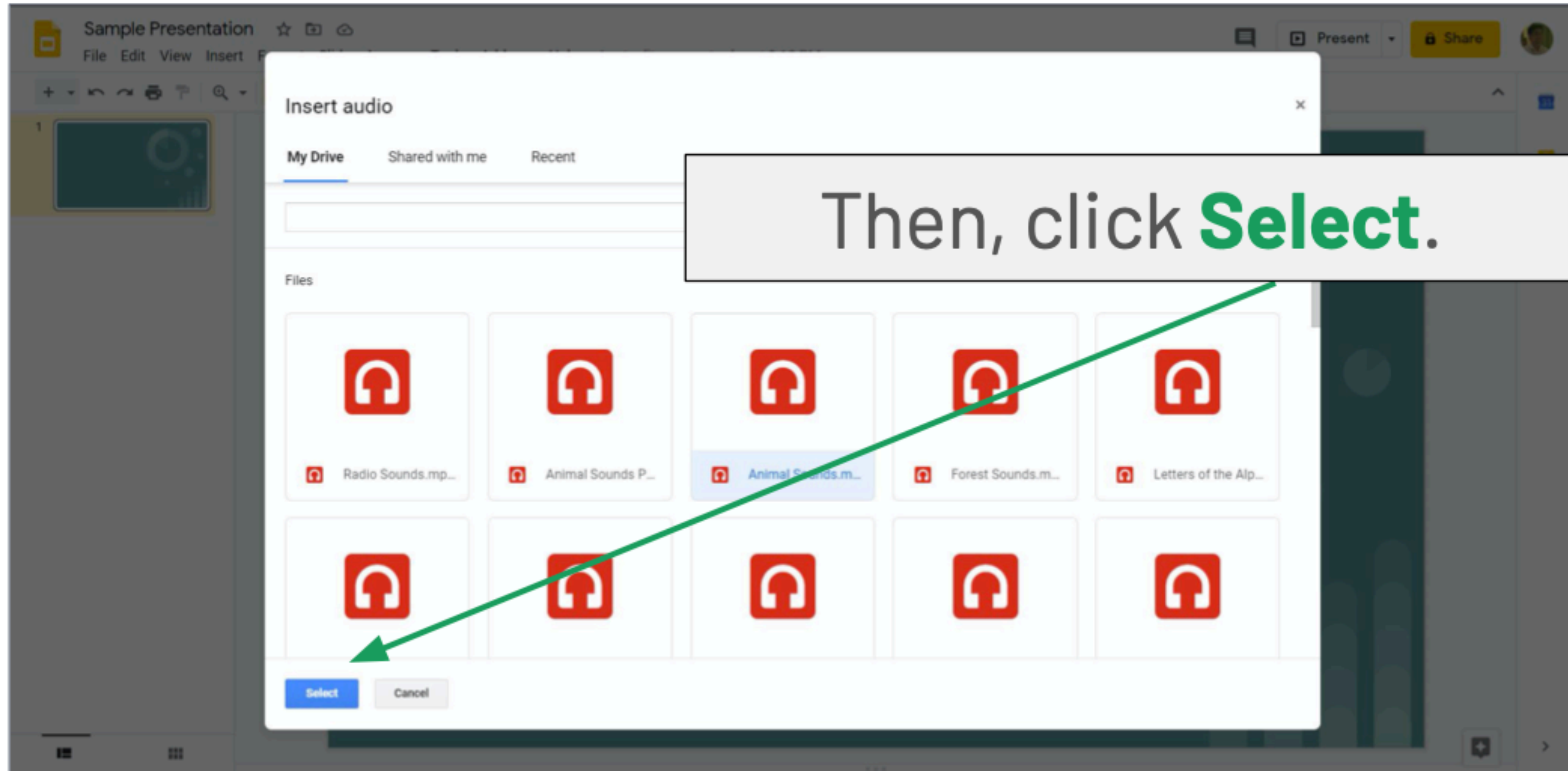
- A sub-menu will appear. Click on **Audio** to insert sounds or recordings.

Attaching Audio



You can only select files from your **Google Drive**. Click the audio file you want to upload.

Attaching Audio



Attaching Audio

The image shows a presentation slide titled "Sample Presentation" with a teal background. A text box at the top reads "Your audio file appears on the slide." Below it is a white audio player with a play button, a progress bar showing "0:00 / 4:10", and a volume icon. A central text box says "Click to add title". At the bottom, another text box reads "Use the panel on the right to adjust the audio." On the right side, a "Format options" panel is open, showing settings for "Audio playback". The panel includes options for "Start playing" (On click selected), "Options" (Volume when presenting slider, Hide icon when presenting, Loop audio, Stop on slide change checked), and other categories like "Size & Rotation", "Position", "Recolor", "Adjustments", and "Drop shadow".

Your audio file appears on the slide.


