VIA AFRIKA DIGITAL EDUCATION ACADEMY

Google Workspace

SESSION 7

Preparing presentations using Google Slides

CLASS NOTES

SACE provider number: **PR0000008139**
Via Afrika is a B-BBEE **Level 1** Provider.

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

In partnership with the Department of Basic Education.

Via Afrika
Our Teachers. Our Future.

Course content

Google Workspace

Google Workspace

Session 7: Preparing presentations using Google Slides

Class Notes

Via Afrika

Our Teachers. Our Future.

Important information

1. You can download and print the Class Notes for personal use, but you may not share them.
2. Once you have watched all the videos and completed all the quizzes, reflections, tasks and assessments successfully, you can download your certificate and print it.
3. If you wish to earn SACE Professional Development (PD) points for this session, you must complete all the online assessments in the session successfully. Our system will notify us of your success, and we will send the points allocation request to South African Council for Educators (SACE).
4. Please remember that devices and apps are updated all the time, so the device specifications, app features and icons that you see here might differ slightly depending on the device you're using and any subsequent app updates.

Contents

Outcomes and content

Outcomes of the session

By the end of the session, you will:

- be able to identify and explain the differences between and among presentation apps
- know how to create a new Google Slides Presentation
- know how to use slide templates, add, duplicate, and delete slides
- be able to format slide text and edit your presentation
- know how to change slide backgrounds, work with images, shapes, tables, charts, and diagrams
- know how to create animations and transitions
- be able to create a set of Speaker Notes and know how to use them
- know how to add interactive elements to a presentation
- prepare for and present a good presentation

Content of the session

This session will focus on:

- types of presentation apps (focus on Google Slides)
- creating and saving new Google Slides Presentations
- formatting and editing text and slides
- working with images and shapes
- working with tables, charts, and diagrams
- working with animations and transitions
- using Speaker Notes
- adding interactive elements to a presentation
- preparing and presenting a good presentation

Overview

Welcome to Session 7 of the **Vadea Google Workspace Course**. In this session, **Preparing presentations using Google Slides**, you will be introduced to presentation apps in general, and Google Slides specifically. After that, we'll show you how to use Google Slides to create a lesson presentation. Finally, we'll wrap up the session by putting the finishing touches on your lesson presentation and looking at various options for presenting to your learners.

What is a presentation app?

Presentations and presentation apps

As a teacher, a large part of your job is to present content to your learners. You do this by using the overhead projector, chalkboard, whiteboard, videos, and yourself as a presentation device. With technology becoming more available to us, there is another tool we can add to our presentation toolbox, namely, presentation apps.

Presentation apps allow us to create presentations using images, charts, animations, and videos. It enables you to take words, images and videos and then edit and format them to make a presentation. You can then present it on-screen to a class, using a data projector.

There are several presentation apps available. The good thing is that all the apps have almost the same functions, although they have different names and are distributed by different companies.

Microsoft PowerPoint

Microsoft PowerPoint is one of the best-known presentation apps. It forms part of the Office Suite.

LibreOffice Impress

LibreOffice's Impress is yet another example of a word processing app. Like Google Slides, it is a free app.

Google Slides

Google Slides is another popular presentation app. A key advantage of this app is that it is free. We will focus on Google Slides during this session.

Where will you work?

Google Workspace – the suite containing all Google's Apps – was developed to be used online on the internet. All the apps run in a web browser on a computer, mobile phone, or a tablet device. The advantage of this is that you can start a presentation in Google Slides on one device, and then work on it on another device because all changes are synchronised (we usually just say synced) in Google Drive.

You can work on Google Slides in a web browser

1. Open your web browser (Google Chrome is the best to use in this instance).
2. Sign into your Google Account. When you use Chrome, you will be able to do this on the right-hand side of the screen.
3. Click the Nine Dot Menu.
4. Select Slides.
5. Google Slides will open up in your browser.

You can work on Google Slides on your mobile device

1. Go to your app store. This will be Google Play Store for Android, or the App Store for iOS devices.
2. Download the app if it is not already installed on your device. It is possible that your Android device already has all the Google Apps. It depends on who made your device. Look on your device first, and if it is not there, go to the Google Play Store to download and install it.
3. Now you can use the app on your smartphone or tablet device even if you are offline. When you go online, the changes will sync for you.

You can download a shortcut to any of the Google Apps onto your computer

1. Google does not have an app for computers, but you can create a special shortcut very easily. This will have the same functions as the online version of the app. You can work offline via the app shortcut on your computer, and it will sync with your Google Drive when you go online again.
2. Launch the Chrome browser.
3. Sign into your Google Account.
4. Click on Google Slides.

5. Click on the Three Dot More Options Menu at the top of the screen.
6. Click Save And Share.
7. Click Create Shortcut.
8. In the pop-up that opens, type in the name of the app, in this instance Google Slides.
9. Click the Create Button.
10. A pop-up will appear to ask if you would like to add the shortcut to your Taskbar. Select 'Yes' if you want to pin it there.
11. You will find the app on your desktop.
12. You can follow this same process to get a shortcut for any other Google App on your computer.

Reflection

- Make notes in your PD Journal.
- Think about the ways in which you currently present your lessons. Do you use a chalkboard? Do you use digital tools and technology in your classroom?
- Think about how you could use presentation apps in your teaching.

Working with Google Slides

Starting a new Google Slides Presentation

Google Slides will enable you to show interesting educational presentations to your classes.

We will create a six-slide presentation on the Big Five.

