Google Slides

Instructor Resources

Google Slides

Enter Dates

Instructor Information

Instructor	**Email**	**Office Location & Hours**
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General Information

Description

This course empowers learners to design and deliver clear, engaging presentations using Google Slides. Starting with slide creation and layout basics, learners advance to applying themes, inserting images and media, formatting text and objects, and using animations and transitions. Collaboration and sharing features are also explored to support teamwork and remote presentation needs. Whether building a classroom report, business pitch, or training deck, this course helps students, educators, and professionals create polished presentations that make an impact.

Course Objectives

By the end of this course, learners will be able to:

- Create, organize, and manage presentations using Google Slides for academic, professional, or personal use.
- Apply themes, background styles, and layout options to create visually consistent slide decks.
- Insert and format text, shapes, images, charts, audio, video, and Word Art for engaging slide content.
- Customize object properties including order, alignment, grouping, layering, and animation effects.
- Structure slides using bullet points, numbered lists, tables, and text formatting to enhance clarity.
- Manage presentation flow using transitions, speaker notes, and linked slides for effective delivery.
- Collaborate with others by commenting, sharing access, and managing revision history.
- Present using tools such as Presenter View, Q&A, and auto-play features for a smooth experience.
- Print, export, and publish presentations with attention to formatting, compatibility, and audience needs.

Course Materials

Required materials

- Computing Device
- Internet Connection

Optional materials

- Headset

Schedule

Dates	Unit
	Unit 1: Environment and Navigation
	Unit 2: Text Formatting and Tables
	Unit 3: Working with Images and Objects
	Unit 4: Themes and Layout Templates

Course Structure

The course is structured to learn by doing, practice the learned skill, and then apply the skill.

- Unit
  - Lesson
    - Learn Tasks
    - Practice Exercises
    - Practice Questions
  - Objective Assessment
  - Create Project

Each unit contains lessons. The lessons are introduced by lesson topics where learners can understand through doing or learning through study materials. Each lesson concludes with a Practice Exercise that incorporates the tasks they learned throughout the lesson. Once they have completed the lessons in the unit, learners are assessed through a question-based Objective Assessment and a Create Project.

Weights and Grading

Add your course weight and grading here

Additional information and resources

Add a subheading

Add text.

Instructor Guide Overview

Course Structure

The course is structured to learn by doing, practice the learned skill, and then apply the skill.

- Unit
  - Lesson
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    - Practice Exercises
    - Practice Questions
  - Objective Assessment
  - Create Project

Each unit contains lessons. The lessons are introduced by lesson topics where learners can understand through doing or learning through study materials (eBook, QuickDeck or QuickClip). Each lesson concludes with a Practice Exercise that incorporates the tasks they learned throughout the lesson. Once they have completed the lessons in the unit, learners are assessed through a question-based Objective Assessment and a Create Project.

Delivery

The course is created so it can be customized to meet the needs of the instructor and the learner.

- **Direct Instruction**: Utilize the PowerPoint presentations to introduce each lesson topic, then have the learners review the study materials and complete the task.

- **Flipped Classroom**: Learners complete online lessons outside of class time. Learners utilize the class time to discuss learned tasks, allow learners to teach concepts, expand concepts through learning stations, and work on unit extension or unplugged activities.

- **Learner-Centered Approach:** Use the prescriptive learning model so learners can focus on new skills and skip the skills they already know. Learners can work at their own pace on their own schedule to complete the course. Instructors support learners by utilizing the answer keys to identify struggles and guide learners through the solutions.

Differentiation

- **Study Materials**: Study materials are available in eBook, QuickDeck and QuickClip format. Each study material provides the same concepts and allows the learners to choose the modality that best fits their learning style. The eBook introduces concepts in bite-sized readings. QuickDecks display materials in a flashcard format. QuickClips provide a video and audio-based clip.

- **Course Progression:** Learners can complete the learn task to demonstrate understanding before reviewing the study materials or they can review one or all the study materials before attempting the learn tasks.

- **Grouping**: Create groups for different learning levels or styles. Customize each group setting to best meet the needs of the learners.

- **Learning Resources**: These exercises outline what learners need to complete. Learners use the eBook, QuickDecks, and QuickClips to study the concept and then apply that knowledge to complete the Learn Task. These exercises reinforce independent problem-solving and help learners demonstrate mastery.

- Provide struggling learners with answer keys to follow step-by-step instructions to complete tasks and exercises.

- Encourage learners to showcase their newly learned skills by creating additional real-world projects, teaching others how and why to use new skills, and exploring beyond their learning.

Prepare for Delivery

- Begin with the unit overview to understand the structure and flow of the unit, the topics covered, the approximate time to complete and the exam objectives reviewed.

- Review the lesson PowerPoint Presentation to give you an in-depth look at each lesson topic and the comprehensive topic notes included.

- Review the answer keys to familiarize yourself with the tasks learners will complete throughout the lesson.

- Complete the lesson.

Instructor Resources Overview

Instructor Resources File Structure	🗁 Instructor Resources
	📄 Course Syllabus
	📄 Course Overview
	📄 Course Key Terms
	📄 Course Instructor Guide
	🗁 Unit
	🗁 Unit Assessment Answer Keys
	📄 Create Project
	📄 Objective Assessment
	🗁 Lesson
	🗁 Answer Keys
	📄 Lesson Practice Exercises
	📄 Learn Tasks
	📄 Lesson Practice Questions
	🗁 Study Guides
	📄 Study Guide Complete

Unit Assessment Answer Keys	Each unit includes two types of assessments for learners to apply their knowledge. • **Create Project** – These are project prompts and sample solution files. Create projects also include "show me" videos for learner reference. You have the option to enable/disable this feature. • **Objective Assessment** – A comprehensive question and answer-based assessment for the unit. Objective Assessments include "show solution" for learner reference. You have the option to enable/disable this feature.
Answer Keys	Documents containing answers, step-by-step instructions, and correct answers for Instructor reference or to offer additional support material for learners. • **Learn Tasks** - Each lesson topic includes an opportunity to apply what they have just learned in-app or by answering questions. Learn Tasks also include "show me" videos and "show solution" for learner reference. • **Lesson Practice Exercises** – End of lesson in-app or scenario-based assessment. Lesson Practice Exercises also include "show me" videos for learner reference. You have the option to enable/disable this feature. • **Lesson Practice Questions** – End of lesson question-based assessment. Lesson Practice Questions also include "show solution" for learner reference. You have the option to enable/disable this feature.
Study Guides	Printable and customizable study guides mapped to lesson topics and exam objectives are provided in three formats. • **Complete**- This version includes the topic and the explanation. • **Fill-In Topic**-Learners can fill in the topics as they learn or as a review. • **Fill-In Explanation** – This allows learners to complete the explanation of each lesson topic in their own words and images.
Learning Plan	Customizable unit learning plan outlining the objectives and topics covered, essential questions, learning targets, methods and materials, extension activities, formative and summative assessments, mapping to STEAM, Work Readiness, 5 C's, and Bloom's Taxonomy Levels.
Lesson PowerPoint	A PowerPoint Presentation that complements the lesson. Each lesson topic is included in the presentation as well as comprehensive speaker notes.
Unplugged Activities	A variety of activities and necessary resources to get learners off the computers while still reinforcing unit learning objectives.

