Unit 3.4: We are who we are

5 words to remember

comments: a tool that allows one user to provide feedback and make suggestions on a part of a document

Creative Commons: a copyright licence that allows for content such as images and music to be reused without permission, for certain purposes

data centre: a warehouse of computer storage and processing connected to the internet

outline: the overview of a document, showing its structure of headings and subheadings

personal information: information that reveals someone's identity

Knowledge check: Sharing slides

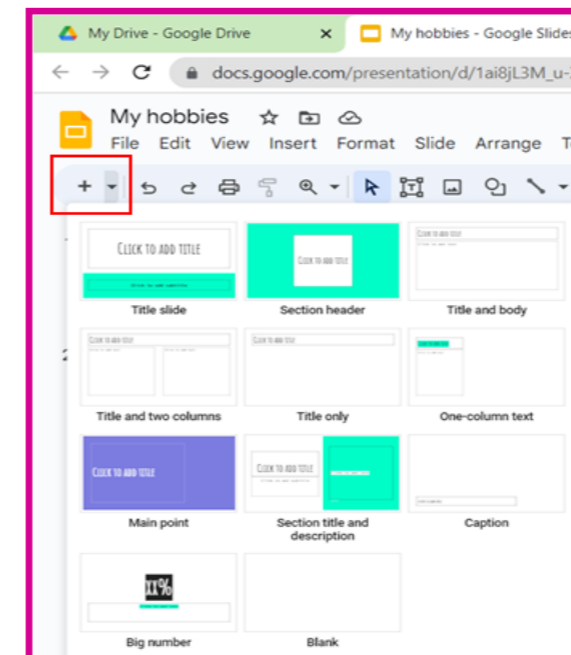Presentations can be shared using the 'share' button.

If you wanted to share your work with a friend in your class for feedback, which of the following options would you choose?

a) Entering your friend's username
b) Sending a link to the presentation to everyone in the whole school
c) Giving your username and password to the friend

Knowledge check: Google Slides features

Read through the descriptions below and match the numbers from the image to the feature.
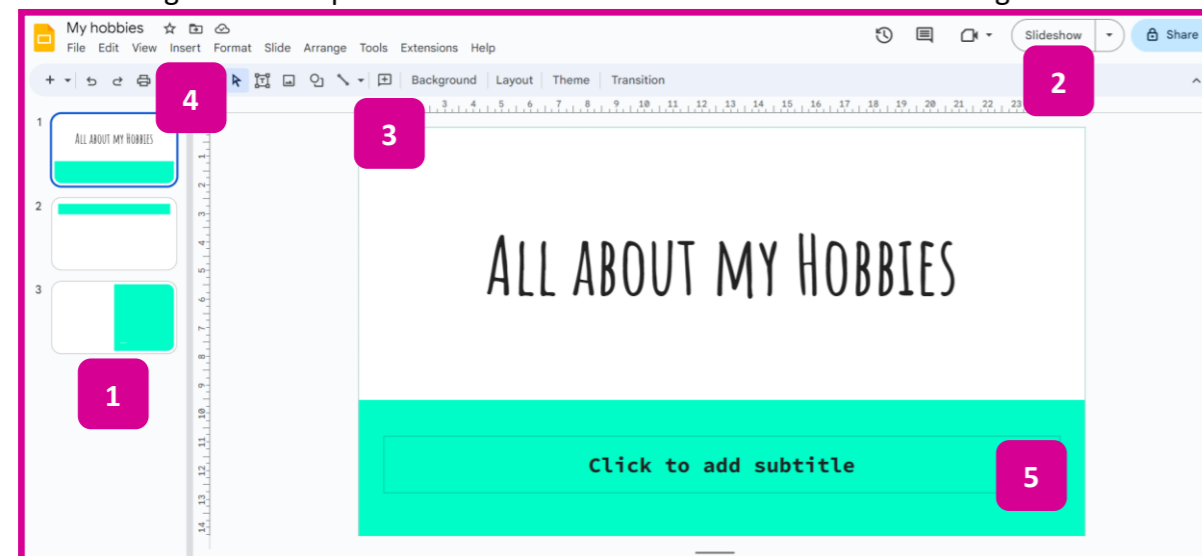
Number	Feature	Description
	Text box	A box that is drawn on the slide, which text can be typed into
	Slide sorter	A panel that usually appears on the left of the screen, where slides can be rearranged
	Comment button	After selecting specific content, this button can be used to add a comment bubble
	Insert menu	This menu is where all kinds of content, such as images, audio and video, can be added to slides
	Slideshow button	This button is used to switch between 'editing' mode and 'full slideshow' mode

Key takeaways

- ☐ Presentation software allows information to be presented as a slide show. Examples of presentation software include Google Slides, Microsoft PowerPoint and Apple Keynote.
- ☐ When including other people's content in a presentation, it must be copyright free, for example **Creative Commons** licensed content.
- ☐ When working with others, presentations can be shared for feedback. When sharing content, it is important not to share any **personal information**, such as your full name, address, phone number or photographs.
- ☐ When creating content on software such as Google Slides, your work is stored online in Google's **data centres**.
- ☐ **Comment** bubbles can be left to provide helpful feedback.

Adding new slides

Presentations are usually made up of multiple slides. When adding new slides in Google Slides, click on the + icon and choose the layout you want to use.
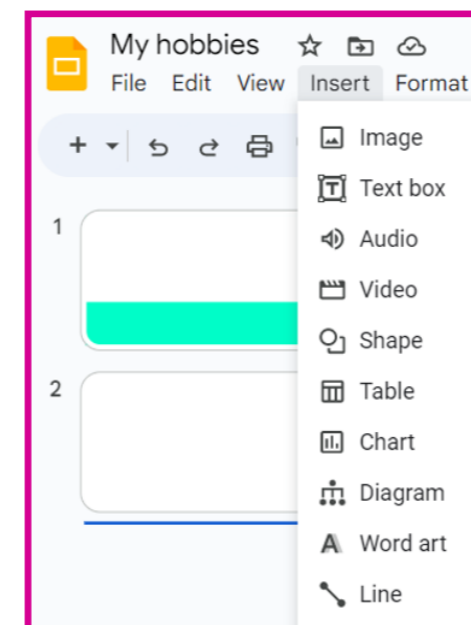
Different slide layouts help to provide an **outline** for each slide, but users can also add their own text boxes or delete unwanted heading or text boxes.

Inserting audio

Presentations can include different forms of media, including images, text, audio and video.

To add spoken narration into a presentation, the audio must first be recorded.