

Google Slides

Develop Digital Presentation Creation Skills to Present with Confidence

Courseware #5002



CCI Learning®
IGNITING POSSIBILITIES

Unit 1: Environment and Navigation

Overview

Get comfortable working in Google Slides by exploring its interface, tools, and navigation options. This unit introduces the essentials such as creating and managing slide decks to customizing views and configuring slideshow settings. Upon successful completion of this unit, you should be able to understand the following:

- Getting Started
- Managing Slides
- View and Layout Options
- Slideshow Configuration
- Collaboration and Comments

Lesson 1: Getting Started

Lesson Objectives

This lesson introduces the basics of creating, managing, and working efficiently within your presentations. Upon completion of this lesson, you should be able to understand the following:

- Slides Interface
- Slideshows
- AutoSave
- Know Keyboard Shortcuts
- Hide Menus

Slides Interface

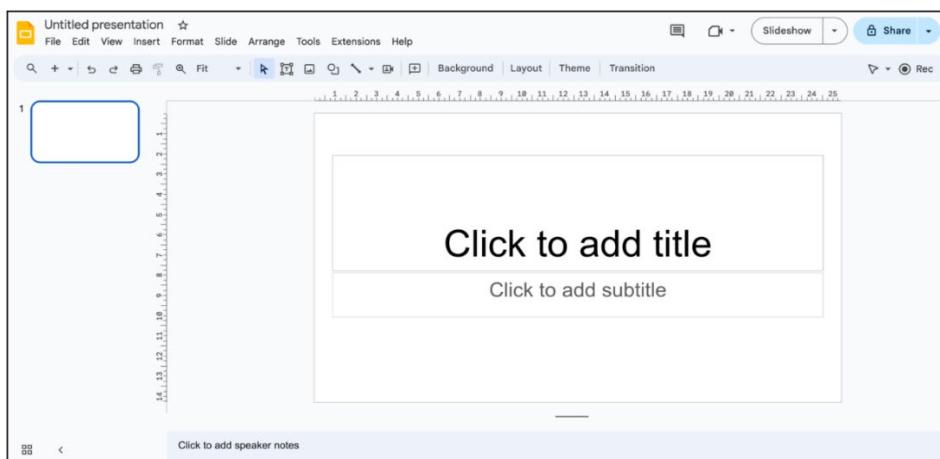
When you create a new presentation in Google Slides, the interface for Slides will appear. This interface displays the main view of your presentation. The Slides interface uses a classic menu with a shortcut toolbar. Menus categorize commands by function, while the shortcut toolbar offers quick access to frequently used commands. The Slides interface allows you to add animation, narration, images, and video. You can change the design of your Slides using the Background, Layout, Theme, and Transitions shortcuts.

The Slideshow button allows you to:

- Display the Slides in Presenter view
- Start the presentation from the beginning
- Cast the presentation to a different screen

The Share button allows you to:

- Copy the link
- Change the access settings
- Give specific people access to the Slides
 - Give different types of access to each user



Shortcut Toolbar	A collection of shortcuts to features and commands you use frequently in Slides.
Background	The picture or color behind your slide's content.
Layout	The way your text and images are arranged on a slide.
Theme	A preset group of colors, fonts, background, and layouts.
Transitions	The visual effect that occurs when you move from one slide to the next during a presentation.

Sometimes, you may need to share your slideshow to get feedback from your team or to have them edit specific slides of information. Ensure that when you share your slideshow externally, you give correct read/write/edit access to the people with whom you are sharing.

Learn Task 

Access the Learner Workbook to complete the Learn Task for this skill.

Slideshows

With Slides, you can create, present, and collaborate on online presentations in real-time and from any device. Slideshows are created to present a topic and break out new ideas into different slides. Presenters can advance the slides manually or automatically using the animation feature.

Slides allow you to present text and images displayed on screen, often to a large audience. The left-hand side pane displays the number of slides in your presentation. You can use the thumbnails to navigate to each separate slide in your presentation.



Add new slides to your presentation:

- In the left-side slide thumbnail pane, select the + icon
- Use **Ctrl + M** (or **Cmd + M** on a Mac) to add a new slide

Note: The general rule of thumb is no more than one idea per slide.

Philip needs to add some placeholder slides for his colleague, Megan, to add her information to their big presentation next week. He selects the + and adds some Blank slides for Megan's use. He leaves her a couple of comments, so she is aware of where to fill in her information to present.

Learn Task 

Access the Learner Workbook to complete the Learn Task for this skill.

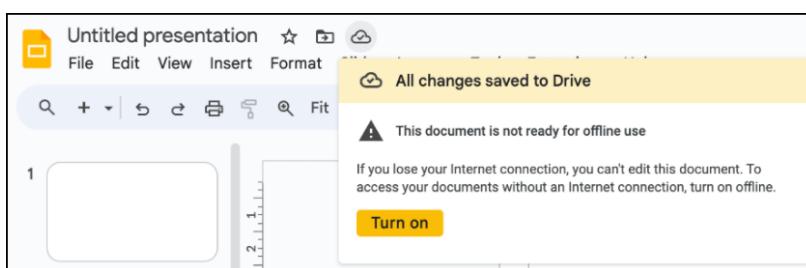
AutoSave

If you are connected to the internet, your presentation changes will automatically be saved in Slides.

To work on a document offline:

Hover over and select the **See document status** (the cloud with a checkmark in it) icon > Select **Turn on**

Note: You will notice the yellow bar with the See document status (cloud) icon that states, "All changes saved to Drive." This is the location where your document will be stored in the Cloud.



