

## Lab 3: Using Google Slides to Create Multimedia Presentations

### Introduction

Your activity is to explore operating systems and create a multimedia presentation using Google Slides.

**Please note:** You will be working on this project for two week

### Learning Objectives

1. Explore a component of operating systems or software
2. Practice using the web to find information and transfer it to the presentation
3. Know how to create an online presentation with text, images, audio, and video

### Assessment

To get full credit, you will need to:

1. Successfully create a Google Slide presentation with 15 slides
2. Choose a topic that relates to operating systems
3. Accurately describe the topic
4. Present the topic in a logic format or flow
5. Appropriately style the slides using lists (bullets or numbered)
6. Add at least two images
7. Add at least one video

### Suggested Presentation Structure

At a minimum, you will add 15 slides to your presentation that describe your content. Here is a recommended structure for your presentation:

- Slide 1: Title page
- Slides 2-4: Introduce the topic and broadly describe it
- Slides: 5-7: Discuss feature 1
- Slides: 8-11: Discuss feature 2
- Slides: 12-14: Discuss feature 3
- Slides: 15: Summary

### Task 1: Choose your topic

There are many topics to choose from! Choose one from this list, or choose your own and inform your instructor.

1. Types of operating systems

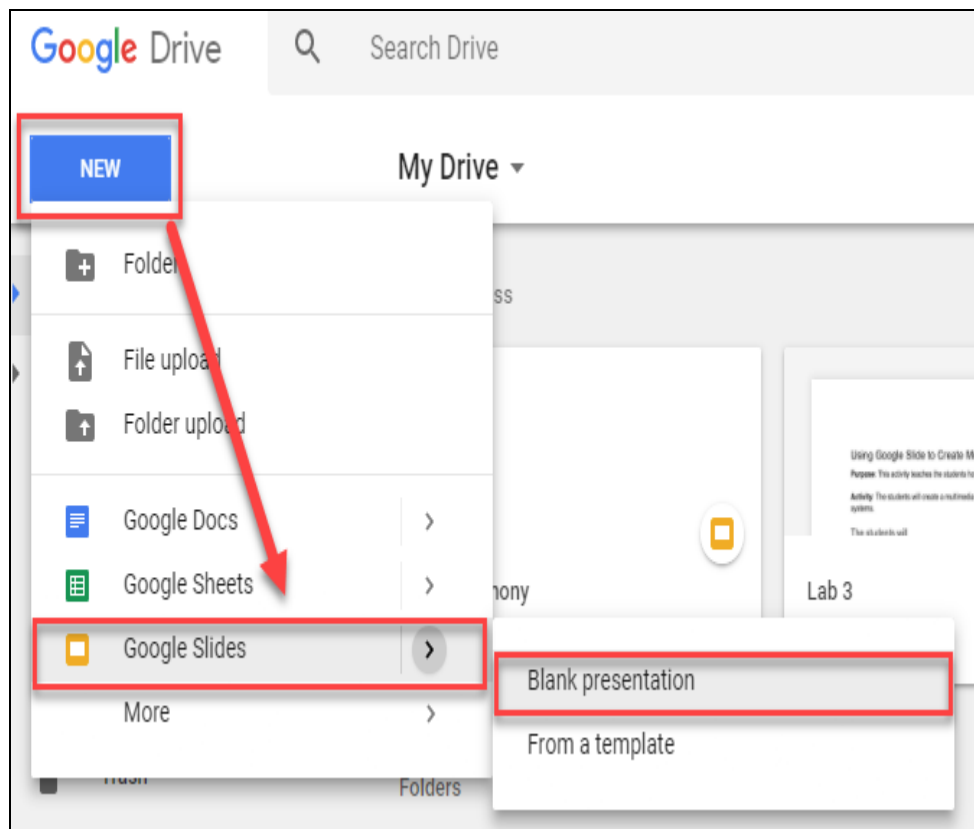
1. Embedded
  2. Real-time
  3. Multi-tasking
  4. Single-user
  5. Single-tasking
  6. Distributed
  7. Comparison of single- vs multi-tasking
  8. Comparison of single- vs multi-user
2. Specific operating systems or a comparison of operating systems
    1. Unix and Unix-like operating systems
    2. Linux
    3. Microsoft Windows
    4. macOS
    5. Android
    6. Mobile operating systems
3. Specific components of operating systems
    1. Kernel
    2. Program execution
    3. Interrupts
    4. Memory management
    5. Virtual Memory
    6. Multitasking
    7. Disk access and file systems
    8. Device drivers
    9. User interface
4. History of operating systems
  5. How, where, or why are different operating systems used

Task 2: Create your Google Slide presentation

This section describes how to create a new presentation.

