

Complete Google Slides - Create Stunning Slides

Course Duration: 8 Hours

Course code: CGS-CSS

1. Course Overview

This course is designed to help learners master Google Slides from basic to advanced levels, enabling them to create visually stunning, professional, and impactful presentations. It focuses on design principles, storytelling, animations, collaboration, and productivity techniques to deliver high-quality presentations for business, education, and marketing purposes.

2. What you'll learn?

By the end of the course, you will be able to:

- Navigate and use Google Slides efficiently
- Design visually appealing and professional presentations
- Apply design principles like layout, color, and typography
- Use animations and transitions effectively
- Create business, marketing, and educational presentations
- Collaborate and share presentations in real-time
- Use templates, themes, and custom layouts
- Present confidently using advanced presentation techniques

3. Target Audience

- Students and Educators
- Business Professionals and Managers
- Marketing and Sales Teams
- Trainers and Content Creators
- Anyone who wants to improve presentation skills

4. Pre-Requisites

Before taking this course, you should have:

- Basic computer knowledge
- Familiarity with Google Workspace (optional)
- No prior design experience required

5. Course content

Module 1: Course Introduction

- Course overview and objectives
- Importance of effective presentations
- Introduction to Google Slides interface

Module 2: Getting Started with Google Slides

- Creating and managing presentations
- Understanding slides, layouts, and themes
- Working with text, images, and shapes
- Importing and exporting files

Module 3: Presentation Design Fundamentals

- Principles of good design
- Layout and alignment
- Color theory and usage
- Typography and font pairing

Module 4: Working with Themes and Templates

- Using built-in templates
- Customizing themes
- Creating reusable templates
- Branding your presentations

Module 5: Adding and Formatting Content

- Working with text and bullet points
- Inserting images, icons, and videos
- Charts, diagrams, and infographics
- Embedding external content

Module 6: Animations and Transitions

- Slide transitions
- Object animations
- Timing and sequencing
- Best practices for professional animations

Module 7: Visual Storytelling

- Structuring a compelling presentation
- Storyboarding techniques
- Data storytelling
- Engaging your audience

Module 8: Collaboration and Sharing

- Real-time collaboration
- Sharing permissions and access control
- Commenting and suggestions
- Version history and management

Module 9: Advanced Features and Productivity Tips

- Master slides and layouts
- Keyboard shortcuts
- Add-ons and integrations
- Using Google Slides with other Workspace tools

Module 10: Creating Business Presentations

- Corporate presentations
- Sales decks and pitch decks
- Reports and dashboards
- Client presentations

Module 11: Creating Educational and Training Presentations

- Lesson plans and teaching slides
- Interactive presentations
- Quizzes and activities
- Visual aids for learning

Module 12: Presentation Delivery Skills

- Presenting with confidence
- Using speaker notes
- Presenter view and tools
- Handling Q&A sessions

Module 13: Exporting, Publishing, and Sharing

- Exporting to PDF, PPT, and video
- Publishing presentations online
- Embedding presentations
- Sharing best practices

Module 14: Design Hacks and Best Practices

- Slide design shortcuts
- Avoiding common mistakes
- Minimalist design techniques
- Enhancing visual appeal

Module 15: Final Project and Real-World Use Cases

- Creating a complete presentation project
- Business and marketing use cases
- Review and feedback
- Final evaluation