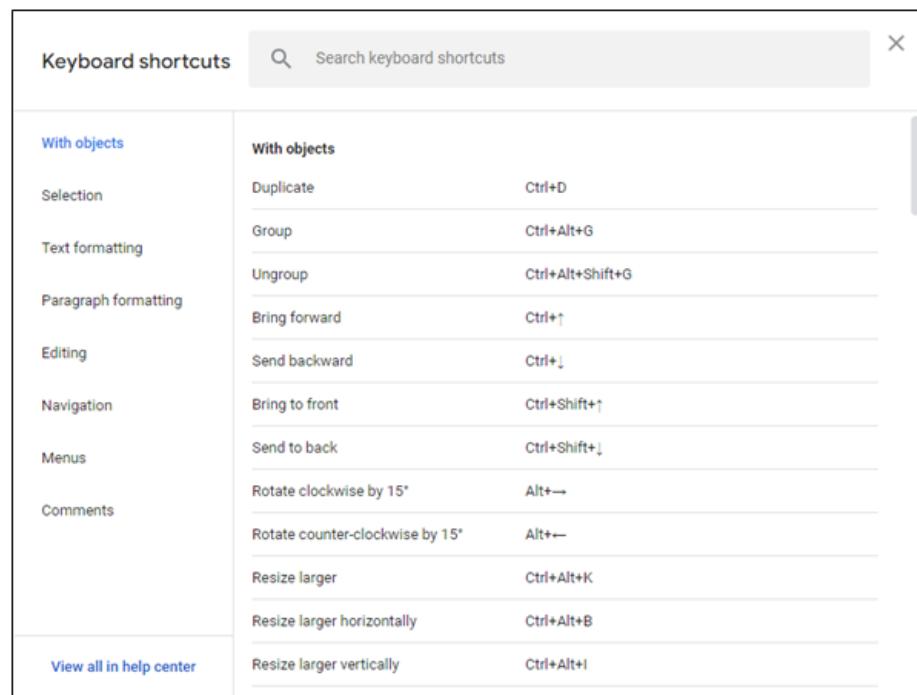
Offline	Not being internet-connected and having documents saved to your local hard drive.
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Trayson is traveling for work and knows that the internet connection on his train will not be reliable, so he uses the offline document feature to work on a document. Once he gets back onto a reliable internet connection, he makes edits and saves it back to the Cloud.

Learn Task **Access the Learner Workbook to complete the Learn Task for this skill.**

Know Keyboard Shortcuts

Keyboard shortcuts are beneficial to creating a document on a computer. Keyboard shortcuts can help you work more quickly and efficiently. They can also help you be more productive by allowing you to do multiple tasks at once. In addition, keyboard shortcuts can help you lock your screen or switch between windows and apps. Mastering keyboard shortcuts can help you get your work done faster.



To open a quick list of keyboard shortcuts in Google Slides, use **Ctrl + /** (Windows, Chrome OS) or **Cmd + /** (Mac).

Keyboard Shortcuts	A key or combination of keys providing quick access to a particular function within a computer program.
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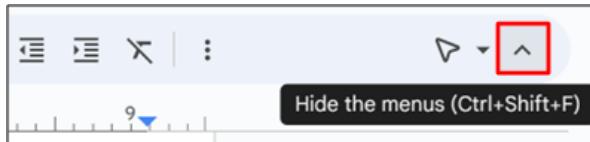
Lila was racing against the clock to complete her Google Slides presentation on urban planning innovations before the deadline. To expedite the process, she used keyboard shortcuts like **Ctrl + D** to duplicate slides and **Ctrl + Shift + Up** to move them quickly within the deck. These shortcuts significantly sped up her workflow, allowing her to focus more on refining the content rather than navigating the interface. Thanks to her efficiency, she finished the presentation ahead of time, leaving her with extra moments to practice and perfect her delivery.

Learn Task **Access the Learner Workbook to complete the Learn Task for this skill.**

Hide Menus

Declutter your digital workspace by hiding menus in Google Slides. Toggle menus on and off to allow you to focus solely on your content without distractions. This basic feature can help you become more productive.

Access the option to hide the menus by navigating to the top right-hand side of Google Slides and selecting the arrow.



Shelby is working on her architectural presentation for her class at the university. She plans to use animations in her slides to illustrate the evolution of the designs a firm has created. She works with different elements and only has a small laptop screen. She toggles the arrow to hide the menus to give her more space to design.

Learn Task 

[Access the Learner Workbook to complete the Learn Task for this skill.](#)

Assessments 

[Access the Learner Workbook to complete the Practice Exercise and Practice Questions.](#)

Lesson 2: Managing Slides

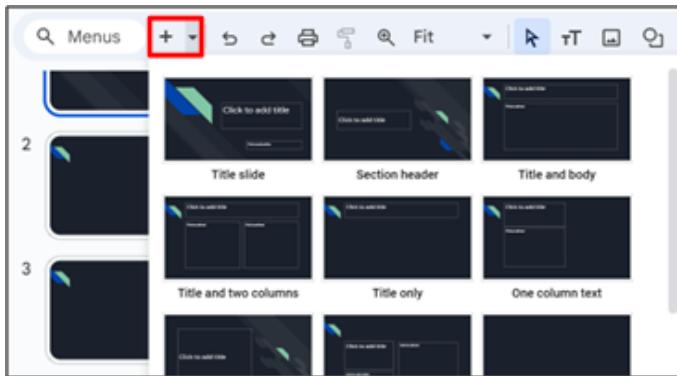
Lesson Objectives

Learn how to add, organize, and control the visibility and layout of slides within a presentation. This lesson introduces essential slide management tools to help you structure your content effectively. Upon completion of this lesson, you should be able to understand the following:

- Insert a Slide
- Insert Slides
- Hide a Slide
- Change Slides Orientation

Insert a Slide

Inserting a slide in Google Slides is an essential skill. Add new slides to your presentation, whether by copying an existing one, choosing from pre-designed templates, or creating one from scratch.



Insert a slide into your presentation:

1. Select the down arrow next to the **+** in the menu > Choose a layout for your new slide.
2. Watch the new slide appear in the left-hand menu.

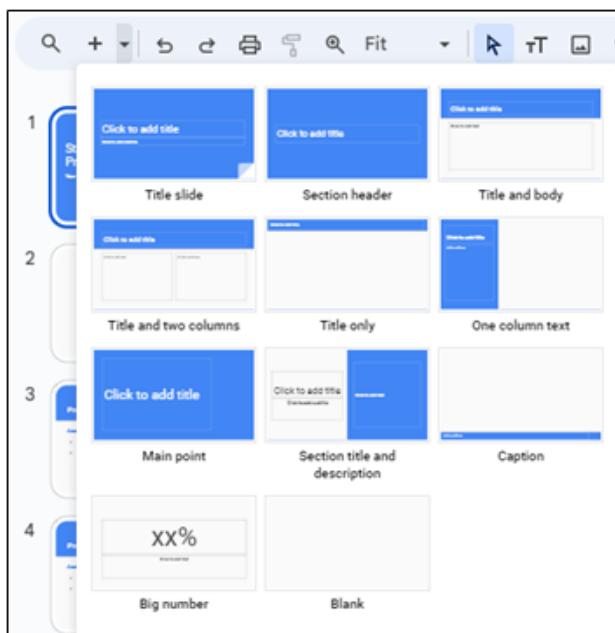
Maria, a data scientist, is tasked with presenting her research findings to her department. She starts a new Google Slides presentation. She adds a new slide to her title slide to present her main point. When she wants the same format later in her presentation, she copies that slide and pastes it. By doing so, she keeps her presentation consistent and organized.

