

# **Google Slides**

## **Learner Resources**

# Unit 1: Environment and Navigation

## Unit Objectives

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

# Unit 1 Getting Started Learn Tasks

Lesson Topic	Assessment Details	File Name
Slides Interface	1) Open Google Slides. 2) Change access settings to open for anyone with the link.	
Slideshows	Add two new slides to the presentation.	Slideshows.pptx
AutoSave	Make sure autosave is turned on.	
Know Keyboard Shortcuts	1) Locate the Editing Keyboard shortcut for define word. 2) Find the word magma on Slide 2 and search the definition.	Know Keyboard Shortcuts.pptx
Hide Menus	Hide the menus to increase design space.	

# Unit 1 Getting Started Practice Exercise

Assessment Details	File Name
<ol style="list-style-type: none"><li>1) Create a new presentation.</li><li>2) Explore the interface by locating the menu bar, toolbar, slide navigation panel, and work area.</li><li>3) Select the area that displays that AutoSave is turned on.</li><li>4) Hide the menu bar to create more space, then display it again.</li><li>5) Start the slideshow from the beginning to preview your presentation.</li><li>6) End the slideshow</li></ol>	

# 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
  - b) Toolbar
  - c) Comments section
  
- 2) Fill in the blank with the correct word.  
The \_\_\_\_\_ feature saves your changes automatically, so you don't have to manually save your file.
  - File Recovery
  - AutoSave
  - Slide History
  
- 3) You can use keyboard shortcuts in Google Slides to perform actions more quickly.
  - True
  - False
  
- 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
  
- 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 \_\_\_\_\_ button in the toolbar.
  - Play
  - Present
  - Display

# Unit 1 Managing Slides Learn Tasks

Lesson Topic	Assessment Details	File Name
Insert a Slide	Add two new slides to the presentation.	Insert a Slide.pptx
Insert Slides	Insert a blank slide on the last page of the presentation.	Insert Slides.pptx
Hide a Slide	Hide Slide 2 from the presentation.	Hide a Slide.pptx
Change Slides Orientation	Change the size of your slide to 20 inches in width x 8 inches in height.	Change Slides Orientation.pptx

# Unit 1 Managing Slides Practice Exercise

Assessment Details	File Name
<ol style="list-style-type: none"><li>1) Insert a new slide using the Title and Body layout.</li><li>2) Insert three more slides using the Title and Two Columns layout.</li><li>3) Hide the second slide in the presentation.</li><li>4) Change the slide orientation from widescreen (16:9) to standard (4:3).</li></ol>	U1 L2 PE.pptx

# Unit 1 Managing Slides Practice Questions

You've been asked to help design a school event presentation. You'll need to add new slides, reuse slides from other presentations, hide slides during review, and adjust the layout to match printing needs.

- 1) Which action would you take to add a completely new slide to your existing presentation?
  - a) Insert > New Slide
  - b) File > Make a Copy
  - c) Tools > Preferences
  
- 2) Fill in the blank with the correct word.  
To reuse content from a different file, use the \_\_\_\_\_ feature to add slides from another Google Slides presentation.
  - Insert Slides
  - Copy Paste
  - Add Theme
  
- 3) Hiding a slide means it will be deleted from your presentation.
  - True
  - False
  
- 4) Which option do you use to switch your slide layout from widescreen to portrait?
  - a) Tools > Format
  - b) Insert > Page Setup
  - c) File > Page Setup



# Unit 1 View and Layout Options Learn Tasks

Lesson Topic	Assessment Details	File Name
Use Grid View	Enter Grid View to change the order of the slides. Select Slide 1 and drag it to the end of Slide 4.	Use Grid View.pptx
Fit Option	Zoom in 125% to increase your slide screen.	Fit Option.pptx
Select All Slides	Select all the slides in the presentation.	Select All Slides.pptx
Print Slides	Print the even pages only.	Print Slides.pptx

# Unit 1 View and Layout Options

## Practice Exercise

Assessment Details	File Name
<ol style="list-style-type: none"><li>1) Switch to Grid view to find an overview of all your slides.</li><li>2) Change the view settings to Fit so the current slide fills the workspace.</li><li>3) Select all slides in the presentation.</li><li>4) Print the slides using the Handout layout with 2 slides per page.</li></ol>	U1 L3 PE.pptx

# Unit 1 View and Layout Options

## Practice Questions

You're preparing a final review of your presentation. Before sharing it with others, you want to make sure all the slides appear consistent, fit properly, and are ready to print. You'll use different tools in Google Slides to get everything just right.