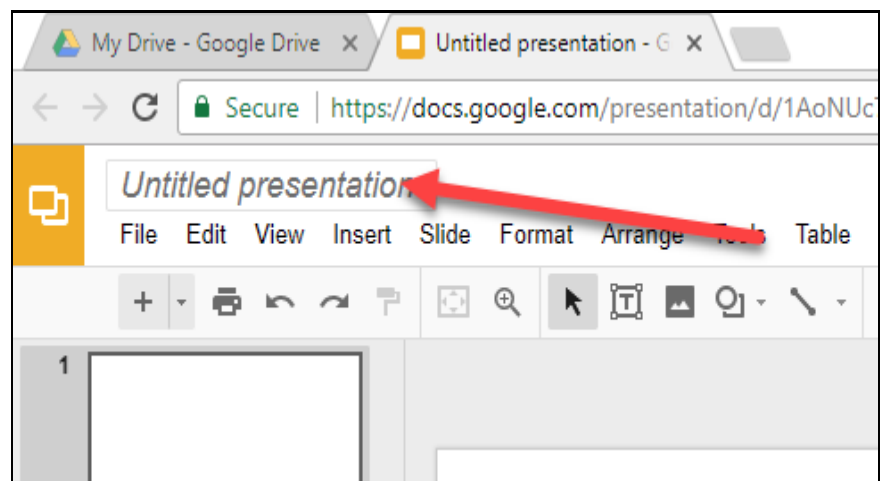
1. Navigate to <https://drive.google.com>
2. Log into your Google account when prompted
  1. If you do not have a Google Account, sign up for one using any email address (you do not need a Gmail address)
  2. For help, see [Help Creating a Google Account](#)

3. Once logged in: Click New → Google Slides → Blank Presentation



4. Give your presentation a title resembling your topic (make the title self-descriptive of the topic)

1. Do not call it something like: My presentation, Untitled presentation, etc.



5. Choose one of the built-in themes

1. If you closed the Themes panel, you can open it again by: Slide → Change Theme

6. Give your presentation a title and subtitle that correspond to your topic

Additional detail:

- The content section will have at least six slides: Two slides for each feature you describe. You can add additional slides to describe the technology in greater details.
- One slide must include an embedded YouTube video

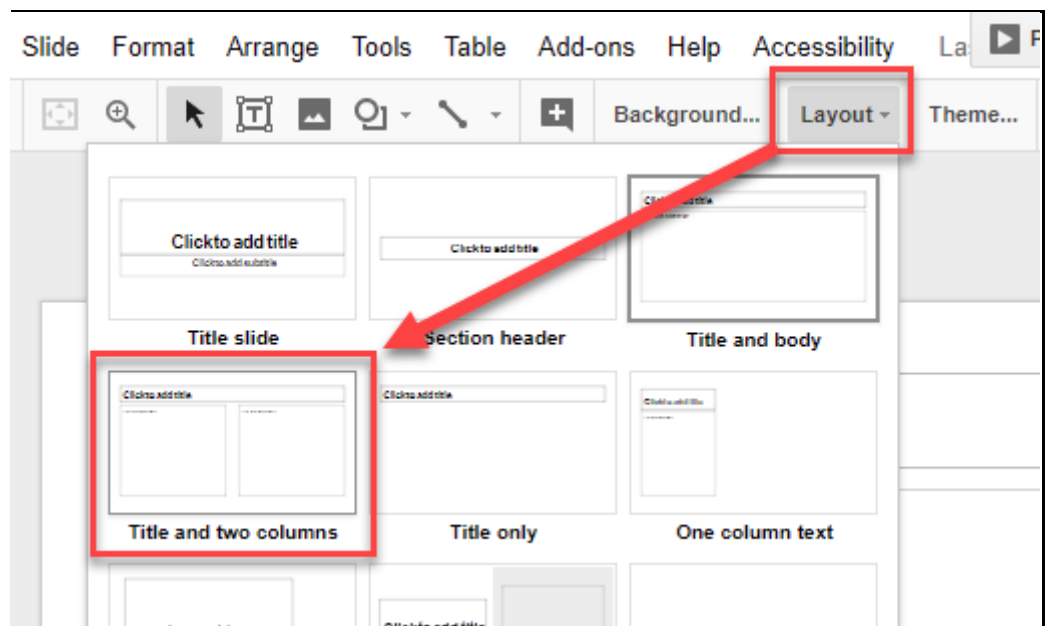
### Task 3: Add Your Content

#### 1. Add new slide

1. Click on + button or: Slide → New slide



2. The default slide layout is a title with text. If you want a two-column (one column for text and one column for an image), choose it from the layout menu: Layout → Title and two columns



2. On slide two, use the default layout, (Title and body). Add 4-5 bullet points describing the technology.
3. On slide three, change the layout to Title and two columns.
  1. In one column, add three main points about the technology
  2. In the other column, add an image that visually represents the technology

4. Create slides two slides for the content describing a feature of the technology in more detail
  1. Add detail describing a feature about the technology
  2. Use the layouts of your choice.
  3. Use images to help visually describe the technology

