



one community now

CONNECTIONS

EMPOWERING EMPLOYMENT SUCCESS



Google Sheets and Google Slides are two of the cloud-based applications that are a core part of Google Tools. Google Sheets is a spreadsheet developing application, which enables you to create, organize and manage data. Google Slides is Google's presentation application, which allows you create and format polished presentations. This workshop outlines the foundational skills required to create spreadsheets in Google Sheets as well as presentations in Google Slides and will cover:

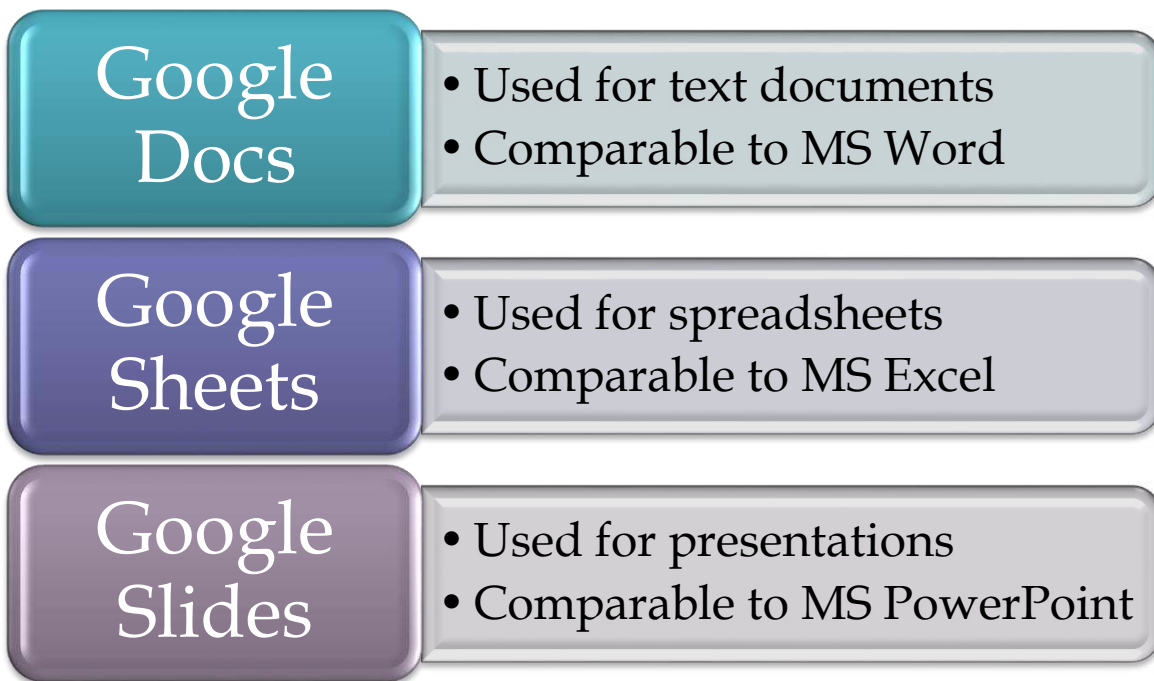
- **Introduction to Google Drive**
- **Getting Started in Google Sheets**
- **Navigating Google Sheets**
- **Features of Google Sheets**
- **Introduction to Google Slides**
- **Navigating Google Slides**
- **Features of Google Slides**
- **Practice**

Introduction to Google Drive

The G Suite is a free, web-based service from Google, which allows you to save your files online and access them from any computer with an internet connection. This service is comprised of various applications, which are housed within a cloud-based Google Drive, similar to a computer system, but all based online.

Google Drive allows you to create, share, and manage various files such as pictures, documents, spreadsheets and presentations. These files may be shared, opened, and edited by multiple users simultaneously, allowing users to see character-by-character changes as other collaborators make document edits. Changes are automatically saved to Google's servers, and a revision history is automatically created and stored so that past edits may be viewed and reverted to. Google Drive eliminates the need to email or save a file to a USB drive or other media since it is available to anyone with a device and internet connection.

The most popular G Suite applications are:




Getting Started in Google Sheets

Google Sheets is the equivalent of Microsoft Excel, an online spreadsheet application, which allows you to create and manage collaborative spreadsheets from any device with an internet connection. There are two ways to create a new Google Sheet. You can create a new sheet from Google Drive or from the Google Sheets application.



Google Sheets

Creating a New Document from Google Drive:

1. Access your Google Drive either from the website **drive.google.com** or from Google's homepage (**www.google.com**), click on the 3x3 grid of dots and select Google Drive.
2. Click on the  button and select Google Sheets, then choose 'Blank spreadsheet.'

