



Google Slides Course Details

◆ Course Overview

This Google Slides course teaches you how to design, format, and present impactful presentations.

You will learn slide design, animation, transitions, collaboration, and professional presentation techniques using Google's cloud-based presentation tool.

◆ What You Will Learn

1. Introduction to Google Slides

- What is Google Slides?
 - Google Drive basics
 - Creating, opening & managing presentations
 - Understanding the Slides workspace
 - Slide panel, toolbar & menu overview
 - Keyboard shortcuts
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2. Slide Basics

- Adding new slides
 - Choosing slide layouts
 - Working with themes & templates
 - Reordering, duplicating & deleting slides
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3. Text & Content Formatting

- Adding and editing text
- Text formatting (fonts, colors, alignment)



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- Bullet & numbered lists
 - Formatting paragraphs
 - Working with placeholders
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4. Working With Images & Media

- Inserting images (upload, search, drive)
 - Cropping & masking images
 - Image adjustments (brightness, transparency)
 - Adding videos (YouTube, Drive)
 - Adding audio (background music / sound effects)
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5. Shapes, Icons & Diagrams

- Inserting shapes & lines
 - Using icons & illustrations
 - Creating diagrams
 - Designing flowcharts
 - Grouping & arranging elements
 - Layering objects (send to back/front)
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6. Slide Design & Layout

- Choosing color schemes
- Using grid & guides
- Creating custom layouts
- Designing aesthetic slides



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- Using tables & charts
 - Creating data visualizations
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7. Animations & Transitions

- Adding animations to text & objects
 - Animation order & timing
 - Slide transitions
 - Motion & visual effects
 - When to use and when to avoid animations
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8. Collaboration & Sharing

- Sharing with view/comment/edit permissions
 - Real-time editing with teams
 - Comments & suggestions
 - Version history (restore previous versions)
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9. Professional Presentation Tools

- Presenter view
 - Speaker notes
 - Pointer & laser tool
 - Q&A audience interaction
 - Auto-play presentations
 - Embedding Google Slides in websites
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10. Advanced Tools

- Import PowerPoint files (PPTX)
- Export as PDF, PPTX, images
- Working offline
- Add-ons for additional features
- Linking charts from Google Sheets

◆ Tools You Will Use

- Google Slides
- Google Drive
- Google Workspace tools
- Add-ons like Slides Toolbox

◆ Projects You Will Create

- Business presentation
- School/college project slides
- Company profile
- Product pitch deck
- Event/announcement slideshow
- Animated slideshow

◆ Course Duration

- 1 to 1.5 weeks (practice-based learning)
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◆ Who Can Join

- Students
- Teachers
- Office employees
- Business owners
- Marketing professionals
- Anyone who wants to make presentations