HARROW HIGH INCLUSION

## Section A - Google Slides - **basic functions**

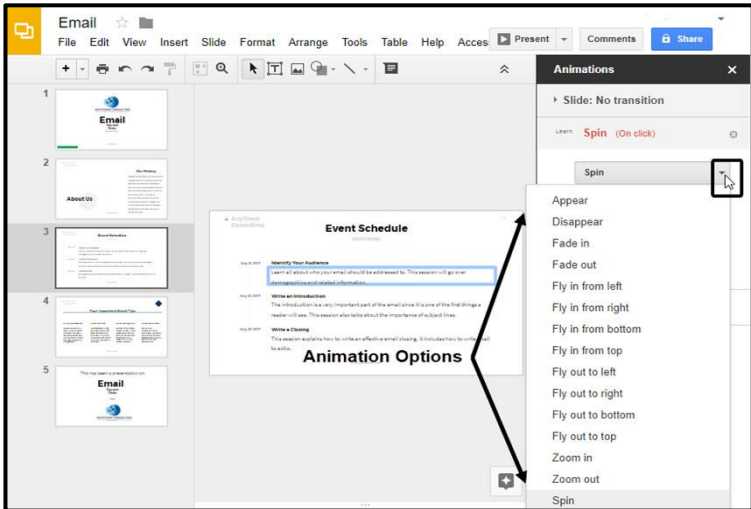Here are the basics of creating a Google Slides presentation.

- You add text via text boxes which you can drag around to suit.
- You then insert other elements via "Insert" on the main toolbar. These elements include:
  - images
  - video
  - audio
  - shapes
  - tables
  - charts
  - diagrams
  - word art
  - animations
- Use the + button on the top left to add a new slide
- Right-click on your slide on the left navigation panel to duplicate it (this can be easier than building a slide from scratch). Duplicate is also found under the "Slide" menu.

Google Slides: Basic Functions

text — Text box

charts

table

shapes

word art

arrows

Section C – **Key vocabulary**
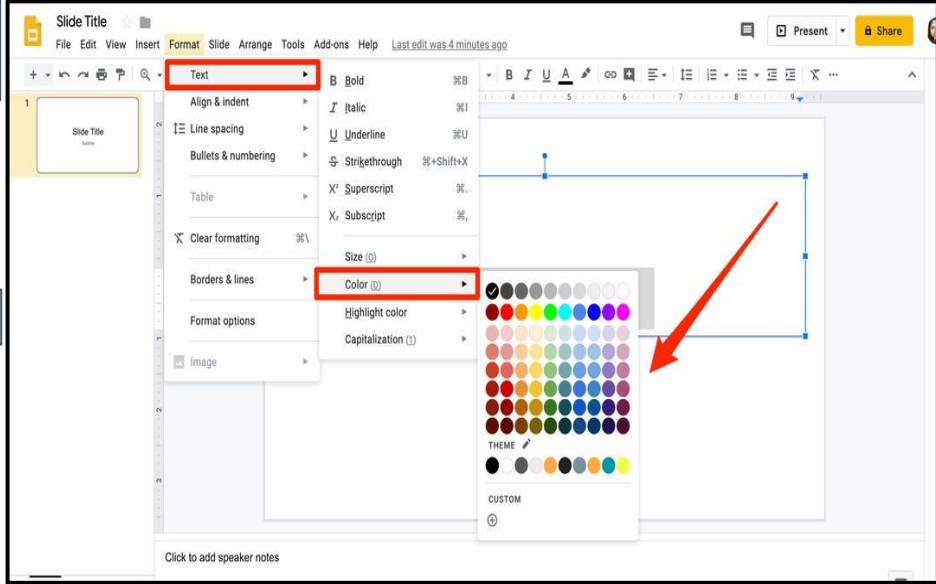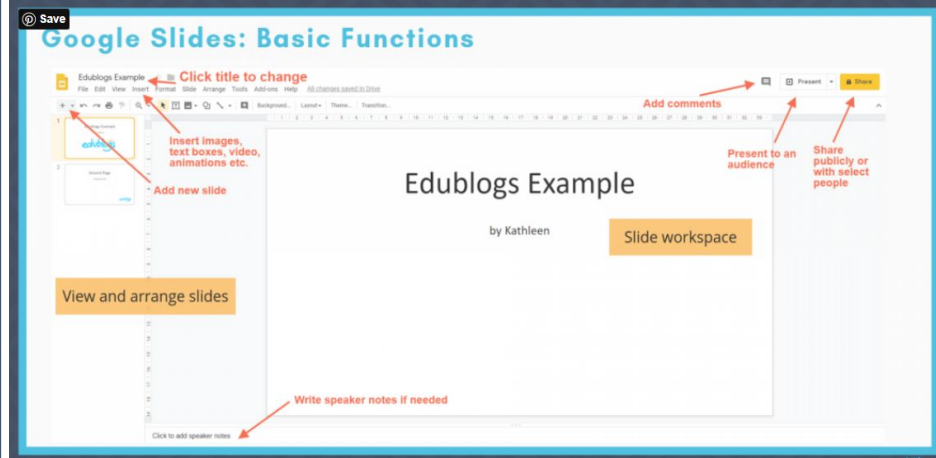
What is Google Slides?

Google Slides is a free tool to create presentations from scratch or from a template. It's part of Google Drive.

Available via the **web**, **mobile app**, or **ChromeOS**.	**Import** PowerPoint files and **export** files in various ways.	**Images**, **video**, and **audio** can be added to Slides.
There are different **sharing options** available.	Slides can be created **collaboratively** in real time.	Slides are **automatically saved** as you work.
Slides can be **presented** to others in a variety of ways.	3rd party Slides **add-ons** can improve functionality.	Slides can be **embedded** into blogs and websites.

www.TheEdublogger.com/google-slides