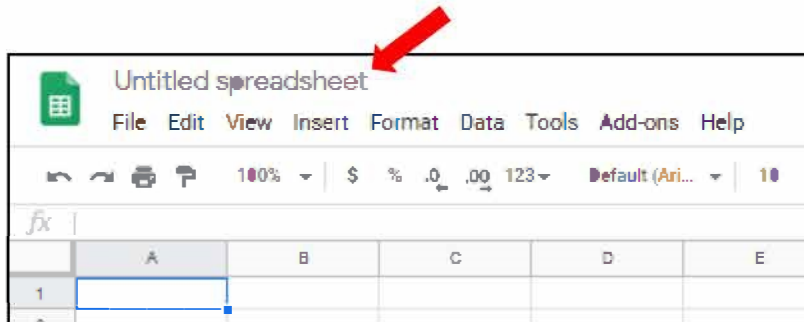
Creating a New Spreadsheet from Google Sheets:

1. On your computer, open a web browser (e.g. Chrome) and open the Google Sheets home screen at **sheets.google.com**.
2. To access Google Sheets, log into your Gmail account by entering your username and password.
3. On the top left of the window, under 'File' click 'New' then 'Spreadsheet' to open a new blank spreadsheet.

G Suite – Google Sheets and Google Slides

Once you have successfully opened a new blank document and named the document, it will automatically be saved and you will be able to access the file at any time from your Google Drive.

To name or rename your spreadsheet, at the top of the page, click 'Untitled spreadsheet,' enter a new title, and press the Enter key on your keyboard.

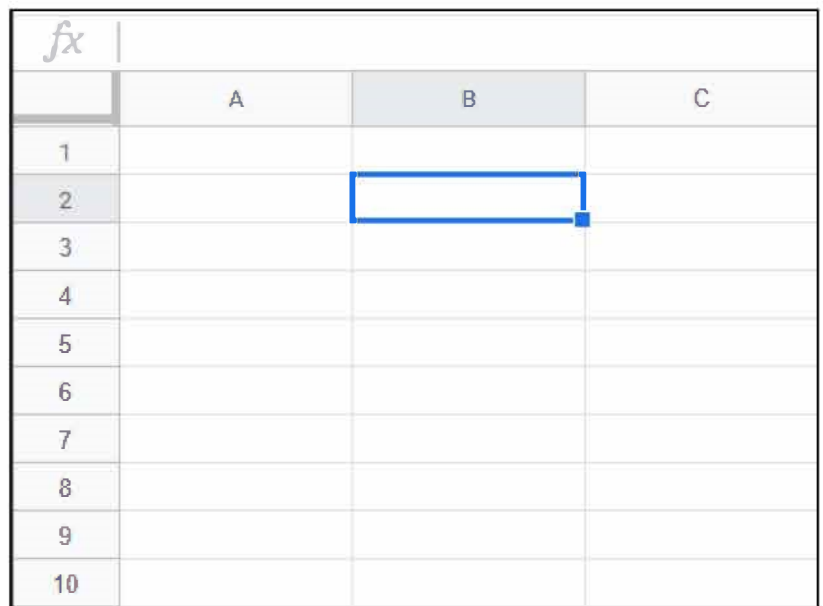


Navigating Google Sheets

Common Spreadsheet Terms:

Each file in Google Sheets is called a **spreadsheet**. Each spreadsheet contains individual **worksheets** in which to enter your data.

Every spreadsheet is made up of cells. A **cell** is a singular data point in a spreadsheet. Each cell is located at the intersection of a specific column and row.



A set of cells that run vertically is called a **column**. A column in a spreadsheet is always identified by alphabet letters (A, B, C ...). A set of cells that run horizontally is called a **row**. A row in a spreadsheet is identified by numbers (1, 2, 3 ...).

G Suite – Google Sheets and Google Slides

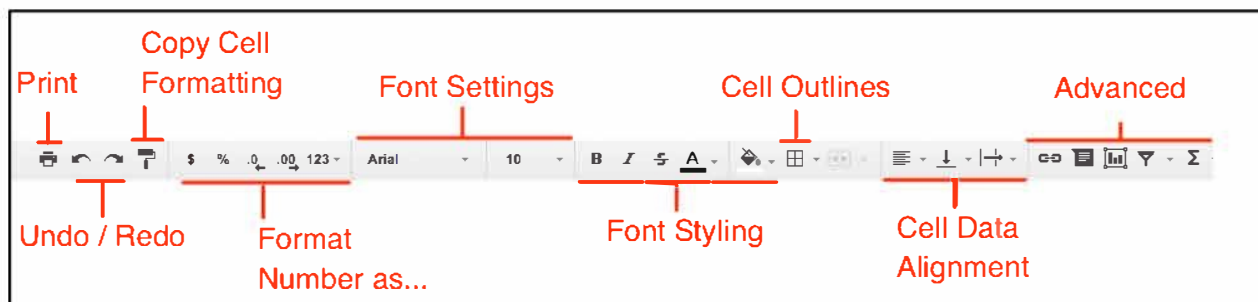
A cell is identified by a **cell address**, which is a combination of the column name and the row number. For example, the address of the cell located at the intersection of column B and row 2 is B2.

