



Module 2: Google Tools

Workshop 2: Google Slides & Docs

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Workshop Objectives:

- To create drag-and-drop games with Google Slides
- To use Google Docs for collaborative writing projects

Part I: Google Slides

Labeling

1. Insert an image as a background
2. Make sure you resize it as desired (see presentation for suggestions)
3. Save it as PNG
4. Search for the image in the saved folder
5. Insert as background
6. Insert a text chart for the directions. Add style and format to it.
7. Insert the drag-and-drop text charts for the labels. Add style and format to them.

Categorizing / Grouping

1. Insert the text box / table. Make sure to arrange categories as desired.
2. Add instructions
3. Save it as image
4. Insert it as background
5. Insert the draggable elements

How to add and use a timer in PPT?

1. Go to **Insert Tab**
2. Then, click where it says **Add-ins**
3. Then **write Timer**, search
4. **Download** the timer
5. **Insert** the timer, **adjust** to your class/activity needs



Part II: Google Docs

Highlighting

1. Choose the desired text
2. Copy and paste it on the document
3. Add the instructions
4. Do a quick check up on the tools
5. Monitor students

Adding Comments

1. Get the text of your choice
2. Copy and paste it
3. Add the instructions
4. Make sure students are familiar with the tools