Unit Key Terms	A comprehensive list of key terms throughout the unit.
Unit Overview	A spreadsheet containing the overview of the flow of the unit that includes lesson topics, certification objectives mapping, and approximate timings for self-paced and instructor-led scenarios.
Learner Resources	Printable learner resources are available to support learning. Provide these files to learners who can benefit from having the learn tasks in printable form outside of the XED platform.

Google Slides Learning Plan

Unit 1: Environment and Navigation

Instructor:	Class:	Duration: 5-9 hours

Unit Objectives:
Learners will understand how to navigate the Google Slides interface, manage slides, and use presentation tools to deliver content effectively.

Essential Questions:
- How does the layout of Google Slides help users build and present information efficiently?
- What are the key tools and views that enhance the presentation experience?
- How can users personalize the presentation workflow and output?

Learning Targets:
I will understand how to navigate Google Slides, manage slide content, and use presentation tools
so I can build and deliver effective presentations.
I know I succeeded when I can create, organize, present, and configure a Google Slides presentation with confidence.

Methods and Materials:	Formative Assessments:	Summative Assessments:
- Lectures - Reading - Videos - Hands-on activities - Creating - Analyzing - Discussing - Teaching	- Learn Tasks - Practice Exercise - Practice Questions	- Objective Assessment - Create Project

STEAM	Work Readiness	5 C's	Blooms Level
☒ Science ☒ Technology ☒ Engineering ☒ Art ☒ Math	☒ Communication ☒ Problem-solving ☒ Teamwork ☒ Work ethic ☒ Empathy ☒ Conflict resolution ☒ Active listening ☒ Time management ☒ Adaptability ☒ Reading ☒ Mathematics	☒ Critical Thinking ☒ Creativity ☒ Communication ☒ Collaboration ☒ Citizenship	☒ Remembering ☒ Understanding ☒ Applying ☒ Analyzing ☒ Evaluating ☒ Creating

Learning Activities

Domain	Time Allowed	Content
Lesson 1: Getting Started	50-100 minutes	Slides Interface

		• Slideshows
		• AutoSave
		• Know Keyboard Shortcuts
		• Hide Menus
Lesson 2: Managing Slides	45-85 minutes	• Insert a Slide
		• Insert Slides
		• Hide a Slide
		• Change Slides Orientation
Lesson 3: View and Layout Options	45-85 minutes	• Use Grid View
		• Fit Option
		• Select All Slides
		• Print Slides
Lesson 4: Slideshow Configuration	55-115 minutes	• Slideshow Configuration
		• Set Slide Timings
		• Use Presenter View
		• Navigate a Slideshow
		• Slideshow Tools
		• Slideshow Manipulation
Lesson 5: Collaboration and Comments	45-85 minutes	• Insert/Delete Comments
		• Presentation Distribution
		• Configure Self-Running Presentation
		• Insert Header and Footers

Warm-Up Activities

1. What's something you've noticed in a really good presentation? Write it down and compare with a partner. Talk about whether it had more to do with the slides or how they were used.
2. On paper, sketch what you think a toolbar should appear like for building a presentation. Include at least five icons or buttons. Then discuss which ones were actually available when you explored Google Slides previously.
3. Without using a device, list 3 tasks you'd like to complete faster while using slides. Then guess or make up your own keyboard shortcuts. Example: "CTRL + N for a new slide."
4. What makes a slideshow good vs. confusing? Make a T-chart listing "Helpful Tools" and "Things That Distract." Share with a neighbor.

Extension Activities

1. Create a portfolio for the course. Portfolios should include evidence of work, reflect on learned skills and how you can incorporate the skills in a current or future project. This is an ongoing extension activity. Continue to add to the portfolio throughout the course.
2. Select one topic learned throughout the unit then create an instructional video, tutorial, lecture, or hands-on activity to teach others about the skill.
3. Design a one-page reference guide that outlines how to use Presenter View, navigate a slideshow, and adjust timings. Include space for personal notes during a live presentation.

4. Build a professional slide template that a classmate could use for a science project or book report. Make sure to set the slide orientation, choose a consistent layout, and include a header or footer with the student's name or class.
5. Plan out a tutorial that teaches someone how to present using Google Slides. Include steps like starting Presenter View, setting slide timings, and navigating with the keyboard. Use boxes and arrows to illustrate your flow—like a comic strip!

Unit Evaluation and Reflection

What went well	What needs to change

Unit 1 Getting Started Learn Tasks

Lesson Topic	Assessment Details	Answer Key	File Name
Slides Interface	1) Open Google Slides. 2) Change access settings to open for anyone with the link.	1) Google.com > Google apps icon > Slides 2) Share button > General access section > Restricted drop-down > Anyone with the link	
Slideshows	Add two new slides to the presentation.	+ icon OR Use Ctrl + M	Slideshows.pptx
AutoSave	Make sure autosave is turned on.	Cloud/checkmark icon > Verify all changes	
Know Keyboard Shortcuts	1) Locate the Editing Keyboard shortcut for define word. 2) Find the word magma on Slide 2 and search the definition.	Ctrl +/ > Editing > magma > Ctrl + Shift + Y	Know Keyboard Shortcuts.pptx
Hide Menus	Hide the menus to increase design space.	In the right-side thumbnail pane > Upward arrow icon OR Ctrl + Shift + F	

Unit 1 Getting Started Practice Exercise

Assessment Details	Answer Key	File Name

1) Create a new presentation.
2) Explore the interface by locating the menu bar, toolbar, slide navigation panel, and work area.
3) Select the area that displays that AutoSave is turned on.
4) Hide the menu bar to create more space, then display it again.
5) Start the slideshow from the beginning to preview your presentation.
6) End the slideshow
	1) Open a browser > Go to docs.google.com > Launch Google Docs
	2) File > New > Presentation
	3) Locate:
	   a) Menu bar (top row of commands)
	   b) Toolbar (below the menu bar)
	   c) Slide navigation panel (left side of screen)
	   d) Work area (center of screen)
	4) Search for All changes saved in Drive at the top to confirm AutoSave is enabled.
	5) View > Show menus (toggles to hide or show)
	6) Slideshow > Start from beginning
	7) Use Esc key to end the slideshow	

Unit 1 Getting Started Practice Questions

You're helping your classmate prepare a group presentation using Google Slides. Your classmate is new to Google Slides and keeps asking questions about how to work more efficiently. You offer to walk them through the basics and help them get set up.