A selection of cells extending across a row, column, or both simultaneously is called a **range**.

Functions are built in operations from the application, which are used to calculate cell, row, column, or range values, and manipulate data for analysis.

Formulas are the combination of functions, cells, rows, columns and ranges used to obtain a specific result.

Google Sheets has many features similar to Microsoft Excel. At the top of the window, similar to Google Docs, Google Sheets has a toolbar with various spreadsheet formatting options. Use the toolbar at the top of the window and the various tabs to choose the appropriate option. To see the name of a command found on the toolbar, hover your mouse point over the button and the command name will pop up.



Spend a couple of minutes exploring the various tools found on the toolbar.

Features of Google Sheets

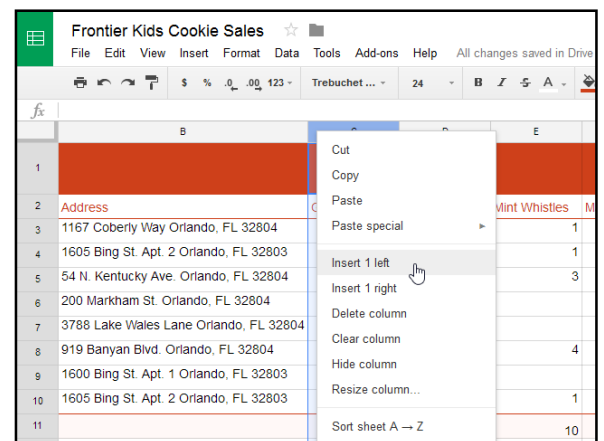
Adding Content into a Cell:

To insert content into a cell, click on the desired cell to make it the active cell. You will know which cell is active based on the blue outline around the cell. Once you have a cell selected, start typing your content. Press the ENTER key on your keyboard to confirm your entry and move down to the next row or TAB to move to the right in the same row. The content appears in the cell and in the formula bar. Similar to Microsoft Excel, you may copy content from one cell and paste in other cells:

- Select the cells you would like to copy.
- Press Ctrl + c to copy. You can also use the copy button on the tool bar.
- Select the cell(s) where you would like to paste the content, and press Ctrl + v to paste.

To Insert and Delete Rows and Columns:

- To insert a column, select the column adjacent to where you wish to insert the new column and right click on the column heading.
- From the drop-down menu, select an option: Insert 1 right or Insert 1 left. A new column will be inserted as selected.
- To insert a row, select the row adjacent where you wish to insert the new row and right-click on the row heading.
- From the drop down menu, select an option: Insert 1 above or Insert 1 below. A new row will be inserted as selected.

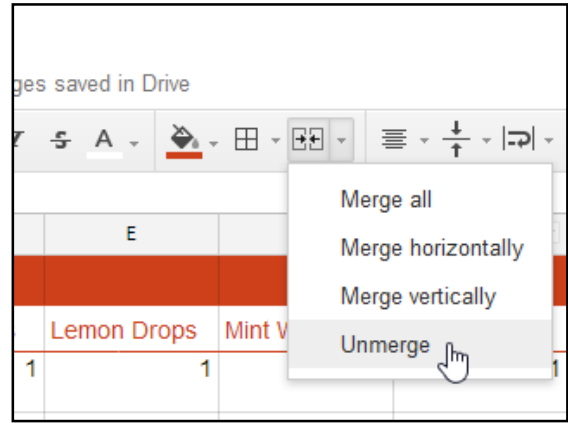


To Merge Cells:

To **merge**: Select the cells you want to merge and click on the button for Merge on the toolbar.

To **unmerge**: Select the cell you want to unmerge and click on the drop-down arrow on the Merge button and select Unmerge.

These two tools are also available in the drop-down menu of the Format tab on the toolbar.

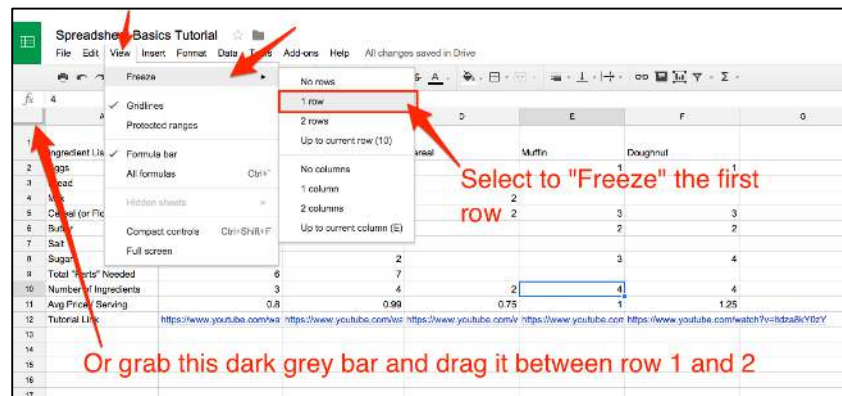


Freezing the Header Row

When you “freeze” the first row in place it means that as you scroll through the spreadsheet, the first row always remains visible. Freezing the header row allows you to always see the header categories when you are scrolling through a long list.