Click to add title

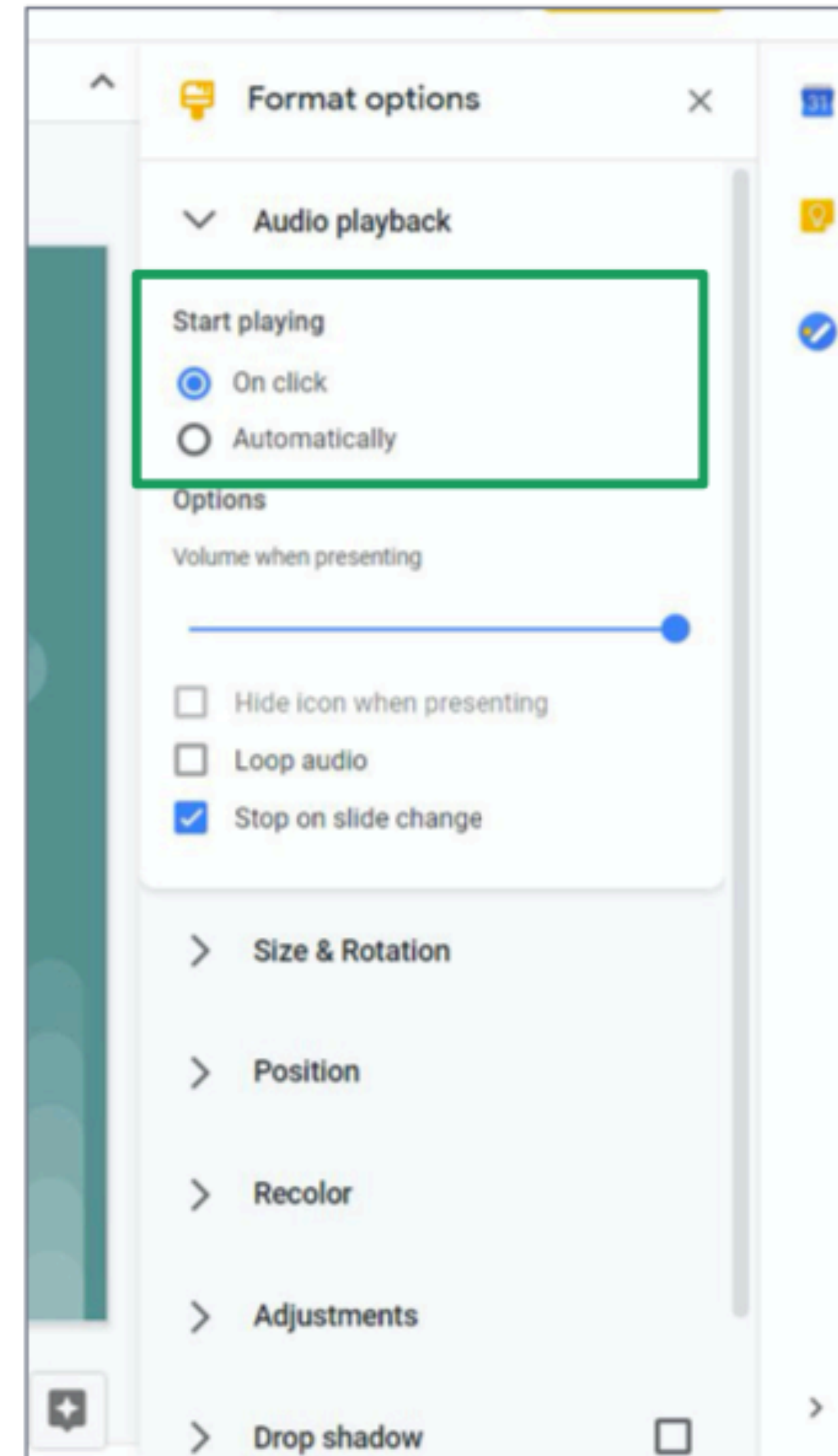
Use the panel on the right to adjust the audio.

Format options

- Audio playback
- Start playing
 - On click
 - Automatically
- Options
 - Volume when presenting
 - Hide icon when presenting
 - Loop audio
 - Stop on slide change
- Size & Rotation
- Position
- Recolor
- Adjustments
- Drop shadow

