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GOOGLE SLIDES TUTORIAL

1. Link

https://docs.google.com/presentation

2. Short description of the tool

Google Slides is an online application and can be used as an alternative to Microsoft PowerPoint. At a glance, the application allows users to:

- Share and collaborate with others on presentations online
- Design user friendly slides using enhanced layouts, colour schemes and typography
- Conduct Live Q&A sessions on demand from within the slides environment
- Share the slides in a number of different ways online

Google Slides can be used through a browser, or through a mobile device such as a smartphone or tablet. As a Google product, it can be closely linked to other Google tools such as Google Drive, Gmail, etc. Slides are saved in the cloud as part of your Google account, so you do not need to worry about saving them, or multiple versions of your presentation.

3. Which language competences can be developed with the help of this tool?

- Listening Comprehension – listening to audio-media and recordings
- Reading Comprehension – reading for information, reading for orientation
- Interaction – goal-oriented co-operation
- Online Interaction – goal-oriented online transactions & collaboration
- Mediation Activities – explaining data, processing text in writing, collaborating to construct meaning
- Communicative language competences – vocabulary range, vocabulary control, phonological control.

4. The requirements concerning the tool

Google Slides is free and can be used through a browser such as Chrome or Firefox without a need to download anything. Users must have a Gmail account but the software is otherwise free. Alternatively you can download **Google Slides** onto a tablet and on smartphone through the Google Play Store Apple App store. This allows you to use both a browser and smartphone simultaneously. You can quickly import PowerPoint presentation into **Google Slides**, but this is not essential.

5. Language of the tool

Available in 109 languages.

6. Suggested language level (A1-C2)

A1 ☒   A2 ☒   B1 ☒   B2 ☒   C1 ☒   C2 ☒

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7. What competences from DigCompEdu Framework does the tool develop?

2. Digital Resources	2.1 Selecting digital resources
	2.2 Creating and modifying digital resources
	2.3 Managing, protecting and sharing digital resources
3. Teaching and Learning	3.1 Teaching
	3.2 Guidance
4. Assessment	4.1 Assessment strategies
5. Empowering Learners	5.1 Accessibility and inclusion

8. How can the tool be used by teachers/learners?

Slide decks or presentations are part and parcel of every language teacher's toolkit. They provide a means to share teaching points, prompt activities and reinforce understanding by providing meaningful graphics and moving images. Effective presentation design can be achieved with an awareness of some fundamental design principles which can really impact the end user experience and make the most out of instructional material and built-in features for presentation software which can help make presentations more engaging, accessible, easier to change and update, etc.
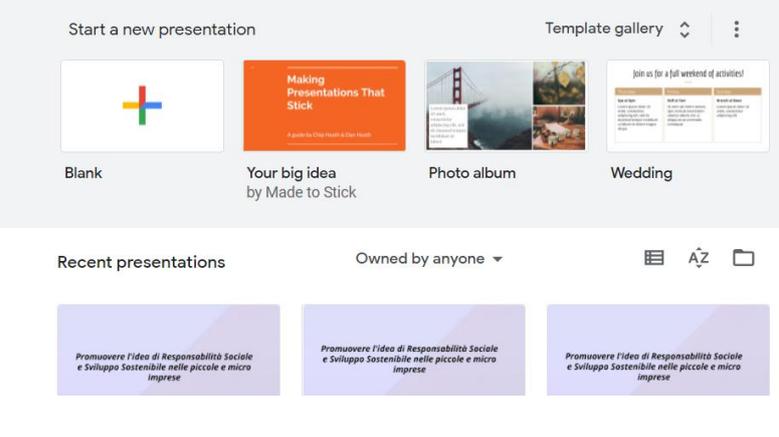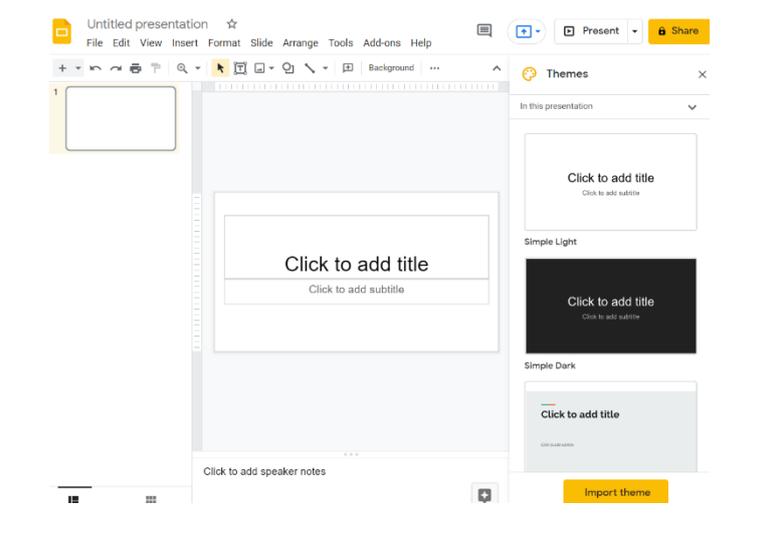
While Microsoft PowerPoint is certainly one of the most popular tools for presentation development, **Google Slides** offers a number of advantages in terms of accessibility, ease of use, design, etc.