There are two ways to freeze rows:

1. Click VIEW>FREEZE>1 ROW in the navigation bar to lock the first row in place.
2. Hover the dark grey bar in the top left of the spreadsheet.

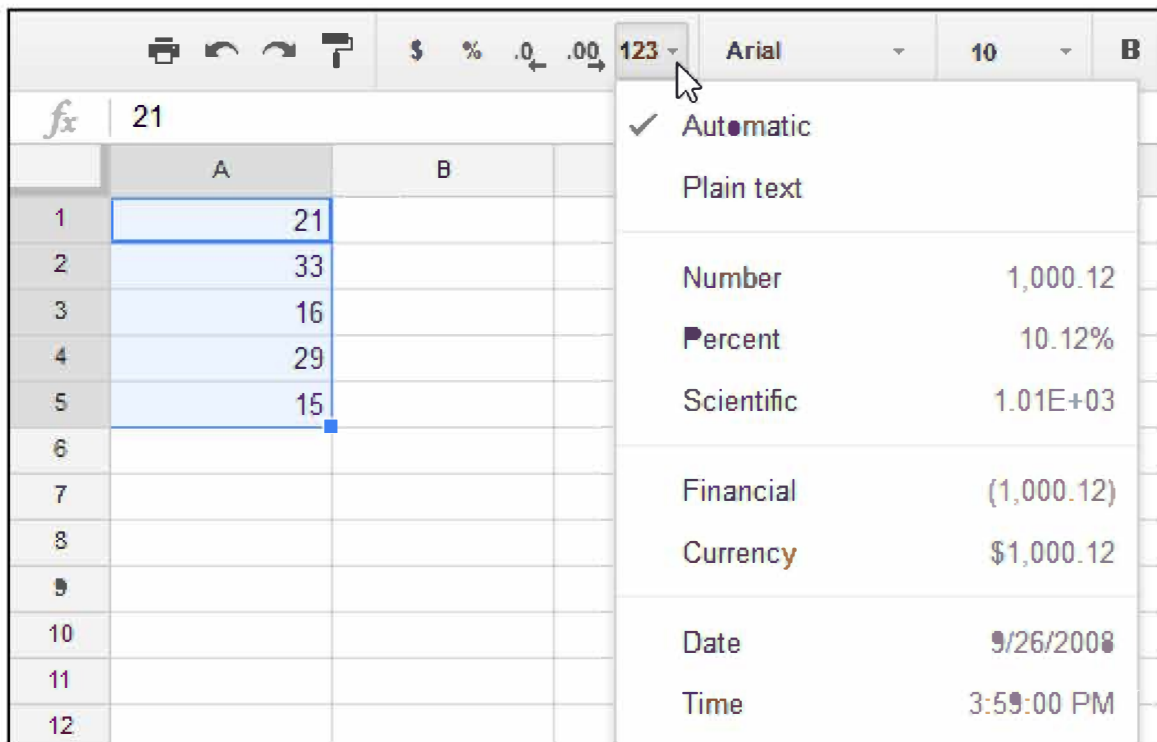


Number Formats:

Applying number formats to the data in your spreadsheet makes it easy to read and use. Number formats help in understanding exactly what type of data is entered in the spreadsheet (e.g. currency, percentages, dates).

To apply number formats, highlight the cells that contain the numbers. Select the desired formatting option by clicking on one of the quick number-formatting commands found on the toolbar. 

There are additional format choices in the number formatting drop-down menu.



	A	B
1	21	
2	33	
3	16	
4	29	
5	15	
6		
7		
8		
9		
10		
11		
12		

- ✓ Automatic
- Plain text
- Number 1,000.12
- Percent 10.12%
- Scientific 1.01E+03
- Financial (1,000.12)
- Currency \$1,000.12
- Date 9/26/2008
- Time 3:59:00 PM


Introduction to Google Slides

Google Slides is a cloud-based presentation application, which allows you to create, edit, and collaborate on slideshow presentations wherever you are.



Google Slides

Creating a New Presentation from Google Drive

1. Access your Google Drive either from the website **drive.google.com** or from Google's homepage (**www.google.com**) and then click on the 3x3 grid of dots and select Google Drive.
2. Click on the  button and select Google Slides, then choose 'Blank presentation.'

Creating a New Presentation from Google Slides

1. On your computer, open a web browser (e.g. Chrome) and open the Google Slides home screen at **slides.google.com**.
2. You will need to log into your Gmail account in order to access Google Sheets.
3. On the top left of the window, under 'File' click 'New,' then 'Presentation' to open a new blank presentation.