1) Which part of the Slides interface allows you to view and rearrange all the slides in your presentation?
   a) **Slide pane (correct)**
   b) Toolbar
   c) Comments section

   Explanation: The slide pane is located on the left side of the Google Slides interface and displays thumbnails of all slides. You can drag and drop slides here to rearrange them.

2) Fill in the blank with the correct word.
   The **AutoSave (correct)** feature saves your changes automatically, so you don't have to manually save your file.
   - File Recovery
   - AutoSave
   - Slide History

   Explanation: AutoSave keeps your work continuously saved to Google Drive, preventing data loss even if you forget to manually save.

3) You can use keyboard shortcuts in Google Slides to perform actions more quickly.
   - **True (correct)**
   - False

   Explanation: Keyboard shortcuts like Ctrl + C (Copy) or Ctrl + Z (Undo) allow you to work faster without using your mouse.

4) Which menu option allows you to maximize your workspace by hiding the toolbar and menus?
   a) File > Page Setup
   b) Tools > Settings
   c) **View > Full Screen (correct)**

   Explanation: The View > Full Screen option hides menus and toolbars to give you more space to focus on your slides.

5) Fill in the blank with the correct word.
   When you're ready to present your slides, you can start the slideshow by selecting the **Present (correct)** button in the toolbar.
   - Play
   - Present
   - Display

   Explanation: The Present button starts your slideshow from the current or first slide depending on the setting.

Google Slides

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Getting Started

Unit 1: Environment and Navigation

Slides Interface

- Add animation, narration, images, and video

- Modify design with themes, templates and transitions

- Share with a link or edit permissions
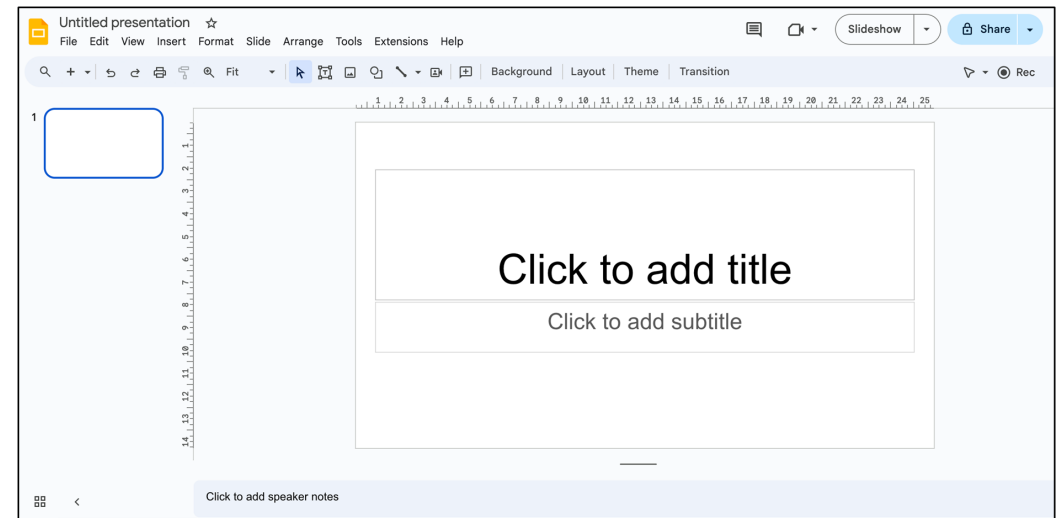
Slideshows

- Present ideas in clear, concise and creative manner

- Add new slides with **+** icon in thumbnail panel or **Ctrl** + **M** (or **Cmd** + **M** on a Mac)
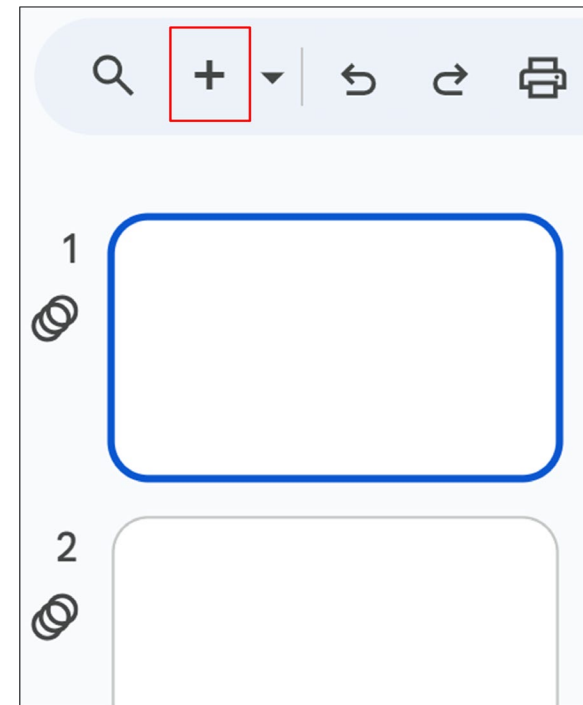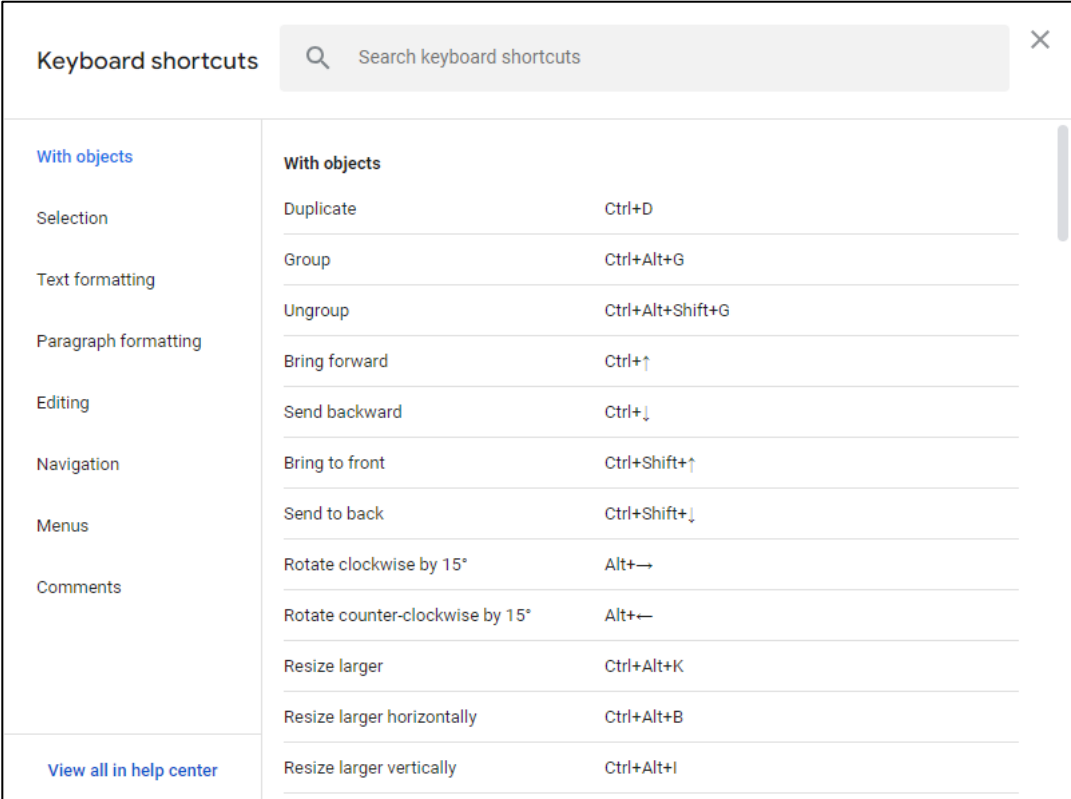
AutoSave

