

Create, Collaborate and Connect

# Digital Skilling with Google Workspace for Education



Google for Education



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# Engage with Google Slides: Presentation and more



# Google Slides

# Create & Share a Presentation



The screenshot shows the Google Slides interface for a presentation titled "Plants Life". The top menu bar includes "File", "Edit", "View", "Insert", "Format", "Slide", "Arrange", "Tools", "Add-ons", and "Help". The status bar indicates "All changes saved in Drive". The toolbar contains various editing tools, and the "Check comments" button is highlighted in blue. The slide thumbnail on the left shows a plant illustration. The main slide area displays a large illustration of a plant with the text "Plants Life" next to it. In the top right corner, the "Share" button is highlighted with a red circle, and a blue arrow points from it to a text box on the right. The text box contains the instruction: "To share the presentation click on this share icon and follow the same steps as we did in docs."

Plants Life ☆

File Edit View Insert Format Slide Arrange Tools Add-ons Help All changes saved in Drive

Background Layout Theme Transition Check comments

1 Plants Life

2 Name some water animals.

3

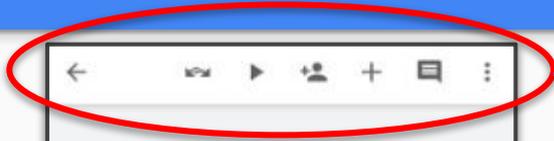
4

5

Plants Life

To share the presentation click on this share icon and follow the same steps as we did in docs.

# Google Slides in Mobile Phone

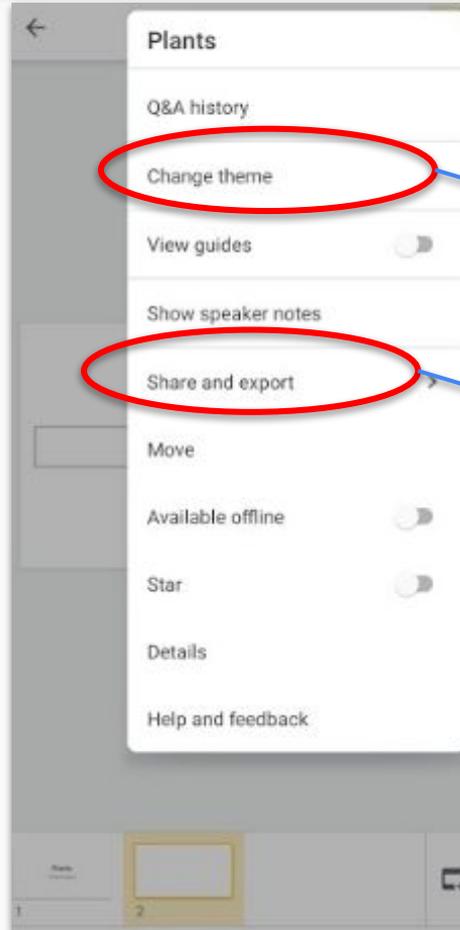


Tools



Click on this icon and you can add new slide

# Google Slides in Mobile Phone



**Change the theme of your slides**

**Select share and you can share you slide**

# Present your Presentation



The screenshot shows the Google Slides interface for a presentation titled "Plants Life". The top menu bar includes "File", "Edit", "View", "Insert", "Format", "Slide", "Arrange", "Tools", "Add-ons", "Help", and "All changes saved in Drive". The "Help" tab is circled in red, with a blue arrow pointing to a text box on the slide that says "In case any help required, use the Help tab". The "Present" button in the top right corner is also circled in red, with a blue arrow pointing to a text box on the slide that says "To present your presentation, click on this present button." The main slide area displays a slide with a plant illustration and the text "Plants Life". The left sidebar shows a slide thumbnail for slide 1 and a list of slide numbers 1 through 5.

Plants Life ☆ 📄

File Edit View Insert Format Slide Arrange Tools Add-ons Help All changes saved in Drive

Background Layout Theme Transition

1 In case any help required, use the Help tab

To present your presentation, click on this present button.