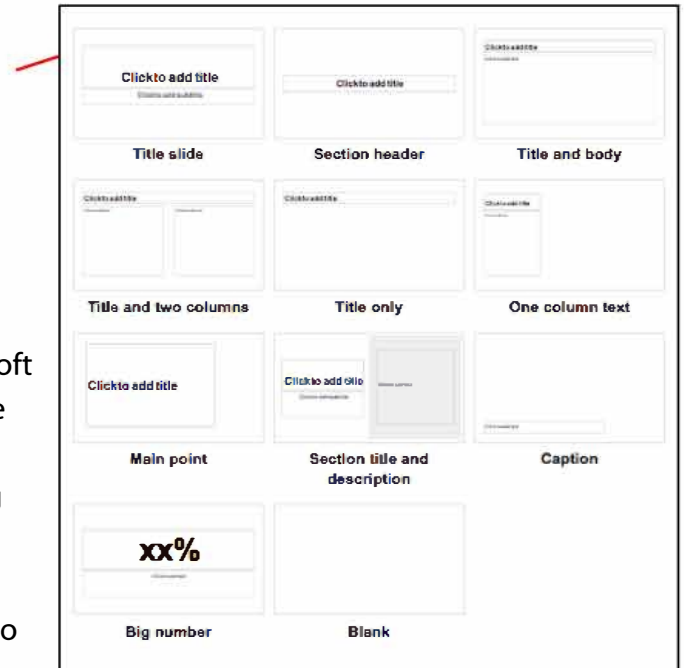
Once you have successfully opened a new blank document and named the document, it will automatically be saved and you will be able to access the file at any time from your Google Drive.

G Suite – Google Sheets and Google Slides

To name or rename your Google Slides Presentation, click 'Untitled presentation,' at the top of the page, enter a new title and press the Enter key on your keyboard.

Navigating Google Slides

Google Slides has many features similar to Microsoft PowerPoint. At the top of the window, like Google Docs and Google Sheets, Google Slides has a toolbar with various presentation slide formatting options. Use the toolbar at the top of the window and the various tabs to choose the appropriate options for creating a professional presentation. To see the name of a command found on the toolbar, hover your mouse point over the button and the command name will pop up.



Spend a couple of minutes exploring the various tools found on the toolbar.

Features of Google Slides

Adding New Slides and Slide Layout

When you insert a new slide, it will have placeholders to show where your text can be placed. Google Slides has different layouts for these placeholders, depending on what type of information you want to include on your slide. Whenever you create a new slide, choose the slide layout that best fits your content.

G Suite – Google Sheets and Google Slides

To add a new blank slide, click on the + sign in the top left-hand corner of the window. To choose a different layout for your slide, click on the drop-down menu next to the + sign to open the options for different slide layouts.

If you would like to change the layout of your existing slide, click the 'Slide' tab and select 'Apply layout' to open a window of slide layout options.

Alternatively, you may right click on the slides within your presentation and choose either New Slide or Duplicate Slide to add additional slides.

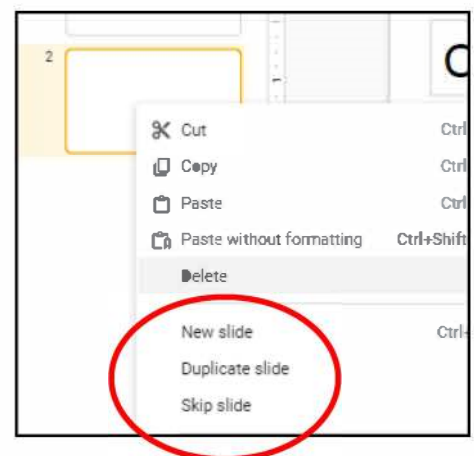
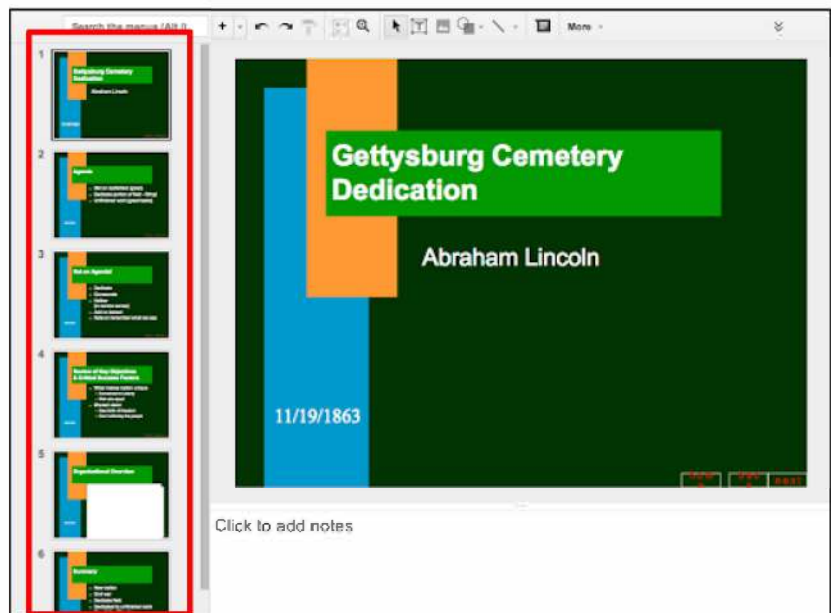
Organizing Slides

Your Google Slides presentation can contain as many slides as you need. On the left of your window, the Slide Navigation pane allows you to duplicate, rearrange and delete slides within your presentation.

