

“Innovate & Lead: Strategies for School Leaders”

Crafting Compelling Reports & Presentations
Day 4 - September 22, 2025



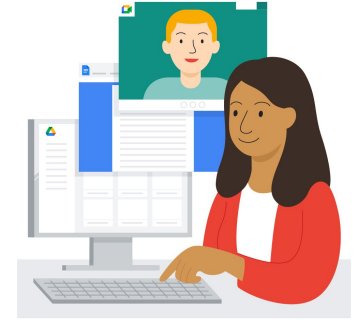
Welcome, School Leaders!

Today, we focus on **Crafting Compelling Reports and Presentations.**

As a leader, you are the chief storyteller for your school.

This session is about transforming your data and achievements into a powerful narrative.

We will explore how to create clear, professional, and inspiring reports and presentations that build trust with stakeholders and drive support for your vision.



Welcome, School Leaders!

In this session, you will learn to:

For Written Reports:

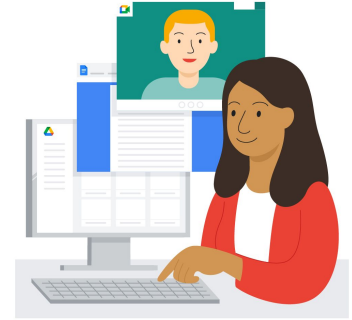
- Utilize collaborative word-processing tools to co-create documents with your team.
- Gather feedback from staff in real-time within a single, live document.
- Ensure your reports are comprehensive, professional, and reflect a unified vision.

For Visual Presentations:

- Bring your story to life visually through clean and engaging presentations.
- Use charts, images, and minimal text to make your points memorable and impactful.
- Move beyond text-heavy slides to better hold your audience's attention.

Overall Session Goal:

To gain the skills to create clear, professional, and inspiring reports and presentations that build trust with stakeholders and drive support for your vision.



Introduction to Google Docs

What is Google Docs?



Google Docs is a tool to create text documents such as reports, stories, or articles. It is a great place for any work that contains a lot of typing. You can include text, images, tables, diagrams. This is useful for learning in many different ways, from group projects to peer feedback and assessments.

Educational uses of Google Docs

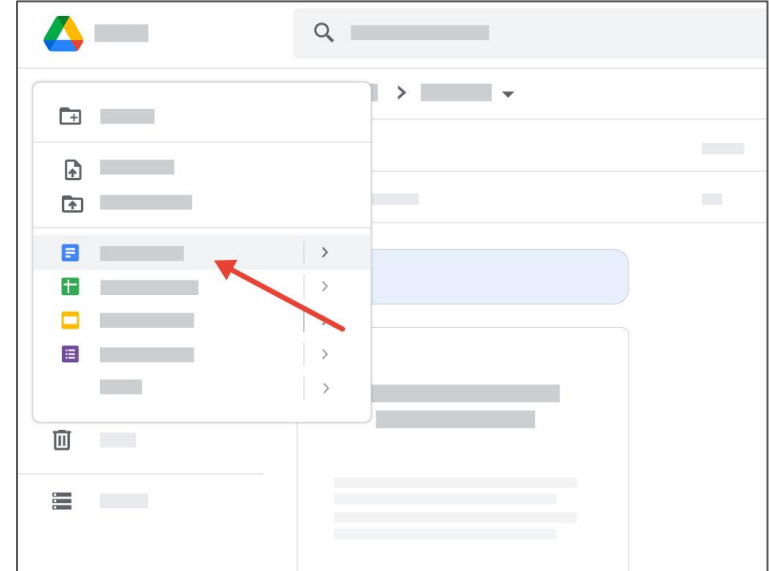
Google Docs is a very versatile tool, here are some use cases:

- Class notes, review notes, lesson planning.
- Writing essays or stories.
- Collaborative writing .
- Collaborative brainstorming.
- Creating templates for students to type on.
- Translations.

