21 Things 4 Students
REMC ASSOCIATION OF MICHIGAN

Part 1:
Google Slides Insert Menu:
Images, Explore, Masking an image, Formatting text boxes

21things4students Thing 11 QGS4 Insert
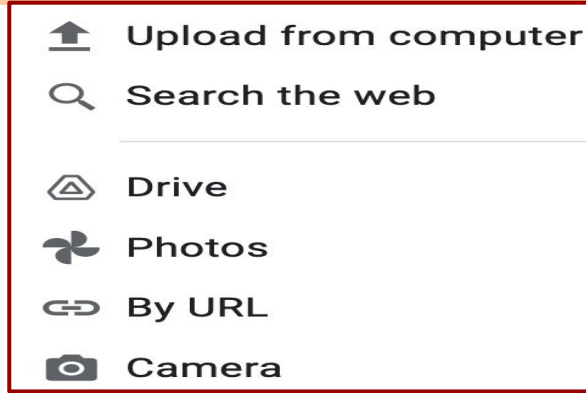
Table of Contents to Insert...

Insert Images:

Loads of Options:

✦ Explore

Plus use the Explore

1. Type a name (dolphins)
2. Then choose Images
3. Select one and Insert
4. Note the Credit Information come with the image!

⬆ Upload from computer
🔍 Search the web

△ Drive
🌀 Photos
🔗 By URL
📷 Camera

Delete this and Insert your own image on this slide

Search and Add Images (using Explore) … MASK it

Steps:

1. Insert an image
2. Select the image
3. Click on the Crop tool
4. Choose a Shape tool to mask the image

**Delete this and Insert your own shape and mask an image on this slide**

Use the explore button, then type in a term (example term whale) and click on IMAGES
And add one to this slide - Then crop with a shape

Insert Text boxes + text + color + overlap + Group

This is an example of overlapping text boxes

Delete this and Insert your own text boxes, add color, lines, overlap them, and group them and move them

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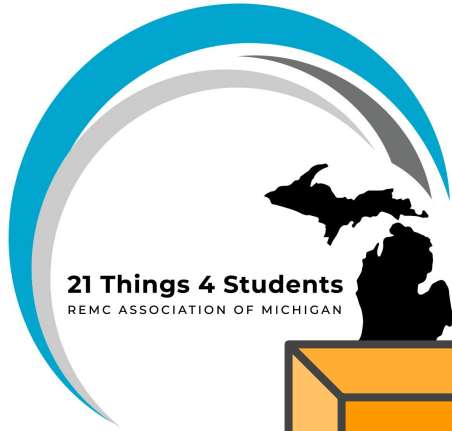
Google Slides Insert: Part 5
Lines, Scribbles, Emojis,
Symbols...

Insert Audio

AUDIO:

1. Narrate and record your audio using a free tool like online-voice-recorder.com
2. Upload the mp3 file into your Google Drive
3. Use the **Insert > Audio**
4. Locate it in your drive and select it

Delete this and record your own audio mp3, and upload it and insert it

VIDEO:

1. Insert menu > Video
2. Choices:
   SEARCH or URL or Google DRIVE
3. URL from a video
4. and use YOUTUBE SEARCH

Delete this and Insert a Video here

Share: f 🐦 </> 🔗 ⬅

Insert a Table

Delete this and Insert your own table and add a list of your classes or schedule in it.

	Bar
	Column
	Line
	Pie
	From Sheets

Delete this and Insert your own chart and add some text or numbers in the chart.

Insert Diagram

- Grid
- Hierarchy
- Timeline
- Process
- Relationship
- Cycle

Delete this and Insert your a diagram on this slide and add some text

Insert Shape Features

Shape

Shapes

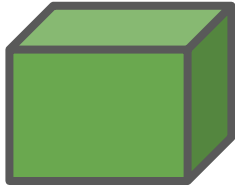Arrows

Callouts

Equation

Delete this and Insert some shapes, arrows, callouts, or equation symbols

Shapes: Color Fill, Outline & Modify Shapes

Delete this and Insert your shape with text in it, do a color fill, and add a color to the line width and modify the line
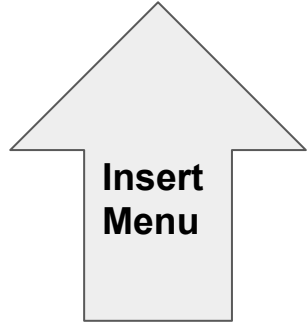
Shapes: Rearrange and rotate them

Delete this box and insert another shape or image, and rotate and rearrange them.

Select an image, change the Arrangement to put some on top or behind, or rotate them.

Insert Shapes and Word Art

Insert Menu

Delete this and Insert your own WordArt image and add an effect

Explore the Insert menu: shapes, edit and add text to a shape; Insert menu: WordArt and formatting options

Insert Lines and Format them

4

↘	Line
↖	Arrow
⌐	Elbow Connector
↲	Curved Connector
⇄	Curve
	Polyline
⌇	Scribble

Delete this and Insert your own scribble, arrows and connectors

Insert Special Characters including emojis

Ω Special characters

Insert into a Text Box

Insert your emoji and/or special characters into the text box on the left 👋

# Insert Hyperlinks: Weblinks & to Other slides

1. Insert a hyperlink to the 21things4students website or your school website

2. Insert a hyperlink to another slide in the presentation.
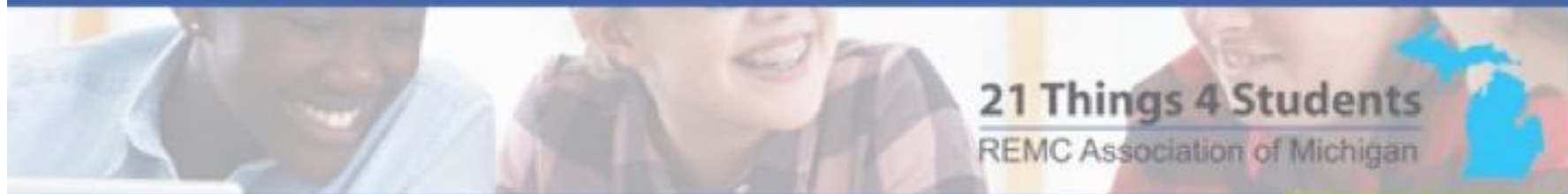   Example: Go to the Table of Contents

Insert Comments

1. Share this presentation with your teacher or classmate (as directed) and ask them to comment on it.

2. Add your own comment by linking to this text.

Give yourself an award
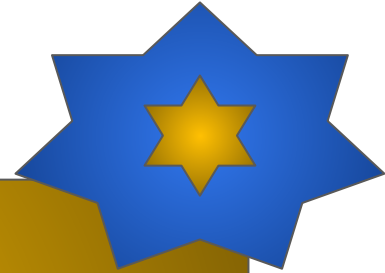
Add your name to this award of Outstanding Achievement

https://www.remc.org/21Things4Students/

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