

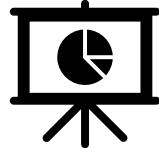
# Presentation Tools



## Introduction to Presentation Tools

- Presentation tools help create engaging, visual content to support oral communication.
- Google Slides and Canva are popular, user-friendly platforms.
- Today's focus: Overview and step-by-step guide for both.

# Presentation Tools



## Why Use Presentation Tools?

- Enhance clarity and retention with visuals.
- Organize information logically.
- Incorporate multimedia (images, videos, charts).
- Facilitate collaboration and sharing.

# Presentation Tools



## Overview of Google Slides

- Cloud-based presentation app by Google.
- Real-time collaboration and easy sharing.
- Integration with Google Drive and other Google apps.
- Free to use with a Google account.

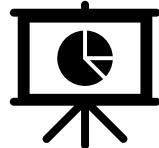
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## Features of Google Slides

- Pre-designed templates for quick start.
- Simple drag-and-drop interface.
- Supports images, videos, charts, and animations.
- Version history and offline editing available.

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## Getting Started with Google Slides

- Step 1: Go to slides.google.com and sign in.
- Step 2: Click “Blank” or choose a template.
- Step 3: Name your presentation by clicking the title box.

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## Creating Slides in Google Slides

- Step 4: Add new slides using the “+” button or dropdown for layouts.
- Step 5: Click placeholders to add text, titles, or subtitles.
- Step 6: Insert images, charts, or videos via the “Insert” menu.

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## Customizing Google Slides

- Change background color or image via “Background” option.
- Use the “Theme” pane to apply consistent styles.
- Animate elements using the “Insert” > “Animation” feature.

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## Collaborating and Sharing on Google Slides

- Click “Share” to add collaborators by email.
- Set permissions (view, comment, edit).
- Collaborate in real-time with chat and comments.

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## Overview of Canva for Presentations

- Online graphic design platform with presentation templates.
- Intuitive drag-and-drop interface.
- Extensive library of images, icons, fonts, and animations.
- Free and paid plans available.

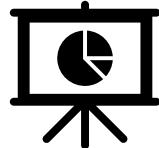
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## Features of Canva

- Professional-looking templates customizable for any topic.
- Access to stock photos, illustrations, and videos.
- Collaboration options for teams.
- Download presentations in multiple formats (PDF, PPT, video).

# Presentation Tools



## Getting Started with Canva

- Step 1: Visit [canva.com](https://canva.com) and create a free account or log in.
- Step 2: Search for “Presentation” templates.
- Step 3: Choose a template or start from scratch.

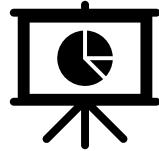
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## Creating Slides in Canva

- Step 4: Add new slides using the “Add a new page” button.
- Step 5: Click text boxes to edit or add new text elements.
- Step 6: Drag images, icons, or shapes from the left sidebar onto slides.

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## Customizing Canva Presentations

- Change colors, fonts, and layouts easily.
- Use animation effects for text and images.
- Upload your own images or logos for branding.

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## Sharing and Presenting with Canva

- Share designs via email or link with customizable permissions.
- Present directly from Canva using “Present” mode.
- Download for offline use in formats like PDF or PowerPoint.

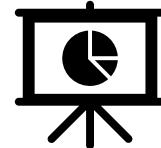
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## Summary

- Both Google Slides and Canva offer powerful tools for creating effective presentations.
- Google Slides excels in real-time collaboration and integration with Google services.
- Canva offers rich design features and templates for visually appealing slides.
- Choose based on your needs: collaboration, design complexity, or ease of use.

# Presentation Tools



## Class Assignment

### The Impact of Climate Change on Global Ecosystems

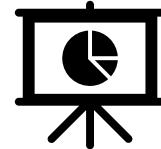
- Requires detailed data and charts; Google Slides handles embedded charts well and allows easy updates.

OR

### How Technology is Transforming Education

- Good for collaborative research presentations with multimedia integration.

# Presentation Tools



## Class Assignment

### **Innovations in Renewable Energy Technologies**

- Benefit from rich visuals and infographics to explain complex technologies, use Canva

OR

### **Cultural Diversity and Its Role in Global Harmony**

- Requires vibrant visuals and creative representation of cultural themes, use Canva