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Create columns in google slides

Using Google Slides by - Eric Curt's Google Images is part of Google Docs. Create, share, and present multimedia presentations. The program is similar to Microsoft PowerPoint. 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Web address - Or just enter a direct address: create a new presentation Feel you're on Google Drive you can create a new presentation as follows: Click the red Create button in the upper left corner! Then click the Slide Show button from the pop-up menu in the blank presentation opens now. You can choose a theme for a new presentation that you can change later if you want. To give a name, click the Untitled Presentation box in the upper-left corner and type a name. You can click there again to change the name at any time. Google Docs automatically saves your presentation every time you make changes. How to import and convert an existing presentation Place of start from scratch, you can also make existing presentations that you have created in other applications, such as Microsoft PowerPoint, and you can import and convert them to Google Docs format. After you convert to Google Docs, you can edit and share your presentation. On the google drive main screen, click the upload button next to the Create button in the upper-left corner. Now click Files... linkBrowses to find the file you want to upload and click the OpenPro slide show button, you can upload and convert Microsoft PowerPoint presentations from the following file types: .ppt, .pps, and .pptx To convert a document to Google Docs format, leave a check box for Convert documents, presentations, tables, and drawings to the appropriate Google Docs format. If you discard this check box, the file will be saved but you will not be able to edit it. Click Start import and convert a Note file Depending on how advanced the original presentation is, the converted version may lose some formatting and functionality. How to create a presentation from a Google Docs template also offers a large collection of templates that you can use to start documents. This can help save time when creating a presentation, such as photo albums, or just get a new color and design theme. Go to: Template Gallery opens. You can choose templates from the school, as well as public templates from around the world You can narrow down the search for templates by selecting a document type and category, or by entering the search term For any template you find, you can click Preview and preview a full-size file You can change the look and feel of your presentation by selecting from many pre-prepared themes. These change the background, font styles, and font colors for all slides. Theme settings Click Slide in the top menu bar. Choose Change Theme... from the pop-up menu. Now you get a window with many thumbnails of themes to browse. Click the theme, and then click OK to apply to the presentation. How to change the background for a slide If you want to customize your presentation more than the default themes allow, you can insert your own background image for one of your slides. Click Slide, and then Click Background... Click Color to select a solid color for the background. Or, you can select Picture to add a picture from the normal Insert Picture options. Or you can click the Reset button to return to the normal theme background. After you make the choice, click Done to change the current slide, or click Apply to All to change all slides in your presentation. How to change the layout of a slide A slide layout determines the general arrangement of the name, text, and white space on the slide. Of course, you can always move items and add more items later, but the layout will give you a good starting point. You can change the basic layout of any slide as follows: Click Slide, and then click Change Layout. You can now choose between six slide layout options: Title, Title and Text, Title and Two Columns, Title Only, Caption, and Blank. The slide is now updated to the new layout. Embedding items in Google Slides lets you insert various objects into your slides, including a text box, pictures, videos, Word pictures, lines, shapes, and tables. All these options are explained below. How to insert text into a slide Click Slide, and then click Change Layout. You can now choose between six slide layout options: Title, Title and Text, Title and Two Columns, Title Only, Caption, and Blank. The slide is now updated to the new layout. Embedding items in Google Slides lets you insert the text box to enter text You can click and drag the corner handles to resize the text box You can click and drag the sides to move the text box You can remove the text box by right-clicking it and selecting Cut How to insert pictures Can click in the top menu bar then choose Picture from the drop-down menu These are six options for inserting a picture The first option : Upload is used to upload an image that you have saved Click Select picture upload button Possible browse, where you have a saved picture Select the picture and click Open The image will be uploaded and will be added to the slide Second option: Take a picture allows you to take a picture with a webcam and paste it into the presentation. Just click Take a picture How to insert a video into a slide Google Slides allows you to insert videos into images if these videos are already online through YouTube. Click the Insert button in the top menu bar. Then choose Video... From the Now pop-up menu, you will receive a pop-up window in which you can enter the search term. You can now browse through the video thumbnail find the one you want to insert. Click the video you want, and then click Select. The video will now be placed on the slide. To resize the video, tap and drag the corner handles. To move a video, tap the center of the video and drag it. You can delete a video by right-clicking and selecting Cut. Note: Currently, Google presentations only support embedding YouTube videos. If you have a video on another website, you won't be able to embed it, but you can still link to it. Use the Link option on the toolbar to insert the web address of the video you want into a text box. The video doesn't open on the slide, but it starts in a web browser when you click the link. How to insert Word Art into a slide You can also insert Word Art to create more creative names and text. In the top menu bar, click Insert. Then choose Word Art from the pop-up menu. Now you can enter the text you want, and then press Enter. Insert word art to edit it in many ways: You can click and drag the corner handles to resize wordart. You can click and drag the center or edge of an item move Word Art. You can click and drag the circle handle to rotate