GOOGLE – SLIDES

WEBINAR+VIDEO+ONSITE VERSIONS: G-SUITE APP

Training Module #01 – Presentation Design Formatting

Create textual and graphic presentations with ease using this powerful presentation software. Create presentations from scratch or through presentation templates that number the thousands. Learn how to add textual content by typing as well as through the importation from other sources. Use auto text to place saved chunks of text into a slide. Add special characters throughout. Add notes to each slide to use later when presenting. Create bulleted and multi-level outline lists to showcase various text. Apply various formatting and theme formatting to your text and slides. Work with the slide master to quickly format or change the formatting for the entire presentation. Understand how to manage your presentation's slides for productivity and effectiveness. Proof your presentation for spelling and grammar. Translate any or the entire presentation into any one of 50+ languages.

STARTUP AND TOOLS

- Overview of the Slides screen.
- Understanding the General Features.
- Enhance the Program's capabilities by Adding New Features through Add-Ins.
- Navigating a Presentation and Knowing How to Access Program Features.

CREATE PRESENTATION

- Presentation from Scratch and Templates.
- New Presentations from Old Presentations.
- Create New Presentation from a Library of Existing Presentation Files with Content.
- Working with multiple presentation windows.
- Use Notes to Guide You in the Process of Developing Overall Slide Content.

ADD AND MANAGE SLIDES

- Understand Choice of Slide Layouts When Inserting New Slides into Presentation.
- Change the Layout of Existing Slides.
- Re-arrange, Duplicate and Remove Slides.
- Learn how to rearrange slide order using the normal view and slide sorter views.
- Group slides using the slide section tool.
- Create and name sections.
- Move slides from one section to another.
- Rearrange section groups easily.
- Delete sections and/or Slides in Sections.
- Duplicate, delete and restore slides.
- Import Slides from Other Presentations.

ADDING SLIDE CONTENT

- Know the Differences Between Text Boxes and Placeholders for Displaying Text.
- Adding Text of Any Kind to the Slide.
- Selecting, replacing, and deleting text.
- Using undo, redo and repeat tools.
- Inserting symbols and special characters.
- Adding and editing slide notes.

MANAGING TEXT CONTENT

- Manage Your Slide's Text Using the Outline View Displaying Many Slide's Text.
- Collecting and pasting multiple items.
- Import text from Other Programs Including Microsoft Office, text files and the internet.
- Learn how to use the AutoCorrect tool to reduce typing to a fraction.
- Create Insertable AutoText and Quick Parts libraries of hard-to-spell words and commonly used phrases, sentences and paragraphs of text including graphics.
- Add comments to various areas of a slide for collaboration purposes or notes-to-self.

BULLETS AND MULTI-LEVEL LISTS

- Applying character and numeric bulleting.
- Spacing Between Bullet, Text, and Lines.
- Use Special Characters for Bullet Chars.
- Edit Bulleting Using Keyboard and Ruler.

SLIDE FORMATTING AND THEMES

- Copy Formatting Using Format Painter.
- Understanding and using smart tags.
- Format with ribbon and dialogue boxes.
- Apply Themes for Quick Formatting.
- Slide Background and Border Formatting.
- Add Header/Footer, Page Orientation and Overall Slide Size and Orientation.
- Find/Replace Tools to Replace Text and Replace One Formatting with Another.

THE SLIDE MASTER

- Use the Slide Master View to Change How the Theme Formats Each Slide Layout withing the Presentation.
- Use the Slide Master to Change a Theme.
- Create New Themes by Saving the Existing Updated Theme as a New Theme.

PROOFING and MANAGEMENT

- Use the Spelling and Grammar Tools.
- Use Thesaurus Tool to Find Better Words.
- Translate Text into 40-Other Languages.

SAVING AND PRINTING PRESENTATION

- Save Presentation as a Regular File, Web Page, Video, PDF Along with Optional Links and Embedded Fonts.
- Print to Paper or Transparency.
- Print Notes and Audience Handouts.