



Getting the most out of G-Suite Google Slides Student Handout

Youtube Link

Slide	Notes	Timestamp
	Introduction	0:00
	What is Google Slides? <ul style="list-style-type: none">● Cloud-based presentation program● Create and format visual aids for presentations● Work individually or collaboratively● No additional software to download	0:09
	Why should I use it? <ul style="list-style-type: none">● Automatically saves your work as you go● Software is very collaborative● Share and edit files with teammates	0:24

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 <p>The Explore Feature</p>	<p>The Explore Feature</p> <ul style="list-style-type: none"> • Help come up with new ideas • Find different slides themes • Search google and your own drive to access other resources while still working on your presentation at the same time 	<p>0:43</p>
 <p>How do I access it?</p>	<p>How do I access it?</p> <ul style="list-style-type: none"> • <u>Method 1: (1:08) Gmail.</u> If you're already logged into your UH email, click on the Google Apps Menu in the upper R-hand side of the screen and select "Slides". • <u>Method 2: (1:17) Google Drive.</u> If you're in your Google Drive, click on the "New" button on the upper L-hand side of the screen and select "Slides". • <u>Method 3: (1:30) Web Browser.</u> Type <i>slides.google.com</i> into your web browser. 	<p>0:59</p>
 <p>Guided Walkthrough</p>	<p>Guided Walkthrough</p> <ul style="list-style-type: none"> • <u>(1:38) Creating a new document.</u> Visit <i>slides.google.com</i> to create your document. (Or use methods mentioned above). • <u>(1:57) Templates.</u> Click on the "File" tab in the upper L-hand side of your screen, scroll down to the "New" option, and then select "From Template" to access the pre-made templates from the University of Hawaii or Google Slides. • <u>(2:25) Uploading presentations.</u> Navigate through the "File" tab, select "Open", and then select your existing presentation. You are also able to directly upload the presentation through Google Drive. 	<p>1:36</p>
 <p>Starting your document</p>	<p>Starting your document</p> <ul style="list-style-type: none"> • <u>(2:47) Rename your file.</u> Click on the box that says "Untitled presentation" in the upper L-hand corner to rename your file. • <u>(3:00) Move icon.</u> The folder icon to the right of the naming area of your document gives you the ability to assign a file location for your presentation. • <u>(3:05) Star icon.</u> Click on the star icon to add your file to a list of quick access files on your Google Drive page. 	<p>2:45</p>

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	<p>Interface Layout</p> <ul style="list-style-type: none"> • (3:20) <u>No save icon.</u> All documents are automatically saved to the cloud as you type. • (3:45) <u>Toolbar.</u> Moving across the toolbar from left to right, we have “New Slide”, “New Slide with Layout”, “Undo” and “Redo” buttons, “Print” controls, the “Paint format” button, “Zoom”. features, and all the usual text and font controls. • (3:58) <u>Paint format icon.</u> Use the paint format tool to quickly apply font or shape changes from one area to another. • (4:10) <u>Links, comments, and images.</u> Similar to other Google Suite applications, you can add links, comments, and images to your document. • (4:23) <u>Background, layout, theme, and transition.</u> These buttons allow you to change any number of aspects about your slide or presentation in general. 	<p>3:19</p>
	<p>Presentation Tools</p> <ul style="list-style-type: none"> • (4:35) <u>Speaker notes.</u> There is space on the bottom of each Slide that allows for speaker notes. This allows for easy bullet points or a script to be built corresponding perfectly to the slide in question. • (5:04) <u>Laser pointer.</u> You have access to a small red circle pointer that can be used to direct attention to a particular aspect of the presentation. • (5:17) <u>Closed captioning.</u> With Google Slides you are able to have the presentation itself record and transcribe speech to text for audience members to read. 	<p>4:35</p>
	<p>File tab</p> <ul style="list-style-type: none"> • (5:43) <u>Sharing.</u> Add users to your document and adjust their levels of access. <ul style="list-style-type: none"> ○ <i>Viewers</i> are only able to view and print presentations ○ <i>Commenters</i> can make suggested edits, but any changes they make will have to be approved to make it to the final document ○ <i>Editors</i> have full access to all of the regular functions in the presentation. • By default, UH limits accessibility to ensure security. You will have to change the settings to “anyone with the link” to allow all emails access to your document. 	<p>5:36</p>