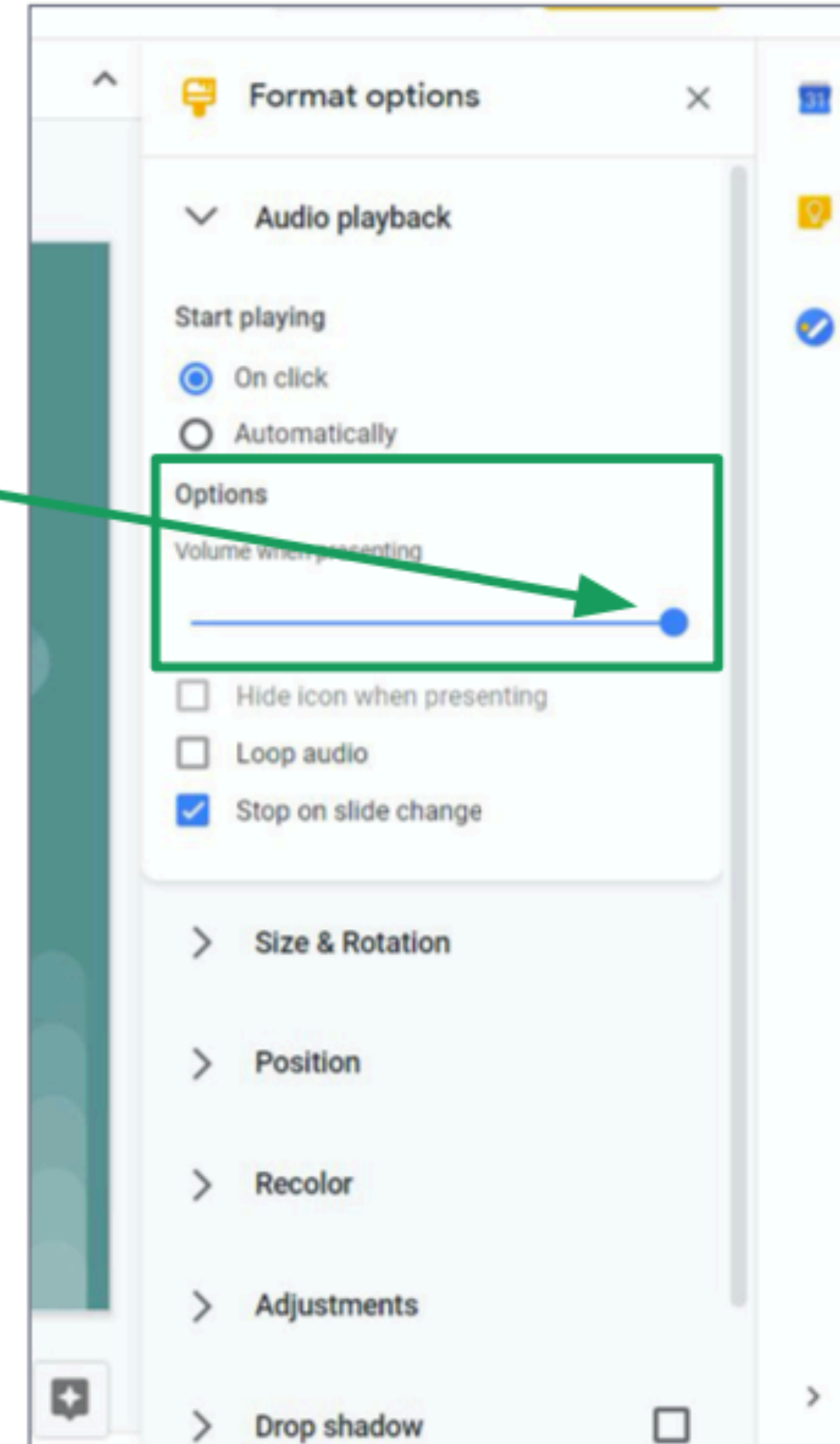
Attaching Audio

- Use the first option to set when to play the audio file.
- **On click** means you have to click  to play the file.
- **Automatically** means to play the file upon presenting the slide.