- Slides are saved automatically when online

- To work offline, select the **See document status** (cloud) icon
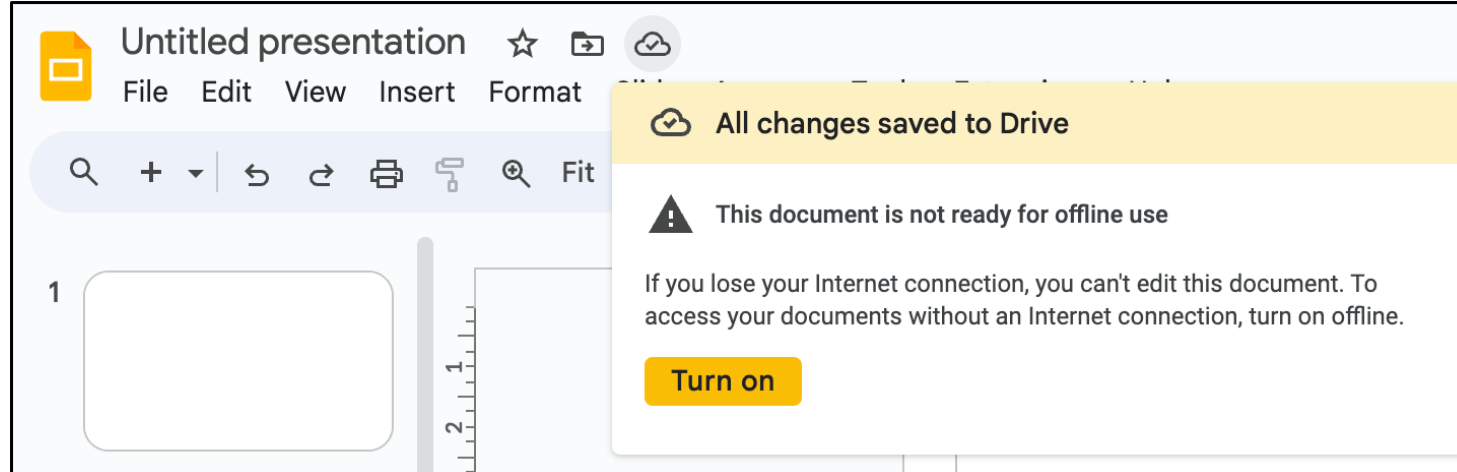
Know Keyboard Shortcuts

- Use combinations of keys for productive workflows

- Open a list of shortcuts > **Ctrl** + **/** (Windows, Chrome OS) or **Cmd** + **/** (Mac)

Hide Menus

- Declutter your digital workspace by selecting the arrow in top right-hand corner
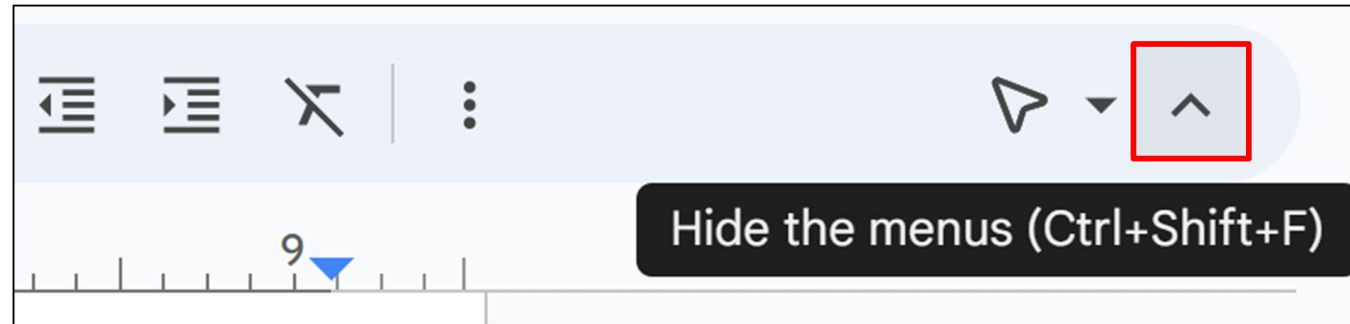
Unit 1 Getting Started Study Guide Complete

Topic	Explanation
Slides Interface	
Slides Interface	• Displays main view of presentation. • Uses classic menu and shortcut toolbar to customize slides.
Slideshow Button	• Display slides in Presenter View. • Start presentation from beginning. • Cast to a different screen.
Share Button	• Copy link and change access settings. • Grant different types of access for specific people.
Shortcut Toolbar	A collection of shortcuts to features and commands you use frequently in Slides.
Background	The picture or color behind the slide's content.
Layout	The way 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.
Slideshows	
Slideshow	Created to present a topic in text and images to a large audience.
Add New Slides Options	• Select **+** icon in left-side thumbnail panel. • Use **Ctrl** + **M** (or **Cmd** + **M** on a Mac).
Quick Tip	Only add one idea per slide.
AutoSave	
AutoSave	If connected to the internet, presentation is saved automatically in Slides.
Offline Slides Access	Select the **See document status** (cloud) icon > **Turn on**.
Offline	Not being internet-connected and having documents saved to your local hard drive.
Cloud Location	Find the yellow bar with the cloud/checkmark icon.
Know Keyboard Shortcuts	
Keyboard Shortcuts	A key or combination of keys providing quick access to a particular function within a computer program.
Open List of Keyboard Shortcuts	**Ctrl** + **/** (Windows, Chrome OS) or **Cmd** + **/** (Mac).
Hide Menus	
Hide Menus	Select arrow on top-right hand side of Slides to declutter workspace.