Creating a doc

We begin by going to Google Drive,

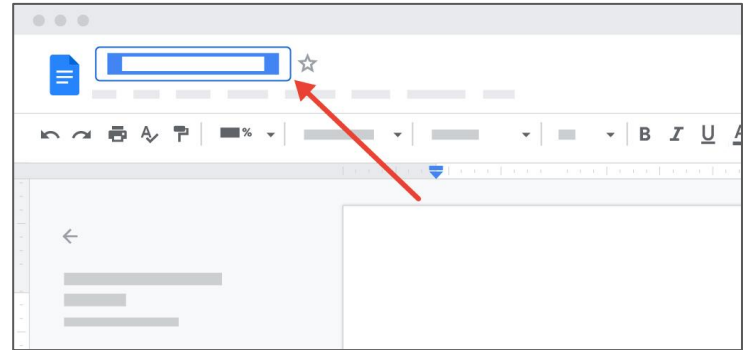
- Logging into Google account if prompted to do so.
- In Google Drive, click **New** and then click **Google Docs** (not the arrow).
- A new tab will open with a new doc for edit.



Naming your doc

The name of doc needs to show what the doc is about to make it easier to find and open again later.

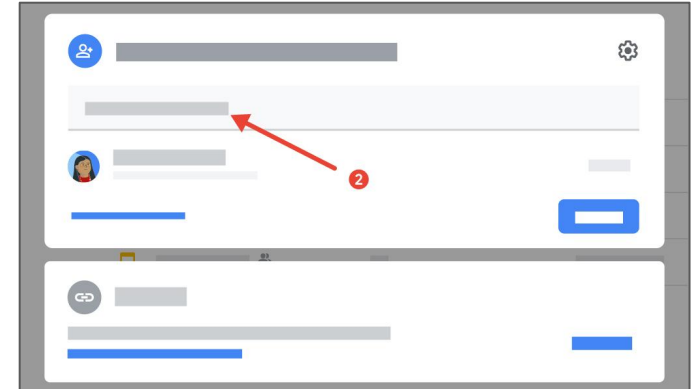
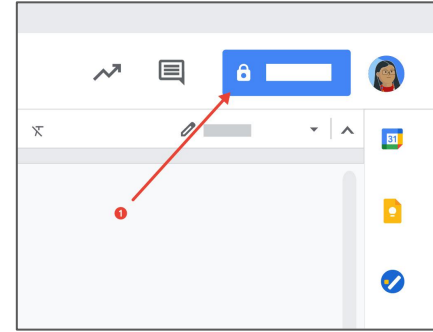
- Click **Untitled document** on the top left.
- Type in a name for your document then press **Enter** on your keyboard.
- Doc name will be saved automatically.



Sharing your doc

To collaborate on a doc with a colleague, you need to share your doc. As you learnt during the Intro to Drive lesson, you can share it with specific people, or you can share it using a link. Let's share this doc with a specific person.

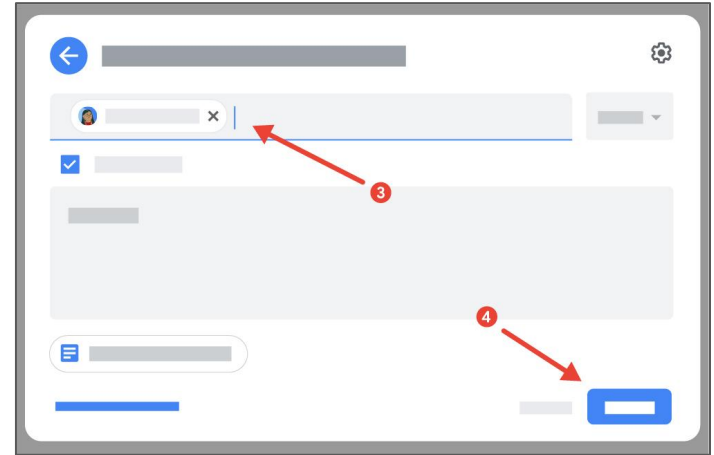
1. Click **Share** on the top right-hand side. This will open the Sharing window.
2. To share the doc with a specific colleague or student, click **Add people and groups**.



3. Type in the email address of your colleague/student.
You can also add more than one email at a time.

If you're using a school account, your colleague's email address may appear as soon as you've typed a few letters of their name.

4. Click **Send**. You will see a confirmation popup, confirming that a person was added. Your colleague/student can now edit (make changes to) your doc!