Learn Task 

[Access the Learner Workbook to complete the Learn Task for this skill.](#)

Insert Slides

There may be times when you will have to add new slides to your presentation or insert a specific kind of slide included in your theme and templates. View options when you go to insert a new slide.



To add a slide with the same layout as the current slide:

- Go to the far left of the toolbar > Select **New slide** icon (+ symbol)

To add a slide with a different layout:

- Go to the far left of the toolbar > Select **New slide with layout** (**New slide** drop-down arrow) > Choose a slide

Note: If you're using Google Slides on a work or school account, you may not view New slide with layout if your administrator has enabled organization-branded slides.

Rinae was finishing her presentation on sustainable fashion when she realized she forgot to include an important part about eco-friendly materials. She quickly used the insert new slide feature to add detailed information about organic cotton, recycled polyester, and bamboo fabrics. This new slide fit perfectly into her presentation, making sure she covered everything. Her thorough and well-organized presentation impressed her professor and demonstrated the importance of sustainability in the fashion industry.

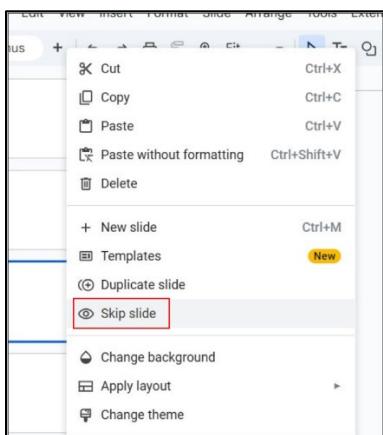
Learn Task 

Access the Learner Workbook to complete the Learn Task for this skill.

Hide a Slide

Hiding slides is particularly useful when you have added slides to a presentation that provide different levels of detail on the subject matter, perhaps for different audiences. You can hide slides in your presentation to keep the information relevant to your current audience and leave out information when needed. By hiding a slide, you prevent it from popping up in your presentation without deleting it.

To hide one or more slides:



Select the slides that you want to hide, right-click, and choose **Skip slide**.

Skip

To pass over without notice or mention.

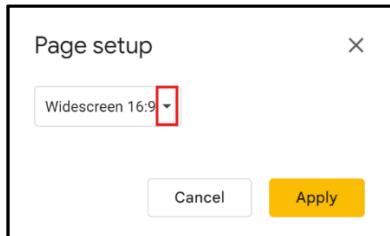
Arjun was preparing a slideshow on renewable energy solutions for an upcoming conference. While reviewing it, he decided that one of the detailed financial analysis slides was too complex for his general audience. He used the Skip slide feature to hide the information, keeping it for future reference but not displaying it during the main presentation. This choice helped him keep a clear and engaging flow, making sure his key points were effectively communicated to the attendees.

Learn Task 

Access the Learner Workbook to complete the Learn Task for this skill.

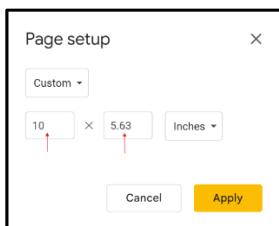
Change Slides Orientation

You might want to change the size, shape, or orientation of your slides for presentation or to simplify printing. You can choose landscape, portrait, or custom page setups that fit your needs. You can use this for presenting your slides or printing them to the appropriate size.



Google Slides usually comes in a horizontal layout. If you want to change the format and have vertical slides, you only need to follow three basic steps:

1. Go to **File > Page setup**.
2. Select **Page size** drop-down arrow > **Custom** to change the actual size of the slide (The value on the left represents how wide your slide will be, and the one on the right is the height).
3. Make your width (left) smaller than your height (right) to make the slide vertical.



4. Select **Apply**

Jeremy was making a Google Slides presentation for an architectural design proposal and noticed that the landscape orientation didn't display his vertical building layouts well. He used the Page setup feature to switch the slides to portrait mode, which worked better for his detailed floor plans and elevation views. This change made his designs appear clearer and more professional. When he presented it to the clients, they appreciated the clarity and detail, thanks to his quick use of slide orientation.

Learn Task 

[Access the Learner Workbook to complete the Learn Task for this skill.](#)

Assessments 

[Access the Learner Workbook to complete the Practice Exercise and Practice Questions.](#)

Lesson 3: View and Layout Options

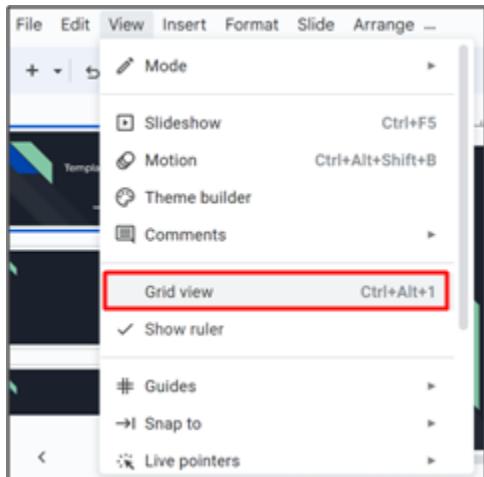
Lesson Objectives

In this lesson, you will be introduced to layout features that help you organize and prepare your presentation for editing, reviewing, or printing. Upon completion of this lesson, you should be able to understand the following:

- Use Grid View
- Fit Option
- Select All Slides
- Print Slides

Use Grid View

Manage and organize your slides with Grid View in Google Slides. The grid interface lets you view all your slides at once, making it quick to rearrange, group, and organize. Viewing your presentation in Grid View allows you to stay organized and control your content.



To go to Grid View:

1. Select **View** from the menu > Select **Grid view** to toggle the view on/off.
2. You can also use the small four-square icon at the bottom of the page (left) or the keyboard shortcut, **Ctrl + Alt + 1** (or **Cmd + Option + 1** on a Mac).

