

Course : Google Slides, create professional presentations

Practical course - 1d - 7h00 - Ref. GGZ

Price : 520 CHF E.T.

This course teaches you how to create attractive and dynamic professional presentations with Google Slides. You'll learn how to design, personalize, distribute and share them, so you can enhance the quality of your communication.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Customize your presentation with different masks
- ✓ Energize your presentation with transition and animation effects
- ✓ Integrate content and apply styles to slide text
- ✓ Managing themes and backgrounds
- ✓ Collaborate with other tools

Intended audience

All audiences.

Prerequisites

Basic knowledge of the Windows environment.

Practical details

Hands-on work

Discussions, experience-sharing, demonstrations, tutorials and case studies to train you throughout the course.

Teaching methods

Active pedagogy based on examples, demonstrations, experience sharing, case studies and assessment of learning throughout the course.

Course schedule

PARTICIPANTS

All audiences.

PREREQUISITES

Basic knowledge of the Windows environment.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

1 Introduction to Google Slides and creating a new document

- Introducing the Google Slides interface.
- Create a new document and choose a template.
- Customize basic parameters (title, author, etc.)
- Add comments and presentation notes.

Hands-on work

Create a new document and choose a template.

2 Presentation layout

- Add and delete slides.
- Text formatting (font, color, size, etc.)
- Add and format images and graphics.
- Control text zone options (line spacing, margins, etc.).
- Use of themes and backgrounds.
- Use of templates and animated graphics.

Hands-on work

Use themes and image formatting.

3 Collaboration and presentation sharing

- Invite other users to collaborate on the presentation.
- Manage access rights and modifications.
- Share presentation online or download.
- Integration with other Google tools (Docs, Sheets, etc.)

Hands-on work

Manage access rights and share a presentation.

4 Animation and slideshow

- Create an animated presentation with transitions and special effects.
- Animate and move multiple objects simultaneously.
- Customize slideshow presentation (transition time, full screen, etc.).
- Export presentation as video or PDF.

Hands-on work

Export a presentation.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

Dates and locations

REMOTE CLASS

2026 : 12 June, 4 Dec.