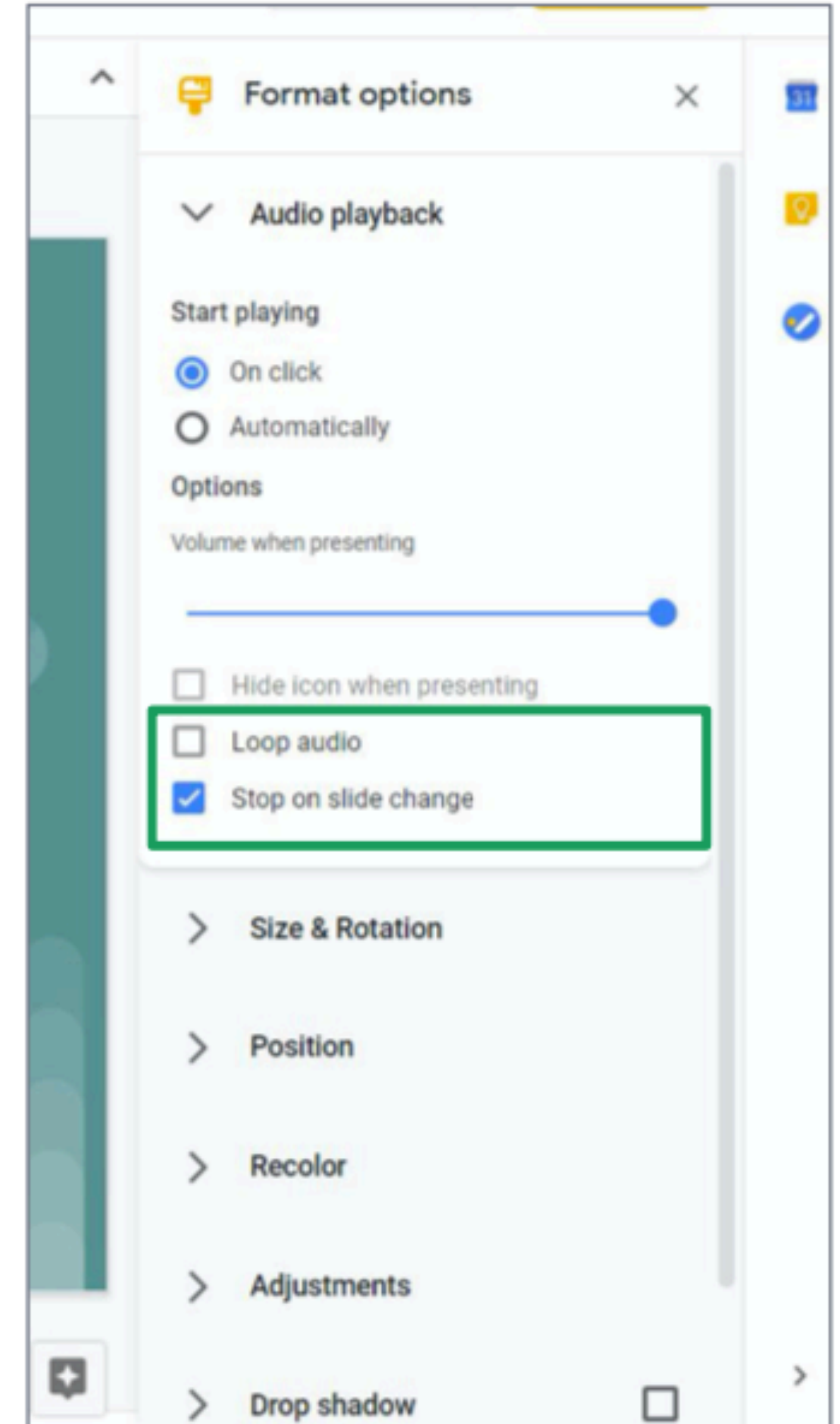
Attaching Audio

- Control the volume of the audio file by dragging the **blue circle** on the horizontal line.
- Move it to the right to make the sound louder, and move it to the left to make the sound softer.



