

USING GOOGLE PRESENTATIONS

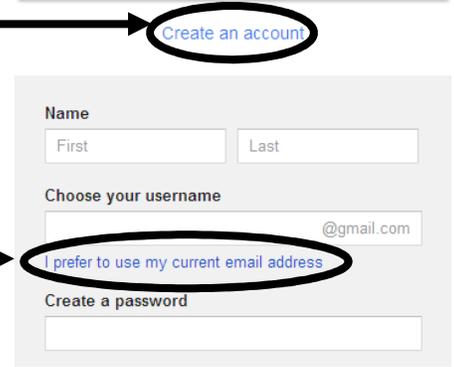
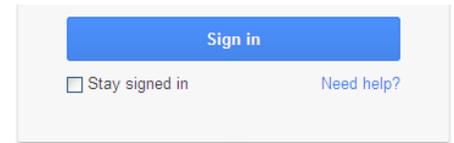
A New Way to Present

OBJECTIVES

1. Creating a Google Account
2. Creating a New Presentation
 - a. Choosing a Template
 - b. Adding a File Name
3. Creating a Title Slide
4. Adding a Slide Transition
5. Adding a New Bulleted Slide
6. Changing Fonts
7. Adding a YouTube Link
8. Inserting a Picture
 - a. Animating a picture
9. Sharing Presentation
 - a. Allowing Others to Edit
10. Adding Comments

Creating a Google Account

1. Go to <https://docs.google.com>
2. Click on the "Create an account" link.
3. You can create a new Gmail account or create a Google account using another email of your choice. If you prefer to create a Google account WITHOUT creating a new Gmail account, click the "I prefer to use my current email address" link.
4. Fill out the rest of the information requested.
5. If required, follow the verification process.



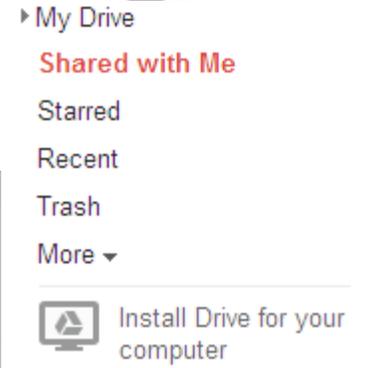
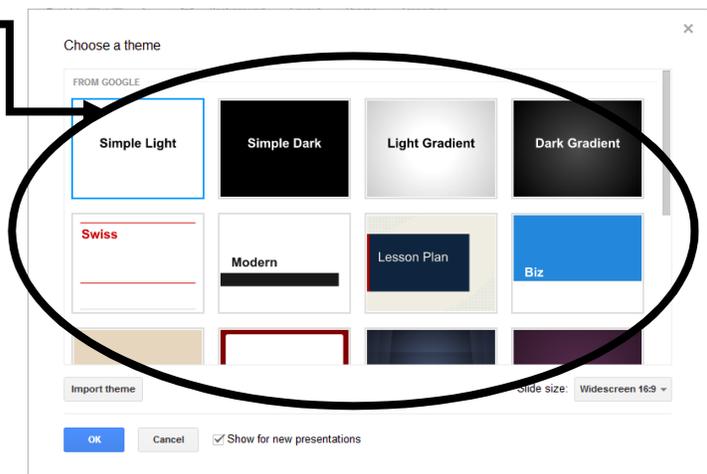
Creating a New Presentation