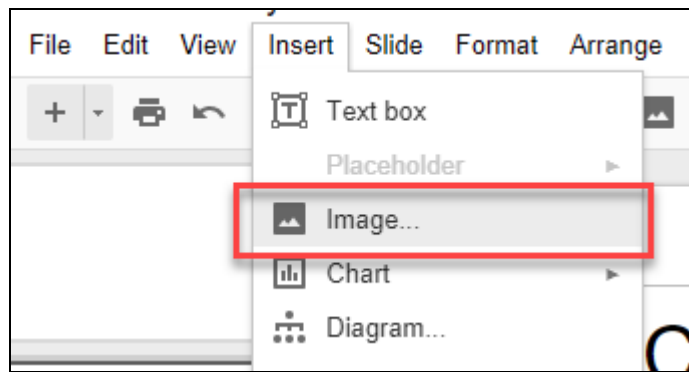
### Adding Images

There are multiple ways to add images

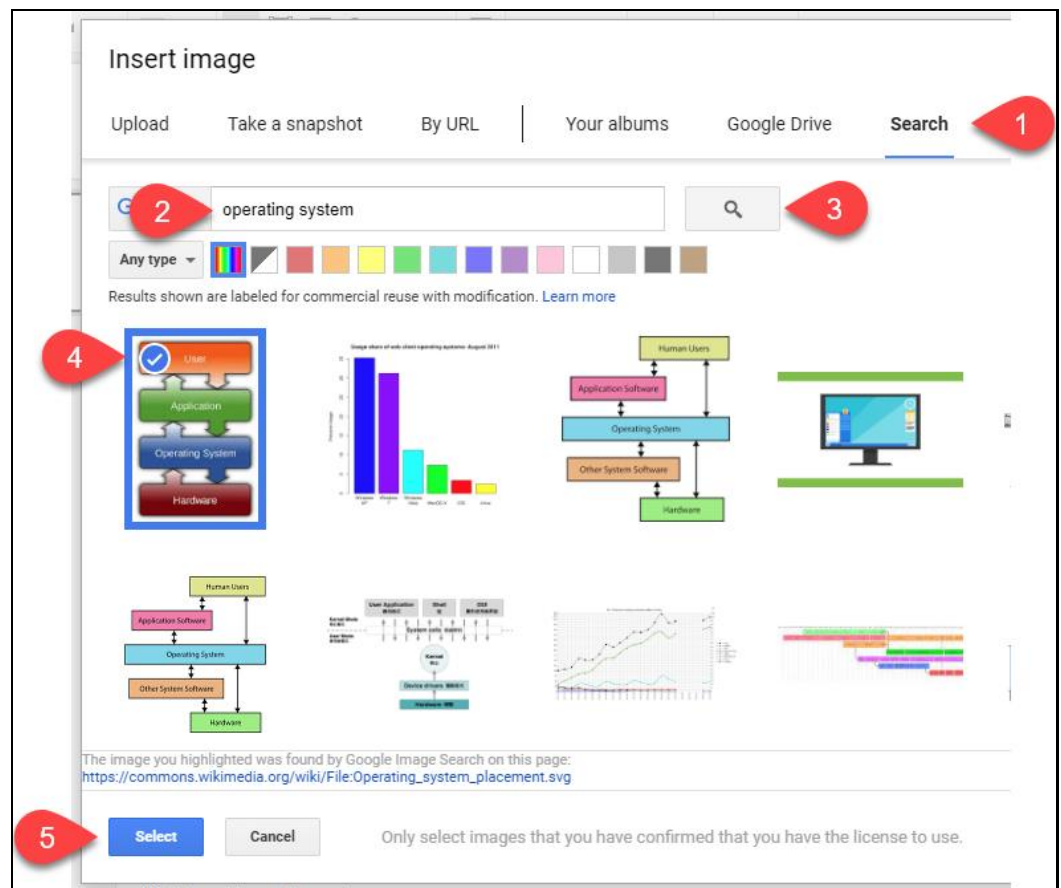
#### **Option 1:** Insert method

1. Open the slide you where you want the image
2. Insert →

Image

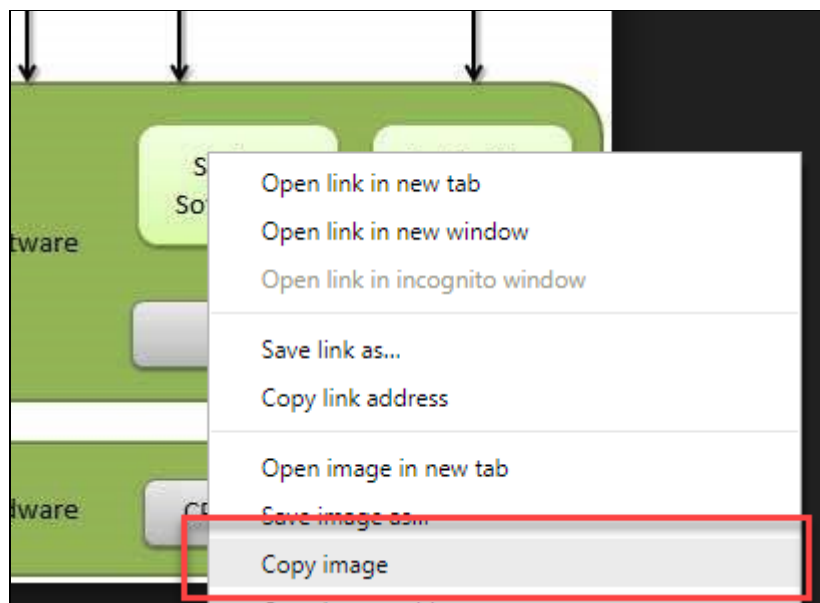


3. Upload an image, use the direct image URL, or choose Search



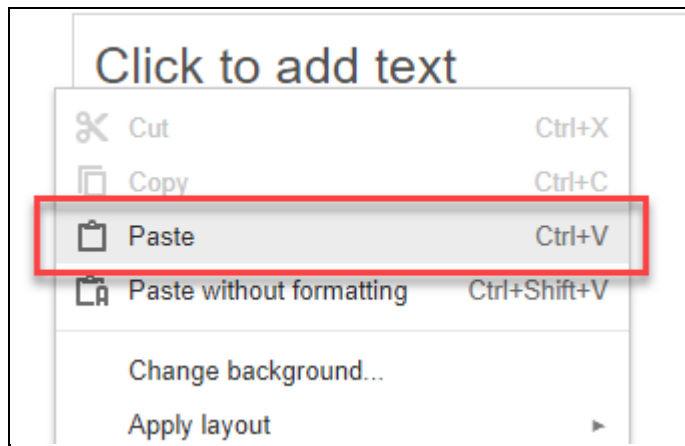