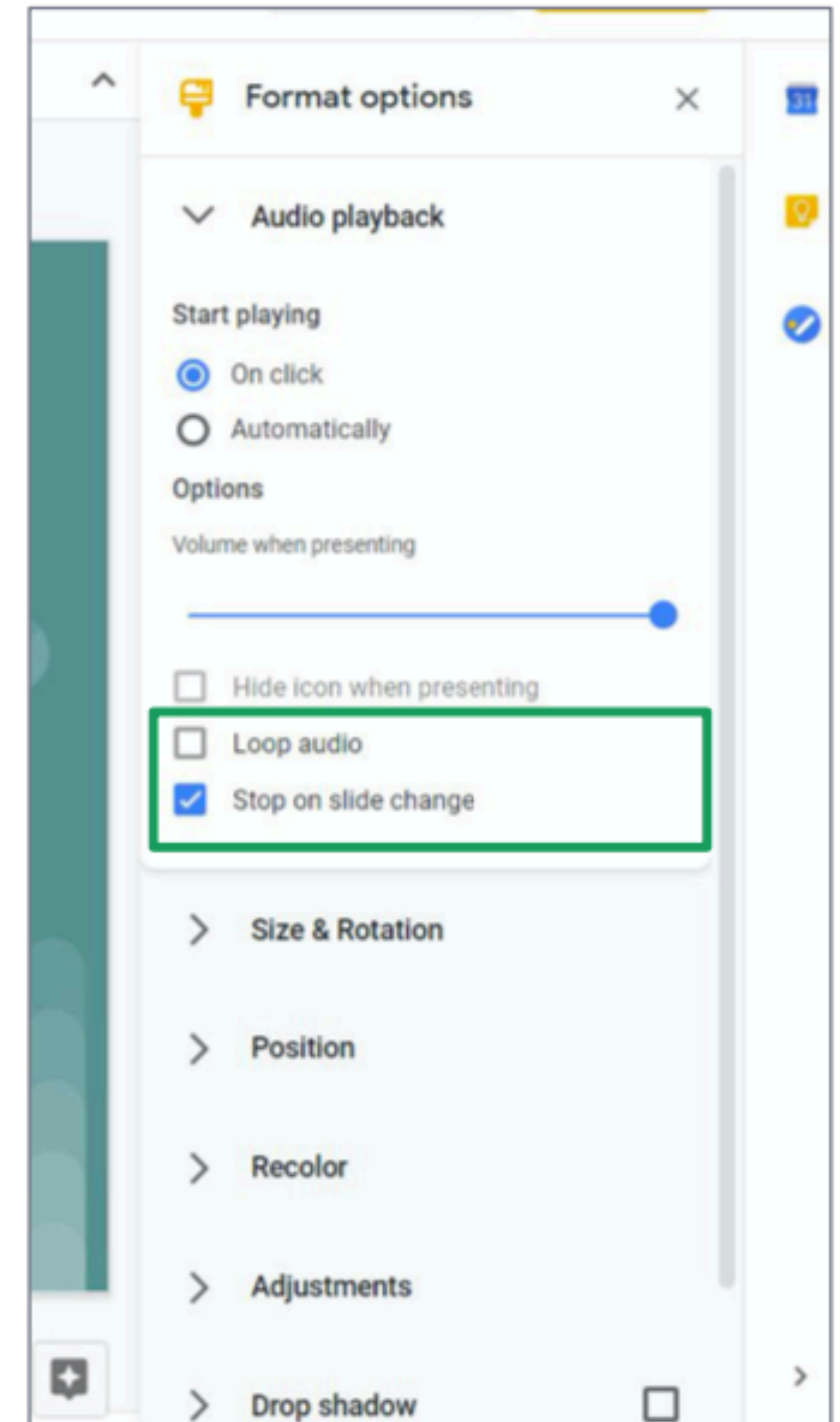
Attaching Audio

- Check **Loop Audio** if you want you want to play the audio file over and over again until the next slide.



Attaching Audio

- Check **Stop on slide change** when you want to stop the audio file from playing on the next slide.



Sharing a Presentation



Sharing a Presentation

- You can share a Google Slides presentation to your classmates so you can all work at the same time.

Sharing a Presentation

- To share a presentation with others, click **Share**.

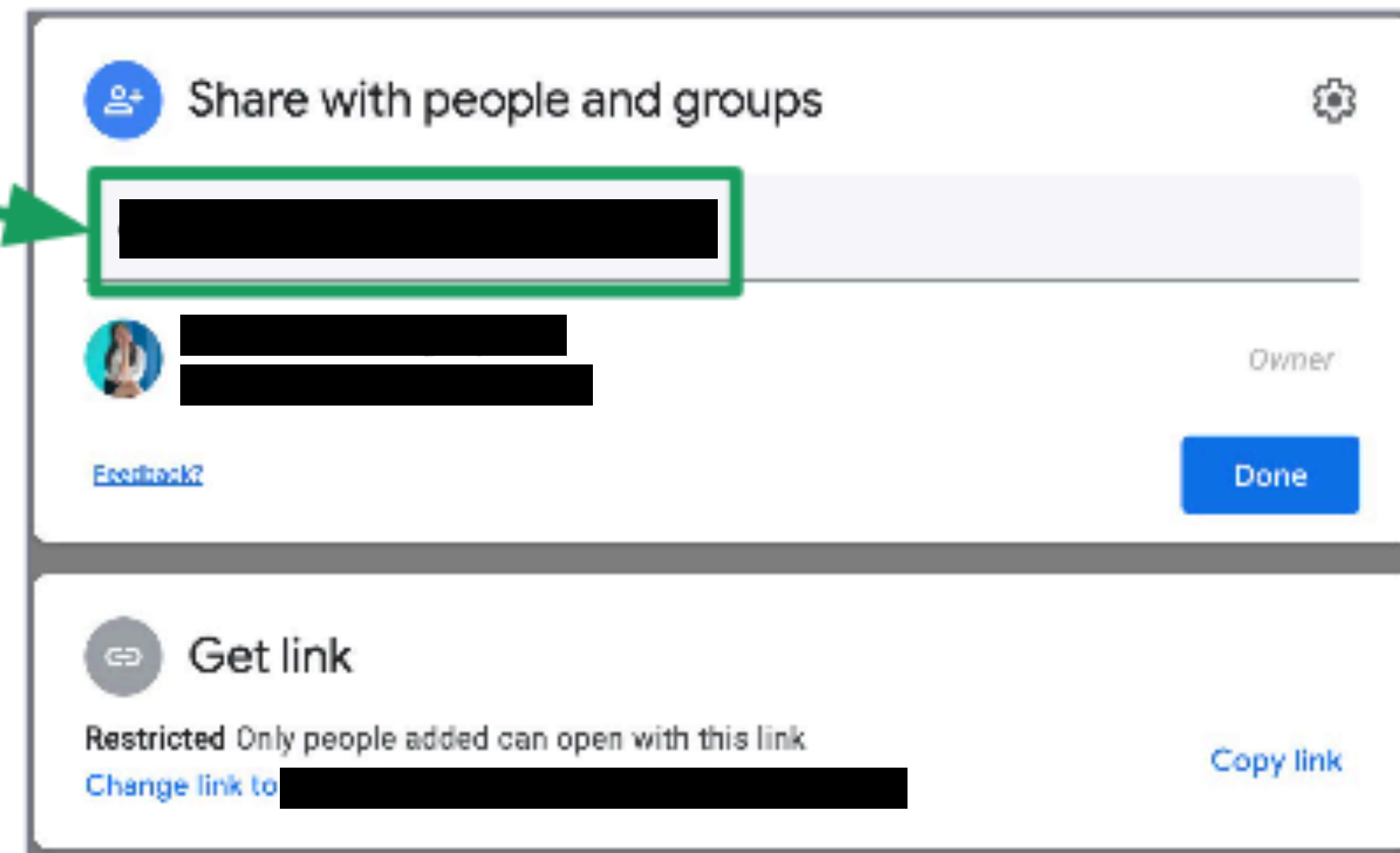


- You can share a presentation in two ways:
 1. Inviting using email
 2. Sending a link