- From an affordability perspective, **Google Slides** is free and requires no licensing nor any renewal of license.
- From an accessibility perspective, **Google Slides** requires no software installations apart from a browser. As it is cloud-based and stored online, it can be accessed from any device and/ or machine.
- From an extendibility perspective, **Google Slides** comes with support for Chromecast, Google Meets, and other tools.
- From a storage perspective, **Google Slides** saves all changes for you every 5 minutes, so you do not need to press save and if your browser crashes, you will be able to access a very recent version of your presentation. You can also access the history of your presentation, so if you want to use an earlier version, you can do so immediately. This also removes the need for saving "version 1", "version 2", "version 3", etc of your presentation.
- From a design perspective, **Google Slides** comes with a gallery of pre-made templates which you can edit and change according to your preferences and supports all Google fonts, so you have a lot of easy-to-use design options available. You can also import PowerPoint or existing presentations directly into google slides, so you do not need to develop new material.
- From a collaboration perspective, **Google Slides** presentations can be shared with anyone online so that you can work on a presentation together easily using just a browser.
- From an engagement perspective, **Google Slides** offers built-in Q&A tools to allow learners to ask live questions, or to hold quizzes (using extensions to slides) as part of the presentation.
- From an availability perspective, **Google Slides** allows you to export as a lot of different file types - including .pptx, .odp, .pdf, .txt, .jpg, png, etc. You can also share a presentation with colleagues to edit, or you can "publish" your PowerPoint presentation so learners can look at it online, but cannot download or export it.
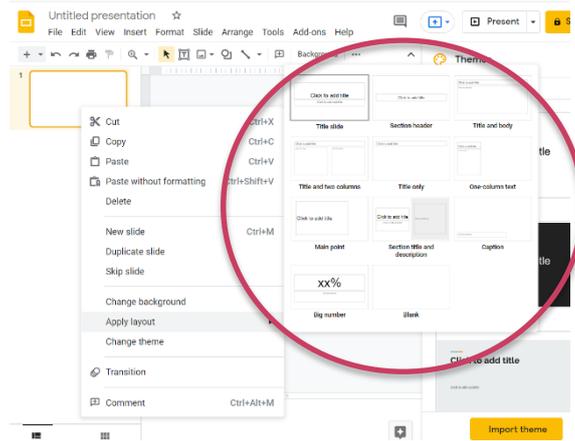
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9. Case study – example