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	<ul style="list-style-type: none"> • (7:05) Downloading. Download your file in specific formats such as Microsoft powerpoint or PDF. • (7:17) Version history. Scroll over to “See version history” to access every single version of your presentation that has been saved to the cloud. You can see what changes have been made and by who. You also have the ability to restore the presentation to a previous version from an earlier date. • (8:08) Move. If you need to relocate a file to a different folder, you can click the “Move” option and assign a new destination. • (8:20) Import slides. Import slides from existing presentations within your Google Drive folders 	
	<p>Edit tab</p> <ul style="list-style-type: none"> • (8:40) The Edit tab. This is where you can access the redo, undo, copy, paste, and duplicate tools. 	8:40
	<p>View tab</p> <ul style="list-style-type: none"> • (8:50) The View tab. This is where you can enter presentation mode or add organizational tools such as guides or rulers. • (9:00) Theme builder. Edit the master template and layout for all slides within the theme in order to make a truly custom layout. 	8:50
	<p>Insert tab</p> <ul style="list-style-type: none"> • (9:24) Images. Select images from either your personal computer or from the internet to add to your presentation. • (9:30) Text boxes. Text boxes can be customized like any normal text including changing text size, color, highlight, and font. • (9:43) Audio. Import audio clips from your drive folder. They can be modified with animations to play when slides change or “on-click” to add more cohesion within your slides. • (10:02) Video. <i>Same as Audio.</i> • (10:07) Tables and Charts. Create tables, or import charts from Google Sheets to show data in a visual demonstration. 	9:15

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	<ul style="list-style-type: none"> • (10:24) Shapes. Manipulate symbols and shapes to accent other elements within the presentation to make a unique background that amplifies your theme. 	
	<p>Format tab</p> <ul style="list-style-type: none"> • (10:35) The Format tab. Access additional text controls such as “Strikethrough,” “Superscript,” and “Subscript.” You can also modify the “Capitalization” to “Lowercase,” “UPPERCASE,” or “Title case.” • (10:47) Format option. This provides more control on the placement of your objects or text boxes such as the “size & rotation”, “position”, “text fitting”, “drop shadows”, and “reflections”. 	10:35
	<p>Slide tab</p> <ul style="list-style-type: none"> • (11:01) The Slide tab. Change elements within slides such as adding or removing slides, changing the layout, or even the theme of the entire presentation. • (11:09) Transitions. Alter how slides morph into the next. 	11:01
	<p>Arrange tab</p> <ul style="list-style-type: none"> • (11:29) The Arrange tab. Change the orientation and placement of elements relative to each other. 	11:29
	<p>Tool tab</p> <ul style="list-style-type: none"> • (11:47) The Tool tab. This is where you can access the dictionary and spell check feature. 	11:47

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	<p>Add-on tab</p> <ul style="list-style-type: none"> • (11:57) Add-on tab. The “Add-on” tab allows you to view all sorts of 3rd-party software add-ons. 	11:57
	<p>How to access Slides offline</p> <ul style="list-style-type: none"> • (12:06) How to access Slides offline. Google search “Google Slides Offline Chrome Extension”, and click on the first official google support page titled “Work on Google Docs, Sheets, & Slides offline.” Follow the instructions on the page to install and use the extension. 	12:06
	<p>Additional considerations</p> <ul style="list-style-type: none"> • (12:51) Pros <ul style="list-style-type: none"> ○ Work on your presentations anywhere with internet access ○ Collaborate with other synchronously or asynchronously ○ Backup and access your work remotely without downloading any special software ○ Improve your organizational sense • (13:12) Cons <ul style="list-style-type: none"> ○ G-Suite product learning curve ○ File conversion issues when saving your presentation to PowerPoint files. 	12:41
	<p>Thank you</p> <p>Check out the other videos in our G Suite Workshop Series!</p> <p>Phone: (808) 689-2750 Email: uhwowc@hawaii.edu Website: westoahu.hawaii.edu/noeaucenter</p>	13:38