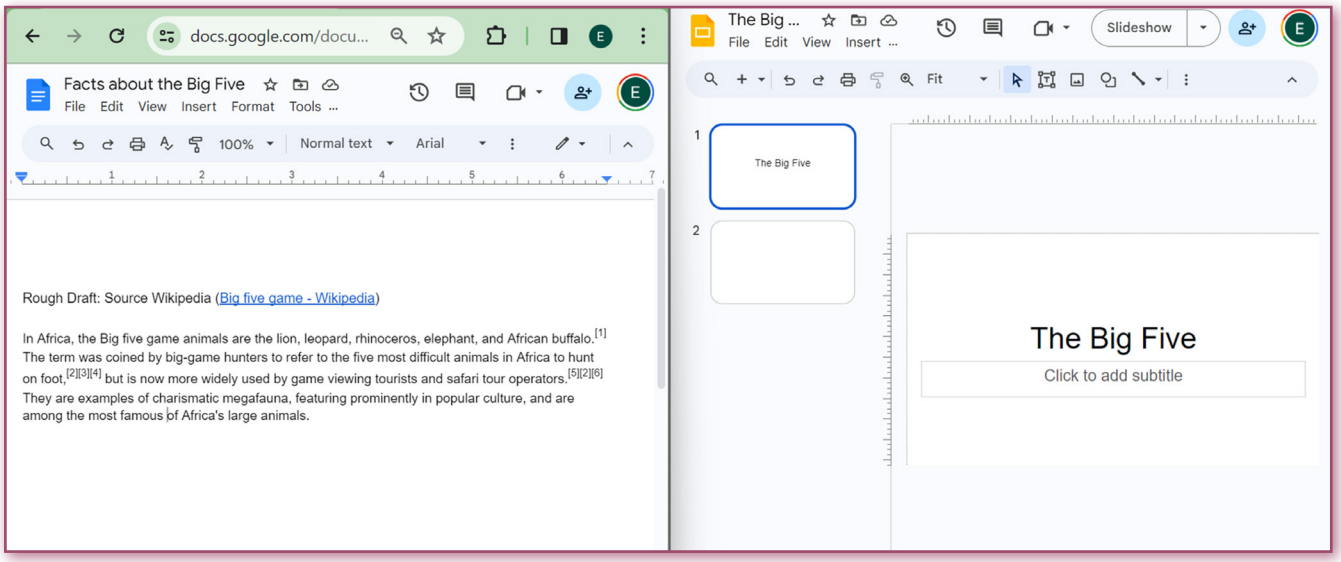
We suggest that you do the following before you start working along with the training videos.

- Download and save an image of each of the Big Five (lion, elephant, rhino, buffalo, leopard) on your Google Drive.
- Do a bit of research and prepare a list of five facts for each of the animals. You can save this in a Google Doc. While we are working on the slides, you can copy text from your Google Doc into your Google Slides Presentation.

While we are putting the presentation together, you will learn how to use some of Google Slides' key features.

A useful viewing tip: Create a split screen

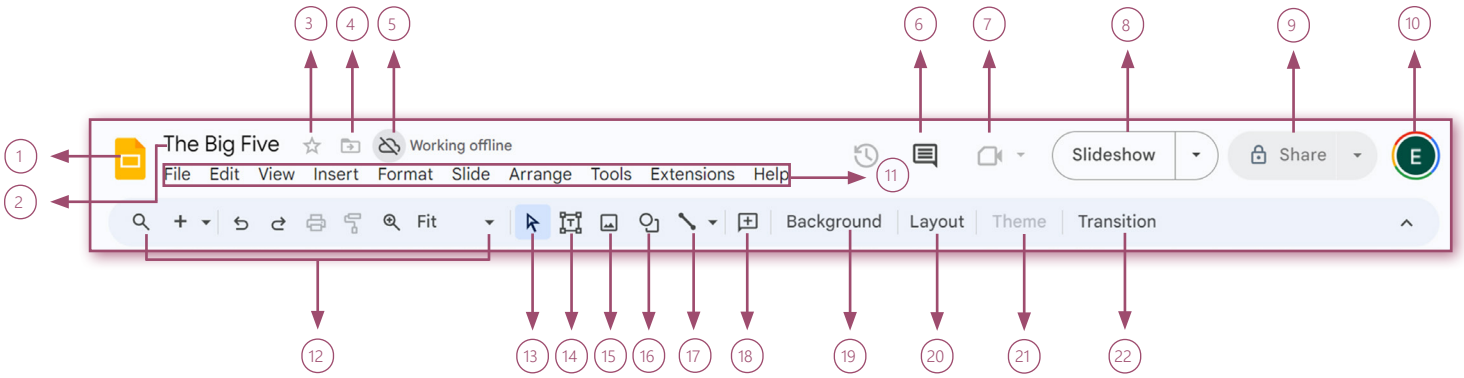
Sometimes, you may want to work with two apps open on the same screen, at the same time. Here is an example of a screen where a Google Doc is open at the same time as a Google Slides Presentation. In this example, a teacher is using a Google Doc with facts about the Big Five (on the left), to insert into a Big Five Google Slides Presentation (on the right).



You can create a split screen

1. Open, one at a time, the two apps or documents with which you want to work.
2. With one app open, press the Windows Key and the Left Arrow. (The app is on the left half of the screen now.)
3. Now select the other app by left-clicking on it.
4. You now have both apps open, one on the left, one on the right. Click in the app in which you want to start working.

