



Google Slides Skills Hunt (2015 version)



1. Login to your Google account using your BSD assigned Google login: first initial middle initial last name birth month (2 digit) @bsd48.org
Use your normal Bkey password in the Password field.
2. Choose the yellow “Slides” icon from the Google Apps palette, then select a new “Blank” presentation from the choices given.
3. Click on the title “Untitled presentation” and rename this presentation as “last name Slides Skills Hunt”.
4. Before we start adding elements to our presentation, we need to decide the format. You’ll notice when the blank presentation opens, it’s in “Widescreen 16:9” format. If that’s what you want, then you don’t need to change anything. However, most projectors still present in “Standard 4:3” aspect ratio. If you know you’re going to be presenting in 4:3 then you should change the format. Under the “File” menu, select “Page Setup”, then change to “Standard 4:3”.
5. For this tutorial we’re going to stick with the “Simple Light” theme (white), but on this first slide, delete the two text boxes that appeared by default, so we have a completely blank white slide.
6. Click on slide one in the slide tray (the far left column) so that it is highlighted. Then from the “Edit” menu, choose “Duplicate”. Do this 2 more times so that you have a total of 4 blank, white, slides in the slide tray.
7. Slide 1: Orange background, 1 text box with 36 pt. Comic Sans MS font, reading “This is slide 1”. Text color should be readable. Include an image of a cartoon turkey (find using Google) and one lightning bolt shape. Make the lightning bolt bright yellow.
8. Slide 2: Black background, 2 text boxes, one with 60 pt. Impact font that says, “This is slide 2”, make the text color white. The second text box should say “Google is the best!”, in 48 pt. Lobster font and the text color should be bright green so that it is visible. Also find and insert the Google logo on this slide.
9. Slide 3: A picture of Mt. Hood as the background, WordArt that says, “Mt. Hood, Oregon”, the WordArt can be whatever font you want, but should be red. Also, make a basic compass rose using the arrow tools. The directions of North, South, East and West should be included. Make sure the compass rose is in a color that it visible.
10. Slide 4: “Light Green 1” background color, use the Scribble tool to draw a happy face. Change the scribble line thickness to 8px and make the happy face red. Insert a snapshot of your face using the “Take a snapshot” feature. Be sure you’re smiling. Double-click on your snapshot to reveal the cropping tools to crop any black bars or other parts of the snapshot other than just your face. Include a text box that says, “I love Google Slides!”, make it 60 pt. Fjalla One font and make the text Dark cornflower blue 2.

11. Give each slide a different transition at 2.0 seconds duration. Use the slider to adjust the time of the transition.
12. Go back to Slide 1. Click on the “Transitions” button, then click on the cartoon turkey. On the “Animations” menu on the far right, choose the “+Add animation” option, then choose a way to animate the way the cartoon turkey appears.
13. “Duplicate” Slide 2 and then move it to the 5th slot. Change the text to read “This is Slide 5”.
14. Create a new 6th slide with any background you like, insert WordArt that says “I’ve Got Google Slides Skills!”, you choose the style, color and font. Also include an image of your choice and put a blue frame around the image by creating a blue rectangle slightly larger than the image. Then “Arrange” the order of the image and rectangle so that the rectangle is behind the image.
15. Move this new 6th Slide so that it becomes the first slide in the presentation.
16. If you have time, play your presentation for people sitting near you.
17. If you still have extra time, play around with some of the animation effects and see what you can do.