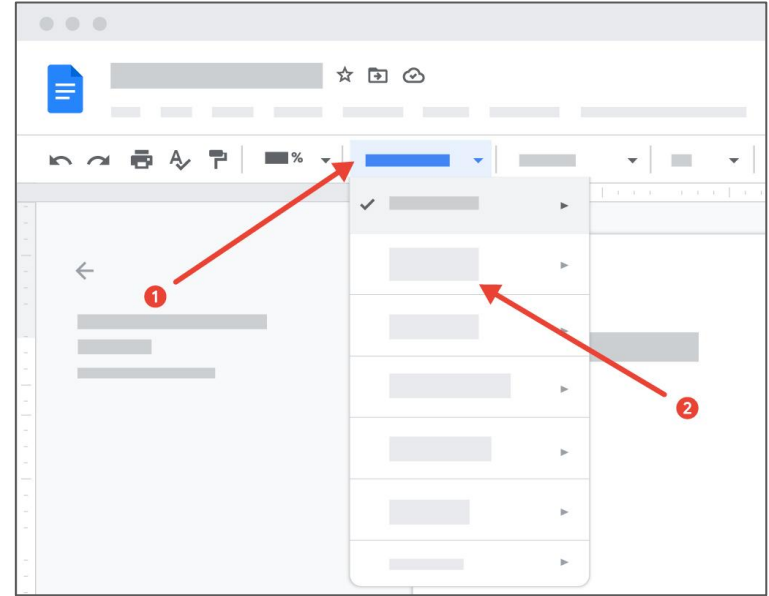


Adding and formatting text

You can easily add text to your doc and format it.

Click on the empty white space and type the title of your Doc. The title should tell students what they will be learning about.

1. You can change the text style to **Title**, to make it stand out. To do so, click **Normal text**.
2. In the menu that just opened, click **Title**.



Besides the title, headings can help us structure our docs.

- Press **Enter** on your keyboard to start a new paragraph.
- Start typing your first heading. You can change the text style to **Heading 1**, to make it stand out. Just like you did with the title before, click on **Normal text**. In the menu that just opened, click on **Heading 1**.
- Press **Enter** to start a new paragraph. Add some more text, without changing the styles.

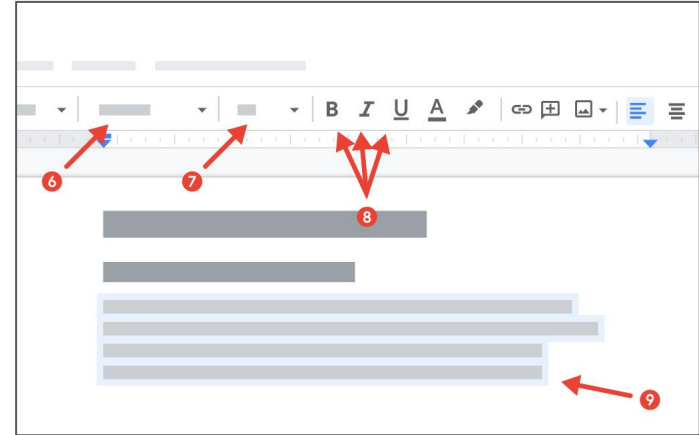


3. Title.
4. Heading 1.
5. Normal Text.

You can further customize your text, by changing the font, the size, making it **bold**, *italic*, or underlined.


6. Click **Arial** to change the font. Select the font you like from the dropdown menu.
7. Click on **11** to change the size of the text. The larger the number you choose, the larger the writing will be.
8. Optional: You can make the text **bold**, *italic*, or underlined by clicking the 'B' 'I' or 'U' buttons.
9. Select the text you want to customize: click and hold at the end of the text and drag your cursor across everything you want to customize and make the text changes.

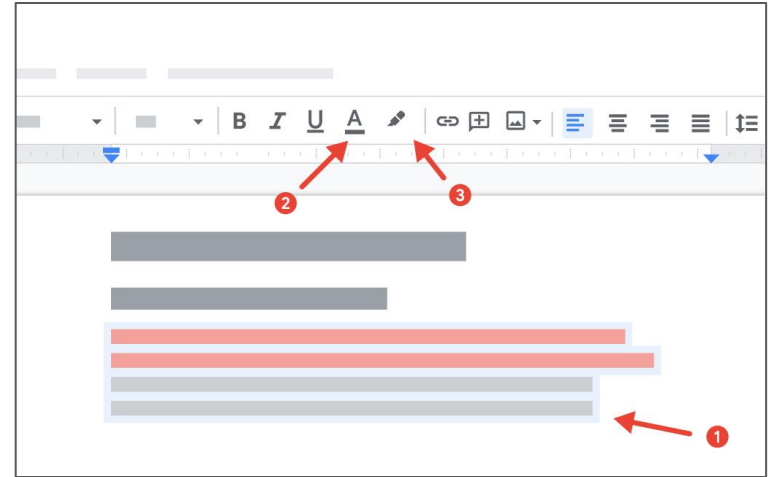
Tip: Double click on a word to select it. Triple-click on a word to select the whole paragraph.