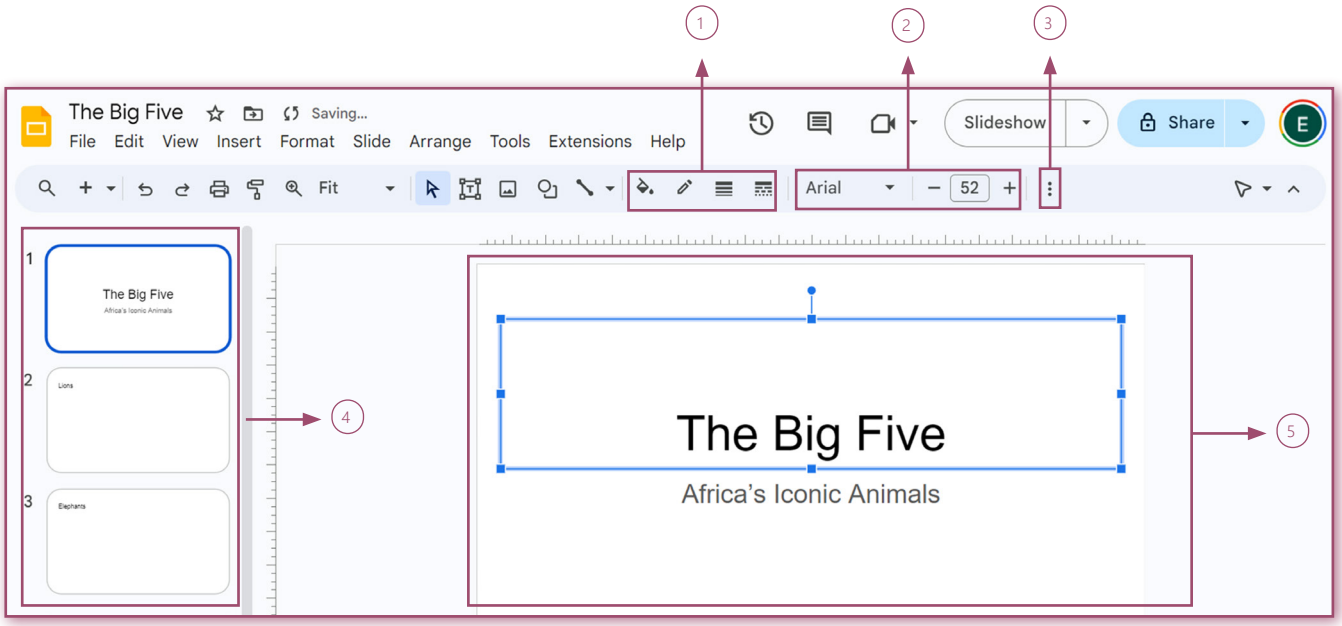
Exploring Google Slides



1. Slides Home Button.
2. Title of presentation: It always starts as Untitled Presentation. Click here to name your presentation. With Google Slides, there is no Save Button. Google will keep saving automatically while you are online. If you happen to go offline, Google will save the changes you have made and upload them when you are online again.
3. Star Button: Starred files are files that you want to sort and have available by clicking on the Starred Option in Google Drive.
4. Move Button: This allows you to file the new presentation in your Google Drive.
5. Document Status Button: This shows if the presentation is uploaded into the cloud.
6. Comment History Button.
7. Google Meet Button: Click here if you want to join a Google Meet call.
8. Slideshow Button: Opens the current presentation as you would see it on a screen. If you are connected to a data projector, you can use this mode to see your notes.
9. Sharing Button.
10. Your profile.

11. Menus: File, Edit, View, Insert, Format, Slide Arrange, Tools, Extensions, Help. These menus contain the various commands you can use in your presentation.
12. Commonly used buttons in the next row allow you to quickly do the sort of things you do most often, for example Search the Menus, Add a New Slide, Undo the last thing you did, Redo what you just undid, Print, Format Painter, Zoom, Fit, etc.
13. Select: This allows you to select different elements on your slide.
14. Textbox: You can insert a textbox on your slide.
15. Insert Image: Use this button to insert an image.
16. Shape: Use this button to insert a shape.
17. Line: Use this button to insert a line.
18. Add a Comment Button.
19. Background: This button allows you to change the background of the slide.
20. Layout: This button changes the layout of the slide.
21. Theme: You can choose a theme that includes fonts, background images and layouts to make your presentation have a common look and feel.
22. Transition: You can decide what the move to the next slide looks like.

If you have text in your slide, and click on the text, additional buttons open.



1. Text Boxes, Fill and Borders.
2. Font Formatting.
3. Three Dot Menu: More options. Here you can add in bullets and numbering, or change the spacing and alignment of the text.
4. Filmstrip: This shows you small images of each of your slides in order. The slide you are currently working on, will have a blue frame around it.
5. Main Slide: The slide in which you are currently working and where your text and images are placed. There is an option to add Speaker Notes below this slide.

You can create a new blank presentation

1. Click on the File Menu.
2. Click on New.
3. Click on Presentation, or choose a file type from the Template Gallery, or click on Slides Home.
4. Select a file.

You can open a saved presentation

1. Click on the File Menu.
2. Click on Open.
3. Select the file from the options: Recent Files, My Drive, Shared With Me, Starred, Computers or Upload.
4. Left-click the document, or click on Files Home.
5. Select a file.