Unit 1 Getting Started Study Guide
Fill-In Explanation

Topic	Explanation
Slides Interface	
Slides Interface	
Slideshow Button	
Share Button	
Shortcut Toolbar	
Background	
Layout	
Theme	
Transitions	
Slideshows	
Slideshow	
Add New Slides Options	
Quick Tip	
AutoSave	
AutoSave	
Offline Slides Access	
Offline	
Cloud Location	
Know Keyboard Shortcuts	
Keyboard Shortcuts	
Open List of Keyboard Shortcuts	
Hide Menus	
Hide Menus	

Unit 1 Getting Started Study Guide
Fill-In Topic

Topic	Explanation
Slides Interface	
	• Displays main view of presentation. • Uses classic menu and shortcut toolbar to customize slides.
	• Display slides in Presenter View. • Start presentation from beginning. • Cast to a different screen.
	• Copy link and change access settings. • Grant different types of access for specific people.
	A collection of shortcuts to features and commands you use frequently in Slides.
	The picture or color behind the slide's content.
	The way text and images are arranged on a slide.
	A preset group of colors, fonts, background, and layouts.
	The visual effect that occurs when you move from one slide to the next during a presentation.
Slideshows	
	Created to present a topic in text and images to a large audience.
	• Select **+** icon in left-side thumbnail panel. • Use **Ctrl** + **M** (or **Cmd** + **M** on a Mac).
	Only add one idea per slide.
AutoSave	
	If connected to the internet, presentation is saved automatically in Slides.
	Select the **See document status** (cloud) icon > **Turn on**.
	Not being internet-connected and having documents saved to your local hard drive.
	Find the yellow bar with the cloud/checkmark icon.
Know Keyboard Shortcuts	
	A key or combination of keys providing quick access to a particular function within a computer program.
	Ctrl + **/** (Windows, Chrome OS) or **Cmd** + **/** (Mac).
Hide Menus	
	Select arrow on top-right hand side of Slides to declutter workspace.

Unit 1 Create Project

The Create project is designed to allow the application and demonstration of new knowledge, skills, and personal creativity to produce a project-based result while integrating rubric requirements using a checklist.

Tip: *While working on your project, remember to save your progress regularly. This will allow you to come back to it later. To continue working, open the document, then launch the platform using the Add-in whenever you're ready.*

To begin, review the Project Specifications.

Choose from one of the projects below:

- My Dream Business pitch presentation: Design a slide deck that introduces your dream business. Give it a name, logo, slogan, and brand colors. Include slides for your mission, products or services, and a creative "grand opening" announcement.
- A Top 5 Favorites showcase: Build a fun presentation highlighting your top 5 movies, games, books, or artists. Use creative layouts, images, and color themes to match your personality or the topic.
- A Time Travel Adventure story presentation: Turn your slides into a mini story! Choose a time period (past or future) and present your adventure using visuals, captions, and transitions. Add a map slide or mission summary for extra flair.
- Your Own Project Proposal: Propose a project idea of your choice to your instructor for approval. The goal is to develop a creative and feasible project idea that aligns with the course objectives and your interests.

Complete a presentation using the following as a guide/checklist.

- Access permissions
- Keyboard shortcuts
- Turn on AutoSave
- Hide menus
- Insert slides
- Hide slides
- Duplicate slides
- Slide dimensions
- Slide orientation
- Slide views
- Slideshow configuration
- Slide timings
- Insert comments
- Delete comments
- Headers and Footers

Unit 1 Objective Assessment

1) Which part of the Google Slides window contains the slide thumbnails, toolbar, and editing canvas?

   a) Slide Master
   b) **Slides Interface (correct)**
   c) Grid View
   d) Presenter View

   Explanation: The Slides Interface includes the thumbnail pane, slide editing area, and toolbar.

2) Which feature allows you to present your slides in full screen with transitions and animations?

   a) Slide Sorter
   b) AutoSave
   c) **Slideshow (correct)**
   d) Grid View

   Explanation: The Slideshow feature launches your presentation in full-screen mode.

3) AutoSave in Google Slides automatically saves your changes as you work.

   - **True (correct)**
   - False

   Explanation: AutoSave is enabled when working on files stored in Google Drive.

4) Which keyboard shortcut inserts a new slide in Google Slides?

   a) **Ctrl + M (correct)**
   b) Ctrl + N
   c) Ctrl + Shift + N
   d) Ctrl + D

   Explanation: Ctrl + M (Cmd + M on Mac) inserts a new slide.

5) What is the benefit of using the Hide Menus option in Google Slides?

   a) Reduces loading time
   b) Prevents changes
   c) Hides formatting options
   d) **Maximizes editing space (correct)**

   Explanation: Hiding menus maximizes space to focus on content editing.

6) Fill in the blank with the correct word.
Use the **Insert (correct)** menu or the shortcut Ctrl + M to insert a single slide.

- Insert
- View
- Slide
- Format

Explanation: The Insert menu is used to add new slides.

7) How do you change all slides from landscape to portrait?
   a) Format > Orientation
   b) Slide > Page Setup
   c) **File > Page Setup (correct)**
   d) View > Rotate

Explanation: File > Page Setup allows orientation changes.

8) Which option exits the Slide Master editing view?
   a) View > Normal
   b) **Close Master (correct)**
   c) Escape
   d) Return to editing

Explanation: Close Master exits the Slide Master view.

9) What is the purpose of Grid View in Google Slides?
   a) Displays notes
   b) Organizes speaker cues
   c) **Displays all slides in thumbnail form (correct)**
   d) Enables edit history

Explanation: Grid View displays an overview of all slides.

10) The Fit option adjusts the view so you can _____.
   a) print slides
   b) zoom in
   c) **view the full slide in the workspace (correct)**
   d) play the slideshow

Explanation: Fit resizes the slide to fully display in your workspace.

11) What happens when you select Ctrl + A while in Grid View?
   a) Align slides
   b) **Select all slides (correct)**
   c) Add a slide
   d) Apply layout

Explanation: Ctrl + A selects all slides in view.

12) To print six slides per page, go to:
   a) File > Download
   b) **File > Print settings and preview (correct)**
   c) View > Print layout
   d) Insert > Handout

   Explanation: File > Print settings and preview lets you print multiple slides per page.

13) Slideshow settings allow you to:
   a) Edit comments
   b) **Set transition times (correct)**
   c) Format text
   d) Hide slides

   Explanation: Slideshow settings are used for timing and playback adjustments.

14) Which setting enables automatic transitions between slides after a set time?
   a) AutoPlay
   b) Slide Timer
   c) Transition Delay
   d) **Slideshow Timings (correct)**

   Explanation: Slideshow Timings control the automatic progression of slides.

15) Presenter View allows the presenter to:
   a) Lock slides
   b) **View speaker notes (correct)**
   c) Hide menu
   d) Reorder slides

   Explanation: Presenter View displays speaker notes and navigation controls.

16) Use the _____ keys to move between slides during a presentation.
   a) **Arrow (correct)**
   b) Escape
   c) Space
   d) Enter

   Explanation: Arrow keys are used to navigate between slides.

17) Which of the following tools is available during a slideshow?
   a) Spell check
   b) Paint format
   c) **Laser pointer (correct)**
   d) Version history

   Explanation: A laser pointer helps highlight content during a live presentation.

18) You can loop a slideshow to play continuously.
- **True (correct)**
- False

Explanation: Slideshow settings allow looping options.