6. Click the "Create" button.
7. Click the  Presentation icon.



Choosing a Theme

8. Select a theme.



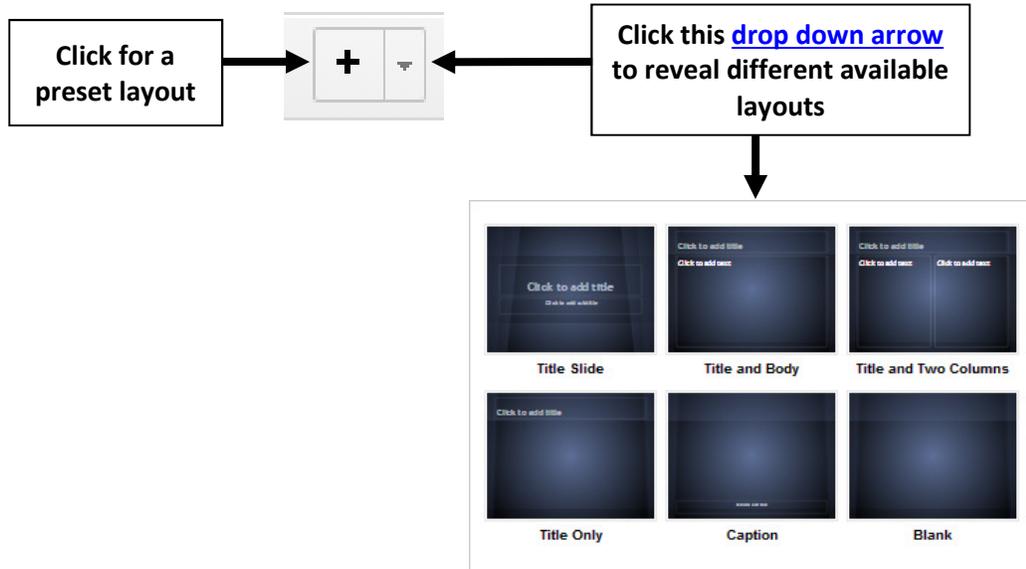
Renaming the Presentation

9. Click the “Untitled Presentation” at the top left corner to rename the presentation file.



Adding a New Bulleted Slide

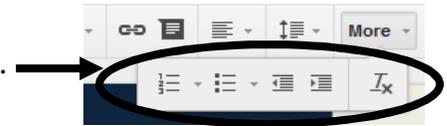
10. Slides could be added in two ways. A slide could be added with a preset format, or if the author can choose the format.



11. Highlight the text that needs to be bulleted.

12. Click on the “More” button to reveal the following toolbars.

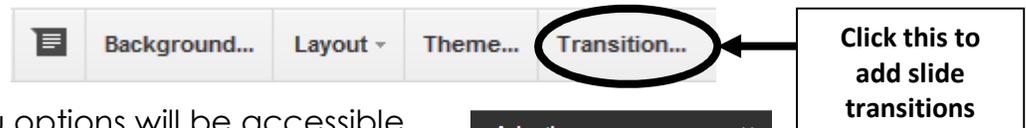
13. Click the  to add the bullets.



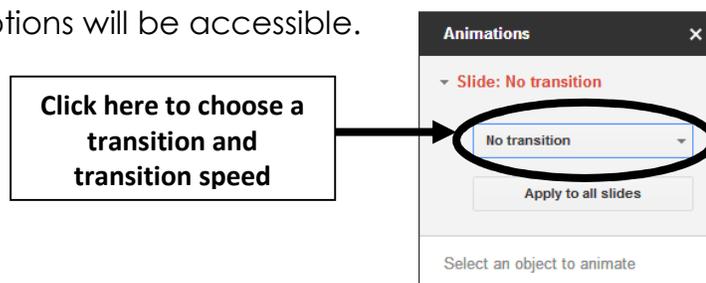
Adding a Slide Transition

14. Click on any empty portion of the screen so that none of the boxed or fields are highlighted.

15. The following menu options should now be available on the upper portion of the screen.



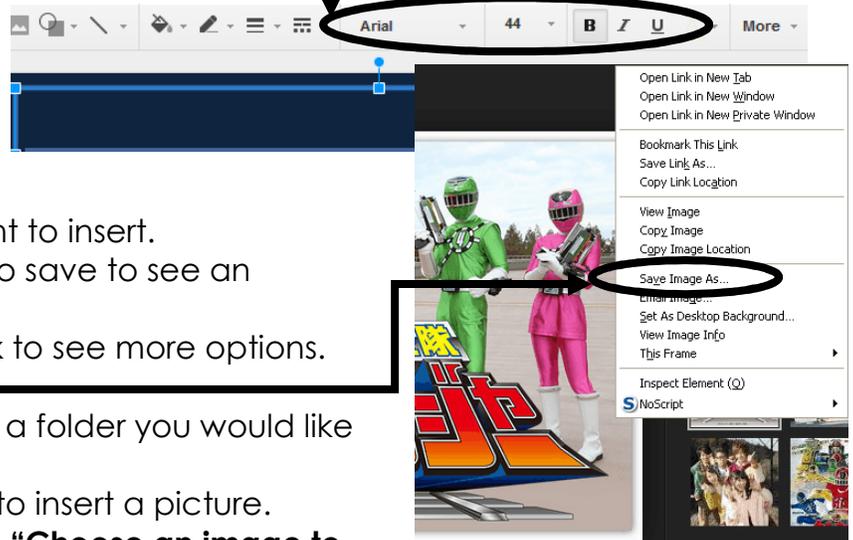
16. The following menu options will be accessible.