### Option 2: Copy/paste method

1. Go to <https://images.google.com/> and search for an image relating to your technology
2. Right-click on the image and choose copy image



3. Open the slide you where you want the image

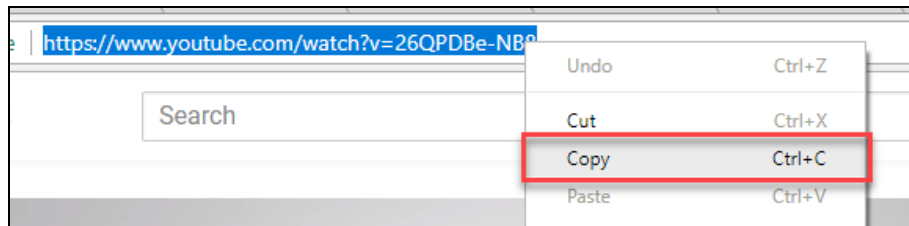
4. Press Ctrl+V or right-click and select Paste



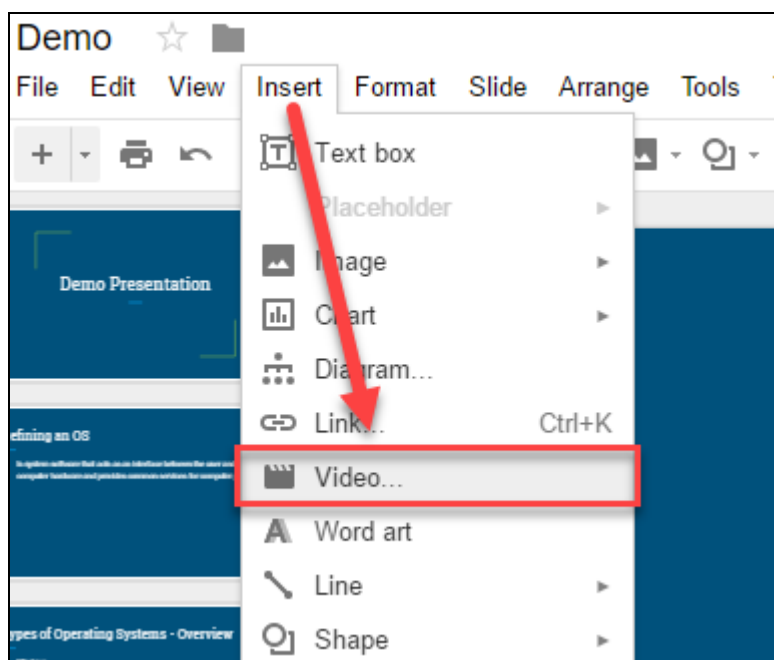
### Embedding Videos

You need the embed code add video to a Google Slide presentation. Thankfully, Google Slides does this for you!