Once in Grid View, you can:

- Select one or many slides
- Drag/Drop slides to reorder them
- Copy/Cut/Paste them in a new order

Grid View

To view all your slides at once, as thumbnails.

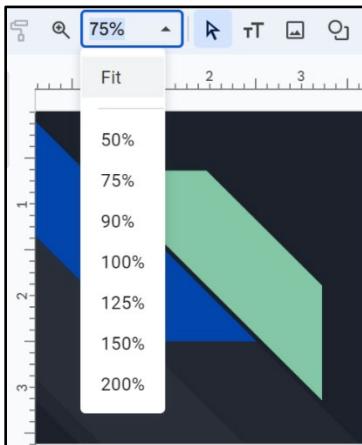
Kayla is producing a curriculum about digital marketing and needs to rearrange her presentation to switch around topics. She needs to be able to view the layout from a bird's-eye view, so she uses Grid View to examine it. She rearranges the content based on what she thinks makes sense for digital marketing.

Learn Task 

Access the Learner Workbook to complete the Learn Task for this skill.

Fit Option

Use the Zoom function to increase or decrease the slide size on your screen. Zoom in to get close to the details and zoom out to decrease the details. You can also fit the slide to the entire screen automatically.



Select the **Fit** drop-down menu > Choose a percentage or the **Fit** option to increase or decrease the appearance of your slide in size.

Tully is working on detailed slides for a business plan presentation at the local college. They have multiple screens open but need to view the slides in full. Tully uses the Fit function to change the size of their slides in the window so they can view the slides while they continue to work on other screens. By doing so, Tully is able to work more efficiently on their slides.

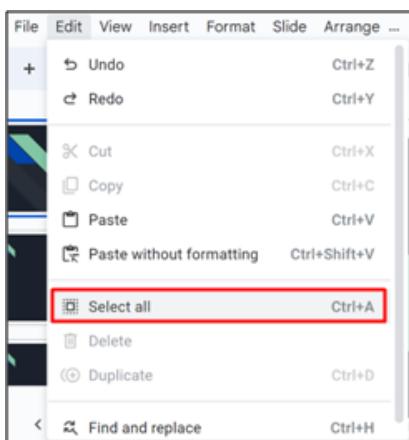
Learn Task

Access the Learner Workbook to complete the Learn Task for this skill.

Select All Slides

Selecting all slides in Google Slides saves time when editing your presentation. You can highlight and change your entire presentation with formatting, adding animations, or rearranging slide order. This will help boost your productivity and efficiency in presentation creation.

- Select all slides using **Edit** menu
- Go to **Edit > Select all**



Select all slides using the Shift key:

1. Open your Google Slides presentation and switch to **Normal View**.
2. Select the first slide you want to select to highlight it.
3. Use the **Shift** key on your keyboard and select the last slide in the group you want to select.

By doing this, all the slides in between are highlighted and selected:

1. Select any slide on the **Slides** panel.
2. Select **Ctrl + A** (or **Cmd + A** on a Mac) on the keyboard.

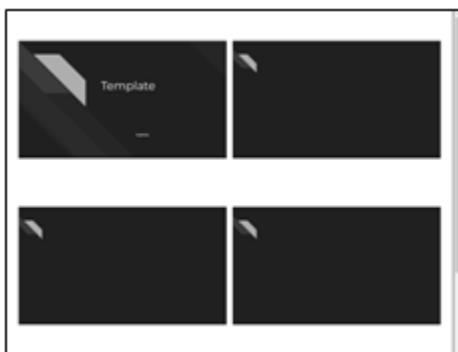
With this method, you can conveniently and quickly choose all the presentation slides at once, making it straightforward to make any necessary adjustments.

Learn Task 

Access the Learner Workbook to complete the Learn Task for this skill.

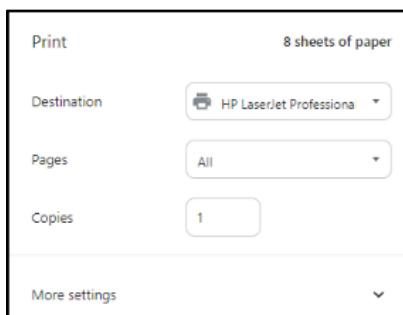
Print Slides

There are various options and settings available for printing, from choosing paper size and orientation to selecting which slides to include. By using the printing feature for slides, you can create printed handouts, speaker notes, and physical copies of your presentations.



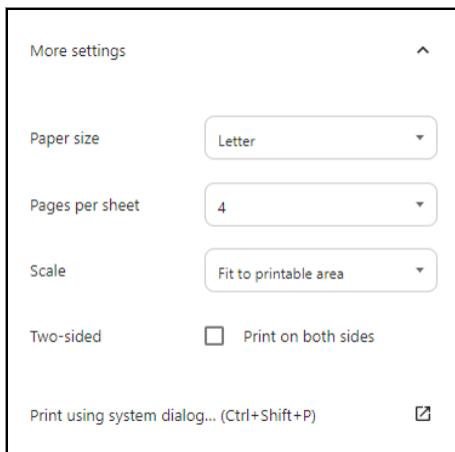
Print Your Document:

1. Navigate to **File**, then **Print**.
2. Select your printer, specify print settings (like page range and copies), and select **Print**.



The different properties you can use in print mode are:

- **Destination:** Where the documents will be printed
- **Pages:** Which pages to print
- **Copies:** How many sets of slides will be printed
- **Paper size:** How big will the paper be
- **Pages per sheet:** Indicate how many slides per sheet
- **Scale:** How big to print



Print Options	Settings that determine how a document will be printed, including the number of copies and page layout.
Orientation	Whether the page should be printed horizontally or vertically.

Sandra is planning a game for her students to help them review their last unit of study. She designs the game sheets in Slides. She loves how she can use the different layout settings in both Slides and in the Print Settings to print 30 sheets, one for every learner in the class.

Learn Task 

Access the Learner Workbook to complete the Learn Task for this skill.

Assessments 

Access the Learner Workbook to complete the Practice Exercise and Practice Questions.