Changing Fonts

14. Highlight the text whose font you want to change.

15. Click here to change the font, font size, **bolding**, *italicizing*, underlining, or text alignment.



Adding a Picture

16. Open a new web browser.

17. Go to <https://images.google.com>

18. Do a search for an image you want to insert.

19. **Left click** on the image you want to save to see an enlarged image.

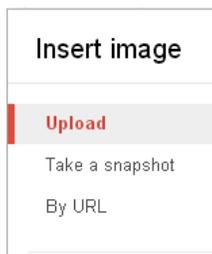
20. On the enlarged image, **right click** to see more options.

21. Select **“Save Image As...”**

22. Save the image onto a desktop or a folder you would like to save images in.

23. On the top toolbar, click on  to insert a picture.

24. Click the **Upload** tab to reveal the **“Choose an image to upload.”**



Drag an image here

Or, if you prefer...

Choose an image to upload

000

Animating a Picture

25. To animate an image, click on the image to select it.

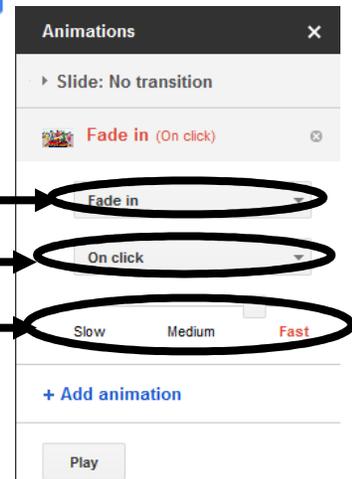
26. Right click on the image, select **“Animate.”**

27. It will open the **“Animations”** pane.

Click here to choose the type animation effect you want to use.

Click here to choose when to have the animation occur.

Click here to choose animation speed.



Adding a YouTube Video

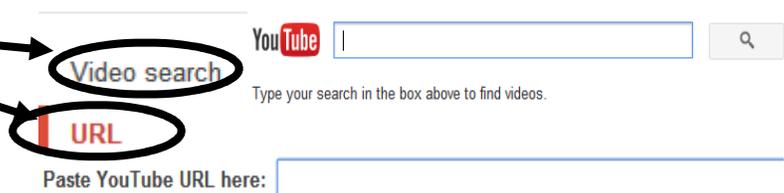
Adding a YouTube video is convenient in Google Presentations. There are two ways to go about doing this.

28. On the top toolbar, click **“Insert.”**

29. Click on **“Video.”**

30. You will see two tabs.

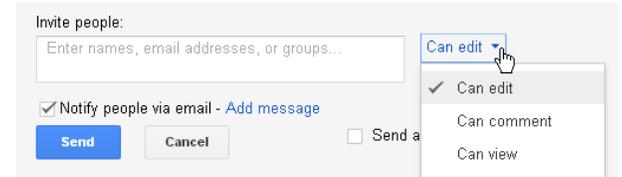
Insert video



31. If you **DO NOT** know the video's URL, you can do a "Video search" within Google Presentations.
32. If you **KNOW** the video's URL, you can copy and paste the video's URL in slot.
33. Select the "**Choose an image to upload**" button, and navigate to the location where the image was saved.

Collaborating with Other Users

34. Go to **File>>Share**.
35. On the bottom, click on the "**Invite people:**"
36. Enter the email of people whom you want to collaborate with.