1. Find the video on YouTube
2. Copy the URL



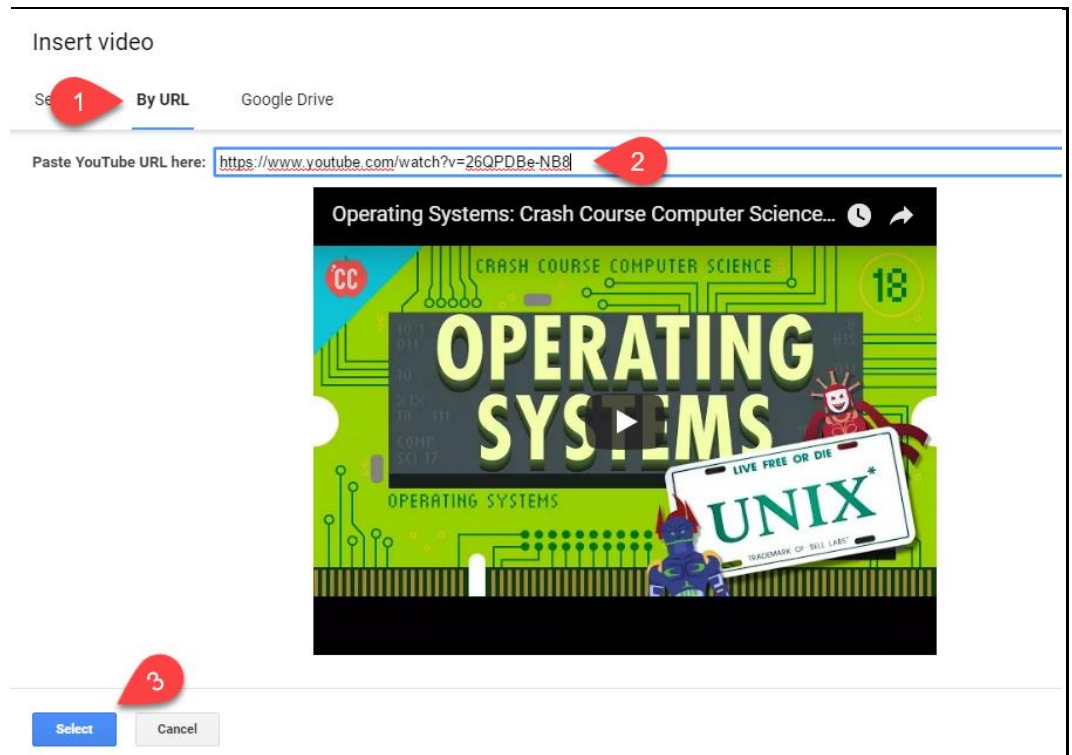
3. Insert the video: Insert → Video



4. Select By URL

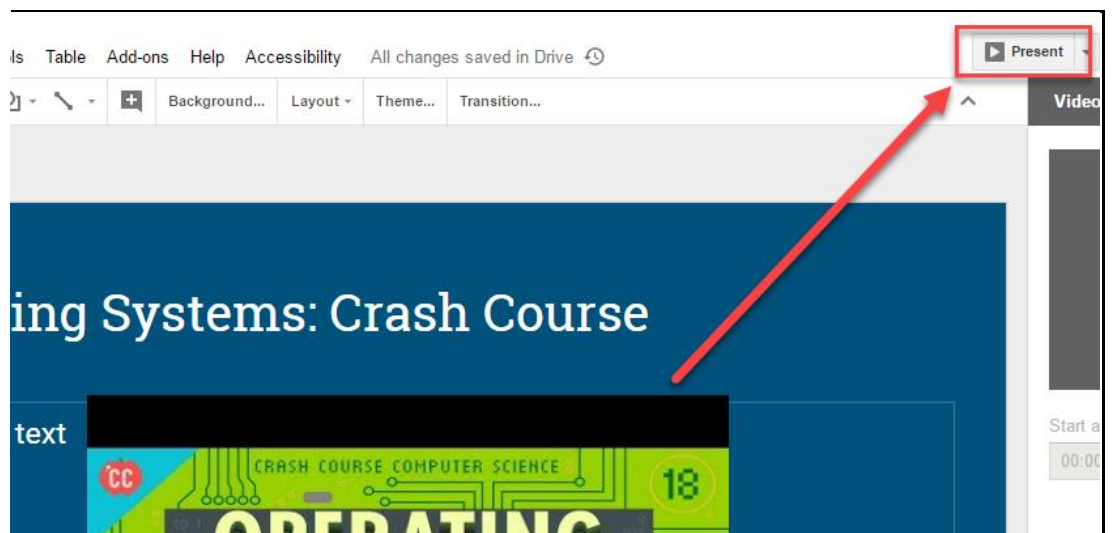
5. Paste the YouTube URL

6. Press the Select button



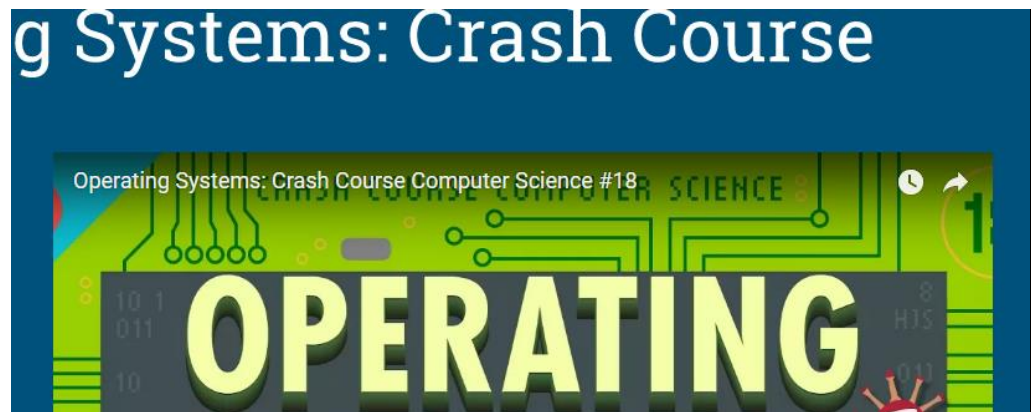
7. The video might have black space the top and bottom. Just ignore it.