Google Slides can be used to create presentations to support language teachers in
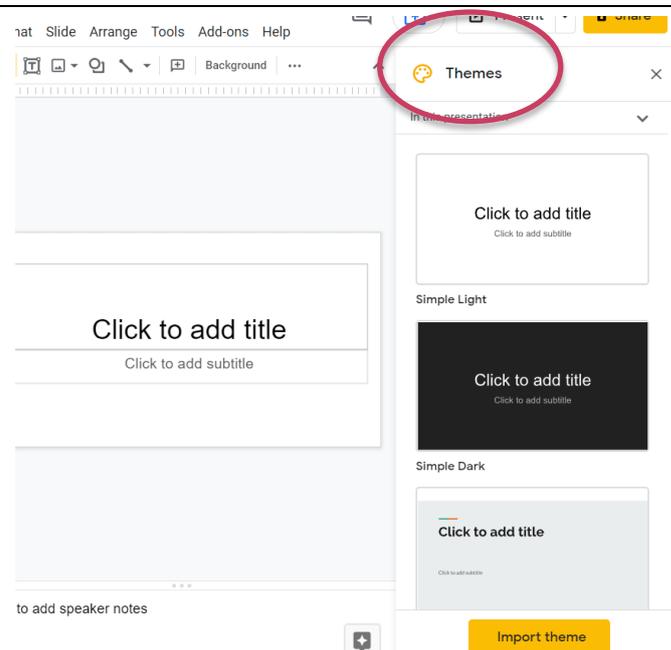
- Creating interactive and engaging lesson content through creating new presentations and/ or importing existing presentations
- Making said content available in a variety of formats after the live class - by publishing it, or sharing it as a downloadable file
- Adding video or audio to it to allow learners work on speaking and pronunciation skills
- Having learners use it to develop their own presentations to improve both speaking and presentation skills as a summative or formative assessment
- Using the Q&A tools and/ or other tools in *Google Slides* to create a live online activity alongside the presentation
- Using a screen recorder such as Screencast-o-matic to record yourself speaking over the slides in order to create a media-rich learning resources for learners

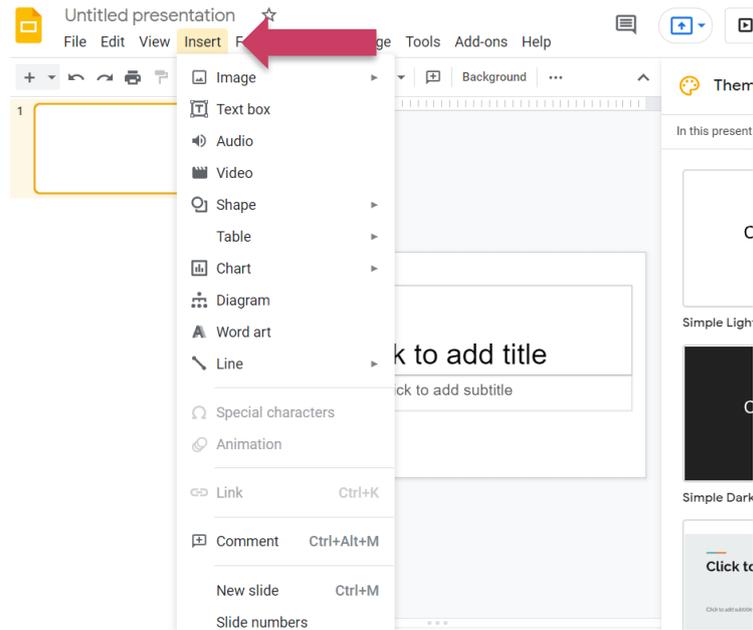|	
1. To use *Google Slides*, simply sign into, or create a free Google account, then go to https://docs.google.com/presentation	
2. You can add slides in the Google slides interface using the tools on the right, the same way one would in PowerPoint. 3. From here, you can create a new presentation by selecting an option from the area on the top or selecting an existing presentation.	

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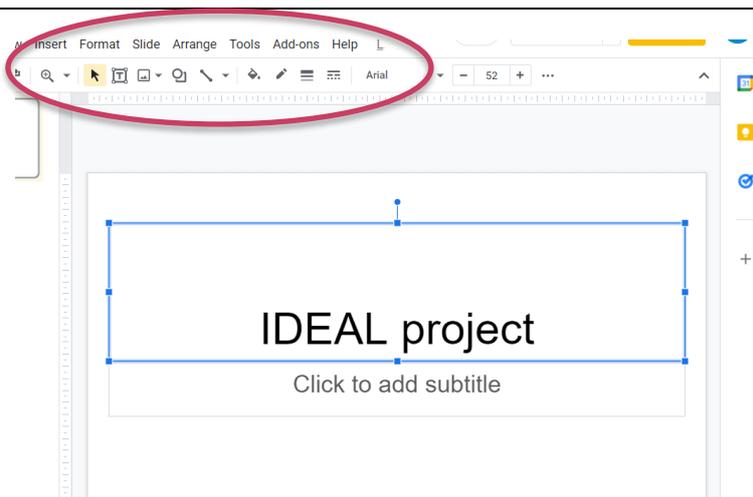| 4.	You can change a layout by right-clicking on a slides and selecting layout.	
5.	You can use the theme menu on the right hand side to apply a theme, or else you can *Slide > Change Theme.*	