Sharing a Presentation

Step 1:

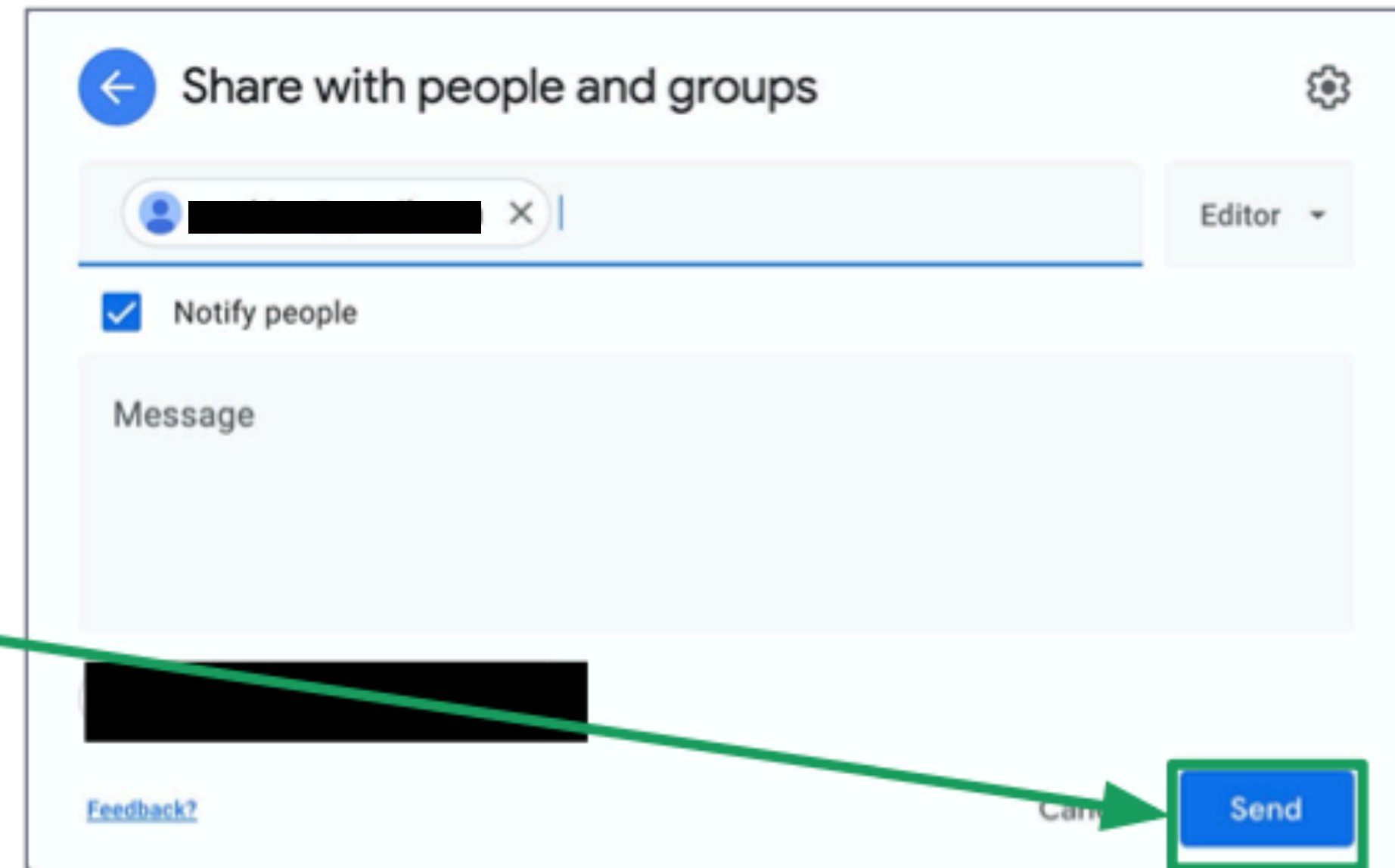
- Type the **email address** of the person you want to share to.