Plants Life

1 2 3 4 5

# Commenting on Presentation



The screenshot displays the Google Slides interface for a presentation titled "Plants Life". The main slide, slide 2, is titled "How do plants make their food?" and contains the text: "Plants make their own food through a process called Photosynthesis. This process is used by plants to convert light energy from the sun into chemical energy stored in the form of glucose which can be used later." A blue selection box highlights this text, with a blue circle labeled "1" next to it. A right-click context menu is open over the text, with a blue circle labeled "3" next to the "Comment" option. To the left of the slide, a blue circle labeled "2" is next to the text "Right click on selected text". On the right side of the slide, a "Write your comment" dialog box is open, showing a text input field with the placeholder "Add picture in this slide.", a blue circle labeled "4" next to the input field, and a blue circle labeled "5" next to the "Comment" button. The "Comment" button is highlighted in yellow. The "Cancel" button is also visible. At the bottom right of the slide, there is an "Explore" button with a yellow plus icon.

Plants Life ☆ 📁  
File Edit View Insert Format Slide Arrange Tools Add-ons Help All changes saved in Drive

1 2 3 4 5

Plants Life

How do plants make their food?

Plants make their own food through a process called Photosynthesis. This process is used by plants to convert light energy from the sun into chemical energy stored in the form of glucose which can be used later.

1

2

3

4

5

Right click on selected text

1

2

3

4

5

Click to add speaker notes

Write your comment

4

5

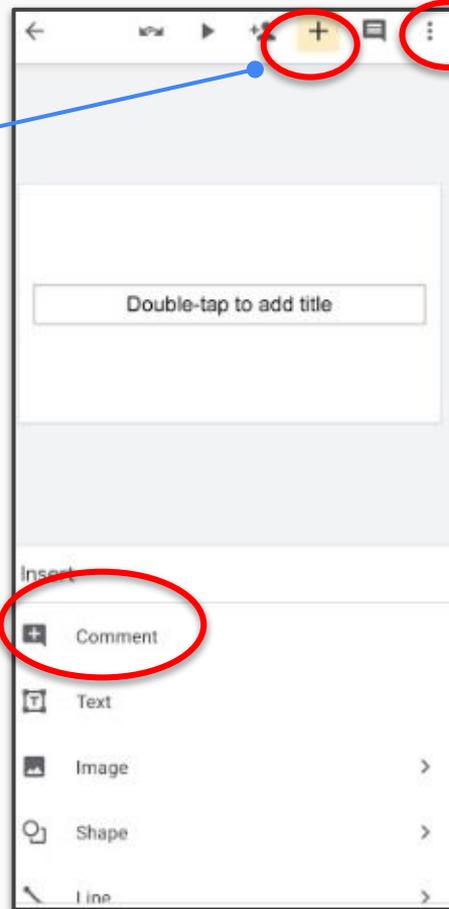
Comment Cancel

Explore

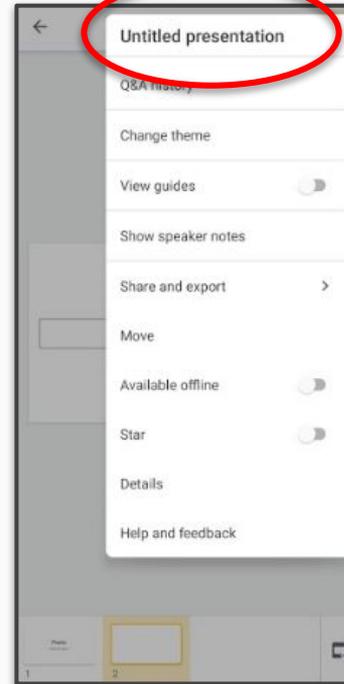
Cut Ctrl+X  
Copy Ctrl+C  
Paste Ctrl+V  
Paste without formatting Ctrl+Shift+V  
Delete  
Explore 'Plants make their o...' Ctrl+Alt+Shift+I  
Define 'Plants make their o...' Ctrl+Shift+Y  
Alt text Ctrl+Alt+Y  
+ Comment Ctrl+Alt+M  
Link Ctrl+K  
Format options  
Save to Keep