Lesson 4: Slideshow Configuration

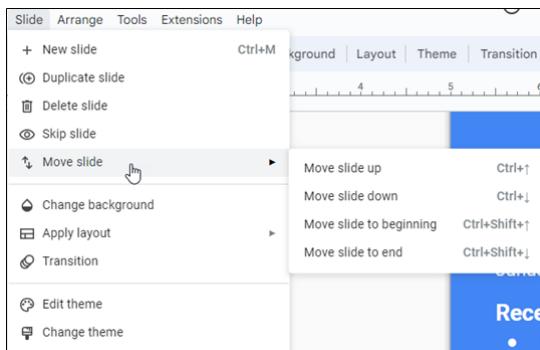
Lesson Objectives

Learn how to configure and control your slideshow settings for smooth and effective delivery. This lesson covers tools for adjusting timing, using Presenter View, and managing your slideshow during a live presentation. Upon completion of this lesson, you should be able to understand the following:

- Slideshow Configuration
- Set Slide Timings
- Use Presenter View
- Navigate a Slideshow
- Slideshow Tools
- Slideshow Manipulation

Slideshow Configuration

Configure your slideshow to your liking using the Slide button in Google Slides. You can do things like add, duplicate, skip, or move a slide. You can also change the background, apply a new layout, create transitions or animations, or edit the theme.



Use the **Slide** drop-down menu to configure your slideshow in many ways. Select **Transition** to change the transition effects and timing for each slide.

Configuration	An arrangement of elements in a particular form, figure, or combination.
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Joni was getting ready for her online class about digital marketing. She wanted to make sure her Google Slides worked well. She set the slides to change automatically every two minutes. This way, she could focus on her speech without having to change the slides herself. During the class, the slides changed smoothly, making it convenient for Joni to share her information.

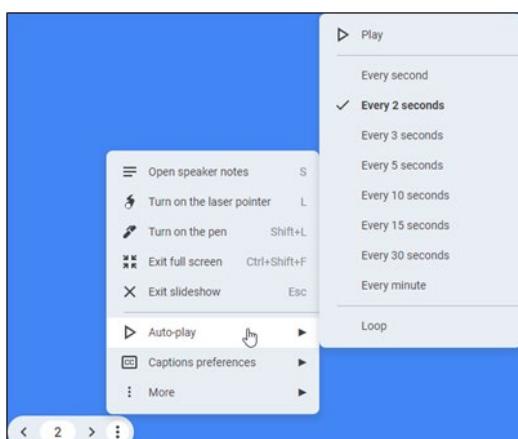


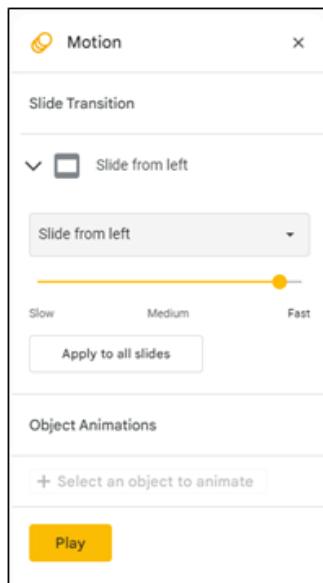
Access the Learner Workbook to complete the Learn Task for this skill.

Set Slide Timings

The Auto-play feature in Google Slides is useful for running unattended presentations, such as at trade shows, conferences, or information kiosks, where slides need to advance automatically. It helps in creating a smooth, continuous flow of information without manual intervention, ensuring that the audience can view the entire presentation seamlessly. Additionally, it's beneficial for rehearsing timings in a presentation to ensure it fits within a specific timeframe.

Note: You can modify the duration of a transition, modify the transition effect, and even specify a sound to play during a transition.





Advance slides automatically while you present. In the top right corner, select **Slideshow**. At the bottom, select **Options** and then select **Auto-play** to find the slide timing you need.

To set a slide transition to last a few seconds:

1. Select the slide from the left pane or navigate to the slide.
2. From the main menu, select **Slide > Transition** or right-click and select **Transition**.
 - The Motion pane will open on the right
3. Choose the slide transition of your choice. Here are the options:
 - **Dissolve**: Blends one slide into the next
 - **Fade**: Gradually fades from one slide to the next
 - **Slide from right**: The new slide enters from the right side of the screen, pushing the current slide out to the left
 - **Slide from left**: Opposite of Slide from right, the new slide comes in from the left, moving the existing slide to the right. It's as if the slides are sliding along a horizontal track
 - **Flip**: Makes the slide appear to turn over to reveal the next slide
 - **Cube**: Slides rotate like a cube or box as you move from one to the next
 - **Gallery**: Slides move as if they are photos in a gallery
4. Control the speed and duration of the transition by using the slider.

Motion	An act, process, or instance of changing place.
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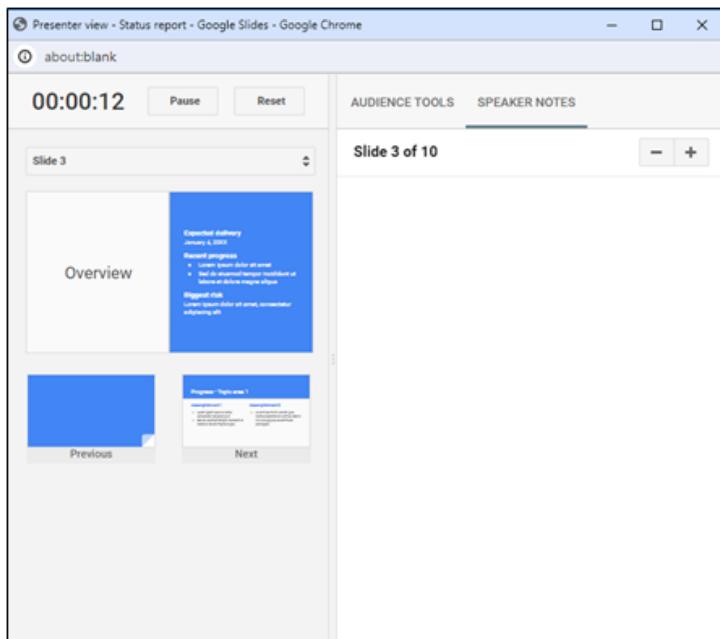
Atli was preparing an automated Google Slides presentation for a trade show booth to illustrate his company's latest tech innovations. He set each slide to display for 30 seconds, giving viewers enough time to understand the information. This hands-free setup let him converse with people while the presentation ran smoothly in the background. The well-timed slides caught the attention of many passersby, creating a lot of interest in his products.