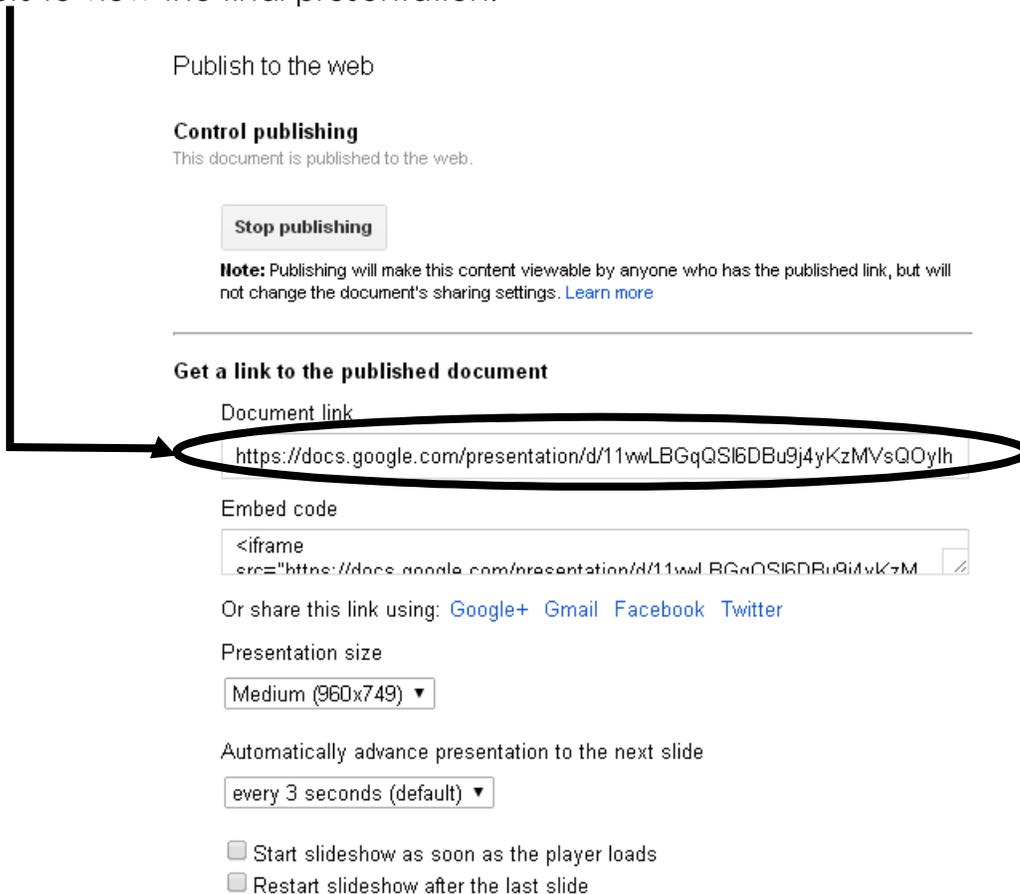


- "**Can edit**" – Person has editing privileges.
- "**Can comment**" – Person cannot make changes to presentation, only provide comments.
- "**Can view**" – Person can only see the presentation and not make any changes or comments.

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

Publishing to the Web

37. Go to **File>>Publish to the web...**
38. Click "**Start Publishing.**"
39. If you are asked if you want to start publishing, click "**OK.**"
40. Copy and paste the address under the "**Document link.**" This is the address used to share with others to view the final presentation.



Adding Comments

If "Can Comment" or "Can Edit" privileges have been shared with a user, they will have the ability to make comments on a presentation.

41. To make a comment on a certain portion of the presentation, click on the object, image, text, for which the comment will pertain to.

42. On the top left portion of the menu, click



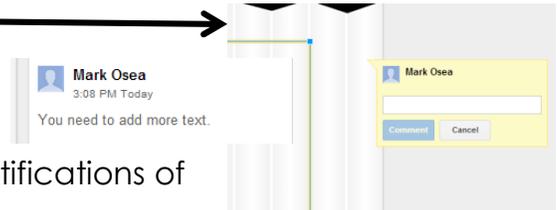
43. When adding a comment, it will highlight the portion selected and open a comments bubble.

44. Type your comment, and click "Comment."

45. Once a comment has been added, on the margins of the presentation, it will appear as:

46. A user can "**Resolve**" a comment to clear any notifications of that issue.

47. A user can "**Reply**" to further continue discussion about that comment.



48. To view all of the different comments posted about a slide, on the top right, click on "**Comments.**"



Discussion Questions:

1. How might Google Docs be implemented during a classroom lesson?
2. What are some limitations that could prevent this from becoming a valuable resource?