- 1) Which view is best when you want to view all slides laid out at once to check for visual consistency?
  - a) Slide Master View
  - b) Slideshow View
  - c) Grid View
  
- 2) Fill in the blank with the correct word.

To make the slide fit entirely within your window without scrolling, use the \_\_\_\_\_ option.

  - Zoom
  - Fit
  - Snap
  
- 3) What is the fastest way to apply a change (such as a background or transition) to all slides at once?
  - a) Select and drag across each slide manually
  - b) Right-click and choose Apply All
  - c) Select All Slides
  
- 4) Which menu should you use to print your presentation with custom layout options?
  - a) Insert
  - b) Tools
  - c) File > Print

# Unit 1 Slideshow Configuration Learn Tasks

Lesson Topic	Assessment Details	File Name
Slideshow Configuration	Duplicate the first Slide in the presentation.	Slideshow Configuration.pptx
Set Slide Timings	Add the fade time transition to all slides at 2.5 seconds.	Set Slide Timings
Use Presenter View	Start Slides in Presenter view	Use Presenter View.pptx
Navigate a Slideshow	Use the Navigation Keyboard to locate the keyboard shortcut to Zoom in closer into your slide. Zoom into Slide 2.	Navigate a Slideshow.pptx
Slideshow Tools	Underline text while presenting using the green pen to highlight keywords.	
Slideshow Manipulation	On Slide Two link the text box "Fun Facts About the Incas" to Slide Four.	

# Unit 1 Slideshow Configuration

## Practice Exercise

Assessment Details	File Name
<ol style="list-style-type: none"><li>1) Configure the slideshow to start from the beginning and use the default settings.</li><li>2) Set slide timings so the presentation advances every 5 seconds.</li><li>3) Start the presentation using Presenter view.</li><li>4) Navigate to the next slide using the arrow key.</li><li>5) Use a slideshow tool to activate the laser pointer.</li><li>6) Exit the slideshow before it finishes.</li></ol>	U1 L4 PE.pptx

# Unit 1 Collaboration and Comments

## Practice Questions

You're finalizing a shared group presentation for an upcoming event. You've been asked to provide feedback using comments, distribute the final copy, set up a self-running version for a kiosk, and include basic footer information on each slide.

- 1) What feature allows you to leave feedback for team members without changing the slide content?
  - a) Insert Shapes
  - a) Insert/Delete Comments
  - b) Slide Transition
  
- 2) Fill in the blank with the correct word.

To share your slideshow by email or generate a shareable link, use the \_\_\_\_\_ feature.

  - Export
  - Presentation Distribution
  - Page Setup
  
- 3) A self-running presentation can loop automatically without user input.
  - True
  - False
  
- 4) Where can you go to insert headers or footers, such as slide numbers or a date, into your Google Slides presentation?
  - a) Insert > Footer
  - b) Tools > Layout
  - c) View > Notes

# Unit 1 Collaborations and Comments

## Learn Tasks

Lesson Topic	Assessment Details	File Name
Insert/Delete Comments	On Slide 2 insert a comment providing your own definition of a volcano.	Insert/Delete Comments.pptx
Presentation Distribution	Share the Slideshow with Google Slides Team and give them Editor Access View.	
Configure Self-Running Presentation	Set up a self-running presentation to automatically move forward every five seconds without selecting.	Configure Self-Running Presentation.pptx
Insert Header and Footers	Insert a footer that displays "Beach Presentation" in the bottom left corner of every slide.	Insert Header and Footers.pptx

# Unit 1 Collaboration and Comments

## Practice Exercise

Assessment Details	File Name
<ol style="list-style-type: none"><li>1) Insert a comment on the first slide asking “Is this title clear enough?”</li><li>2) Delete the comment on Slide 2.</li><li>3) Change the sharing settings so anyone with the link can view the presentation. Paste the shared link into Slide 3.</li><li>4) Configure the presentation to auto-play and loop when presenting.</li><li>5) Insert a footer that says “Q3 Campaign Deck” and apply it to all slides.</li></ol>	U1 L5 PE.pptx



# Unit 1 Slideshow Configuration

## Practice Questions

You've finished designing a presentation and now it's time to deliver it. You want to rehearse your timing, customize the presentation settings, and explore different ways to control how slides appear during the slideshow.