Saving a presentation

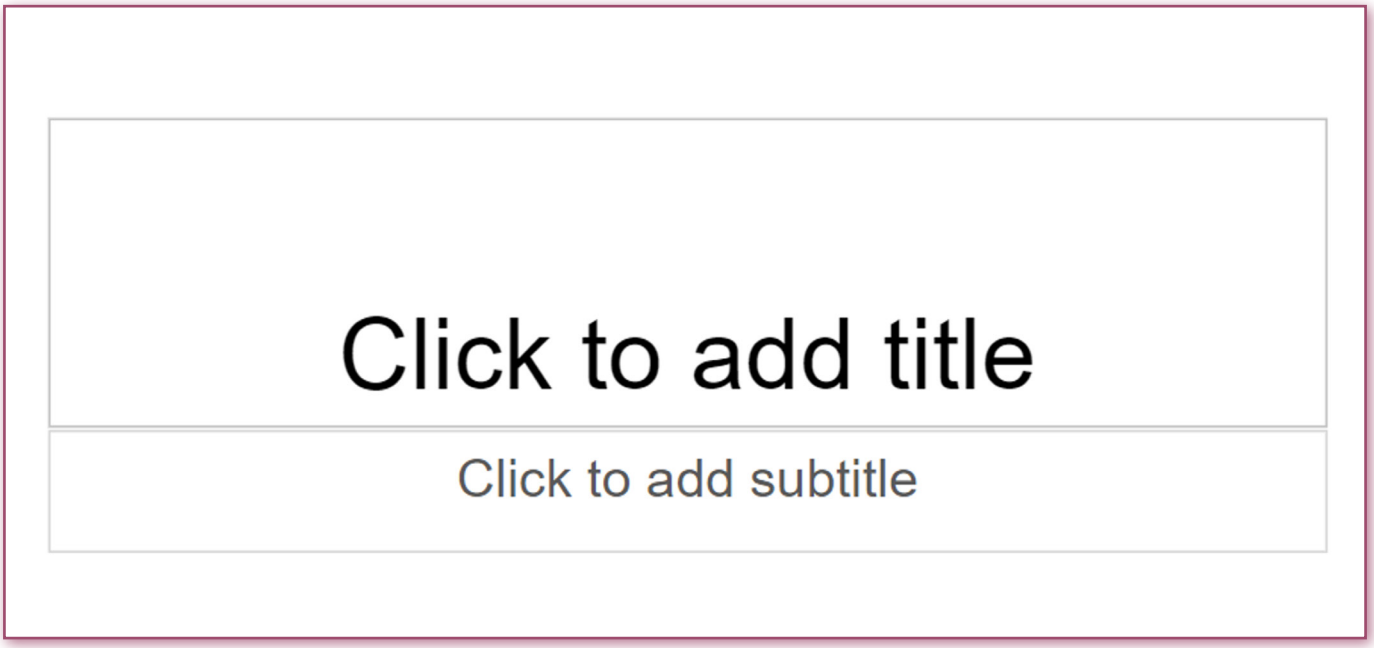
There is no Save Button in Google Slides. Your files are automatically saved to Google Drive when you are online. If you are offline, your file will sync to Google Drive when you go online.

Exploring slide templates

In Goole Slides, we talk about slides (and not pages as we do in Google Docs, for example). You will notice that Google Slides has already provided a set of blank slides called Slide Templates that have a structure that you can use. This makes creating a presentation easy.

Inserting a new slide

Google Slides has a standard slide when you open a new presentation



This is the Title Slide Template. All you need to do is click on the text and key in the title and subtitle of your presentation.

You can add a new slide to your presentation

1. On the Toolbar, click the Plus Sign.
2. Google Slides will automatically insert the slide that it predicts you will want.
3. Click the drop-down menu next to the Plus Sign, to see several options for slide layouts.

You can duplicate an existing slide

1. Click in the Filmstrip on the slide you want to duplicate.
2. Press Control C (to copy).
3. Press Control V (to paste).
4. Or, right-click on the slide you want to duplicate and left-click on Duplicate from the menu.

You can delete a slide

1. In the Filmstrip Pane, left-click on the slide you want to delete.
2. A blue frame will appear around the slide.
3. Press the Delete Button on your keyboard.
4. Or, right-click on the slide in the Filmstrip Pane and left-click on Delete Slide.

Task

- Create a new presentation.
- Name your presentation: **The Big Five**.
- The first slide is always the Title Slide.
- Add another slide and select a layout for your presentation. The Caption Layout is a good option.
- Make a duplicate of the slide. You now have three slides.
- Delete Slide 3.

Working with text

We aim to make presentations exciting and interesting. We can do this by formatting the text.

You can change the font on a slide

1. Select the text you want to change.
2. On the Toolbar, click the Down Arrow next to the current font name.
3. Scroll through the list to find a font that you like.
4. Click on the font name.
5. Google Slides will change the font of the highlighted text automatically.

You can change the size of the font on a slide

1. Select the text you want to change.
2. On the Toolbar, click the arrow next to the current font size.
3. Scroll through the list to find the font size that you like.
4. Click on the font size.
5. Google Slides will change the font size of the highlighted text automatically.
6. Or, click the Increase and Decrease Font Size Buttons to make text bigger and smaller.
7. Note: Because you are preparing a presentation, make sure that you choose a large font size. Anything below 18 is almost impossible to see well on a screen.

You can change the colour of the font on a slide

1. Select the text you want to change.
2. On the Toolbar, click the Text Colour Button.
3. Scroll through the list to find a font colour that you like.
4. Click on the font colour. Google will change it automatically.

You can edit the background of a slide

1. Changing a slide's background is an easy way to create a visually striking presentation.
2. On the Toolbar, click on the Background Button.
3. This will open up a Background Dialogue Box, and with it several options to allow you to change a slide's background.
    - Solid fill will fill the entire slide background with the chosen colour.
    - Gradient fill will apply a gradient of the colour from light to dark.
    - Picture or text fill will fill the background with a picture or text of your choice.
4. Once you have decided what you want your slides to look like, you can click Done.
5. To apply to all the slides, select them all in the Filmstrip Pane and change the background.

Task

- Work in your Big Five presentation.
- Insert your presentation's title on the Title Slide (Slide 1), for example, **The Big Five**. Insert a subtitle on the Title Slide, for example, ***South Africa's iconic animals***.
- Change the font, font size and font colour of the title and subtitle.
- Change the background colour of the Title Slide.
- Now, create the first animal slide for your Big Five Presentation. Work on Slide 2.
- Insert a heading, **Lions**.
- Search for facts about lions.
- Type five facts about lions. You can type it directly onto your slide if you want to. If you have already saved facts into a Google Doc, you can copy it from there using Control C and paste it into your slide using Control V.
- Then change the font of the facts and the heading to anything you like.
- Make whatever changes you would like to your slide's background.

Working with images and shapes

Images and shapes play an important role in presentations. We can use them to capture our audience's attention, or to show something that reinforces learning. Goolge Slides allows us to customise any image we want to include.

