

Name _____ HR _____

Innovation Lab

Tech Terms - Google Slides

- 1) **Google Slides** - a collection of slides containing text and images, as well as transitions and animations in a presentation format
- 2) **collaborate** - allows you to share your presentation with others; 2 or more people can work on slides at once
- 3) **enhance** - to improve the overall quality of your presentation
- 4) **template** - a sample presentation that is already pre-made for you to use and edit
- 5) **file name** - name of your presentation in Google Drive
- 6) **theme** - overall cohesive design of the slides in a presentation
- 7) **layout** - indicates where text can be added on different slides
- 8) **background** - a color or image that can be added behind text, images, or other elements on one or all slides
- 9) **animations** - affects the way an element or image ON A SLIDE appears or disappears from the slide
- 10) **select** - to choose by clicking
- 11) **menu bar** - a horizontal bar, typically at the top of the screen below the file name, containing drop-down menus
- 12) **tool bar** - a strip of icons used to perform certain functions in Google Slides
- 13) **transitions** - controls how the presentation changes from ONE SLIDE TO THE NEXT
- 14) **text box** - an on-screen rectangular frame into which you type your text
- 15) **images** - Google's name for pictures, photographs, or clipart
- 16) **title** - the topic of your presentation usually displayed on the first slide
- 17) **tool** - a function on the tool bar that aids in editing a presentation



- 18) **insert** - to place text, an image, or a link onto a slide
- 19) **on click** (animations) - an animation that appears when you click on the slide
- 20) **after previous** (animations) - an animation that comes in automatically after the slide transitions
- 21) **with previous** (animations) - an animation that comes in with a slide while transitioning
- 22) **thumbnail** - smaller version of your slides running down the left side of your Google Slides screen when on a presentation
- 23) **slideshow mode** - presentation mode in which all slides with transitions and animations are active
- 24) **share** - a collaboration option that allows you to work with others on the same presentation or send your presentation to another person