

Course	Google Application – Presentation
Length	1, 2 or 3 hours
Audience	For anyone new to presentations or transitioning from Office to GoogleApp. The course opens with presentation basics, including best practices for communications and design. Students learn to create a presentation. Included in this learning is how to add, select and edit slides. The class introduces Google themes, and other ways to format slides. Learn to insert, resize and arrange objects in the presentation, including images, shapes and media. Students design slides with speakers notes and other presentations. Finally learn to print, save and show a live presentation.
Prerequisites	Participants must have Windows experience.
Topics	<p>Module 1: Google Presentation Overview</p> <ul style="list-style-type: none">◆ Tour the Google Window & Tool◆ Presentation Practices 101 – Design & Speech◆ Create a new presentation <p>Module 2: Editing Basics</p> <ul style="list-style-type: none">◆ Create a slide◆ Edit a slide◆ Select slide(s)◆ Add text <p>Module 3: Formatting</p> <ul style="list-style-type: none">◆ Design Techniques / Insert a Theme◆ Add / Resize an image◆ Add / edit a shape◆ Media tips◆ Import slide from PowerPoint <p>Module 4: Distribution “Musts” - Proof, Save and Print</p> <ul style="list-style-type: none">◆ Add Speaker Notes◆ Delete a slide◆ Save a presentation◆ Print a presentation◆ Share a presentation