



Google Presentation

Creating a Slide Presentation (Online!)

Grade Sheet & Step-By-Step Guide (45 pts. – 50 pts.)

Preparation	
Login & View The Model Site: Login to your Google Account. View the Model Google Presentation being 'Shared' by John Harrington. Take a look at it...this is the site you are going to recreate.	
Accessing Files: I am providing you with all of the images necessary to recreate the model. If you have a Google account (S.H.U.S.D.), you can access all the files via the "Shared with me" link. If not, I have created a link on the Video Tutorial page that allows you to access all the images.	
Explanation of the Training:	
First Segment – Create A Slide Presentation: Students will recreate a 5-slide Model Presentation. Please view 'ModelGooglePresentation_St.HelenaArchitecture.' This is what you will recreate.	
Second Segment – Publish to the Web a Video Slideshow	
1 st Segment: Create A Slide Presentation	
Step #1: Understanding the Workspace – Google Presentation.	
1a. Tour the Model presentation: (ModelGooglePresentation_St.HelenaArchitecture).	
Step #2: Create a New Presentation	
2a. Create a new presentation: Main Menu / File / New. (2pts.)	
2a1. Select a Theme ("Spotlight"). (1pts.)	2a2. Select a Layout ("Title Slide"). (1pts.)
2a3. Title the presentation: "YourName_ModelGooglePresentation". (1pts.)	5 pts.
Step #3: Add Text & Format	
3a. Type the title (view Model – "St. Helena Architecture"). Format the text (Bold, Red, 42, Arial). (3pts.)	
3b. Type the subtitle (view Model – "Historical Architecture on Main Street"). Format the text. (Bold, Black, 24, Arial). (2pts)	5 pts.
Step #4: Create A New Slide Then Multiple Slides (Save Time!)	
4a. Create a new slide (+) with Layout: "Title and Body". (1pts)	
4a1. Add title ("Carnegie Building"; 36, Bold, Arial, center), hit return and add the subtitle ("St. Helena Historical Architecture on Main Street"; 18, Bold, Arial, center). (2pts.)	
4a2. Add text – view model (14, Bold, Arial, white). (2pts.)	
4a3. Format slide: Resize the text boxes. Move the title to the top and text to the bottom of the slide.	
4b. Create the three additional slides (Speed & Consistency)	
4b1. Either duplicate or copy & paste this slide 3 times (either right click or Main Menu/File). (2pt.)	
4b2. Look at the Model and change the Titles & Text on slides 3,4,5. (3pts.)	
Note: Delete the text box at the base of slide #5.	10 pts.
Step #5: Inserting Images	
5a. Insert the image of the Gas Station onto the Background of Slide #1. (2pts)	
5b. Insert the image of the Carnegie Bldg. onto Slide #2. Resize and move into place. (1pts)	
5c. Insert the image of the Richie Block Bldg. onto Slide #3. Resize and move into place. (1pts)	
5d. Insert the image of Vintage Hall onto Slide #4. Resize and move into place. (1pts)	5 pts.
Step #6: Insert Videos (YouTube)	
6a. Insert YouTube Video: 'DrivingMainSt_St.Helena' onto slide #5 (link is on the website; Make Public!). (5pts)	5 pts.
Step #7: Insert Links	
7a. Create a link from "St. Helena High School" on slide 4 (Vintage Hall) to the high school's web page: http://shusd.schoolwires.com/Domain/233 (copy link on website; link must function correctly). (5pts.)	5 pts.
Step #8: Call Outs, Arrows, Shapes, Text Boxes and Item Order.	
8a. Create call out on slide #3 (Include text: "Town coo coo clock"). Also include an arrow pointing at clock.(3pt)	
8b. Create text box on slide #5 (Include text: "A view of Main Street when driving South to North."). (2pts.)	5 pts.
Step #9: Transitions	
9a. Select a slide: MainMenu / Transition. Right side menu: Select 'Fade' 'Med'. Apply to all slides.(5pt)	
At This Point, You Are Done Creating A Presentation	
2 nd Segment: Publish to the Web a Video Slideshow	
Step #10: Publish to Web	
8a. Open: Main Menu / File / Publish To Web. Copy the link. Change timer so viewer is not rushed. Select "Start Slideshow..."	