Images

You can add an image to a slide

1. Click on the Insert Menu.
2. Move your cursor over Image.
3. You have a number of options, set out below.
    - Upload an image from your computer.
    - Search for one on the web.
    - Upload an image from your Google Drive.
    - Use a URL on the web.
    - Upload an image from your Photo Gallery.
    - Take a picture with your device camera and upload from there.
4. Make your choice.
5. Click Open/Insert.
6. Google will insert the image.

You can resize an image

1. Click on the image.
2. Left-click and drag the blue square on any of the corners of the image to get the size you want.
3. Avoid changing the proportions of the image.
4. Or, click the Format Option Button on the Toolbar.
5. In the Format Option Pane, lock the aspect ratio to avoid changing the proportions of the image.
6. Use the measurements to change the size of the image.

You can move an image

1. Click on the image.
2. Left-click and drag the image to where you want it.
3. Or, use the Position Settings in the Format Options Pane for precise positioning.

You can add special effects to your image

1. Drop Shadow: A Drop Shadow creates the visual sense that the image is not part of the slide but is somehow hovering just above it. This is not very useful in a day-to-day educational setting, but can be fun if you are creating a different type of presentation. Just click the checkbox next to Drop Shadow, and then open the settings with the arrow. Now you can adjust the settings to your liking.
2. Reflection: The Reflection Setting is also not really for educational use, but it can be fun. It creates a reflection of your image.
3. Alt Text: This is short for Alternative Text, and it is a description of the image for people who may be visually impaired.

You can crop an image

1. Click on the image.
2. Click on the Crop Button on the Toolbar.
3. Your image will have a set of black corners and side markings on it now. Left-click and hold down the button while you drag your cursor to grab a corner or a side to make the image smaller, or to cut out the parts you do not want.
4. Click the Crop Button again.

Shapes

Sometimes we need to add shapes (for example squares or arrows) to a presentation. Google Slides allows us to easily insert them into a slide using the Shape Button on the Toolbar or the Insert Menu.

You can add a shape

1. Click on the Insert Menu.
2. Move your cursor over Shape.
3. Choose from: Shapes, Arrows, Callouts or Equations.
4. Your cursor changes to a cross. Draw the shape to be any size and where you want it on the slide. To do this, move your cursor onto your slide, click and hold the Left Touchpad Button, and drag to create the shape. Let go of the button, and the shape appears.
5. Or, you can use the Shape Button on the Toolbar instead of the Insert Menu Option.

You can format a shape

1. Click on the shape.
2. The Shape Format Button will appear on the Toolbar.
3. Choose from the options.
    - Fill Colour: This fills the shape with the selected colour.
    - Border Colour: This changes the border around the shape.
4. Click in the shape to add text.

You can add a graphic line

1. Click on the Line Button.
2. Your cursor changes to a cross. Draw the line to be any length and where you want it on the slide. To do this, move your cursor onto your slide, click and hold the Left Touchpad Button, and drag to create the line. Let go of the button, and the line appears.

You can format a graphic line

1. Click on the line.
2. The Shape Format Button will appear on the Toolbar.
3. Choose from the options.
    - Line Colour: This changes the line from black to the selected colour.
    - Line Weight: This changes the thickness or weight of the line.
    - Line Dash: This changes the line to a dashed or dotted line.
    - Line Start and Line End: Changes the start and end of the line.
4. There are other types of lines to choose from in the drop-down menu next to Line.

Tables, charts and diagrams

You can insert tables

1. Tables are useful ways to summarise information, especially if you want to compare different things.
2. Inserting a table is as easy as inserting a shape, and you will find the instructions on the Insert Menu.
3. Once you have inserted the table, you can format the cells, columns and rows.

You can insert charts

1. Charts are another word for graphs like bar graphs, pie charts, and line graphs.
2. You can insert any of these from the Insert Menu.
3. These charts are often linked to data that is found in Google Sheets.

You can insert diagrams

1. Diagrams are ready-made images that you can edit to show things like a timeline, a hierarchy, and a relationship among other options.
2. Use the Insert Menu to select a diagram.
3. If you click View All, all the options will open in a pane on the right-hand side of your screen. Select the one you want and edit it with your own information.

Working with more than one image or shape

It is possible for us to have more than one image or shape on a slide. The Arrange Menu Options are helpful when you're working with many images and if you want to layer them on top of one another, align them, or rotate them.

You can re-order overlapping images

1. If your images are overlapping, and the image on top is covering a part of another image, you may want to re-order them by moving one image behind the other.
2. Click on the image.
3. Click on the Arrange Menu and select Order.
4. You can choose from these options.
    - Bring to Front.
    - Bring Forward.
    - Send Backward.
    - Send to Back.
5. If you have more than two images, you may need to bring an image to the front rather than simply forward or send it to the back rather than sending it backward.
6. Google Slides will automatically move the image.

You can align images

1. Click on the images. (Click on the first image, then press and hold the Control Key and click on the other images.)
2. Click on the Arrange Menu and select Align.
3. You can choose from these options.

- Align Images to the Left: The image furthest to the left will become the alignment place.
- Align Images in the Centre: The images will be aligned along their centre line.
- Align Images to the Right: The image furthest to the right will become the alignment place.
- Align Images to the Top: The topmost image will become the alignment place.
- Align Images at the Bottom: The bottommost image will become the alignment place.
- Distribute Vertically: The images will be spaced evenly from top to bottom.
- Distribute Horizontally: The images will be spaced evenly from left to right.

You can group images

1. Click on the images. (Click on the first image, then press and hold the Control Key and click on the other images.)
2. Click on the Arrange Menu and select Group.
3. Google will connect the images and the images will move together as one image.
4. If you later want to ungroup the images, simply click on the grouped image, click the Arrange Menu and select Ungroup.