Word Art. You can use the toolbar buttons to change the color of the fill, line color, line width, and line style. How to insert lines and shapes into a slide Google Frames also allows you to insert a wide range of lines and shapes that can be used separately or can be combined into more complex drawings. In the top menu bar, click Insert. Then choose Line or Shape from the drop-down menu. For Line, you can choose Line, Arrow, Curve, Curve, Arc, or Scrimpy. You can choose Shapes, Arrows, Labels, and Equations for Shape. When you select a line or shape, click and drag the slide to insert and create an item. After you create a shape, you can change its size, location, fill color, line color, and more. How to insert a table into a slide Click Insert in the top row of the menu Then choose Table from the pop-up menu You can draw the mouse and define the width and height of the table Click, when you have it the desired size, and the table will be inserted You can click in one of the cells of the table and enter text Use the table created by the table, there are many adjustments that you can make: You can click and drag the corner handles to resize the table You can click and drag the sides to move the table You can change the widths of columns and row heights by doing so to place the mouse on the grid line of the table, then click and drag to move the line to insert new rows and columns by clicking in the cell, then click the Table button in the menu row, and then click one of the Insert Row Above, Insert Row Below, column on the right, or Insert column on the left You can delete rows, columns, or the entire table by clicking on a cell, then clicking the Table button in the menu row, or delete table A note: Many of these functions can also be accessed by right-clicking the table and selecting from the pop-up context menu How to edit, organize, and group items on the slides Ceda the item type (text box), picture, table, line, shape, word art, etc.) you will have several options for editing the item after inserting it into the slide. Below are the most common options: You can click and drag corner handles to resize an item. To move an item, click and drag the center or edge of the item. You can delete an item by right-clicking it and choosing Cut or pressing the Delete button on the keyboard. You can center an item on a slide by clicking the Arrange button, then Center on the page, then you can rotate either Horizontally or Vertically by grabbing and dragging the circle handle at the top of the item. You can also click Arrange, Rotate, then Rotate Right 90, Rotate Left 90, Flip Horizontally, or Flip Vertically You can move an item before or at the back of other items by clicking Arrange, then Order, then one of Forward, Forward, Forward, Send Back, or Send Back Using the toolbar can change the fill color of an item to change the fill color of an item, line color, line width, and line style. You can also select multiple items at once by clicking on each one, or by clicking and dragging the mouse around the items. With a few items selected, you can do the following: You can adjust their horizontal alignment by clicking Arrange, then Align Horizontally, then one from Left, Center, or Right; you can adjust their vertical alignment by clicking Arrange, then Align Vertically, then one from Top, Medium, or Bottom You can group items together (so they become a single item) by clicking Arrange, and then Group (you can always separate later in the same way). How to add, duplicate, move, and delete slides A very good presentation will be added from many slides that you can add, duplicate, move, or delete as needed. Click Slide in the top menu bar, or right-click the slide thumbnail on the left side of the screen. Choose Delete Snapshot and remove the current selected slide. Click Duplicate Snapshot to make a copy of the current selected slide. The new frame is located below the original frame. To create a new slide, choose New Slide. To move the slide, simply click the slide thumbnail on the left side of the screen and drag it to a new position in the presentation. How to add an animation to Google Images allows you to Animate text and images so that they appear or disappear in predetermined order on the slide. It can be useful to show exactly what you want while you are giving a presentation. Select any text or object by clicking it Call the Insert button, and then The Animations panel opens on the right side of the screen. You can choose the type of animation, including Fade in, Fade out, Fly in, Fly out, Zoom in, Zoom Out and Spin. You can choose when the animation occurs by selecting between Click, Previous, or Previous. For text, you can select the By paragraph check box so that the text animated one paragraph at a time (allowing you to talk about each point before revealing the next one). You can control the animation speed by clicking the slider from Slow to Fast. If you have multiple animated items on a single slide, you can drag them in the Animation panel and reorder them. Click Play to preview the animations for this slide. How to change slide transitions You can add transition effects between slides to create a more dynamic or creative presentation. Click Slide, and then change the gradient to open the Animation sidebar. At the top of the panel, you can select a gradient to enter the current frame (gradients apply to the slide input, not to its output). For gradients, you can choose No Gradient, Fade, Right Slide, Left Slide, Flip, Cube, and Gallery. You can control the transition speed by clicking the slider from Slow to Fast. To make this transition for all slides, click Apply to All Slides. How to insert and edit speaker notes When editing a presentation, you can add speaker notes at any time with just a click and typing in the box at the bottom of the screen under any slide. You can drag the divider bar at the top of the speaker's note frame up and down to more or less have room for notes. You can use any of the normal text formatting options for the information you enter. During the presentation, you can view speaker notes by clicking the Options device icon at the bottom of the screen, and then open speaker notes Note: Speaker notes open in a new window. If you have two monitors, it's helpful to move the speaker's notes to the other screen, otherwise they'll be displayed to everyone. When you print a presentation, select 1 annotated slide to include it in the printout. How to start a presentation When, when you are ready to view the presentation, simply click View and then Start presentation The presentation opens in a new window You can move around the slides by clicking the mouse or clicking the button icons in the lower-right corner You can also go to a specific