Learn Task 

Access the Learner Workbook to complete the Learn Task for this skill.

Use Presenter View

Using the Presenter View in Google Slides allows you to view your speaker notes, view the current slide, and control the presentation while your audience views only the slides. It also indicates to you how long your presentation has been active for, to help you time your slides more efficiently. It displays the flow of the slides including the Previous and Next slides in the queue.



To use Presenter view:

- Go to the top right corner of the screen and select the **Start slideshow** drop-down arrow (next to **Start slideshow** button) > **Presenter view**

Queue	A list of slides, stored, to be retrievable in a definite order.
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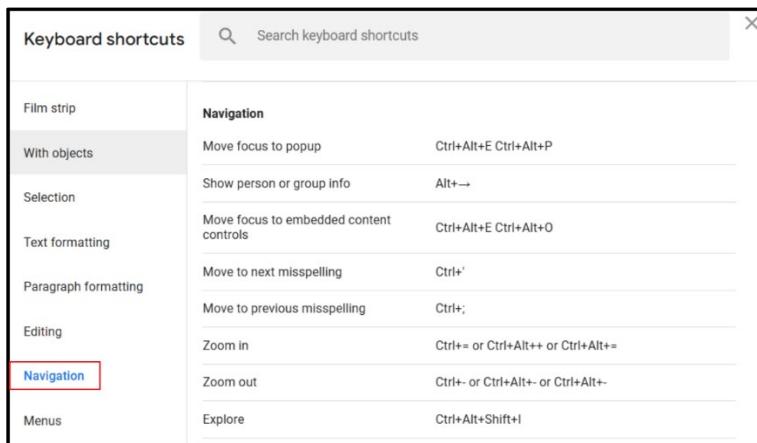
Maya was leading a training session on effective public speaking using Google Slides. To stay on track and engage with her audience, she used Presenter view, which let her view her speaker notes and upcoming slides while the audience only viewed the current slide. This feature helped Maya keep a natural flow and confidently cover each point, knowing her notes were right there. Her smooth delivery and use of Presenter view impressed the participants, who praised her strong presentation skills.

Learn Task 

Access the Learner Workbook to complete the Learn Task for this skill.

Navigate a Slideshow

Navigating slides in Google Slides is essential for smoothly delivering presentations, efficiently editing or reviewing content and collaborating with others. It allows you to quickly move to specific slides, ensuring accuracy and consistency while also facilitating audience interaction during live presentations. Efficient navigation helps maintain the flow of information and keeps your audience engaged.



You can advance to the next slide by using your mouse or your keyboard's **Spacebar**. You can also use the **arrow** keys on your keyboard to move forward or backward through the presentation.

Navigate	To determine a path or course of your presentation.
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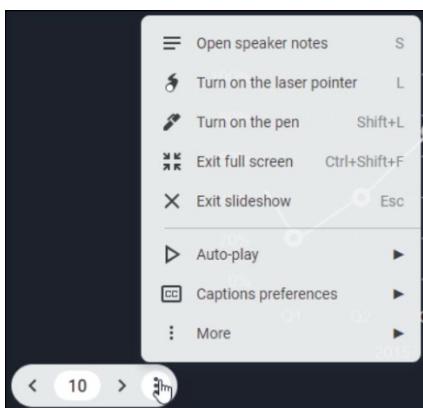
Ravi had to present a slideshow on cultural diversity in the workplace to a large audience. As he stood in front of the screen, he used the arrow keys on his keyboard to move fluidly through each slide. With each press, he seamlessly switched between topics, keeping his presentation clear and engaging. His confident and smooth navigation captured the audience's attention, helping them fully understand the important content he had prepared.

Learn Task

[Access the Learner Workbook to complete the Learn Task for this skill.](#)

Slideshow Tools

Google Slides offers a variety of tools to enhance your presentation and make it more interactive. From adding animations to using speaker notes, these tools can help you deliver a polished and professional slideshow. You can use a laser pen, change your captions preferences, or more to create a seamless presentation.



To access the slideshow tools:

1. Select the **Slideshow** button in the Google Slides interface.
2. Navigate to the bottom left corner of your presentation and select the **three dots** to bring up the options menu.
3. Choose the options that you will use to create a uniquely customized experience for your viewers.

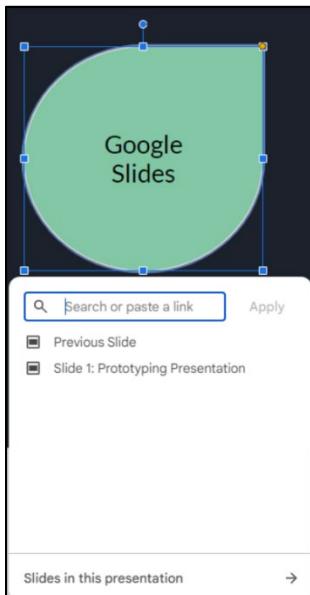
Omar was giving a Google Slides presentation for his history class on ancient civilizations. He used the slideshow tools to highlight key points and navigate between slides efficiently. By using the pointer tool, he could draw attention to specific details on his slides. He also used the timer in the Speaker notes window to keep track of his presentation duration and ensure he stayed within the allotted time. These tools helped Omar deliver a smooth and professional presentation.

Learn Task 

Access the Learner Workbook to complete the Learn Task for this skill.

Slideshow Manipulation

There are many ways to manipulate a slideshow with interactive elements to engage your audience. Google Slides is a great tool to create interactive quizzes, puzzles, board games, and more. You can use features like hyperlinks, animations, and slide transitions to make it interactive.



To create an interactive element in your slideshow:

1. Select an element that you intend to link to another slide.
2. Select the **Link** button on the top menu.
3. Choose the slide you wish the element to be linked to, using the pop-up menu.

Manipulation

The skillful handling, controlling or using of something.

Amara made a slideshow for her computer science class on algorithms. To make her presentation more engaging, she decided to create interactive elements using slide manipulation. Amara added buttons that linked to different sections of her presentation, allowing her classmates to choose which algorithms they wanted to learn about first. She also embedded interactive quizzes that appeared after explaining each algorithm, giving her classmates a chance to test their understanding. By using these interactive elements, Amara made her presentation dynamic and engaging, ensuring her classmates stayed interested and involved in the topic at hand.