You can change the direction an image is facing

1. Click on the image.
2. Click on the Arrange Menu and select Rotate.
3. You can then rotate it or flip it.

Task

- Insert an image of a lion on Slide 2. You can look on Pixabay.com for a royalty-free image.
- Experiment with the various Format Settings and see if any would make the image more educationally useful.
- Insert four new slides into your presentation.
- Experiment with inserting a shape, a table, a chart and a diagram in each of them.
- Delete the slides.
- Create a new slide and insert a shape. Then, change its colour.
- Add another shape.
- Align them to the top and then group them.
- Move the group to the right of your slide.
- Experiment with other arrangements.
- Delete the slide.

Bringing it all together

Use what you have learned in this session to complete your presentation. Watch the training video to consolidate your knowledge.

Task

- Create a slide each for elephant, buffalo, rhino and leopard.
- Insert the title, five facts and an image of each animal.

Animations

Animations allow you to make any item on the slide move. They can be a useful way to draw attention to specific items. There are many fun things you can do with animations. Good animations can dramatically improve the quality of your presentation. Just always keep in mind that animations can become distracting too, so make sure that each animation serves a purpose.

There are two categories of animations.

1. Entrance: Makes the item appear.
2. Exit: Makes the item disappear.

You can add animations

1. Select the item you want to animate.
2. Click on the Animate Button on the Toolbar, or click the Insert Menu and select Animate.
3. In the Motion Pane that opens on the right of the screen, select Object Animations.
4. Click Add Animation and select one of the animations.
5. Decide when you want the animation to happen.
   - When you left-click?
   - After the previous animation?
   - With the previous animation (which animates two different objects)?
6. If you want to change the order, move your cursor over the Six Dot Menu to the right of the animation information. Notice the cursor turns into a cross with arrowheads. Left-click and you can drag the animation earlier or later.
7. If you click on the animation name, you can edit the animation or click on the Bin Icon to remove the animation. Your object stays on the slide.
8. Click Play to see your animations working and to check them.

Task

- Create animations on Slide 2.
- Apply entrance animations to: (1) the heading, (2) the facts, and (3) the photo.

Interactivity

It is very easy for a Google Slides Presentation to become another form of chalkboard with learners staring at a screen. Giving the learners opportunities to interact with the content rather than passively consume it, is important for good education. Interactivity is about creating opportunities for learners to engage with what is on the screen. This can be achieved in Google Slides with Add-ons. Once you have an Add-on, your learners can, for example, come up to your laptop and interact with the Slides Presentation. Or, they can use their own devices to interact with the presentation from their desks. When we add interactivity to a presentation, we are no longer working with a fixed knowledge set being transmitted, but rather with the construction of knowledge.

Live-polls Maker

Live-polls Maker is a useful Add-on to create quick formative assessments in your classroom. Your learners will need to have access to a device and data to participate, but you can imagine how useful this can be.

Pixton Characters

The Pixton Characters Add-on allows you to create some simple cartoons with dress-able characters in different poses. Although this does not make the presentation interactive, it does add some life to a presentation. The characters are free to use.

GeoGebra

GeoGebra is a classic app that Math Teachers have been using for a long time. It adds excellent interactive opportunities in algebra, geometry, statistics and calculus, and can be used in the GET and FET Phases. It is free to use.

You can add an interactive element with an Add-on

1. Start in a Google Slides Presentation.
2. Click Extensions.
3. Select Add-ons.
4. In the menu that opens, click Get Add-ons.
5. Enter the name of the Add-on you want, or type in 'education' to see all relevant Add-ons.
6. When the search results are shown, left-click on the Add-on of your choice.

7. To install the Add-on, left-click Install.
8. Click Continue.
9. You may need to select your Google Account.
10. For most Add-ons, a message will appear requesting access to data that app needs to work. Read the message, then click Allow.
11. Click Done after installation.
12. Your Add-ons will be stored in the Extensions Menu.

Task

- Find the Stickity Add-on and install it in your Google Account.
- Find one other Add-on you will find useful and install it.

Refining a lesson presentation

Once you have drafted your presentation, you can refine it with transitions, and prepare to present an excellent lesson.

Transitions

Transitions change what happens when you move from one slide to the next.

You can add transitions

1. Click on the slide to which you want to apply the effect.
2. Click on the Slide Menu and select Transition, or click the Transition Button on the Toolbar.
3. A Motion Pane opens at the right of your screen. Slide Transitions are the first option.
4. Click the drop-down menu to see the options.
5. Select an option.
6. Click Play to see what it looks like. Press Stop or enter to continue.

Task

- Apply a transition between two of your slides.

Speaker Notes

So far, we have looked at what your audience will see on the slide that is projected onto a screen. Using the Speaker Notes Pane, you can make notes about each slide that only you will be able to see.

If you cannot see the Speaker Notes Pane, go to the View Menu and select Show Speaker Notes.

You can use Speaker Notes during your presentation

1. Click on the Slide Show Button to start the presentation.
2. You will see a different screen from that which your audience sees (because it will include your notes).

Task

- Add Speaker Notes to your slides.
- Use what you've learned in this session to finish your Big Five Presentation.
- Add any animations, transitions, Speaker Notes, or any other elements that will make your presentation perfect for your class.

What makes a good presentation?

Although a Google Slides Presentation can be an immensely valuable tool for teaching and for presenting information in different contexts, it is important not to overload your audience with too much information, too many slides, and too many animations, transitions and tricks. Avoid what we call 'Death by Slides', during which the audience is bored senseless with the presenter's droning voice and endless slides.

Seven top tips for presentations

Tip 1: Keep it simple! Don't put too many things on a slide

A good rule of thumb is:

- one picture,
- one heading,
- one text box (with large enough font size text in it).

Tip 2: Use animations sparingly

A well-considered animation can really add value to your presentation. However, adding in too many animations can become distracting to your audience. Always ask yourself what the purpose of each animation is.

Tip 3: Transitions can be distracting

Just like animations, transitions can wow your audience or distract them. If you're unsure about whether to use a transition, don't include it.

Tip 4: Limit the amount of text on your slides

Remember, you want your audience to be listening to you while you present, not just reading what's on the slide.

