

Delivering Presentations

So far you have simply run presentations. Google Slides provides a number of tools to help improve the delivery of your presentation. These include screen tools, speakers notes and handout notes.

Loading the Presentation

- 1 Load Google Slides and log on to your Google Account, or close the current presentation.
- 2 Open the WATTLE VALLEY AP file from your Google Slides home screen.

Screen Tools

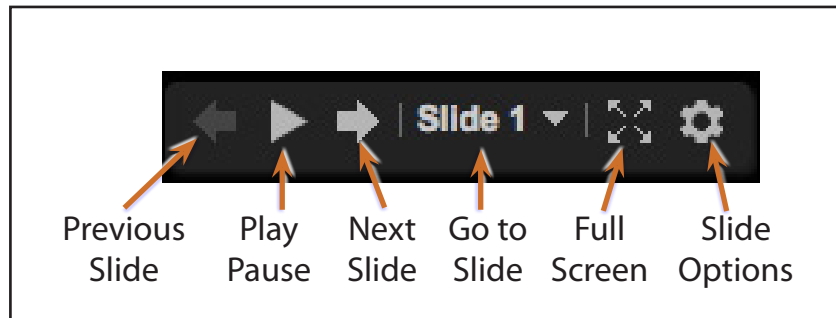
The screen tools allow you to move through slides as your presentation is being delivered. You can also skip to any slide in the presentation.

A Looking at the Screen Tools



- 1 Click on the arrow next to the PRESENT box at the top right of the screen and select PRESENT FROM BEGINNING.

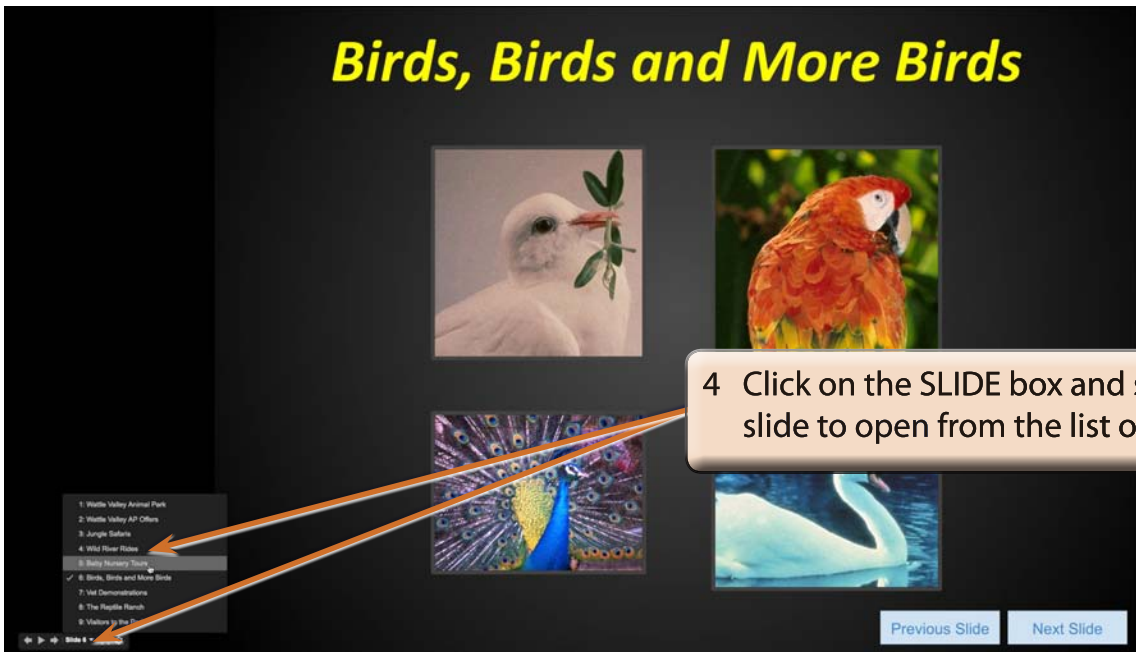
- 2 The screen tools should become visible at the bottom left of the screen. The tools are labelled in the following diagram.