19) To suggest a change or leave feedback without editing, use:
a) Chat
b) **Comments (correct)**
c) Slide Notes
d) Track Changes

Explanation: Comments allow collaborators to leave suggestions or notes.

20) To distribute your slides without allowing editing, you should:
a) **Publish to the web (correct)**
b) Share with editor access
c) Enable comments
d) Use Speaker View

Explanation: Publishing to the web allows view-only access for wide distribution.

21) Which feature allows you to add repeated content to every slide?
a) Title box
b) Master layout
c) **Header and Footer (correct)**
d) Table of contents

Explanation: Headers and footers let you apply consistent info to each slide.

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.

Unit 1: Unplugged Activities Instructor Guide

Instructions

Below are a variety of offline activities to choose from to support learning in the unit. Choose activities to enhance learning in the classroom.

Activity 1: Word Search

With Words - Use this word search to reinforce the key terms in the unit. An answer key is provided.

With Clues - Use this word search to challenge learners to find key terms in the unit using clues. An answer key is provided.

Activity 2: Crossword Puzzle

Solve the crossword puzzle by reading clues and filling in the answers with key terms from the unit. A solution key is provided.

Activity 3: Build a Deck Card Game

Learners will simulate building and customizing a Google Slides presentation using a hands-on card game. By organizing, modifying, and presenting a deck of slide cards, learners will learn what each feature does and when to use it.

Activity 4: Slide Show Showdown

Learners will use printed slide cards to simulate creating, editing, and navigating a slideshow. This activity helps practice managing slides and thinking critically about how a presentation should be structured and delivered.

Unit 1 Unplugged Activity

Activity 1: Word Search

With Words - Use this word search to reinforce the key terms from the unit. An answer key is provided.

With Clues - Use this word search to challenge learners to find key terms from the unit using clues. An answer key is provided.

Unit 1 Word Search with Words

Complete the following word search by finding and circling all the words in the box below the puzzle. Words can be in any direction.

```
S  D  S  I  S  O  V  Y  Z  J  M  N  U  Q  U  E  U  E  B  Q  W
H  U  D  X  R  K  A  C  L  M  S  W  U  N  A  V  I  G  A  T  E
O  H  U  L  D  W  A  O  R  V  B  O  M  L  O  X  K  O  S  F  U
R  M  O  H  O  K  N  N  L  O  V  X  M  G  L  S  T  L  I  B  Q
T  R  A  M  H  H  Z  F  D  N  O  R  I  E  N  T  A  T  I  O  N
C  P  N  O  I  J  G  I  A  J  M  K  Z  O  V  I  Q  W  K  D  G
U  L  R  C  A  P  K  G  S  B  D  O  I  Y  T  I  S  B  E  T  Z
T  A  N  R  U  P  M  U  C  G  T  T  F  T  D  P  A  T  N  Q  B
T  D  S  L  L  E  B  R  W  D  I  B  S  F  N  C  C  L  R  C  P
O  Z  Y  K  X  W  C  E  N  S  L  N  T  O  L  I  M  E  H  R  H
O  S  F  W  I  K  R  U  N  W  O  D  I  E  R  I  D  A  A  O  Y
L  B  A  Z  E  P  O  A  B  I  P  T  S  T  R  L  N  K  H  I  T
B  R  N  X  W  R  R  W  T  T  A  B  S  N  O  W  N  E  J  C  W
A  K  U  G  G  T  D  P  A  L  L  E  O  H  I  L  A  Y  O  U  T
R  F  A  K  S  P  O  Q  U  A  R  I  E  G  R  I  D  V  I  E  W
G  U  C  Q  D  T  B  P  O  A  S  C  P  K  M  L  K  Q  X  T  M
Z  A  C  O  N  F  I  G  U  R  A  T  I  O  N  O  R  B  M  H  X
B  J  S  I  W  N  V  H  E  L  E  Z  T  L  D  E  T  R  Z  E  S
M  E  R  Y  A  N  R  V  P  F  R  K  F  I  C  K  H  I  Z  M  U
W  P  Q  M  H  S  V  J  T  Y  E  W  G  W  V  A  N  G  O  E  Y
K  E  Y  B  O  A  R  D  S  H  O  R  T  C  U  T  S  Q  S  N  N
```

BACKGROUND	KEYBOARDSHORTCUTS	NAVIGATE	PRINTOPTIONS
CONFIGURATION	LAYOUT	OFFLINE	QUEUE
CONFIGURE	MANIPULATION	ORIENTATION	RESTRICTED
GRIDVIEW	MOTION	PLACEHOLDER	SHORTCUTTOOLBAR
SKIP	THEME	TRANSITIONS	VERSION

Unit 1 Word Search Solution Key

```
S D S I S O V Y Z J M N U Q U E U E B Q W
H U D X R K A C L M S W U N A V I G A T E
O H U L D W A O R V B O M L O X K O S F U
R M O H O K N N L O V X M G L S T L I B Q
T R A M H H Z F D N O R I E N T A T I O N
C P N O I J G I A J M K Z O V I Q W K D G
U L R C A P K G S B D O I Y T I S B E T Z
T A N R U P M U C G T T F T D P A T N Q B
T D S L L E B R W D I B S F N C C L R C P
O Z Y K X W C E N S L N T O L I M E H R H
O S F W I K R U N W O D I E R I D A A O Y
L B A Z E P O A B I P T S T R L N K H I T
B R N X W R R W T T A B S N O W N E J C W
A K U G G T D P A L L E O H I L A Y O U T
R F A K S P O Q U A R I E G R I D V I E W
G U C Q D T B P O A S C P K M L K Q X T M
Z A C O N F I G U R A T I O N O R B M H X
B J S I W N V H E L E Z T L D E T R Z E S
M E R Y A N R V P F R K F I C K H I Z M U
W P Q M H S V J T Y E W G W V A N G O E Y
K E Y B O A R D S H O R T C U T S Q S N N
```

Unit 1 Word Search with Clues

Complete the following word search by finding and circling the words that fit the clues below. Words can be in any direction.

```
S D S I S O V Y Z J M N U Q U E U E B Q W
H U D X R K A C L M S W U N A V I G A T E
O H U L D W A O R V B O M L O X K O S F U
R M O H O K N N L O V X M G L S T L I B Q
T R A M H H Z F D N O R I E N T A T I O N
C P N O I J G I A J M K Z O V I Q W K D G
U L R C A P K G S B D O I Y T I S B E T Z
T A N R U P M U C G T T F T D P A T N Q B
T D S L L E B R W D I B S F N C C L R C P
O Z Y K X W C E N S L N T O L I M E H R H
O S F W I K R U N W O D I E R I D A A O Y
L B A Z E P O A B I P T S T R L N K H I T
B R N X W R R W T T A B S N O W N E J C W
A K U G G T D P A L L E O H I L A Y O U T
R F A K S P O Q U A R I E G R I D V I E W
G U C Q D T B P O A S C P K M L K Q X T M
Z A C O N F I G U R A T I O N O R B M H X
B J S I W N V H E L E Z T L D E T R Z E S
M E R Y A N R V P F R K F I C K H I Z M U
W P Q M H S V J T Y E W G W V A N G O E Y
K E Y B O A R D S H O R T C U T S Q S N N
```

