



Google Slides Introduction

Participants on this Google Slides 1 day course will gain an understanding of the fundamentals of Google Slides, including creating presentations and using themes, adding graphics and formatting, then applying transitions and animations for stylish presentations. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Google Slides, however, you will also benefit from attending this course if you are currently editing presentations created by others.

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	6 students (at Keystroke) 10 students (Your Office)

Course Content

Google Slides Orientation

- Introduction to Slides
- The Google Slides Interface
- The Presentation Title
- The Menu Toolbar
- The Shortcut Toolbar
- Getting Help

Creating Slides

- Creating a Presentation
- Slide Layouts

Formatting Slides

- About Formatting
- Types of Formatting
- The Paint Format Tool

Adding Graphics

- Working with Graphics
- Options for Adding Graphics

Using Diagrams

- Working with Diagrams
- Diagram Types
- Adding Text

Applying Themes

- About Google Slide Themes
- Advantage of using Themes

Transitions and Animations

- About Transitions
- About Slide Animations

Creating Tables and Charts

- Creating and Editing Tables
- Creating and Editing Charts

Showing Presentations

- Presenting with Google Slides

Printing Slides

- Printing Handouts
- Adding and Printing Speaker's Notes



I thoroughly enjoyed the training and learned a lot.

This training helped me in setting the foundations up for me to start using Google Slides. Thanks Brendon.

P. Gaba