8. Click the Present button to test the video.





9. It should look as expected

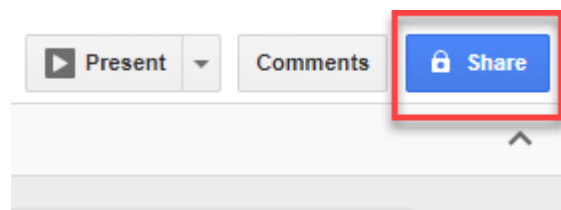


10.

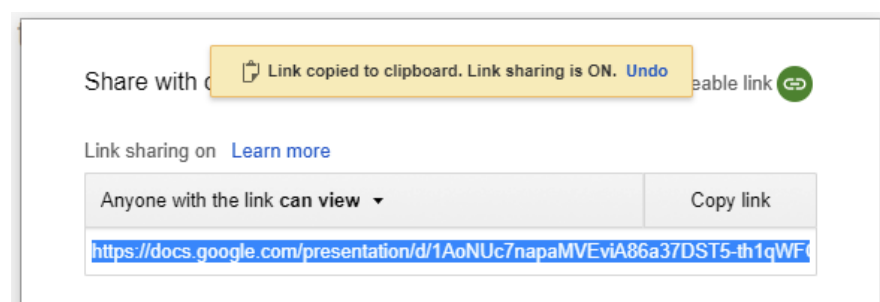
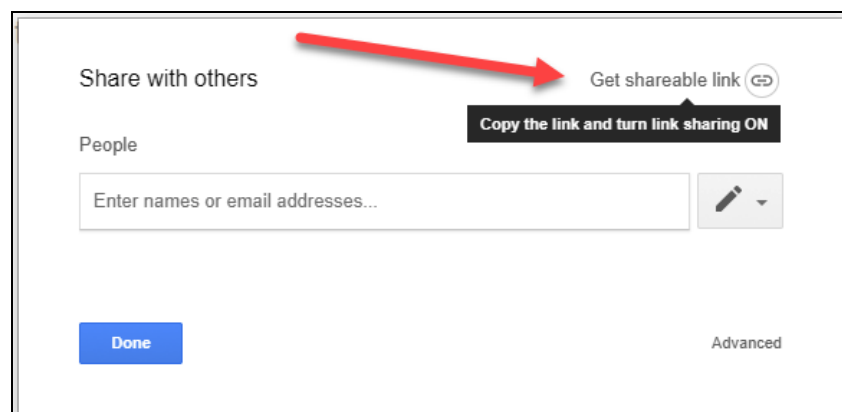
### Task 5: Submitting Your Project

Before you can submit your project through URL in Moodle, you will need to share it.

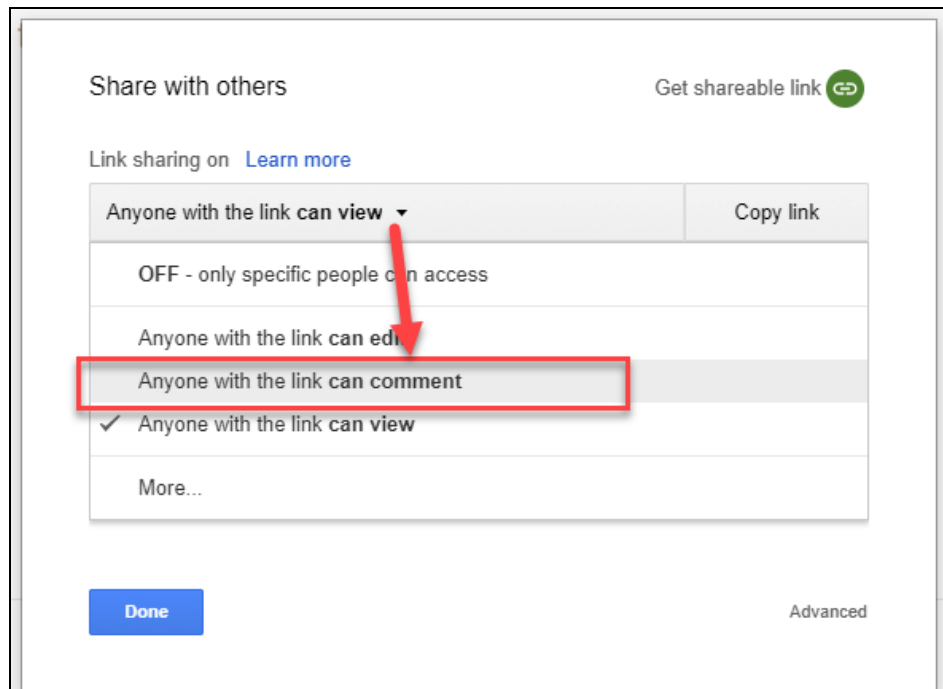
1. Click on the blue Share button in the upper-right corner of the window



