

## 5 words to remember

**comments:** a tool that allows one user to provide feedback and make suggestions on a part of a document

**Creative Commons:** a copyright licence that allows for content such as images and music to be reused without permission, for certain purposes

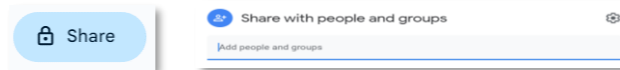
**data centre:** a warehouse of computer storage and processing connected to the internet

**outline:** the overview of a document, showing its structure of headings and subheadings

**personal information:** information that reveals someone's identity

## Knowledge check: Sharing slides

Presentations can be shared using the 'share' button.

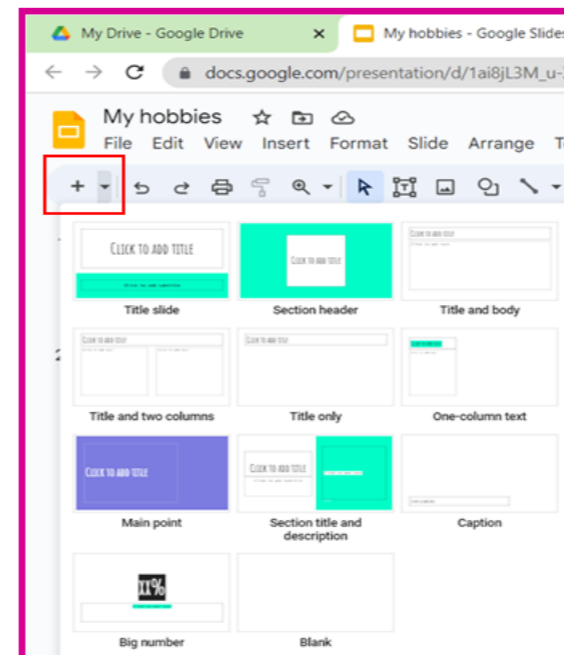


If you wanted to share your work with a friend in your class for feedback, which of the following options would you choose?

- Entering your friend's username
- Sending a link to the presentation to everyone in the whole school
- Giving your username and password to the friend

## Key takeaways

- ❑ Presentation software allows information to be presented as a slide show. Examples of presentation software include Google Slides, Microsoft PowerPoint and Apple Keynote.
- ❑ When including other people's content in a presentation, it must be copyright free, for example **Creative Commons** licensed content.
- ❑ When working with others, presentations can be shared for feedback. When sharing content, it is important not to share any **personal information**, such as your full name, address, phone number or photographs.
- ❑ When creating content on software such as Google Slides, your work is stored online in Google's **data centres**.
- ❑ **Comment** bubbles can be left to provide helpful feedback.



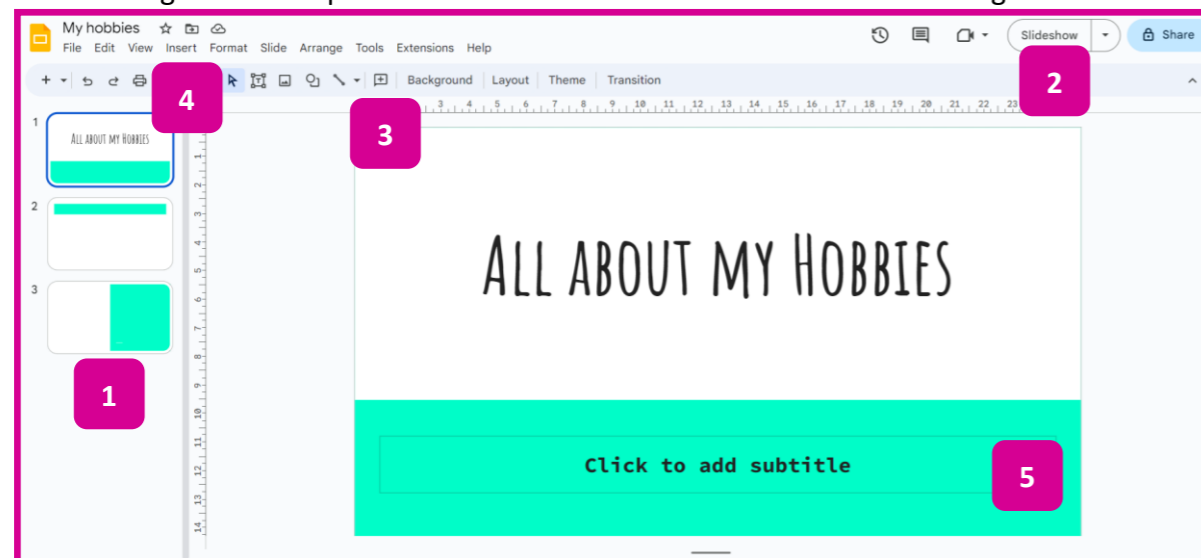
## Adding new slides

Presentations are usually made up of multiple slides. When adding new slides in Google Slides, click on the + icon and choose the layout you want to use.

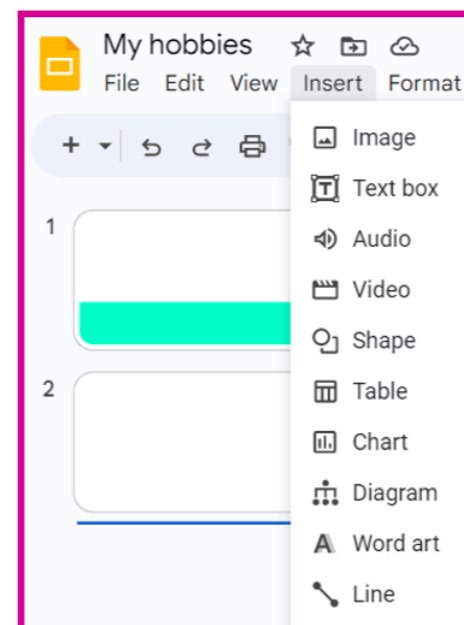
Different slide layouts help to provide an **outline** for each slide, but users can also add their own text boxes or delete unwanted heading or text boxes.

## Knowledge check: Google Slides features

Read through the descriptions below and match the numbers from the image to the feature.



Number	Feature	Description
1	Text box	A box that is drawn on the slide, which text can be typed into
2	Slide sorter	A panel that usually appears on the left of the screen, where slides can be rearranged
3	Comment button	After selecting specific content, this button can be used to add a comment bubble
4	Insert menu	This menu is where all kinds of content, such as images, audio and video, can be added to slides
5	Slideshow button	This button is used to switch between 'editing' mode and 'full slideshow' mode



## Inserting audio

Presentations can include different forms of media, including images, text, audio and video.

To add spoken narration into a presentation, the audio must first be recorded.