slide by clicking Slide on the menu at the bottom and selecting the slide you want To view speaker notes by clicking on the Options device icon at the bottom of the screen, and then Open Speaker Notes How to export your presentation In, even if Google keeps your presentations safe on their servers, there may be a time when you want to copy a copy of the presentation to your local computer. For example, you might want to hand over a copy to a person who doesn't have internet access to get into a Google presentation, or you can make a presentation somewhere that doesn't have internet access. You can export presentations as follows: Open the presentation as usual in Google Docs Click the File in the top row of the menu Such mouse over Download As... in the drop-down menu Select the format in which you want to save the presentation, including PPTX (PowerPoint format), PDF (Adobe Acrobat format), TXT (plain text), or PNG, JPEG, and SVG (all image formats). Your file is now downloaded to your computer How to print a presentation When you're ready to print a presentation, Google Docs doesn't print slides directly, but instead converts the presentation to a PDF, which you can then print. In the top menu bar, click File, and then click Preview Open the Print Preview window, where you can edit the print job settings. In the Slide Layout drop-down menu, you can choose how many slides you want to place on each page, from 1 slide to 9 frames, or 1 slide with notes to include speaker notes. For page orientation, you can choose between Portrait and Landscape. If you don't want the slides to contain a background color or picture, you can select the Hide background check box. When everything looks good, click on Print at the bottom of the presentation will now be converted into a PDF file, which will then open or download depending on your browser's open PDF, how you can print the file through the pdf browser printing option How to share presentations One of the best features of Google Docs is the ability to share documents with others. You can just let them see it, or you can give them the option to edit it as well. There are several ways to share a presentation, but we look at the two most common sharing with specific people and sharing as a link. How to share a document with specific people This is a good choice if you share the document with specific people or groups of people that can be entered with an email address. With the document open, click the Share button in the upper-right corner This opens the Sharing Settings window at the bottom of the window there will be a box called Add People: Click in this box and type in it want to share the document. This may include individual people or groups of people identified by the google group's email address. The directory finds matches based on what you specify. Next, click the Can edit button to select whether users can edit or comment or view the presentation Optionally click on the link Add message include instructions or other information for the recipient Contantly, click save & share button All recipients will now receive an email message that the document has been shared with them For individuals, the document will also automatically appear in their Google Docs list. For groups (Google Group email addresses), users only receive email notifications. Note: The document does not appear in the document list until it opens for the first time. In the future, you can always go back to the Share Settings window and change or remove people Climate the Share button again and return to the Share Settings window. In addition to the name of each user is a drop-down program to switch between Can edit, Can comment and Can view, also there will be X, which you can click on to delete access of this person Completely How to share the document as a link Place of sharing the document with specific people, you can instead share the document with anyone who has a link to the document. This is useful when you're not sure about everyone in your target audience or you don't have an easy way to include them through an email group. In this case, you need to share a special connection with these people. When you open the document, click the Share button in the upper-right corner to open the Share Settings window. At the top you will see Private - Only the people listed below have access. Click Change... link next to this line. A new window opens where you can change your privacy settings. You can now select one of five sharing settings: Public on the web - Anyone can find and view the document. Anyone with a link - You get a web link for the document to share with others (via email or posting online). Anyone with this link can click it to view the presentation. [your school domain] - Anyone who's signed in with their school Google Account can find and view the document. Documents can be viewed by people in [your school domain] with a link — Only people with a link who are also signed in to their school Google Account can view the document. Private - Only you can access the document. You can also specify whether users can make changes to the document by clicking the Access setting at the bottom and selecting View, Comment, or Editable. When you're done, click Save. You will now return to the Share Settings window, but now you will have a link to a document with which you can share copy the link, click the link you select, then right-click and choose Copy. If you need to make changes to sharing, you can repeat the above process and choose different settings at any time. Since the link to the document will be very long and confusing, you will need to consider how to share it with others. Options may include: Email a link to those who need it. Post a link to your website, blog, forum or other online resource. Insert a link in another document and share the document (for example, as a document with the entire list of links). Change the link to the QR code, and then include the QR code in other media. (A good QR code generator can be found at: Use a URL shortener to shrink the link, such as; or or Resources Retrying me to your organization: My training and consulting services - online or online - link All my free training materials, help guides, presentations, videos and more - link © 2010-2014 - Eric Curt's - ericcurts@gmail.com - www.ericcurts.com - plus.google.com/+EricCurt's1 - @ericcurts This document is licensed under the Creative Commons Attribution Non-Commercial 3.0 United States License. For more information about this license, see (In short, you can copy, distribute, and customize this work if you provide the correct assignment and don't charge for it) Using Google Images - Eric Curt's - from

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