ICT Multimedia Essentials Lesson 1

Excerpt from Modifying the Order, Alignment, Rotation and Grouping of Objects

Use the Fun Shape Groupings-Slide presentation file to demonstrate how to modify the order, alignment, rotation, and grouping of objects. Figure 1-23 shows the Fun Shape Groupings slide that contains a variety of shapes arranged using order, alignment, rotation and grouping options.

Figure 1-23: Fun Shape Groupings-Slide presentation

Excerpt from Changing the Order of Objects

- Explain that objects may overlap one another as they are inserted into a slide.

- Google Slides allows you to change the order in which the objects overlap, moving them forward and backward to achieve the desired effect.

To change the order of selected objects, click the **Arrange** menu, and select one of the following Order options: Bring to Front, Send to Back, Bring Forward, or Send Backward.

- o Bring Forward - Move the selected object one layer up, closer to the viewer.

- o Bring to Front - Move the selected object to the top layer, closest to the viewer.

- o Send Backward - Move the selected object one layer back, away from the viewer.

- o Send to Back - Move the selected object to the bottom layer, farthest from the viewer.

ICT Multimedia Essentials Lesson 2

Excerpt from Using the Filter Menu

- Explain that filters are used to produce a variety of artistic effects. The Filter menu is shown in Figure 2-14.

  o Point out that some filters, such as the Blur filter, must be applied repeatedly in order to achieve the desired results. Other filters, such as Kaleidoscope, transform an image instantly based on the options selected in the filter dialog box.

- Demonstrate the use of filters.

1. Open the **BlueBubbles.png** image.

2. From the **Filters** menu, select the filter desired. Most filters that you select will display a dialog box with options to specify the desired filter effect. Move the filter dialog box so that the image is displayed.

3. Make adjustments to the options in the dialog box, and then click **Cancel** to return to the image.

4. Some filters are applied automatically (without a dialog box). Use the **Undo** command to reverse the filter effect before demonstrating the next filter.

5. Close the image without saving.

It is best to demonstrate this method before having the students follow along. However, students will come to understand the function of each filter better if they experiment on their own.

- Figure 2-15 demonstrates a variety of filter effects applied to the BlueBubbles image.
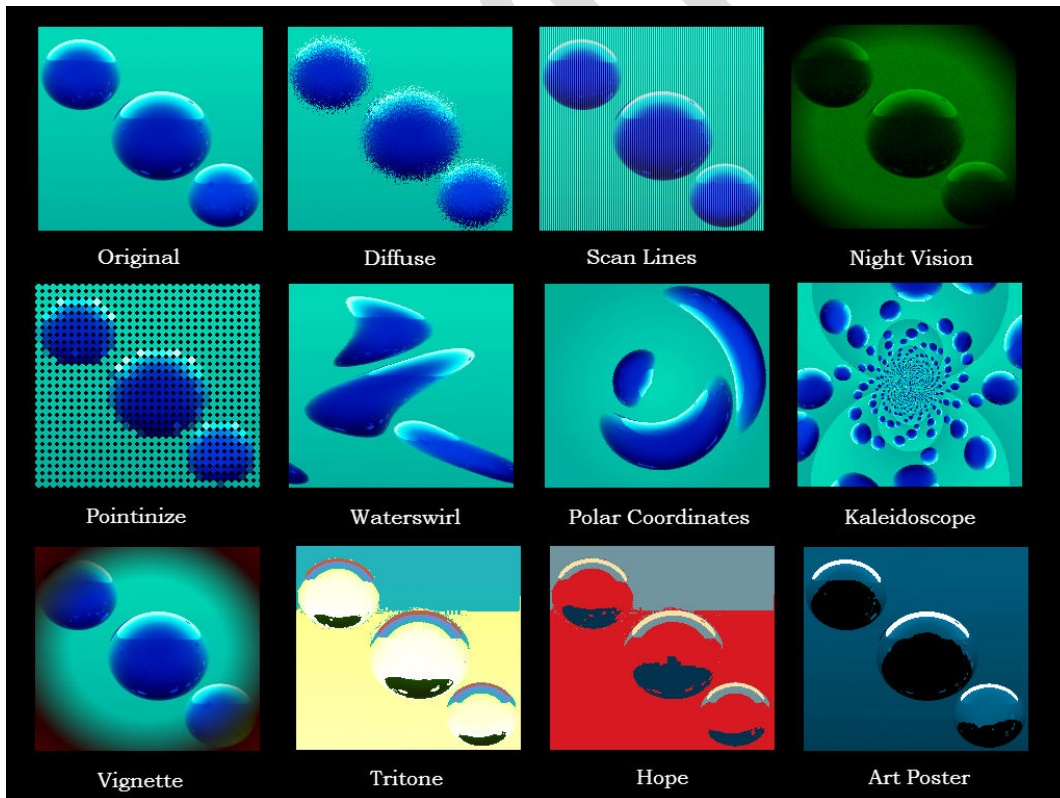

*Figure **Error! No text of specified style in document.**-1 Examples of applied filter*