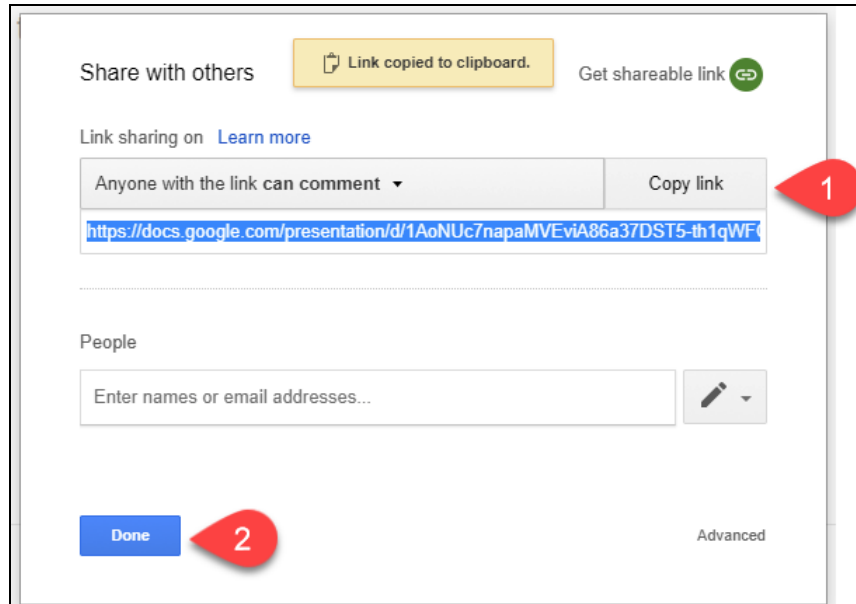
2. Click on Get shareable link



3. Change Anyone with the link can view to can comment



4. Press the Copy link button. Note the Link copied to clipboard message when you press the button. Once copied, then press Done.



5. Send the link to your instructor

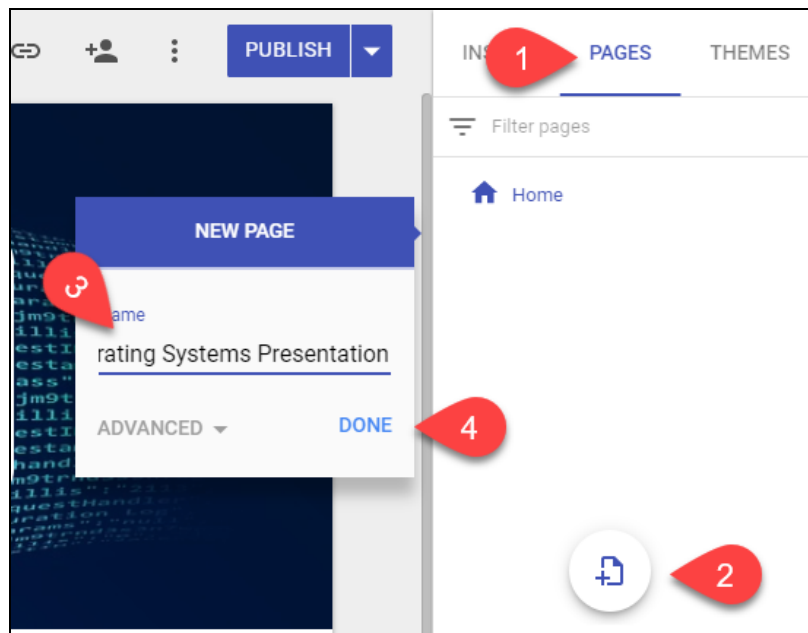
1. Enter the URL in the lab 3 submission box -OR- email your link to your instructor

Task 6: Embed in your Google Site

Do you have a portfolio for your ICT work in Google Sites? If you do, please complete this task.