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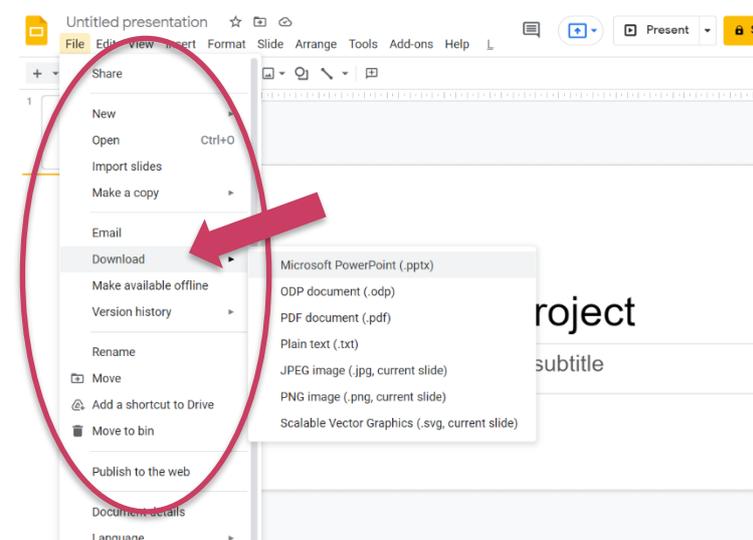Erasmus+ Programme
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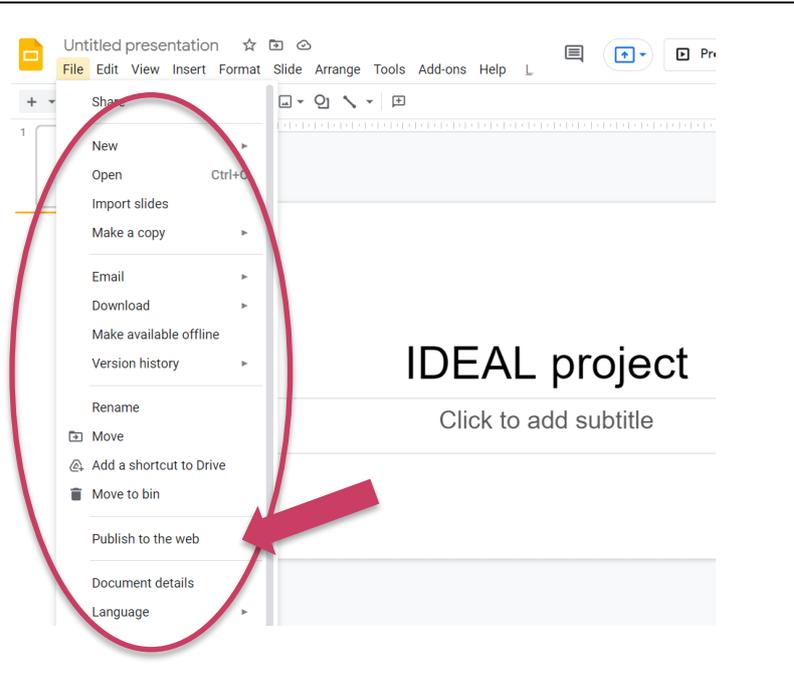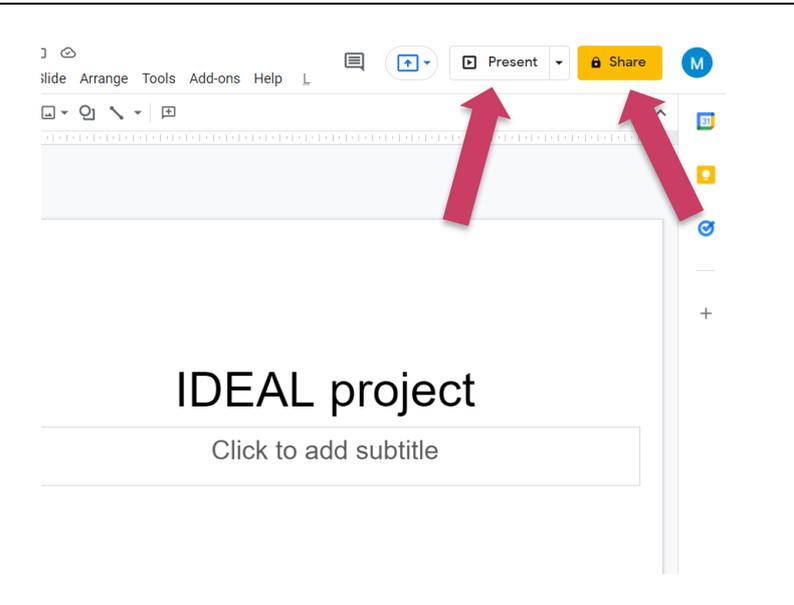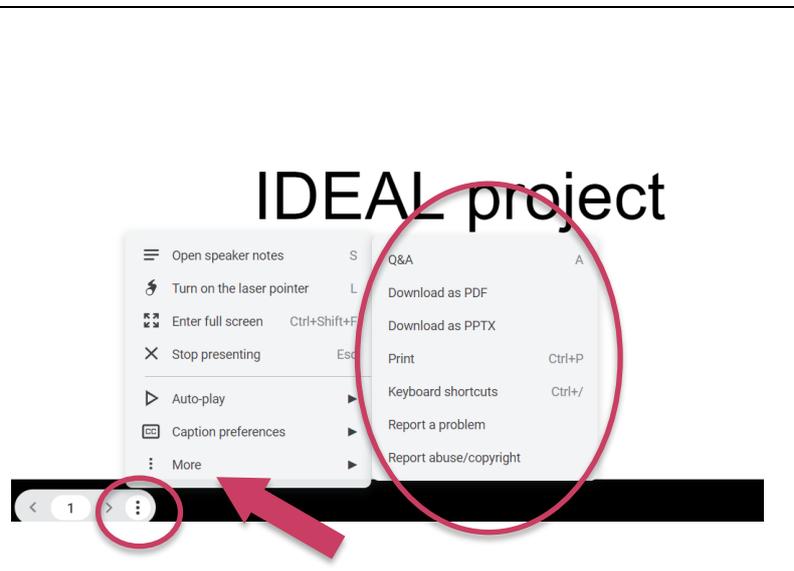|	
6. You can insert text, images, etc into your slide using the *Insert* item in the menu.	
7. You can use the editing options in the top menu to change elements of your presentation.	
8. When you want to share your presentation, you can use the options under File to determine how you want to make it available **File** > *Download* will allow you to download a copy of the presentation in a number of different formats.	