Sharing a Presentation

Step 2:

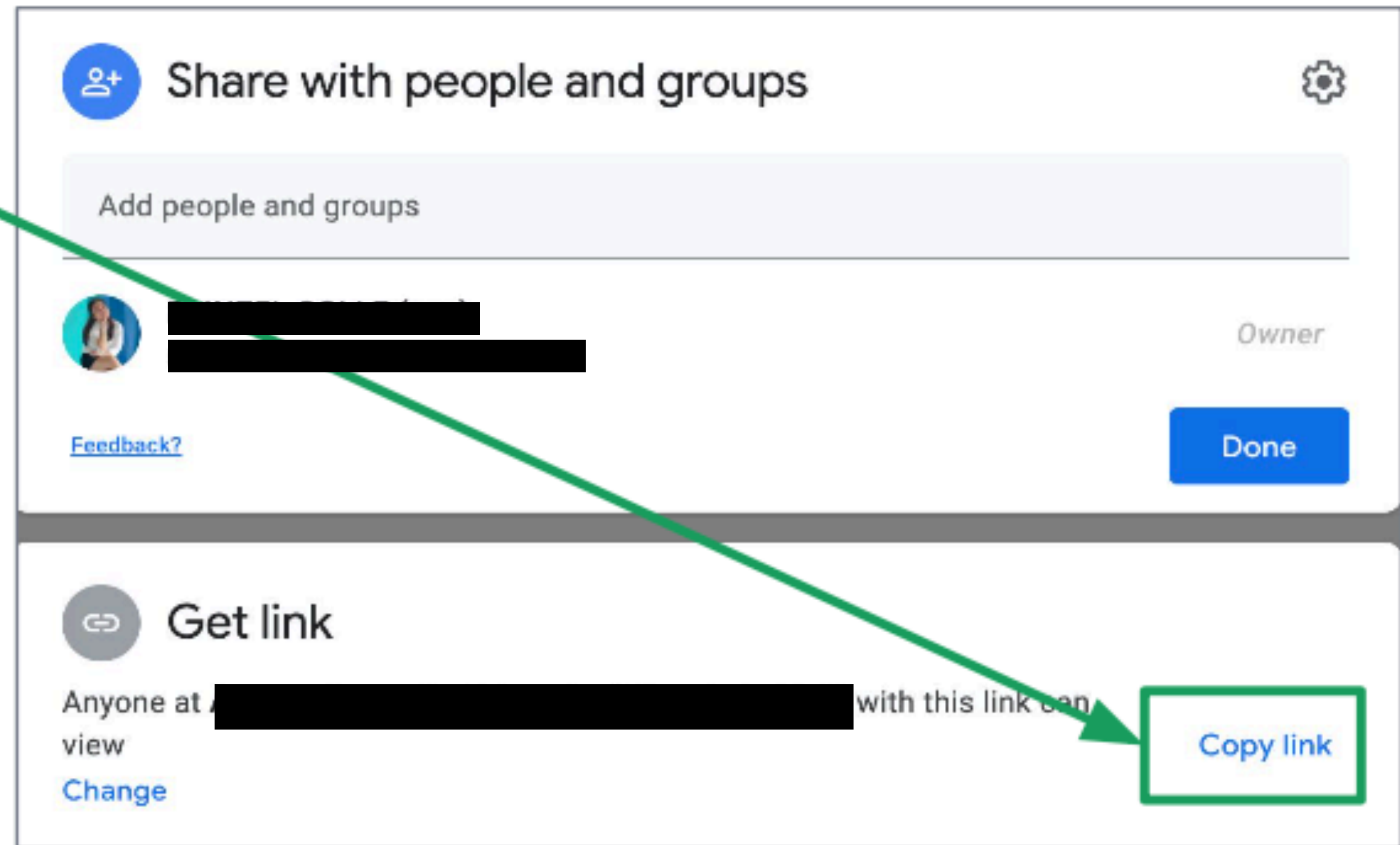
- After typing the email address, press Enter on your keyboard.
- Click **Send**.
- The other person will get an email inviting them to the presentation.



Sharing through a Link

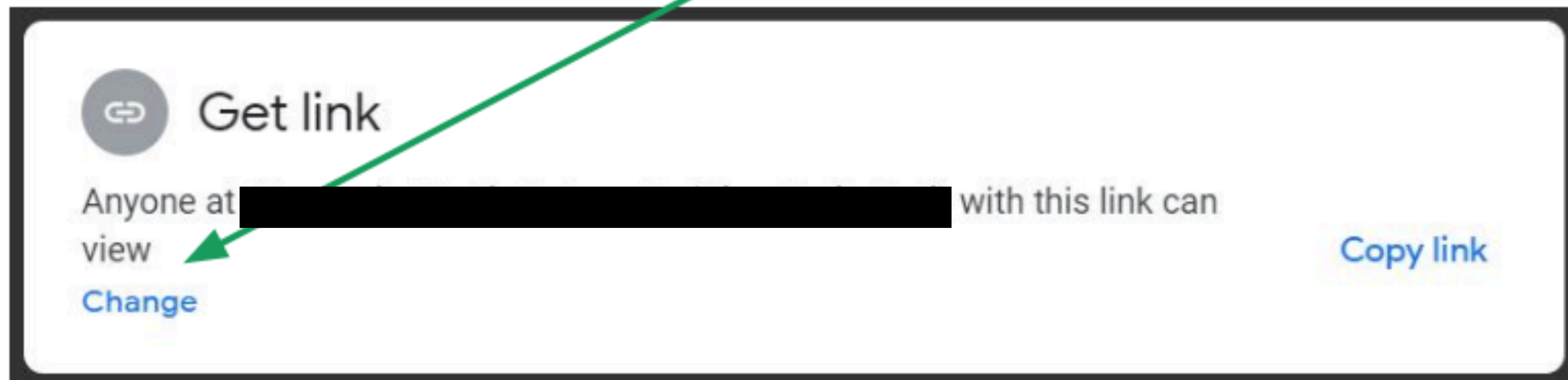
Step 1:

- Click **Copy link** to copy the link to the presentation.



Access Restrictions

- Sometimes, you need to set the sharing options as access to your document may be restricted.
- If people have trouble accessing your document, click **Change**.



Access Restrictions

- If your classmates have issues accessing the jam, choose **Anyone with the link**.



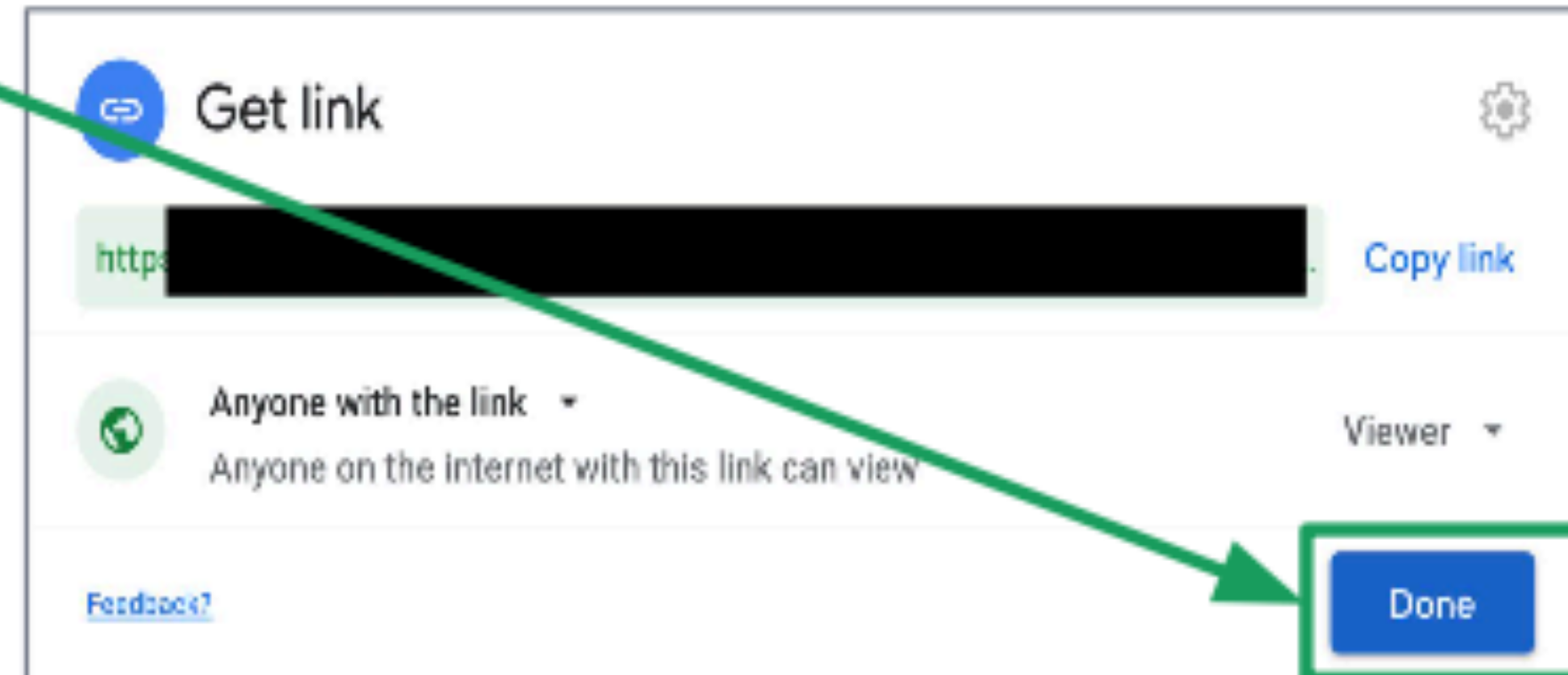
Access Restrictions

- You can also set if people using the link will be a **viewer** or an **editor**.
- Viewers cannot edit the document.
- Editors can edit the document.



Access Restrictions

- Then, click **Done**.



Any questions on this module?

Send an email to your IT Support

- support@chamuel.edu.ph