To keep their attention on you, don't put too much text on the slide. One or two sentences that convey the key message of the slide will do the trick. Slide presentations are not meant to replace the textbook. Remember that you can add details of what you want to say during your presentation in your Speaker Notes, which will not be visible to your audience.

A presentation in a classroom could serve three purposes.

1. It could introduce new ideas and concepts.
2. It could provide a structure for a lesson.
3. It could give a summary of what has been learned.

Tip 5: One topic, one slide

Always make sure you limit the content on a slide to one topic. Less is always more. Rather have more slides with less on them.

Tip 6: Plan, plan, plan!

Planning your presentation is a great way to make sure you meet your pedagogical aims.

Tip 7: Have fun with it

Make it personal, make it yours, and have fun with it. That way, your audience will be much more likely to stay engaged from start to finish.

Tips for using slides to teach

But what about using a presentation to teach? Here are some tips for turning a Google Slides Presentation into a lesson.

Tip 1: Use it to illustrate what you are teaching

During a lesson when you are using a teacher-fronted approach, a slide presentation can be used effectively to show learners relevant images, maps, timelines etc. when these are not in a textbook.

Tip 2: Use it to give learners instructions

A slide with classroom instructions can be a useful reminder for learners to refer to rather than needing to ask you what to do next.

Tip 3: Use it to do a quick recap of content or a quiz

During a lesson, a quick recap of information and concepts can be done using Google Slides. Present a question to the class and then have them answer it before moving on to a slide with the answer on it.

Using timed transitions will introduce an element of gamification into the lesson, increasing learner engagement.

Tip 4: Use it to show learners the structure of your lesson

You can show the learners how the lesson will be structured. This gives them a useful scaffold to better understand the lesson.

Tip 5: Use it to ____ learners on important ____ to take

The learners should never copy down the content of the slides. Rather, make a slide with key words and terms missing like this. You can then guide the learners on important notes to take. After discussing the content, have the learners complete the missing information.

Then show a slide with the missing information filled in and discuss their answers. This helps them to identify key points and develops note-taking skills rather than transcribing skills. It also keeps the learners engaged in the lesson.

Tip 6: Use it to provide cognitive load relief

Showing a slide with humorous or interesting content to give learners a mental break can be useful and increase learner attention to the lesson.

Tip 7: Use it for learner presentations

Letting the learners use Google Slides to create presentations of their own work, gives them an opportunity to develop a life skill. If they create their own presentations, be sure to teach them about effective presentation skills.

Tip 8: Do not use it to deliver the lesson content

Slides should at minimum augment your teaching, if not modify the lesson. It should never be a substitute for you, a textbook, or a chalkboard.

Reflection

- Make notes in your PD Journal.
- Which of these tips surprised you most? Why?
- How could these tips improve your teaching?

… Presentation time!

Once you have prepared, edited, formatted and got all your animations and transitions in order, it is time to present. In order to properly run a presentation, you need to connect your laptop to a data projector or a digital whiteboard. We look at how to do this in detail in Session 4 of the **Using your laptop to make a real difference in your teaching course**. The session is called **Using a display device with your laptop** and it is very useful for learning how to set up devices and troubleshoot technical issues. It also gives handy tips for teachers to add value in their classrooms with displays on data projectors, document cameras and digital whiteboards.

Presenting Option 1

When you are ready to present, you will use the Slideshow Button.

You can duplicate or mirror the presentation on your laptop screen and on the screen in your class

1. Click Slideshow.
2. Slides will switch from Editing Mode into Presentation Mode. In Presentation Mode, your entire screen will be filled with the presentation. This is what your audience will see.
3. To move to the next slide, or the next transition or animation, left-click the touchpad. You can also press the Right Arrow Key on your keyboard.
4. To escape, touch the Escape Key on your laptop. This is usually the key in the top left of your keyboard.

Presenting Option 2

If you have notes in your presentation, you may wish to view these notes while you present. The notes will be visible to you, but not to your audience. To do this, you will use Presenter View.

You can use Presenter View

1. Click the drop-down menu next to Slideshow.
2. You now have Presenter View open. On the wall screen, you will see only the slide, and on the laptop screen you will see the current slide, the next slide, and the Speaker Notes.

3. You can use the Arrow Keys on your laptop keyboard to move forward and back, or you can left-click on the next slide to move forward.

You can use Audience Tools

1. Next to Speaker Notes, you can see another tab, called Audience Tools. This is a very useful function in Google Slides.
2. Click Start.
3. Your audience will see a message at the top of your slides.
4. All they need to do is to go online to the link, and they can ask you questions.
5. You will be able to pause your presentation to answer a question at the right spot, rather than having to wait to the end by which time either the learner has forgotten the question, or it is difficult to put the answer into the right context.
6. A word of advice though: Be careful of allowing these questions to take you off the point of the presentation.

Task

- Present your presentation to a colleague.
- Ask them for feedback on your layout, text size and images.
- Ask them to give you feedback on your presenter style.

About the Final Assessment

At the end of this training session, you will be asked to complete the Final Assessment.

If you complete the Final Assessment successfully, you will qualify for your virtual badge and certificate. You can see a sample here.

Final Assessment

Indicate the ONE correct response for each question.

1	Select the option that will complete these sentences best. A presentation app allows you to take _____, images and then _____ them to make a presentation. You can then present the presentation to a class, using a _____, on a screen.
a	animations, edit and format, data projector
b	words, edit and format, data projector
c	words, edit and format, laptop
2	Google Slides is a popular presentation app. A key advantage of this app is that it is free.
a	True
b	False
c	There is not enough information to answer this question.
3	Which statement is true about the Impress App?
a	It is part of the Google Workspace.
b	It is free.
c	It is part of the Microsoft Office Suite.
4	Which menu contains options that allow you to insert something new into your presentation?
a	The Insert Menu.
b	The Format Menu.
c	The File Menu.
5	Which menu contains Add-ons?
a	The Edit Menu.
b	The Tools Menu.
c	The Extensions Menu.

