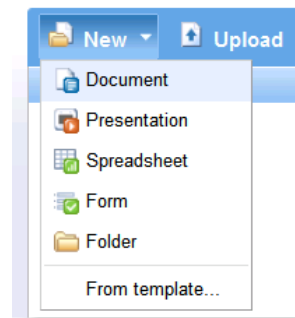


Google Presentation



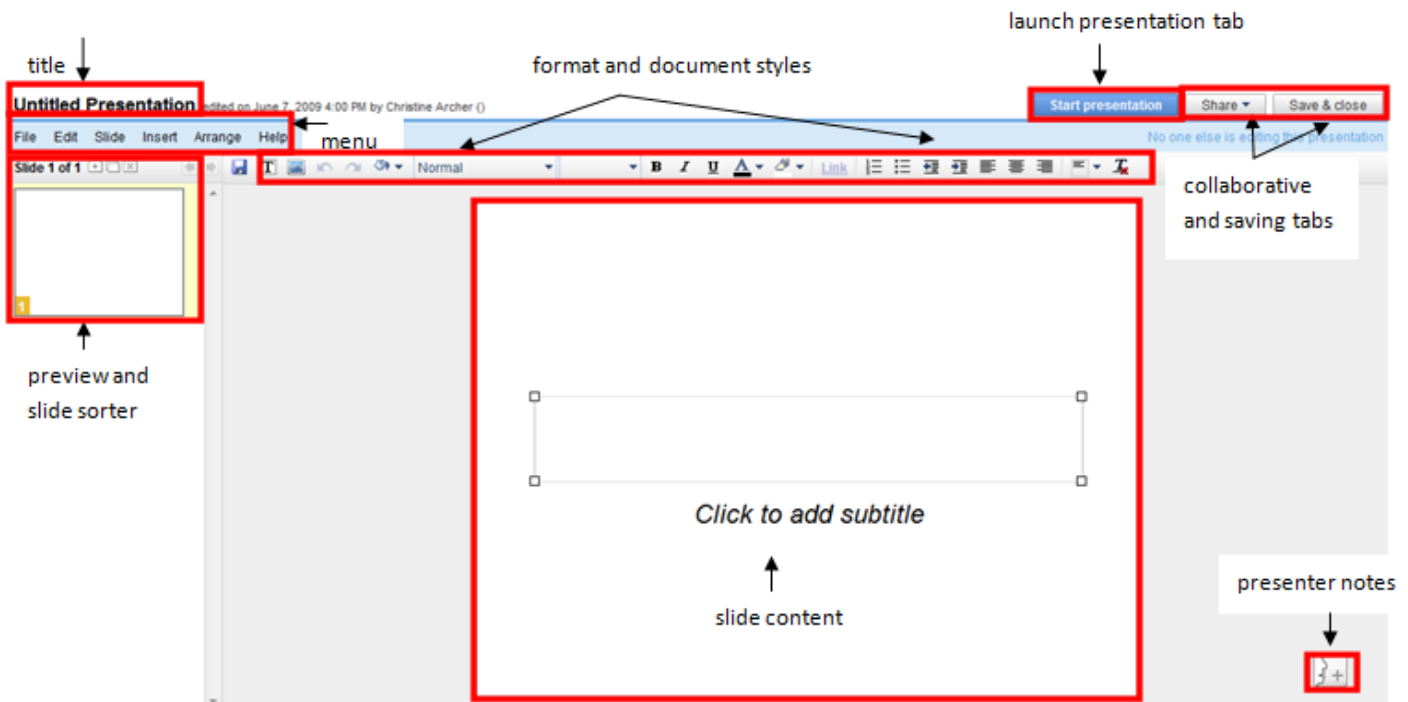
Interesting items about Google Presentation

- Similar to PowerPoint in office
- You can collaborate with other people and work on presentation at the same time
- You can upload existing PowerPoint files
- You can export as PowerPoint
- You can insert images and video
- You can publish and embed in web pages
- It has numerous templates to take advantage of
- You can share your document with up to 200 people
- 10 people can simultaneously edit/view a document



Creating a Presentation

- Go to New in the menu bar and select Presentation
- Many items found on the tool bar will probably be familiar so I will focus on highlighting unfamiliar tools or tools of interest

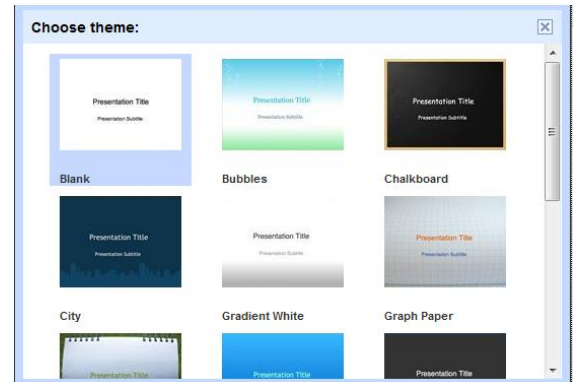


File menu

- Upload presentation will let you import your PowerPoint's
- Revision history will highlight the changes made to the document and By whom; you can reset to a previous version if you need to from this point
- Download file will let you export files into ppt, pdf or text

Edit menu

- Change theme will let you choose from a set of design templates
- Change background will let you set an image as your background or designate a specific color



Slide menu

- Provides choices for you to create a new slide, duplicate, delete and zoom

Insert menu

- Image will allow you to bring in images from your computer or from the web. Try dragging images from a web page to your presentation as well
- Drawing will let you insert shapes so you can make a flow chart
- Video from YouTube can be inserted.. Helps to know the video title.

Arrange menu

- Options that allow you to manipulate objects on slide
- Remember that you are limited by html so don't expect perfection

Help menu

- Google docs help center provides an online place to seek help
- Keyboard shortcuts will show you ways to combine keys to help save you time

Start presentation tab

- Click this tab to view your presentation
- It will open another window
- Use your keyboard arrow keys to move between slides or the arrows on the bottom of the presentation
- You can view the presentation together with others by clicking the view together text found in the bottom right of your screen. and sharing the address with others

Tell me and I will forget,
Teach me and I may remember,
Involve me and I will learn.
- Chinese

<http://docs.google.com/a/chemycreekschools.org>

You can present this online.
Share the URL above with people to include them in your audience.

Audience
Christine Archer

Share tab

- Share with others allows you to bring on other contributors or viewers; simply add their email address and invite them; Be sure to check advanced preferences as well
- Email as attachment gives you the option to send the document to others
- Publish/Embed allows you to publish this particular document online and embed it into other web sites if desired; it will give you an address for viewers to reference

Untitled saved on 6/1/09 1:03 PM by Christine Archer

[Back to editing](#)

Invite people

as collaborators as viewers

Separate email addresses with commas.
[Choose from contacts](#)

Advanced permissions

Collaborators may invite others
Only the owner may change this

Anyone at Cherry Creek School District may view this document at:
http://docs.google.com/a/cherrycreekschools.org/Doc?id=df45mp2q_40fkpcg5dx

This document is not yet published.

You can publish your document within Cherry Creek School District (or to the public Internet), where people can access and view it online. They will also be able to join the presentation online and chat with others also viewing the presentation. Your document will be assigned a unique address (URL) that you can send to your friends and colleagues.

Viewers must sign in with a Cherry Creek School District account to view the published document