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Unit 1 Word Search Clues

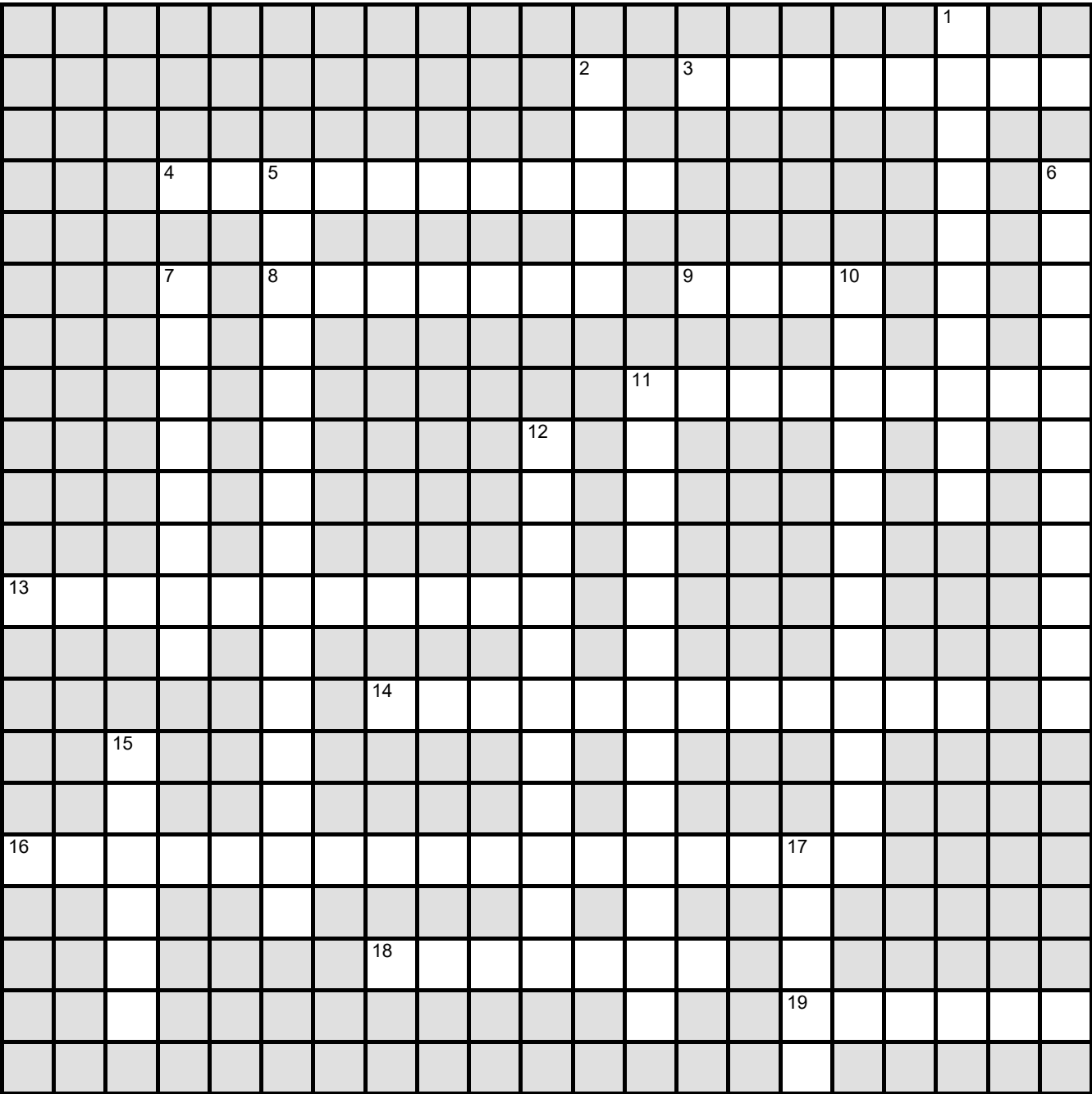| WORD	CLUE
	The picture or color behind your slide's content.
	An arrangement of elements in a particular form, figure, or combination.
	To set up for operation especially in a particular way.
	To view all your slides at once, as thumbnails.
	A key or combination of keys providing quick access to a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

Unit 1 Word Search with Clues Answer Key

WORD	CLUE
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.
GRIDVIEW	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.

Unit 1 Unplugged Activity

Activity 2: Crossword Puzzle

Solve the crossword puzzle by reading clues and filling in the answer with key terms from the unit. An answer key is provided.

Unit 1 Crossword Puzzle

Use the clues to solve the crossword puzzle.

Unit 1 Crossword Clues

Across
  3 To determine a path or course of your presentation. (8)
  4 Giving a user limited access or scope to a file. (10)
  8 Not being internet-connected and having documents saved to your local hard drive. (7)
  9 To pass over without notice or mention. (4)
 11 To set up for operation especially in a particular way. (9)
 13 Whether the page should be printed horizontally or vertically.   (11)
 14 The skillful handling, controlling or using of something. (12)
 16 A key or combination of keys providing quick access to a particular function within a computer program. (17)
 18 A saved slideshow differing in certain respects from an earlier form. (7)
 19 An act, process, or instance of changing place. (6)

Down
  1 The picture or color behind your slide's content. (10)
  2 A list of slides, stored, to be retrievable in a definite order. (5)
  5 A collection of shortcuts to features and commands you use frequently in Slides. (15)
  6 To temporarily fill content areas until the actual text is ready. (11)
  7 To view all your slides at once, as thumbnails.   (8)
 10 Settings that determine how a document will be printed, including the number of copies and page layout. (12)
 11 An arrangement of elements in a particular form, figure, or combination. (13)
 12 The visual effect that occurs when you move from one slide to the next during a presentation. (11)
 15 The way your text and images are arranged on a slide. (6)
 17 A preset group of colors, fonts, background, and layouts. (5)

Unit 1 Crossword Puzzle Answer Key

Across: 3 NAVIGATE, **4** RESTRICTED, **8** OFFLINE, **9** SKIP, **11** CONFIGURE, **13** ORIENTATION, **14** MANIPULATION, **16** KEYBOARDSHORTCUTS, **18** VERSION, **19** MOTION

Down: 1 BACKGROUND, **2** QUEUE, **5** SHORTCUTTOOLBAR, **6** PLACEHOLDER, **7** GRIDVIEW, **10** PRINTOPTIONS, **11** CONFIGURATION, **12** TRANSITIONS, **15** LAYOUT, **17** THEME

Unit 1: Unplugged Activity

Activity 3: Build a Deck Card Game

Objective: Learners will simulate building and customizing a Google Slides presentation using a hands-on card game. By organizing, modifying, and presenting a deck of slide cards, learners will learn what each feature does and when to use it.