Adding color

You can also add a touch of color to your docs. You can change the color of the text, and/or highlight it in any color you want.

1. Select the text you want to customize: click and drag your cursor through the text.
2. Click **A** . Choose the desired color for your text.
3. Click  . Choose the desired highlight color.

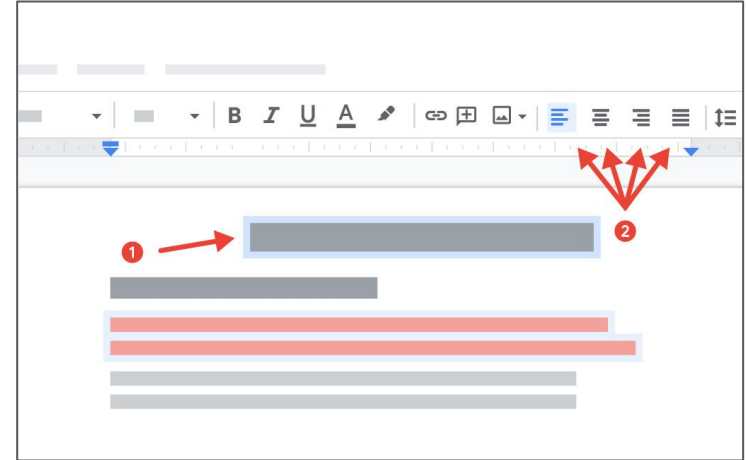


Change alignment

You can change the alignment for your text. This means that you can choose whether the writing is on the left/right side of the screen, or in the middle. We have four options:

- Left align.
- Center align.
- Right align.
- Justify.

1. Select the text you want to customize: click and drag your cursor through the text.
2. Click on the different alignment buttons to see what each one does.



Adding comments to a doc

Comments are a useful tool when collaborating on a doc.

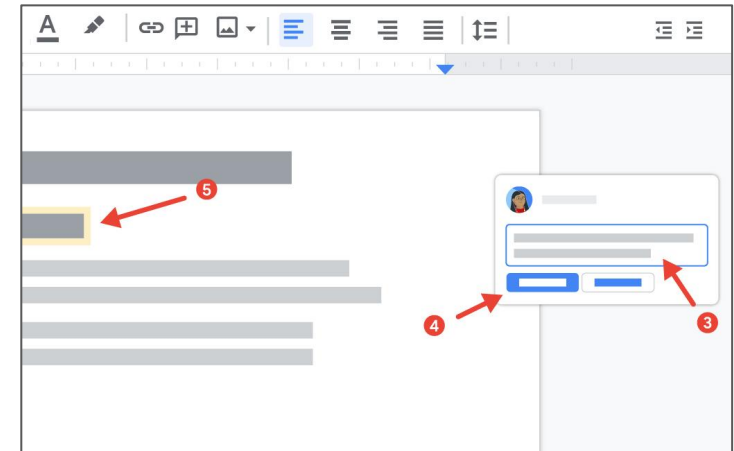
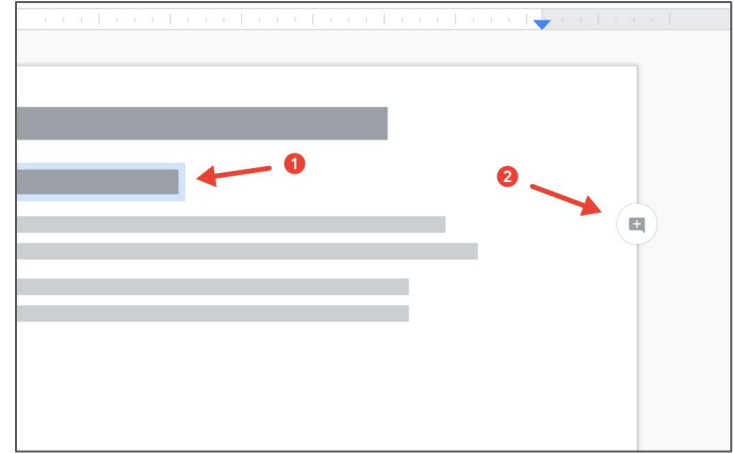
- You can add comments to the side of the doc, without actually changing the content of the doc. This allows for collaborators to share ideas, add feedback, request changes etc. For example, you might want to give some feedback on a lesson plan another teacher created - a comment is a great place to do this.
- In order to add a comment to a doc, you first need to select some text.