Learn Task 

Access the Learner Workbook to complete the Learn Task for this skill.

Assessments 

Access the Learner Workbook to complete the Practice Exercise and Practice Questions.

Lesson 5: Collaboration and Comments

Lesson Objectives

This lesson covers tools for commenting, distributing presentations, and configuring self-running slideshows for independent viewing. Upon completion of this lesson, you should be able to understand the following:

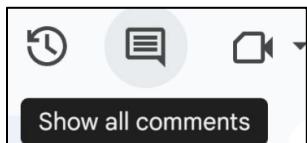
- Insert/Delete Comments
- Presentation Distribution
- Configure Self-Running Presentation
- Insert Header and Footers

Insert/Delete Comments

Comments are user-provided feedback on slides, like those used in word-processing documents. Comments can be added to each separate slide to indicate changes or edits required from collaborators or indicate that a slide needs to be filled out. You can delete, edit, and tag teammates in your comments.

To insert/delete comments:

1. Go to the top corner of the screen > **Show all comments**.



2. On the Comments pop-up, scroll through to view resolved and unresolved comments.
 - To add a comment to a resolved or unresolved comment, select the **Reply** box and enter a message > **Reply**
 - To un-resolve a comment, select **More options** (the three-dots) drop-down menu icon next to the comment > **Re-open**
 - To delete the comment entirely, select **More options** (the three-dots) drop-down menu icon > **Delete** > **Delete**
3. To change the notification settings for comments, select **Notification Settings**.



Note: We recommend you check that a user has the correct permissions to add comments.

You'll need to add a comment where you feel a change should be made. If you have full access to editing the presentation you could also make the changes directly. If you decide to do this, the change can always be reversed using your Google Slides version history.

Version	A saved slideshow differing in certain respects from an earlier form.
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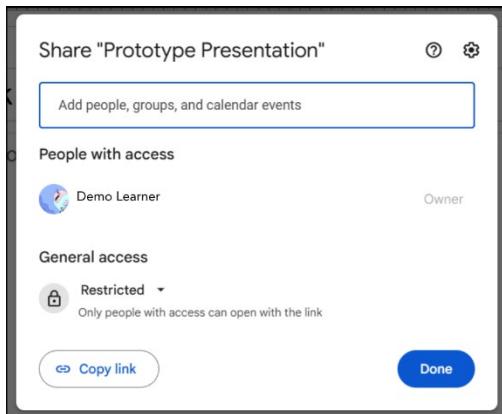
Kayla was working with her team on a Google Slides presentation about solutions for climate change. While reviewing her colleagues' slides, she added comments suggesting they include more detailed information on renewable energy sources. Later, she went back to check the progress and deleted the comments that had been addressed, making sure the presentation was clean and polished. Her proactive feedback and careful follow-up improved the quality of the final presentation.

Learn Task 

Access the Learner Workbook to complete the Learn Task for this skill.

Presentation Distribution

After creating a compelling slideshow, the next step is to distribute it effectively to your audience. Whether you're sharing it with colleagues, classmates, or clients, knowing how to distribute your presentation ensures it reaches the right people.



How to distribute a Google Slides presentation:

1. Navigate and select **Share** in the top-right corner of your Google Slides.
2. Enter the name of the people, groups, and calendar events in the text box with whom you wish to share > Choose the access type as **Viewer, Commenter, or Editor**.
3. Once in the **Share** pop-up, change the General access to **Restricted** or **Anyone with the Link**.
4. Choose to notify people and compose a message or select **Share**.

Restricted	Giving a user limited access or scope to a file.
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Mei-Ling created a slideshow on traditional Chinese festivals for her cultural studies class. After finishing her presentation, she needed to distribute it to her classmates and teacher. Mei-Ling used Google Slides' sharing options to send view-only links to everyone. This ensured that her classmates could review the presentation without making any changes. By distributing her presentation efficiently, Mei-Ling facilitated a smooth learning experience for her audience.

Learn Task

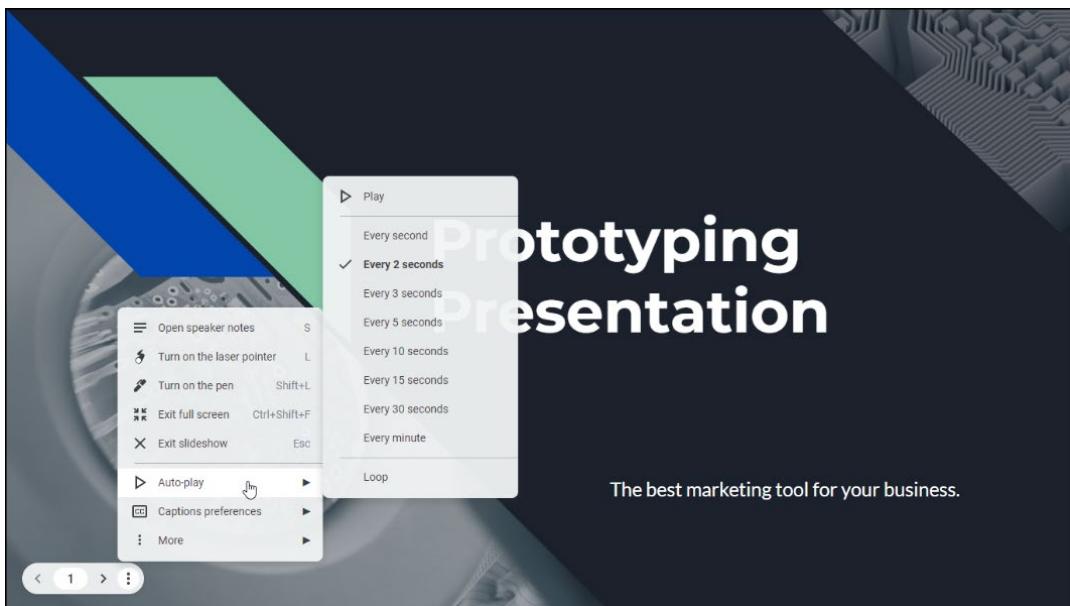
[Access the Learner Workbook to complete the Learn Task for this skill.](#)

Configure Self-Running Presentation

Setting up a self-running presentation is helpful because it lets your slides move forward automatically without you having to do it yourself. This comes in handy when you're displaying your slides to a big group or when you can't control the slides yourself. Also, it makes sure that the slides move at a steady pace, so there are no breaks or distractions while you're talking. Plus, it lets you concentrate on talking to your audience instead of worrying about moving the slides, making your presentation even better.