If you want to copy and paste a slide quickly, you can duplicate it. To duplicate a slide, select the slide, right-click the mouse, and choose 'Duplicate slide' from the menu.

To rearrange the order of your slide, click and drag the selected slide up or down in the Slide Navigation pane to the desired position.

If you want to remove a slide from your presentation, you can delete it. Select the slide you want to delete, then press the 'delete' or 'backspace' key on your keyboard.

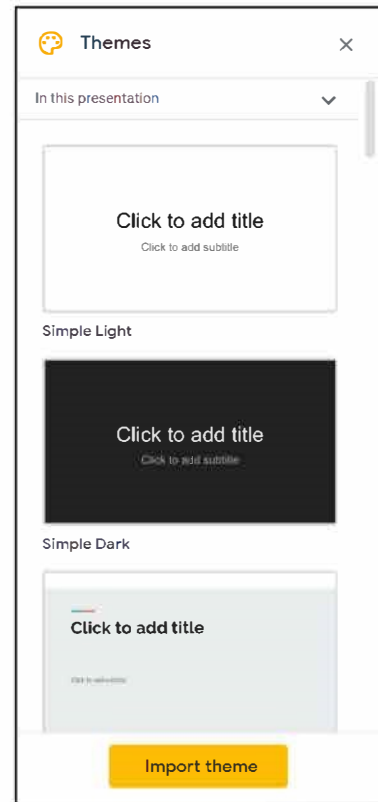
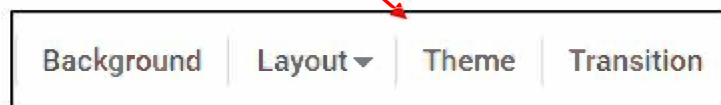


Selecting and Changing Themes:

Themes are pre-designed layouts and color schemes for your presentations that can be adjusted and customized to fit your preference. Select a theme that fits the type of presentation you are creating.

One of the first things you should do when you open your new presentation is to select your theme choice from the window on the right-hand side. If you change your theme choice after creating your presentation, the formatting of your slides will be changed and may need to be adjusted or corrected.

To change your theme after getting started, click the Theme button on the toolbar.



Importing New Themes

The Themes Panel contains the default themes for Google Slides. In order to import additional themes, click the 'Import theme' button on the Themes Panel. A new window will open, which allows you to upload a PowerPoint presentation, which contains the theme you want to import.

Once you select the PowerPoint presentation, a new window will open with the theme for you to select and import. Once imported, the theme will be applied to the entire presentation and the layout menu will have difference layouts available for selection.

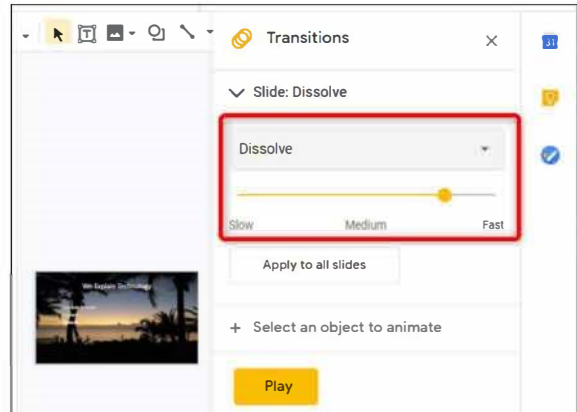
Adding Transitions and Animations to the Slides

Presentations do not have to be a series of static slides. In Google Slides, you have the option to add animations and transitions to entire slides. A transition can be as simple as fading to the next slide, or it can be a flashier effect. Objects can be animated to move or fade in and out of the slide, adding emphasis and movement to your presentation.

Adding Transitions

Select a slide and in the toolbar, click 'Slide' then 'Change transition.' This will open the Transition Pane, where you may choose the type and speed of transition that you wish to use.