Materials Needed:

- A set of printed Slide Cards (provided by your teacher or cut out from the packet)
- A blank paper workspace to "build" your deck
- Pencil and paper

Instructions:
- Start by laying out your 6–8 Slide Cards in any order you want. Think of a theme (e.g., a class field trip, your dream business, favorite animals). Arrange your cards to match the flow of your story or idea.
- Apply these changes using tokens, symbols, or written labels:
  - Hide one slide (place an "X" in the corner)
  - Change the orientation of one (turn it sideways)
  - Add a header to one slide (write on top of the card)
  - Insert a new slide after slide 2 (draw a new card)
- Use arrows or numbers to show how you would navigate through the deck in Presenter View. Would you skip the hidden slide? Would one slide need more time? Add a star to one slide that should stay on screen longer.
- On a piece of paper, answer:
  - Which feature was most helpful to organize your deck?
  - What did you learn about Presenter View or Slide Timings?
  - If you turned this into a real presentation, what would you add?

Slide Cards Template

Cut out the cards below and use them to build your slide deck.

Slide 1: _____

Notes: _____

Slide 2: _____

Notes: _____

Slide 3: _____

Notes: _____

Slide 4: _____

Notes: _____

Slide 5: _____

Notes: _____

Slide 6: _____

Notes: _____

Slide 7: _____

Notes: _____

Slide 8: _____

Notes: _____

Unit 1: Unplugged Activity

Activity 4: Slide Show Showdown

Objective: Learners will use printed slide cards to simulate creating, editing, and navigating a slideshow. This activity helps practice managing slides and thinking critically about how a presentation should be structured and delivered.

Materials Needed:

- A shuffled set of 8–10 slide title cards
- A list of slide actions
- A timer and a challenge board

Instructions:
- Sort your shuffled slide cards into a logical order to tell a clear story or message.
- Take turns drawing an 'action card' with tasks like:
  - Insert a new slide between slides 3 and 4
  - Hide slide 2
  - Change slide 5's orientation to vertical
  - Add a footer to the last slide
  - Select all slides and mark transitions
- Choose a presenter to walk through your finished slideshow using the cards in order. Narrate what each slide says and explain any changes you made.
- Use this quick checklist to see how well your group did:
  - Slides are in a logical order
  - All action cards were followed correctly
  - Presentation was clear and easy to follow
  - Used at least 3 different slide features (insert, hide, footer, etc.)
- Reflection Questions:
  - Which action made the biggest change to your presentation and why?
  - What slide features helped make your story clearer?
  - What part of building the slideshow was the most fun or challenging?

Slide Title Cards (Cut-Outs)

1

2

3

4

5

6

Conclusion

Accessibility and Collaboration

Google Slides enables easy access and real-time collaboration across different devices and locations.

Versatility of Use

The platform supports various presentation styles and multimedia content to enhance communication.

Encouraging Innovation

Users are encouraged to explore new ways to present ideas creatively and effectively.

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Google Slides Course Key Terms

Term	Definition
Adjustment	A small alteration or movement made to achieve a desired fit, appearance, or result.
Align	To place or arrange (things) in a straight line.
Alt Text	Describes the appearance or function of an image on a web page. It is read aloud by programs called screen readers which are used by people with visual impairments and low vision.
Arrange	Put (things) in a neat, attractive, or required order.
Auditory	Having to do with the sense of hearing.
Background	The picture or color behind your slide's content.
Blur Radius	The length of the shadow in pixels.
Bulleted List	A series of items with a heading, and broken up by dotted points, arrows, checkboxes, or other types of icons.
Color Palette	A selection of built-in colors to customize text, backgrounds, shapes, and graphical elements.
Column	A list of values, usually belonging to a particular field, displayed vertically in a table.
Configuration	An arrangement of elements in a particular form, figure, or combination.
Configure	To set up for operation especially in a particular way.
Design Process	A strategy that helps you break down large projects into smaller, convenient-to-handle stages.
Drop Shadow	A visual effect consisting of a drawing element which appears like the shadow of an object.
Embed	The process of inserting external content directly into your slide presentation.
Equation	A statement that the values of two mathematical expressions are equal, indicated by the Equals sign.
Font	The specific style of text that's printed on a page or displayed on a computer screen.
Format	Adjust the layout or appearance of elements on the slide.
Grid View	To view all your slides at once, as thumbnails.
Group	To gather things together as one object.
Guide	A structure or marking that helps to position something in a horizontal or vertical way.
Hierarchy	How the Slides adopt their styles, if it's through their parent settings or individually.

Hover	To position (a cursor or mouse) over something (such as an image or icon) without selecting it.
Images	Basic pictures and symbols made available to Slides users to add to their presentation.
Indent	Start (a line of text) or position (a block of text, table, etc.) further from the margin than the main part of the text.
Infographic	A visual representation of information or data.
Italics	A style of writing or printing in which the letters lean to the right.
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.
Master Template Editor	It allows you to quickly modify the slides and slide layouts in your presentation.
Merge	To combine or cause to combine to form a single entity.
Motion	An act, process, or instance of changing place.
Navigate	To determine a path or course of your presentation.
Numbered List	A series of items sorted alphabetically or numerically.
Offline	Not being internet-connected and having documents saved to your local hard drive.
Opacity	The condition of lacking transparency or translucence.
Orientation	Whether the page should be printed horizontally or vertically.
Paint Format	Quickly apply the same styling, such as color, font style and size, or border style, to single or multiple pieces of text or graphics. You can copy all the formatting from one object and apply it to another one.
Pixels	The smallest unit of measurement that makes up a digital display.
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.
Properties	A quality, attribute, or distinctive feature of elements offered in Google Slides.
Queue	A list of slides, stored, to be retrievable in a definite order.
Reflection	The mirrored effect of an image or text, where the original version of the object is also viewed in its reversed state.
Resize	Change the size of an object using the handles of the image (when selected) or using the image size properties.
Restricted	Giving a user limited access or scope to a file.
Row	A single group of related data listed horizontally within a table.

Shape	A page element such as a rectangle, arc, arrow, text box, or other defined type of shape.
Shortcut	A link that points to a computer program or website address.
Shortcut Toolbar	A collection of shortcuts to features and commands you use frequently in Slides.
Skip	To pass over without notice or mention.
Slide Master View	Allows you to quickly modify the slides and slide layouts in your presentation.
Stack	A pile of objects, typically one that is neatly arranged.
Style	You can set the properties for text which could include Bold, Italic, and Underline.
Synonyms	One of two or more words or expressions of the same language that have the same or nearly the same meaning in some or all senses.
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.
Underline	Adds a line under the text to emphasize the information.
Version	A saved slideshow differing in certain respects from an earlier form.
Word Art	A gallery of text styles that you can add to your publications to create decorative effects, such as shadowed or mirrored (reflected) text.