

# Google Slides

This Google Slides training covers how to create, edit, and present custom presentations and slide decks that are visually striking and ensure your position and data are well-represented. After this Google Slides end user course, you'll know how to assemble presentations that make the most of the many tools and features Google's software has to offer.

[CBT Nuggets course material](#) →

## WEEK 1

### Presentation Fundamentals

157 min.

Supplemental File	1
Introduction	1
Log in and Find Your Way Around	5
Create Your First Presentation	12
Work with Text	12
Work with Graphics	13
Manage Files	6

### Collaborate and Work on the Move

Overview	1
Supplemental File	1
Introduction	1
Working with Different File Formats	16
Sharing Files	11
Simultaneous Editing	10
Working Offline	5
The Mobile App	5

### Print and Present Your Slides

Overview	1
Supplemental File	1
Introduction	1
Transitions and Animations	14
Speaker Notes	5
Printing Slides	9
Using Links	11
Delivering Your Presentation	13

## **WEEK 2**

---

### **Add Visual Impact**

**56 min.**

Overview	1
Introduction	1
Charts	9
Flow Charts and Diagrams	8
Video (and Audio!)	7
Tables, Bullets, and Word Art	9
Add-ons	5
Custom Templates and Themes	14