# Google Slides in Mobile Phone

Click on this icon and you can comment to the slide



To add title to your slide, click on these three dots



# Adding Images in the Presentation



1

2

3

4

5

sun clipart

1 selected

INSERT

5 Select the image and click insert

# Adding Videos in the Presentation



1. Click on the **Insert** menu.

2. Click on **Video** in the Insert menu.

3. In the **Insert video** dialog, click on **Search** and enter the search query **How does plants make food?**.

4. Select the first search result: **Photosynthesis for Kids | Learn how plants MAKE their own food**.

**Select** **Cancel**

# Set the time limit of the video in the Presentation



The screenshot shows the Google Slides interface for a presentation titled "Plants Life". The main slide is titled "How do plants make their food?" and features a video titled "Photosynthesis for Kids" by CLARENDON CHANNEL. The video shows a tree with labels for H<sub>2</sub>O, CO<sub>2</sub>, O<sub>2</sub>, Sugar, and Light. The video player is highlighted with a blue circle and the number "1", with the text "Click on the video" next to it. The "Format options" panel is open, and the "Video playback" section is visible. The "Start at:" and "End at:" fields are highlighted with a red circle and the number "2", with the text "Set the time limit" next to it. The "Start at:" field is set to 02:00 and the "End at:" field is set to 04:00. The "Format options" panel also shows a "Share" button and a "Present" dropdown menu.

Plants Life ☆ 📺

File Edit View Insert Format Slide Arrange Tools Add-ons Help All changes saved in Drive

2 Format options

1 Click on the video

How do plants make their food?

CLARENDON CHANNEL

Photosynthesis for Kids

Video playback

Start at: 02:00 End at: 04:00

3 Set the time limit

# Key Features

- ❑ Layout
- ❑ Animations
- ❑ Inserting Image and its formatting
- ❑ Inserting Audio and Video
- ❑ Explore
- ❑ Presentation Mode
- ❑ Download options
- ❑ Publish to the web

# Create Timeline using Google Slides

# Time Line

Place the event where you think it appears on the timeline.