9. **File** > *Publish to the web* will allow you to share a link with others where they can view the slides, but cannot download or edit the presentation	
10. If you want to share editing rights for the presentation for collaboration, you can press the *Share* button in the top-right corner 11. You can click on the *Present* option in the top-right corner when you are ready to present to others	
12. In presentation mode (available by clicking the *Present* button in the top-right, next to the *Share* button), you can click on the menu in the lower-left corner to bring up additional options, These include the ability to use the Q&A feature under *More*.	

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10. Things you have to bear in mind when using the tool

The use of presentations or slide decks is an often crucial support to complement live language teaching or live classes, but it is important not to rely on a presentation all the time or as a solution to language teaching. Presentations should accompany good teaching practice and "just presenting" is not a good means of language teaching. Research by Mayer (2001) has indicated that a lack of imagery and an over-reliance on bullet-point text in presentation is less effective than the use of imagery and text together.

Some guidelines on effective slide design:

- Less is more - try not to overload a slide with too much information as it can reduce a learner's ability to process information if they are also trying to ignore other information presented to them
- Use slides as visual cues - slides can be used to visually highlight or explain a key point that you are making verbally
- Try to reduce the amount of bullet points - or all of the bullet points as this can be less effective than a well-placed image with text
- Use colour to draw attention to key points in your slides. There are some useful colour selection tools online that can help you to choose a colour scheme for your slides. - e.g. https://color.adobe.com/

If you are using PowerPoint already, google slides can be a great option as it can import PowerPoint presentations and make these into google slides quickly and easily, so you can take advantage of all of the google slides features of availability, accessibility, etc. Please note however, that the import process is not always perfect - especially if your presentations have a lot of media, animations, etc. For presenting, you should bear in mind also that you will need an internet connection to properly present using *Google Slides* (although you can always download your *Google Slides* presentation as a PowerPoint presentation).

11. Similar tools

Other similar digital presentation tools for supporting language teaching and learning include:

Prezi
https://prezi.com/

Microsoft PowerPoint