B Using the Screen Tools

The screenshot shows a slide titled 'Wattle Valley AP Offers' in yellow text. Below the title is a list of six items, each with a bullet point and underlined text: 'Jungle Safaris', 'Wild River Rides', 'Baby Nursery Tours', 'A Reptile Ranch', 'Birds, Birds and More', and 'Vet Demonstrations'. To the right of the list is a cartoon illustration of a woman in a white lab coat holding a dog. At the bottom right of the slide are two buttons: 'Previous Slide' and 'Next Slide'. A callout box with a light orange background and rounded corners is positioned over the 'Next Slide' button. It contains the text: '1 Use the NEXT SLIDE button to set the slide show to SLIDE 2 (Wattle Valley AP Offers)'. An orange arrow points from the 'Next Slide' button in the callout box to the 'Next Slide' button on the slide. Another orange arrow points from the 'Next Slide' button on the slide to the 'Next Slide' button in the callout box. A third orange arrow points from the 'Next Slide' button in the callout box to the 'Next Slide' button on the slide.

- 2 Try clicking on the PREVIOUS SLIDE button to return to SLIDE 1.



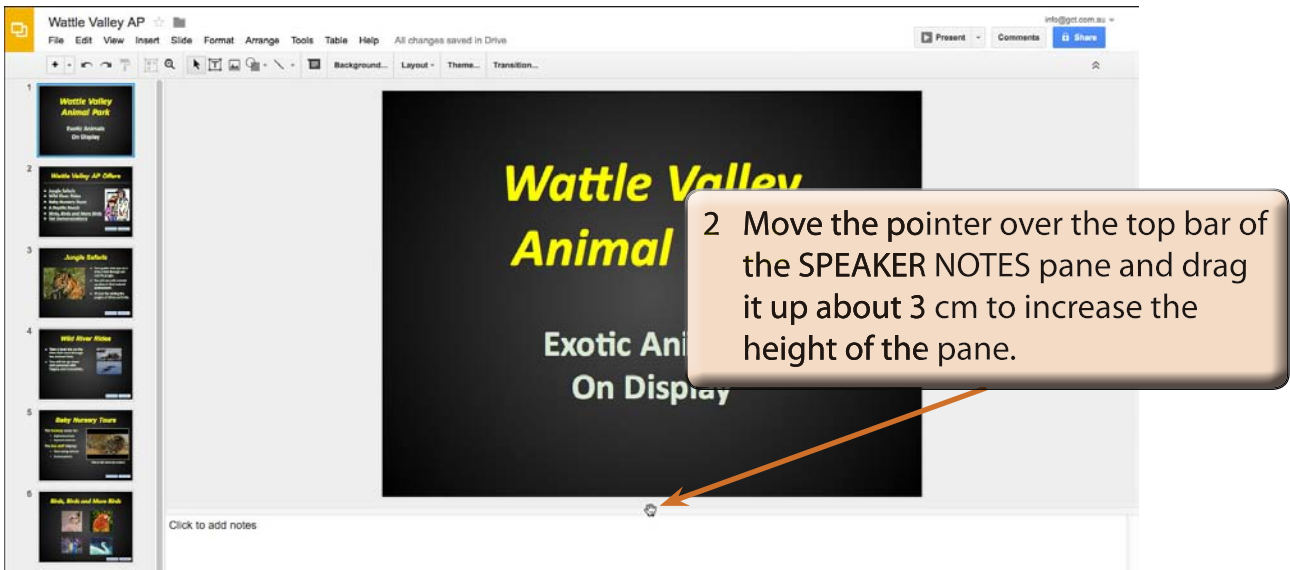
- 5 The FULL SCREEN button sets the presentation to take up the whole screen. Pressing the ESC key exists from this.
- 6 The screen OPTIONS will be used shortly.
- 7 Press the ESC key to exit from the presentation.

Speaker Notes

You can produce speaker notes from the slides of a presentation so that you can refer to them as your presentation is being delivered.

A Entering Speaker Notes

- 1 Open SLIDE 1 of the presentation.



NOTE: If the SPEAKER NOTES pane is not displayed at the base of the screen, use the VIEW menu to select SHOW SPEAKER NOTES to turn it on.