How to create a self-running presentation:

1. Navigate and select **Slideshow** mode in the top-right corner of your Google Slides.
2. Once in Slideshow mode, drag your cursor to the bottom left corner part of your presentation > Select the **Open the options menu (three dots)**.
3. Select **Auto-play** from the pop-up menu > Choose the amount of time to give each slide in the presentation.

**Configure**

To set up for operation especially in a particular way.

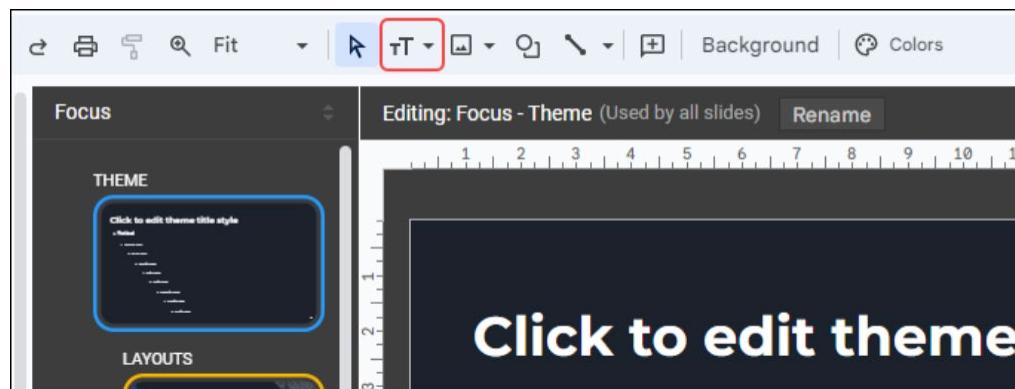
Santiago was preparing a Google Slides presentation for his school's talent show, showcasing his photography from different countries. Since he'd be busy taking questions from the audience during the presentation, he needed to set up a self-running mode. This way, the slides would advance automatically, allowing him to focus on interacting with the audience and discussing his photos. With the self-running presentation in place, Santiago felt more confident about delivering a seamless and engaging talk.

Learn Task 

Access the Learner Workbook to complete the Learn Task for this skill.

Insert Headers and Footers

If you have multiple slides with identical layouts and want to add a header and footer to all of them, you can save some time if they are derived from the same layout master. A header and footer allow you to have consistent information on several slides, maintaining a common appearance and position for each slide they are applied to.



To add a header and footer to multiple slides in your Google Slides presentation, follow these steps:

1. Choose the slide where you wish to add the header and footer.
2. Access the master slides by selecting the **Slide** menu > **Edit theme**.
 - The master editor view will display and showcase your selected slide's basic layout
3. Select **Insert text placeholder** drop-down arrow on the toolbar > **Text box**.
4. Create two text boxes where you want the header and footer to go by clicking and dragging until you're satisfied with the size of the boxes.
5. Enter content for the header and footer now.
6. You can use the toolbar options to change the text's font, size, alignment, style, and color.
7. Select the **X** button at the top-right to exit the master editor window.
 - This layout master's header and footer will display on all slides generated from it

Placeholder

To temporarily fill content areas until the actual text is ready.

Ravi was working on a presentation for his geography class about famous landmarks around the world. He needed to insert headers and footers to include the title of his presentation, the date, and slide numbers. Adding this information helped Ravi's classmates follow along with his presentation and understand the context of each slide. With headers and footers, his presentation appeared well-structured and polished.

Learn Task 

[Access the Learner Workbook to complete the Learn Task for this skill.](#)

Assessments 

[Access the Learner Workbook to complete the Practice Exercise and Practice Questions.](#)

Unit Assessment 

[Access the Learner Workbook to complete the Objective Assessment and Create Project.](#)

Unit 1 Key Terms

Term	Definition
Background	The picture or color behind your slide's content.
Configuration	An arrangement of elements in a particular form, figure, or combination.
Configure	To set up for operation especially in a particular way.
Grid View	To view all your slides at once, as thumbnails.
Keyboard Shortcuts	A key or combination of keys providing quick access to a particular function within a computer program.
Layout	The way your text and images are arranged on a slide.
Manipulation	The skillful handling, controlling or using of something.
Motion	An act, process, or instance of changing place.
Navigate	To determine a path or course of your presentation.
Offline	Not being internet-connected and having documents saved to your local hard drive.
Orientation	Whether the page should be printed horizontally or vertically.
Placeholder	To temporarily fill content areas until the actual text is ready.
Print Options	Settings that determine how a document will be printed, including the number of copies and page layout.
Queue	A list of slides, stored, to be retrievable in a definite order.
Restricted	Giving a user limited access or scope to a file.
Shortcut Toolbar	A collection of shortcuts to features and commands you use frequently in Slides.
Skip	To pass over without notice or mention.
Theme	A preset group of colors, fonts, background, and layouts.
Transitions	The visual effect that occurs when you move from one slide to the next during a presentation.
Version	A saved slideshow differing in certain respects from an earlier form.

Create in the Cloud with Google

Expand Your Learning Experience
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Discover how to build and deliver engaging presentations with Google Slides. This course walks learners through the core tools for designing and organizing slides, applying transitions, inserting media, and delivering professional presentations. Learners explore best practices in layout, content structure, and visual communication while developing collaboration and editing skills in a cloud-based environment.

Whether you're preparing for academic or professional settings, this course equips you with presentation and collaboration skills that set you apart. Learn to organize your ideas clearly, communicate effectively, and collaborate in real time using Google's powerful productivity tools.

Ideal for learners looking to improve their visual communication skills, educators supporting digital learning, and professionals who want to create impactful presentations using Google Slides.

Key Learning Outcomes:

- Navigate the Google Slides interface and presentation settings
- Design effective slides using text boxes, images, shapes, and themes
- Apply transitions and animations to enhance presentations
- Organize slide content using layout tools and templates
- Collaborate with others using sharing tools, comments, and editing features
- Insert multimedia elements to support message delivery
- Present content using speaker notes, timing, and audience engagement features