Tip: Double click on a word to select it. Triple click on a word to select the whole paragraph.

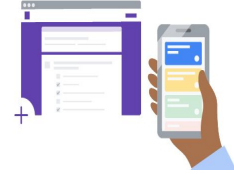


1. Select any sentence from your text.
2. Click the add comment button that has now appeared on the right-hand side of the selected text.
3. Click **Comment** or **add others with @** and start typing your comment.
4. Click **Comment** when done.
5. Your comment will now be shown on the right hand side of the doc. The text the comment is attached to is highlighted in yellow.

Please note: Comments will only be visible to people who have been given Editing or Commenting permission.



Quiz Time!



To check your knowledge. Please **navigate** to:

<http://bit.ly/intro2workspace1-5d>

(Note: letters in link are all lower case)

OR, scan the QR code with your phone:



Lesson complete - congratulations!

Now you know how to create a Google Docs file, name it and give it a title, add text in different styles and leave comments for other people. You can create docs that will be easy for students to read and navigate.

Challenge

Create a lesson plan outline using Google Docs. Make sure to include a title and 2-4 headings, in order to help students navigate through the doc. Share your plan with a colleague.

Introduction to Google Slides



What is Google Slides?

Google Slides is a presentation tool that helps create digital slides to share in front of the class or any other audience. One can include text, images and even video to create a presentation to display on a big screen or share directly to your learners.

A collection of slides is called a **slide deck**. You can use slide decks to support your presentations in class and online.

Educational uses of Google Slides

There are lots of ways you can use Google Slides. Here are two quick and easy ways to use Google Slides in your teaching. In the next two learning paths, we will explore more advanced ways to use Google Slides.

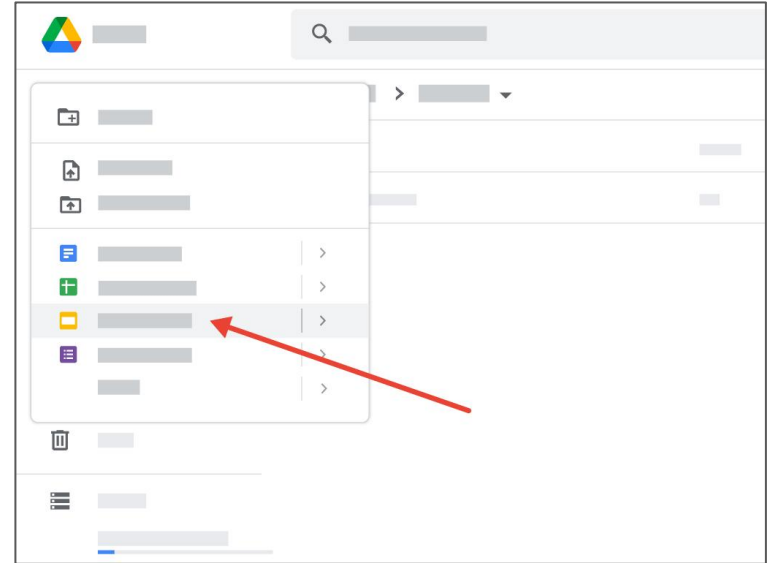
- The teacher creates a slide deck to teach a lesson.
- Student creates a slide deck to show what they learned.

Creating a new slide deck

As done in previous session, we begin by opening to Google Drive, logging in to Google account if prompted to do so.