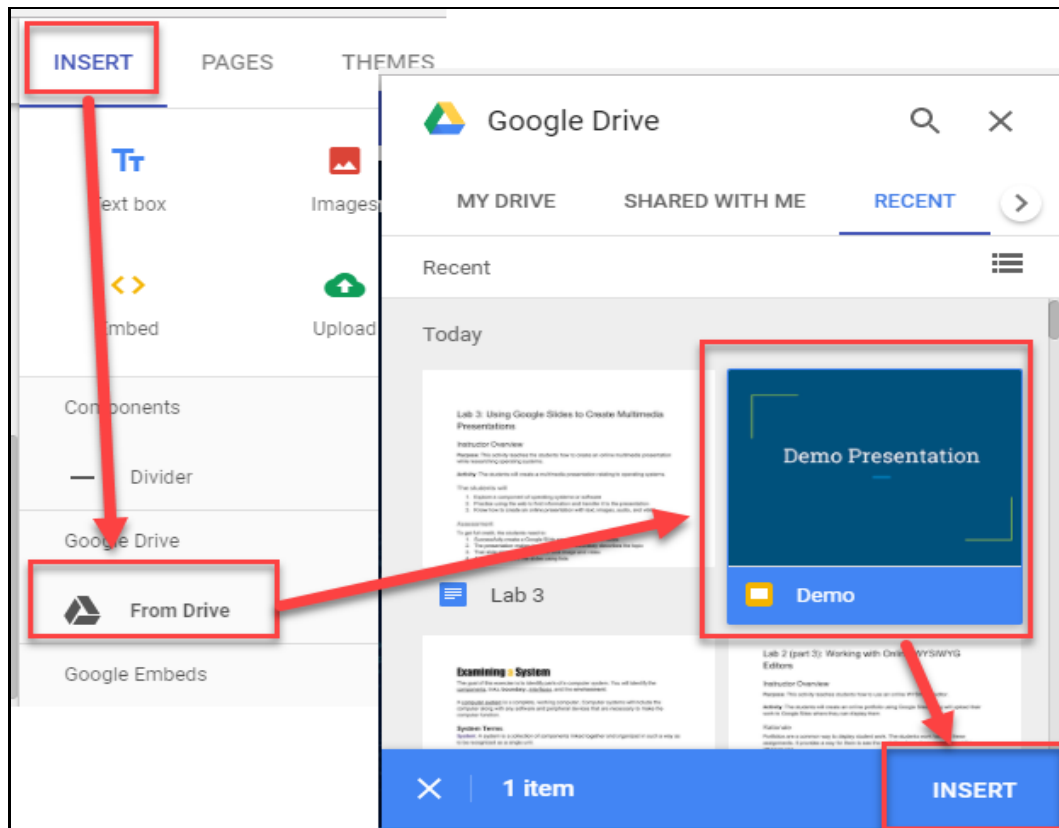
This task is to embed the presentation in a Google Slide

1. Open up your Google Site. You can find your site by going to <https://sites.google.com/new>
2. Click Pages → Add page
3. Give you page a name: Operating Systems Presentation



4. Once the new page, click **Insert → From Drive**
5. Find your presentation

## 6. Click **Insert**



7. Resize your presentation as needed

8. Go to your home page. Add a link to the presentation page

1. **Page → Home**

2. Add a new entry in the list, called: Operating System Presentation

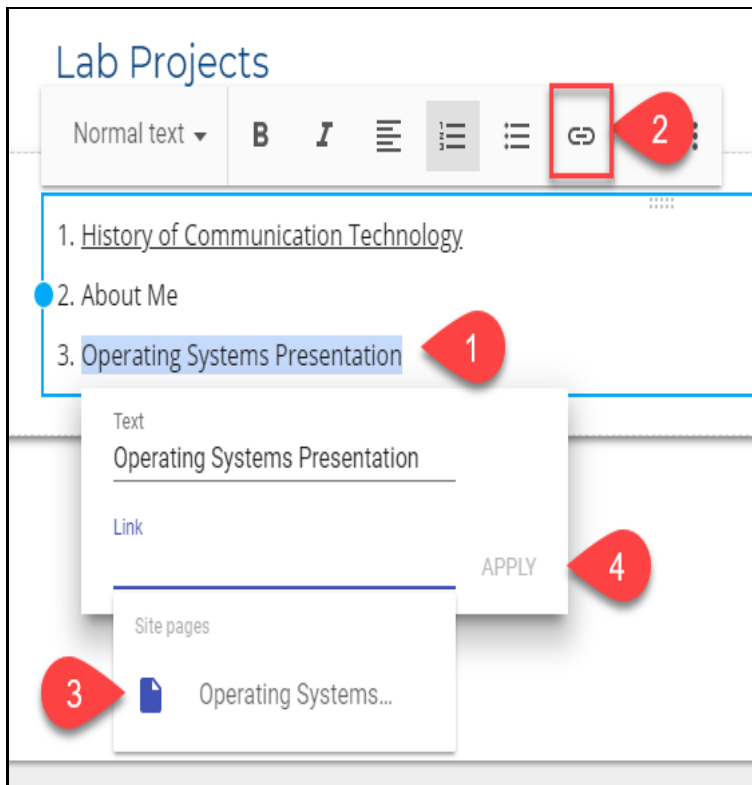
3. Highlight the text

4. Click the Link button

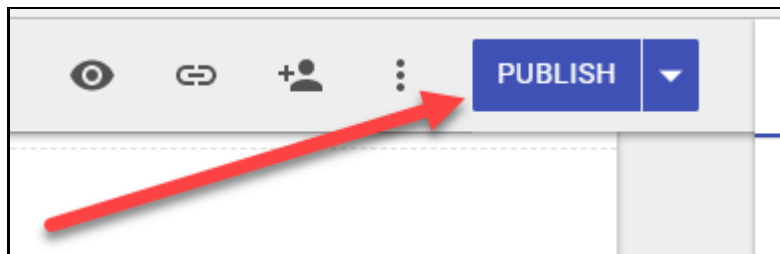
5. Select the page

6. Press

Apply



9. Click the Publish button so the changes display on your web page



10. View your site to see your embedded presentation