- 1) Which feature lets you customize how your slideshow begins and how it loops or advances?
  - a) Slide Layout
  - a) Transition Settings
  - b) Slideshow Configuration
  
- 2) Fill in the blank with the correct word.

To control how long each slide appears during an automatic presentation, you can \_\_\_\_\_ for each slide.

  - Select Animations
  - Set Slide Timings
  - Use Present Mode
  
- 3) Presenter View displays speaker notes and tools while the audience observes only the slides.
  - True
  - False
  
- 4) Which of the following keys would you use to move to the next slide during a live presentation?
  - a) Esc
  - b) Backspace
  - c) Right Arrow
  
- 5) What tool allows you to draw, highlight, or use a laser pointer during a slideshow?
  - a) Theme Builder
  - b) Slideshow Tools
  - c) Grid View
  
- 6) Which feature helps you skip or rearrange slides without deleting them?
  - a) Slideshow Manipulation
  - b) Slide Zoom
  - c) Duplicate Slides

# 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
  - c) Grid View
  - d) Presenter View
- 2) Which feature allows you to present your slides in full screen with transitions and animations?
  - a) Slide Sorter
  - b) AutoSave
  - c) Slideshow
  - d) Grid View
- 3) AutoSave in Google Slides automatically saves your changes as you work.
  - True
  - False
- 4) Which keyboard shortcut inserts a new slide in Google Slides?
  - a) Ctrl + M
  - b) Ctrl + N
  - c) Ctrl + Shift + N
  - d) Ctrl + D
- 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
- 6) Fill in the blank with the correct word.  
Use the \_\_\_\_\_ menu or the shortcut Ctrl + M to insert a single slide.
  - Insert
  - View
  - Slide
  - Format
- 7) How do you change all slides from landscape to portrait?
  - a) Format > Orientation
  - b) Slide > Page Setup
  - c) File > Page Setup
  - d) View > Rotate
- 8) Which option exits the Slide Master editing view?
  - a) View > Normal
  - b) Close Master
  - c) Escape
  - d) Return to editing

- 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
  - d) Enables edit history
- 10) The Fit option adjusts the view so you can \_\_\_\_\_.
- a) print slides
  - b) zoom in
  - c) view the full slide in the workspace
  - d) play the slideshow
- 11) What happens when you select Ctrl + A while in Grid View?
- a) Align slides
  - b) Select all slides
  - c) Add a slide
  - d) Apply layout
- 12) To print six slides per page, go to:
- a) File > Download
  - b) File > Print settings and preview
  - c) View > Print layout
  - d) Insert > Handout
- 13) Slideshow settings allow you to:
- a) Edit comments
  - b) Set transition times
  - c) Format text
  - d) Hide slides
- 14) Which setting enables automatic transitions between slides after a set time?
- a) AutoPlay
  - b) Slide Timer
  - c) Transition Delay
  - d) Slideshow Timings
- 15) Presenter View allows the presenter to:
- a) Lock slides
  - b) View speaker notes
  - c) Hide menu
  - d) Reorder slides
- 16) Use the \_\_\_\_\_ keys to move between slides during a presentation.
- a) Arrow
  - b) Escape
  - c) Space
  - d) Enter

17) Which of the following tools is available during a slideshow?

- a) Spell check
- b) Paint format
- c) Laser pointer
- d) Version history

18) You can loop a slideshow to play continuously.

- True
- False

19) To suggest a change or leave feedback without editing, use:

- a) Chat
- b) Comments
- c) Slide Notes
- d) Track Changes

20) To distribute your slides without allowing editing, you should:

- a) Publish to the web
- b) Share with editor access
- c) Enable comments
- d) Use Speaker View

21) Which feature allows you to add repeated content to every slide?

- a) Title box
- b) Master layout
- c) Header and Footer
- d) Table of contents

# Unit 1 Key Terms

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