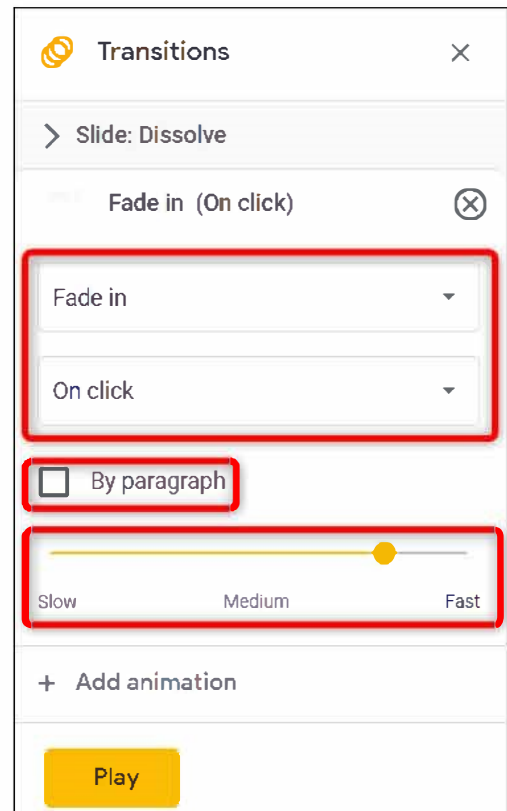
Click the 'Play' button after you select your transition type to preview the transition. If you want to apply the same transition to all slides, click the 'Apply to all slides' button.



Adding Animations

From the Transition menu, you also have the option to create visual effects to animate text and objects in your slides.

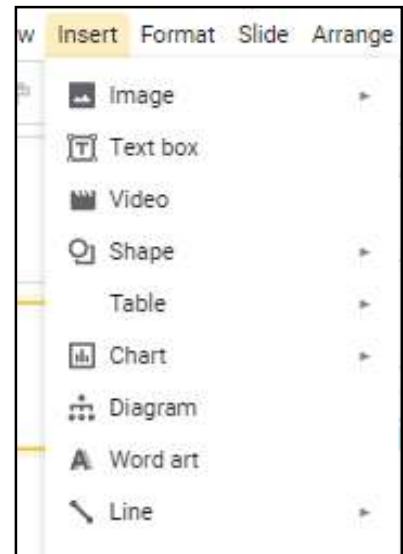
Open the Change Transitions Pane from the menu bar, click on an object you want to animate and then click 'Add Animation.' Choose the type of animation, start condition, and speed of the animation. Selecting the box 'By paragraph' will allow you to animate your lists one line at a time. Repeat these steps for additional animations you want to create for other objects.



Adding Media and Shapes:

The Insert tab in Google Slides provides options to insert various features to your presentation:

- **Image** – Insert an image by browsing your computer for previously saved images, the web, Google Drive and more.
- **Text Box** – Create a text box by clicking and holding down the mouse pointer as you drag the mouse to create your text box. Let go of the mouse pointer to confirm your selection.
- **Video** – Insert a video file by searching YouTube, pasting a URL, or browsing your Google Drive.
- **Shape** – Select one of the categories to bring up a list of available shapes. Insert the desired shape by clicking the mouse pointer and holding it down as you drag the mouse across the screen. Let go of the mouse pointer to confirm your selection.
- **Table** – Create a table by selecting the number of columns and rows desired.
- **Chart** – Insert a chart into your presentation by selecting the type of chart and/or browsing for an excel file with a chart.



In addition to using the Insert tab, you may insert text boxes, images, shapes and lines by selecting the command from the available buttons on the toolbar. Once selected, click and hold the mouse pointer, dragging the box or shape to the appropriate size and when satisfied, let go of the mouse pointer to confirm.



Once inserted, you can resize your image or shape by selecting it and dragging one of the anchor points and letting go of the mouse button when satisfied. Keep the shape or image the same aspect ratio by holding down the shift key as you resize it.

Presenting Your Slideshow

To present your slideshow, click the 'Present' button at the top right-hand side of the window. This will open the presentation on your computer screen. Click the mouse pointer to navigate through the slides and transitions.

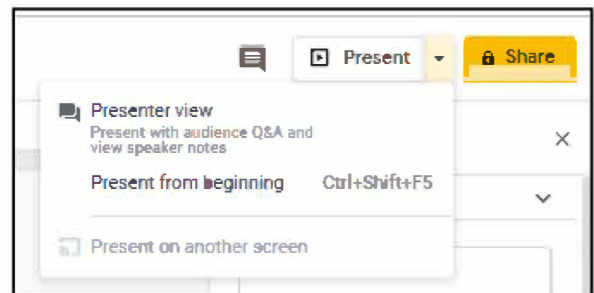
Speakers Notes

When you are building your presentation, there is a box entitled 'Click to add speaker notes,' at the bottom of the screen. This space is for you to add any presentation notes about each of the slides in your presentation. When you are presenting, the notes will be displayed for your reference in the Presenter View.