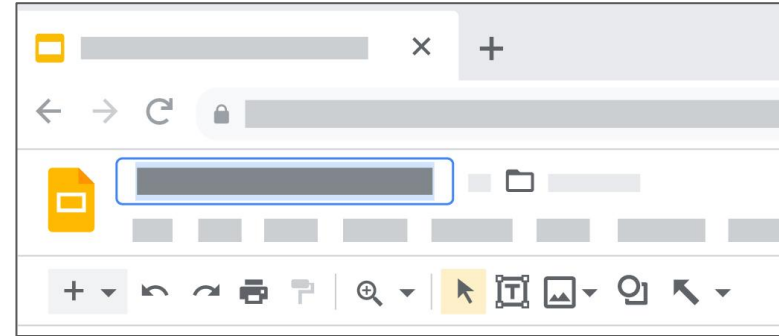
In Google Drive,

- Click on the 'New' button
- 'Google Slides'
- A new tab will open with a new slide deck for you to edit.



Naming a new slide deck

- Name the slide deck by clicking on the text 'Untitled presentation' and typing the name.
- After typing the name, click **Enter** on keyboard and name will be saved.



First Slide

1. Adding a title to your first slide

- In this first slide you can enter the title of the presentation. This can be the same as the title we entered above. This title will be seen when students view your presentation.
- Click on **Click to add title** on your first slide.
- Enter the title for your slides. This title should tell students what they will learn about.

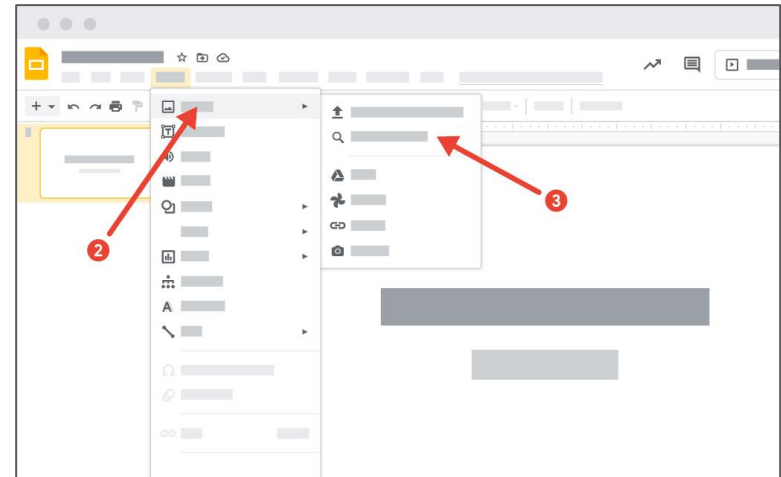
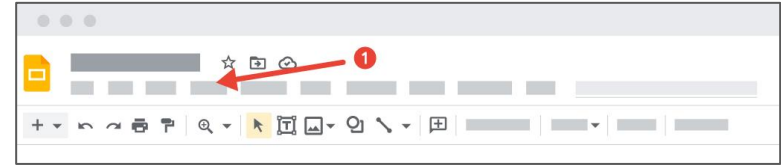
2. Adding a subtitle

- A subtitle can give more information about your presentation to students.
- Click on 'Click to add subtitle' to type in your subtitle. Here, you can add more details about the presentation or use it as a space to write your name.



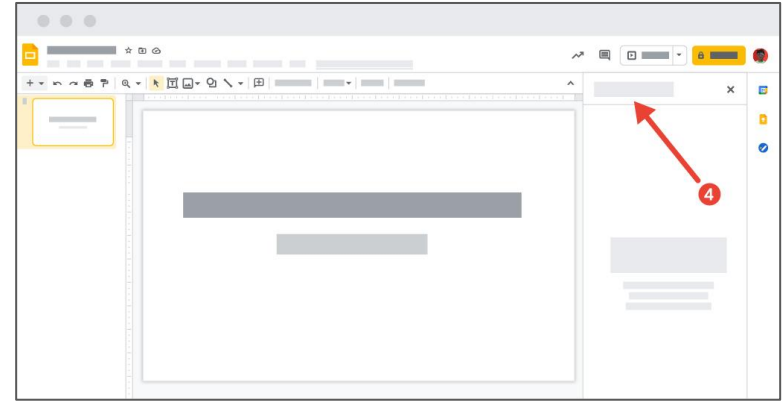
Adding an image to your slide

1. Find 'Insert' in the top menu and click on it
2. Point to 'Image' to show the many different options to insert images. This will make the image menu appear to the right.
3. This gives a number of options in finding the right image. For example,
 - Upload an image from your computer
 - Search for one online
 - Use one already in your Google Drive
 - Take a new image with your device's camera
 - Click on 'Search the Web'.