1994

1995

1996

1998

2001

2007

2010

NETFLIX

Windows XP

amazon

Google G

iPod

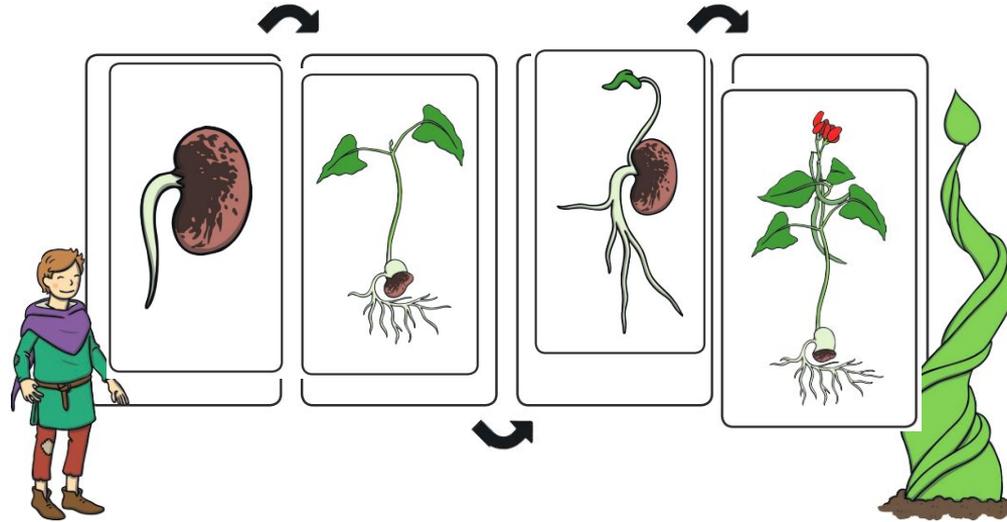
Smartphone

Tablet

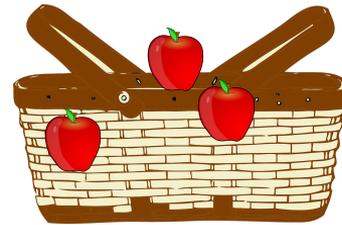
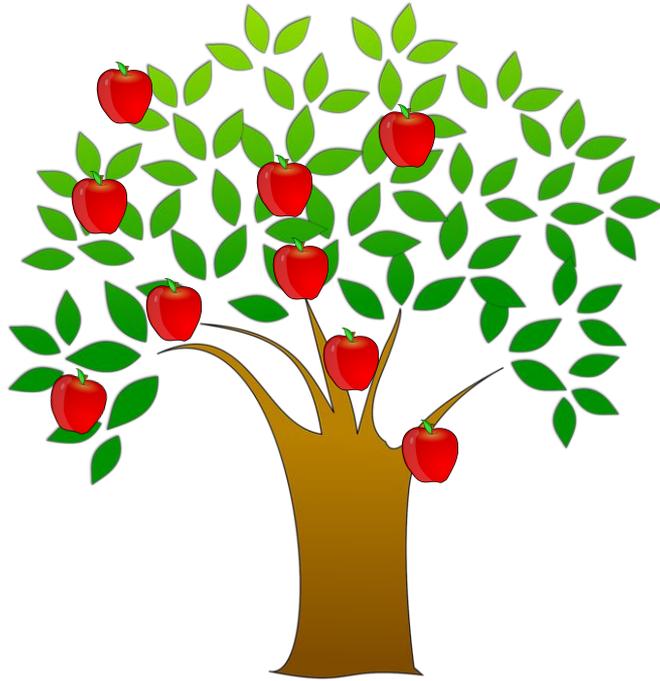
Mouse cursor

## Jack's Beanstalk Life Cycle

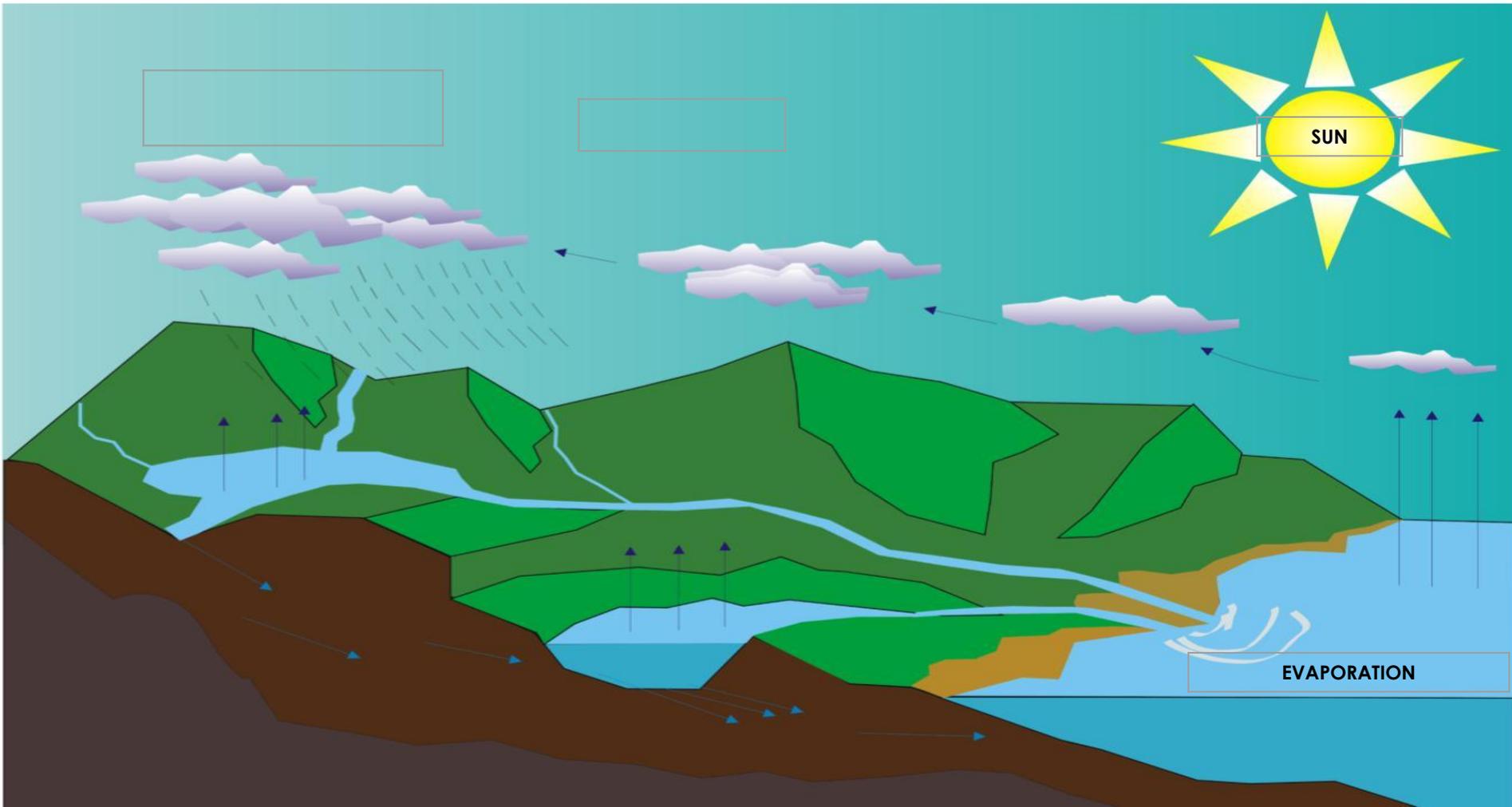
Can you put the pictures in the right order?



