

# **Google Slides: Sharing and Publishing**

**Modality:** On Demand

**Duration:** 30 Min

## **About this Course:**

In this online training series, you'll learn how to export a presentation in different formats, share a presentation through email, and manage a list of collaborators.

## **Audience:**

This course is intended for:

- Office employees and workers.

## **Prerequisites:**

- There are no prerequisites for this course

## **Course Outline:**

Getting Started

- What you will learn in this training

Exporting and Printing

- Importing a presentation
- Exporting in different formats
- Emailing your presentation
- Previewing a presentation before printing
- Printing your presentation

Viewing and Collaborating

- Creating a folder
- Sharing a folder
- Sharing a presentation
- Publishing your presentation
- Adjusting sharing permissions
- Emailing collaborators
- Tagging collaborators in comments
- Understanding unrecognized collaborators
- Managing comment notifications
- Viewing and editing comments
- Editing in real time
- Using revision history
- Transferring ownership of a document
- Toggling a document between shared/private