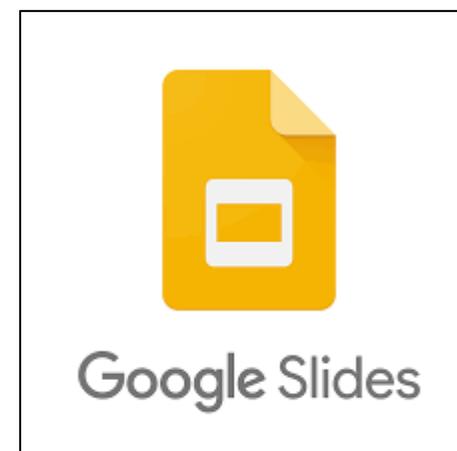# Presentations

Animation	Adding movement to still objects e.g. text
Font	A design of letters, numbers or symbols e.g. Arial or Times New Roman
Format	Changes how media, such as text or images, look on a page
Handles	A square that appears around a selected image, allowing it to be edited and formatted
Media	Information in the form of text, sounds, images or video
Google Slides	A computer program that helps you make a slideshow presentation to show information
Shape Styles	Set of ready-made designs you can use to quickly change how a shape looks
Slide	One page of your slideshow presentation
Speaker Notes	Words under a slide to help the presenter remember what to say why they present
Slideshow	A collection of pages arranged in a sequence that contains text and images to present to an audience
Transition	How a slide moves from one to the next

Key Learning

- To learn how to open Slides, add texts and change how it looks.
- To learn how to add slides, change slide designs and insert pictures into a presentation.
- To add animations to pictures and text and transitions between slides.
- To create an effective presentation.
- To complete and present a slideshow to an audience.

Google Slides

Presentation

A visual way of displaying information to an audience that is clear and engaging. It can contain text, images, animation and videos.

Themes
- Use of text
- Design templates
- Inserting media
- Animations
- Transitions
- Notes
- Presenting skills

Slideshow

Undo (or Ctrl + z)

Insert
- Image
- Text box
- Audio
- Video
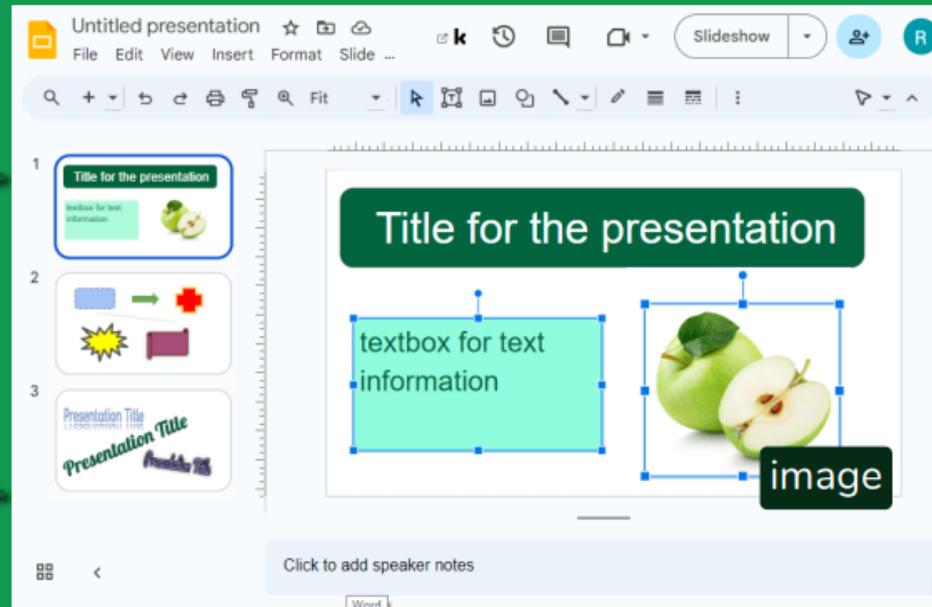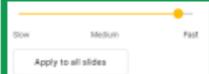- Shape
- Word art
- Line

Media
Information in the form of words, sounds, numbers, images, or graphics in electronic, print or broadcast form.

slides

Untitled presentation
File Edit View Insert Format Slide ...
Slideshow

Fit

1 Title for the presentation
textbox for text information

2

3 Presentation Title

Title for the presentation

textbox for text information

image

Click to add speaker notes

Word

Transition

Motion
- None
- Dissolve
- Fade
- Slide from right
- Slide from left
- Flip
- Cube
- Gallery

Slow Medium Fast
Apply to all slides

WordArt

Presentation Title

Presentation Title

Format options
- Size & Rotation
- Position
- Drop shadow
- Reflection

Presentation Title
Presentation Title
Presentation Title

Styles
Change the size, font alignment and colour of text, textboxes, shapes and lines.

Arial   − 36 + **B** *I* U A

Theme

Themes

Animate
- Appear/Disappear
- Fade in/out
- Fly in from left/right
- Fly out to bottom/top
- Zoom in/out
- Spin

Play

Appear (on click)
Appear
On click
On click
After previous
With previous