Presenter View

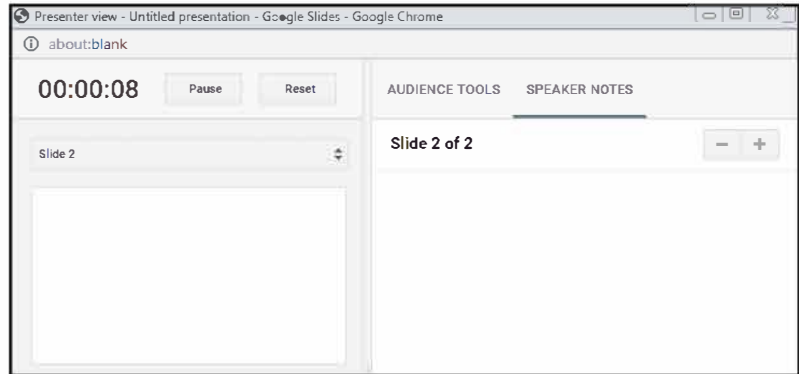
The Presenter View shows your slideshow in a separate window from the window that shows what the audience can see. The Presenter View allows you to see which slide is next, the presenter notes and unlocks some additional features as well.

To enable Presenter View, click the drop down menu on the 'Present' button at the top right corner of your window. You will then be able to select 'Presenter View.' Your presentation will start with your presenter view in a separate window.



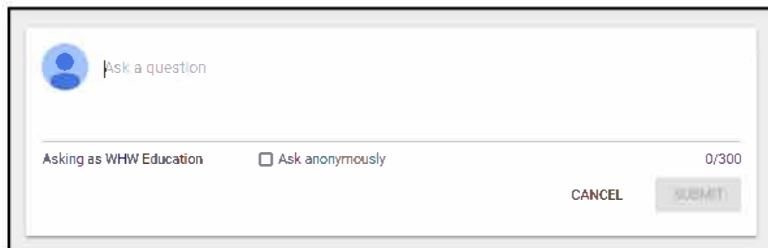
G Suite – Google Sheets and Google Slides

In the Presenter View, there is a running clock to keep track of the length of your presentation. You will also have access to all of your slides in your deck in case you decide to jump ahead in the presentation or skip a slide. The Presenter View also enables the Q & A Feature.

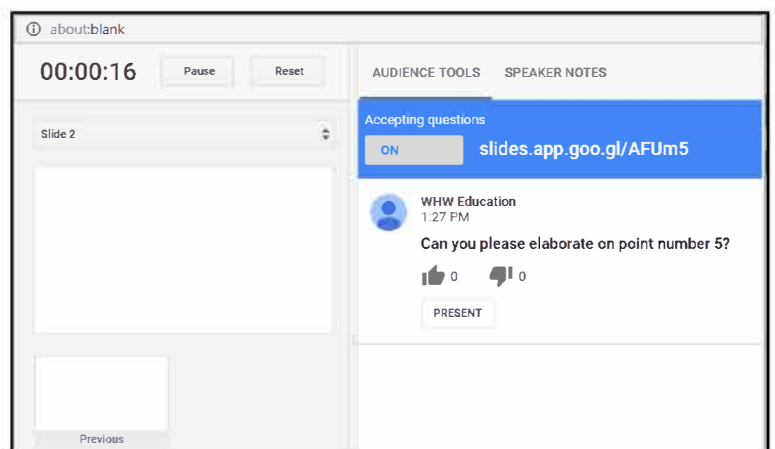


The Q & A Feature

The Q & A feature allows the presenter to take questions from the audience during the presentation without interruption. During your presentation, a link will be displayed at the top of your presentation for audience members to go to type their questions. They do not need to have a Google account to do this and are also able to remain anonymous.



Once an audience member types a question, it will pop up within your Presenter View, but not on the screen, which the audience sees. This feature gives the audience the opportunity to ask their questions and allows the presenter time to provide a response when ready without interrupting the presentation.



Practice

The more you utilize Google Drive and the various G Suite applications, the more familiar you will become with the functions. Spend some time building your resume or a to-do list for your job search in Google Docs. Google has many wonderful templates available for your use free of charge. Below are some additional training resources for continued development of your G Suite skills.

- **Official Google Tools Training**

- <https://support.google.com/a/users/answer/9282959?hl=en> (Google Sheets Training)
- https://support.google.com/docs/table/25273?hl=en&utm_source=zapier.com&utm_medium=referral&utm_campaign=zapier (Google Sheets function list)
- <https://support.google.com/a/users/answer/9282488> (Google Slides Training)

As the official source of training on Google Sheets and Google Slides, this is a great resource for learning the basics. These sites contain guides, cheat sheets, tips and even guides on switching from Microsoft Office to Google Tools. The Google Sheets function list contains a handy cheat sheet for all the functions available to use in Google Sheets.

- **Tiller Money**

- <https://www.tillerhq.com/learn-google-sheets/>

Tiller Money provides additional free resources for training in using Google Sheets.

- **The Edublogger**

- <https://www.theedublogger.com/google-slides/>

This is a great beginner's guide to getting a foundation in using Google Slides.

- **Lynda.com Online Training**

- <https://www.lynda.com/Google-Sheets-tutorials/8612-0.html>
- <https://www.lynda.com/Google-Slides-tutorials/Google-Slides-Essential-Training/724784-2.html>

While not a free resource, Lynda.com (now LinkedIn Learning) has a large range of in-depth tutorials and trainings.