Put **eight** apples in the basket



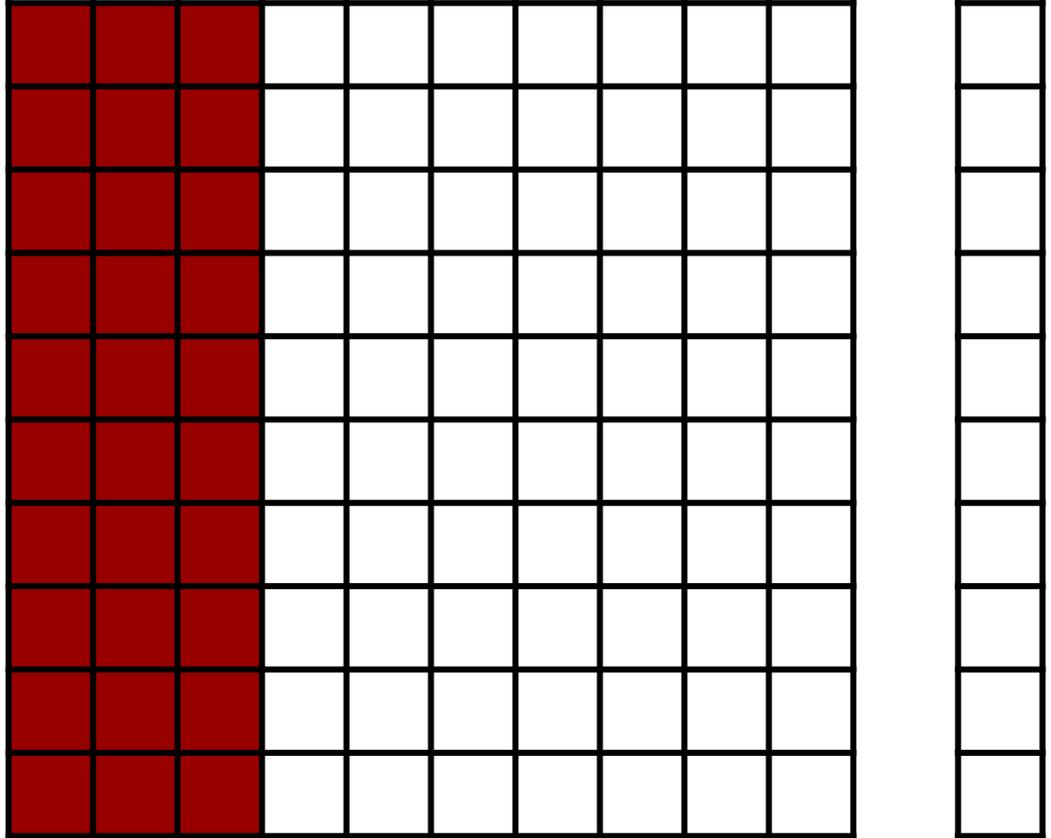
Label the diagram:





Tens

Ones



Thank you!