

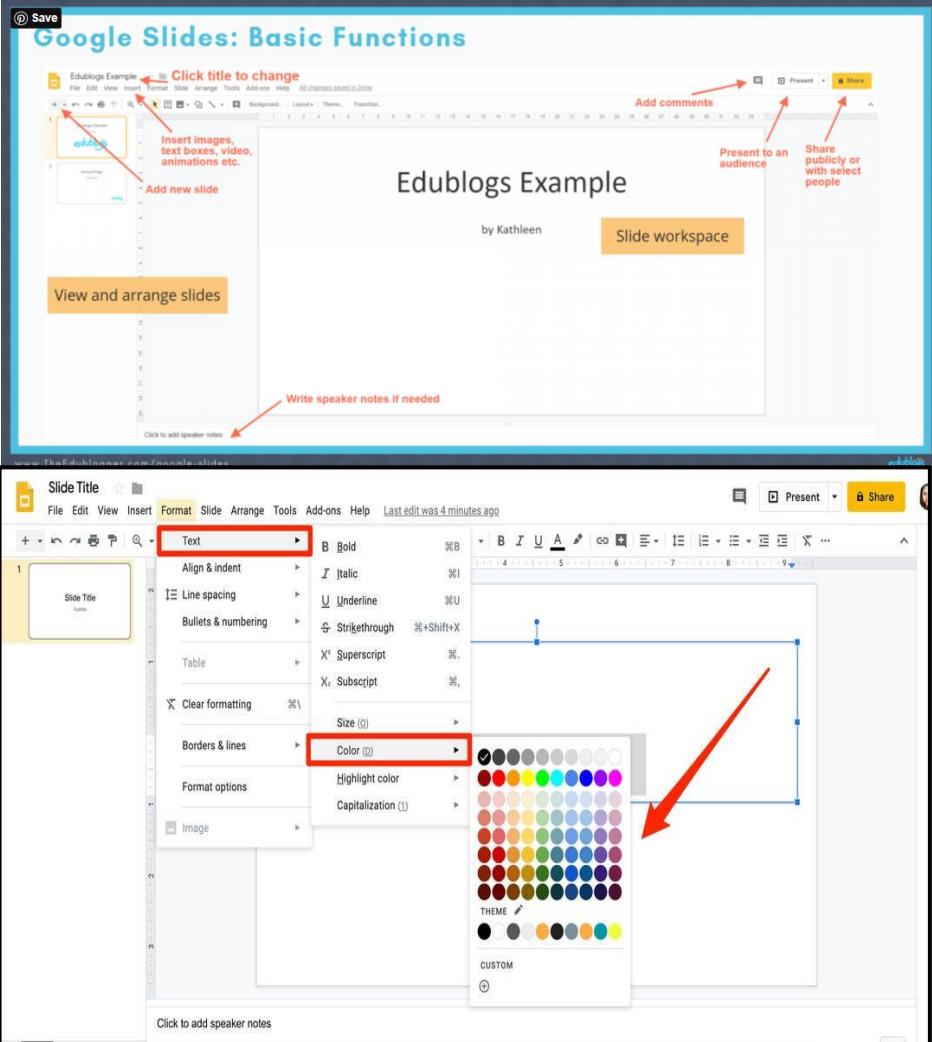
Partnership Group - Knowledge Organiser - IT – Autumn 2

Section A - Google Slides - basic functions

Section C – Key vocabulary

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.



The screenshot shows the Google Slides interface with several callout boxes and arrows pointing to specific features:

- Text box:** Points to the text input field in the top-left corner of the slide area.
- charts:** Points to the chart icon in the Insert menu.
- table:** Points to the table icon in the Insert menu.
- shapes:** Points to the shapes icon in the Insert menu.
- word art:** Points to the word art icon in the Insert menu.
- arrows:** Points to the arrow icon in the Insert menu.

Below the interface, there are three rows of text examples:

- Row 1: USING WORD ART IN GOOGLE SLIDES, USING WORD ART IN Google Slides, USING WORD ART IN Google Slides
- Row 2: USING WORD ART IN GOOGLE SLIDES, USING WORD ART IN Google Slides, USING WORD ART IN Google Slides
- Row 3: USING WORD ART IN GOOGLE SLIDES, USING WORD ART IN Google Slides, USING WORD ART IN Google Slides

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**.

There are different **sharing options** available.

Slides can be **presented** to others in a variety of ways.

Import PowerPoint files and **export** files in various ways.

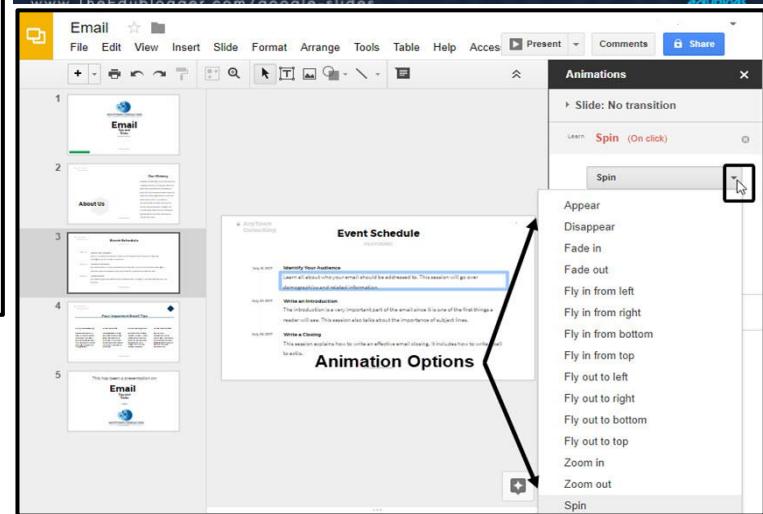
Slides can be created **collaboratively** in real time.

3rd party **Slides add-ons** can improve functionality.

Images, video, and audio can be added to Slides.

Slides are **automatically saved** as you work.

Slides can be **embedded** into blogs and websites.



The screenshot shows the Google Slides interface with a callout box pointing to the Animation menu:

- Animations:** Points to the Animation icon in the top-right corner of the slide area.
- Event Schedule:** Points to the event schedule icon in the bottom-left corner of the slide area.
- Animation Options:** Points to the Animation Options menu in the bottom-right corner of the slide area.

The Animation Options menu lists various animation effects:

- Spin (On click)
- Appear
- Disappear
- Fade in
- Fade out
- Fly in from left
- Fly in from right
- Fly in from bottom
- Fly in from top
- Fly out to left
- Fly out to right
- Fly out to bottom
- Fly out to top
- Zoom in
- Zoom out
- Spin