Final Assessment (continued)	
Indicate the ONE correct response for each question.	
6	You can save a new Google Slides Presentation by_____.
a	pressing Shift S and choose a location in which you want to save it
b	typing 'Save'
c	doing nothing because Google does this automatically
7	You can insert a shape into a slide by following these steps in the correct order.
a	1. Start with an open slide. 2. Click the Insert Menu. 3. Select Shape. 4. Select a shape to insert. 5. The cursor will change shape and become a cross. 6. Drag to create the shape to the size you want.
b	1. Start with an open slide. 2. Click the Design Menu. 3. Select Shape. 4. Select a shape to insert. 5. The cursor will change shape and become a cross. 6. Drag to create the shape to the size you want.
c	1. Start with an open slide. 2. Click the Insert Menu. 3. Select Shape. 4. Google automatically inserts a shape.
8	Which menu contains options to order and align shapes on a slide?
a	The Tools Menu.
b	The Edit Menu.
c	The Arrange Menu.
9	You can change the font on a slide by following these steps in the correct order.
a	1. On the Toolbar, click the arrow next to the current font name. 2. Scroll through the list to find a font that you like. 3. Click on the font name. 4. Google Slides will change the font automatically.

Final Assessment (continued)	
Indicate the ONE correct response for each question.	
b	1. Select the text you want to change. 2. On the Toolbar, click the arrow next to the current font name. 3. Scroll through the list to find a font that you like. 4. Click on the font name. 5. Google Slides will change the font of the highlighted text automatically.
c	1. Select the text you want to change. 2. On the File Menu, click Change Font. 3. Scroll through the list to find a font that you like. 4. Google Slides will change the font of the highlighted text automatically.
10	You can add an image to a slide by following these steps in the correct order.
a	1. Start with an open slide. 2. Click the Insert Menu. 3. Select Image. 4. Decide where you want to find your image. 5. Select an image to insert. 6. Click Insert or Open.
b	1. Start with an open slide. 2. Click the Format Menu. 3. Select Image. 4. Decide where you want to find your image. 5. Select an image to insert. 6. Click Insert or Open.
c	1. Start with an open slide. 2. Click the File Menu. 3. Select Image. 4. Decide where you want to find your image. 5. Select an image to insert. 6. Click Insert or Open.

Final Assessment (continued)	
Indicate the ONE correct response for each question.	
11	If your images are overlapping (for example where the image on top is covering a part of another image) you may want to re-order them by moving one image behind the other. You can do this using the _____ Option on the Arrange Menu.
a	Align
b	Order
c	Group
12	Select the option that will best complete these sentences. Animations allow you to make any item on the slide _____. They can be a useful way to draw attention to specific items. It is key, though, not to _____ animations or they will distract the audience from the content of the slide. There are two categories of animations: _____ and _____.
a	transition, over-use, entrance, exit
b	move, over-use, apply, review
c	move, over-use, entrance, exit
13	Select the option that will best complete these sentences. It is possible to _____ animations. You can remove animations, _____ them and specify _____ each animation should occur.
a	modify, reorder, when
b	cancel, reorder, which
c	modify, replace, when
14	You can add notes to your presentation by following these steps in the correct order.
a	1. Click in the Speaker Notes Text Box at the bottom of the slide. 2. Add in notes about anything you want to talk about during your presentation.
b	1. Write your notes in a Google Docs document. 2. Click on Notes at the bottom of the app. 3. Insert a link to your document.

Final Assessment (continued)	
Indicate the ONE correct response for each question.	
c	1. Click on Insert. 2. This will open the Notes Pane. 3. Add in notes about anything you want to talk about during your presentation.
15	You can access the Transition Options by clicking the _____ Menu and selecting Transition. Or you can click the Transition Button on the Toolbar.
a	Insert
b	Slide
c	Extensions

Acknowledgements

Author/Artist and Licence/Link	Artwork name/Topic
Appsource.microsoft.com/en-us/product/office/wa104380907?tab=overview	Pixton screenshots.
Drynvalo//freepik.com, Premium license (Unlimited use without attribution)	Headache stress and pain concept.
Freepik.com, Premium license (Unlimited use without attribution)	Illustrated people analyzing growth charts.
Freepik.com, Premium license (Unlimited use without attribution)	View of wild lion in nature.
Freepik, freepik.com, Premium license (Unlimited use without attribution)	Free vector hand drawn no data illustration.
Google and the Google logo are registered trademarks of Google Inc. https://www.google.com/permissions/trademark/our-trademarks.html	Google visuals.
Inspiring/freepik.com, Premium license (Unlimited use without attribution)	Network activity online service or platform.
Labs.openai.com/e/BsOugYHdlUu3vQiJs8uYaTIB/DyxamK8R5HJsgy4d07nlEKqj	Image of woman at desk created by DALL-E.
Pixaby. www.pixabay.com released under Creative Commons CC0 into the public domain.	Pixaby-sourced illustrations.
User7975223//freepik.com, Premium license (Unlimited use without attribution)	Social media and business icon.
Vladimircech, freepik.com, Premium license (Unlimited use without attribution)	Free photo African lion portrait in the warm light.
Wirestock, freepik.com, Premium license (Unlimited use without attribution)	Free photo male and female lions lying on the sand and resting.
Wirestock, freepik.com, Premium license (Unlimited use without attribution)	Free photo closeup shot of a male lion in the jungle during daytime.
[Last accessed in March 2024.]	

Via Afrika

Our Teachers. Our Future.

Via Afrika
40 Heerengracht, Cape Town,
8001
PO Box 5197, Cape Town, 8000

www.viaafrika.com

Please note that the technical specifications, app features and icons, and hyperlinks to online content contained in the notes were accurate at the time of going to print.

These are subject to change as devices, apps and software develop, and as online content is moved, changed, or removed by content creators.