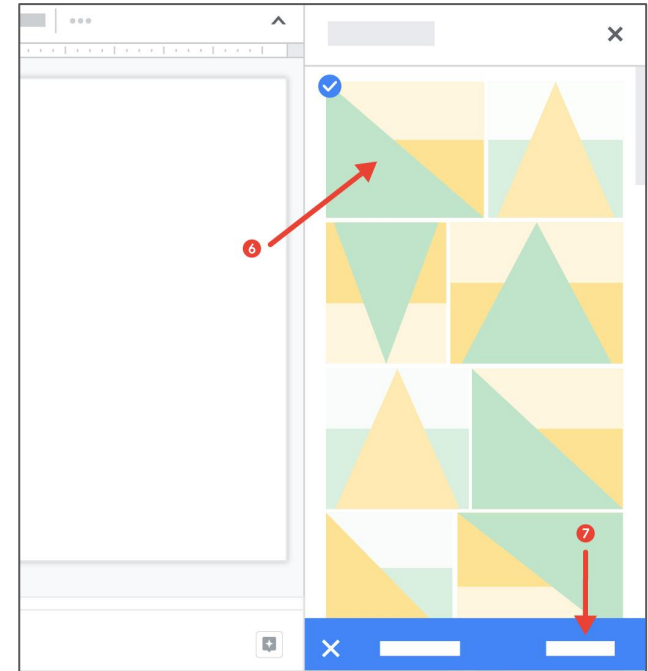
Adding an image to your slide

4. A Google Search window appears so you can find the images right here in Google Slides, without opening a new tab. **Click Search for images.**
5. Enter the name of the object or place you want to find an image of, and click **Enter** on your keyboard.



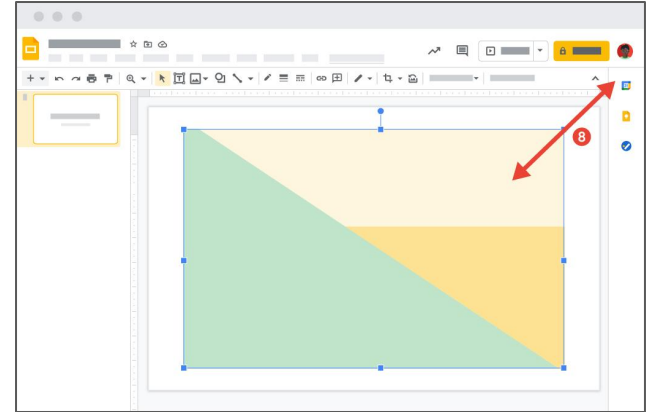
Adding an image to your slide

6. Choose the image that you want to add to your presentation, click on this image once to select it.
 - This search box looks for images that are available for personal and commercial use, but always keep in mind that many images found online require you to obtain permission from the owner before using.
7. A blue bar will appear at the bottom, to add this image to your presentation click on **Insert** on this bar.



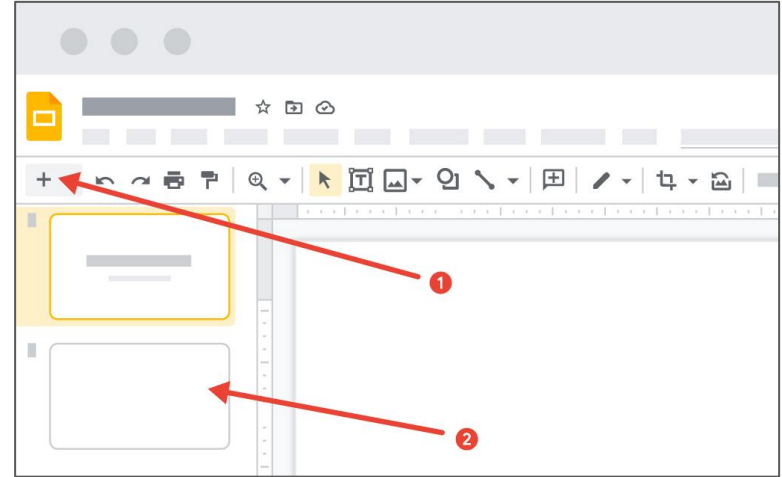
Adding an image to your slide

8. You should now see your image on the slide. It might be too big or too small. You can fix that easily. To change the size of your image:
 - Click anywhere on the image once to select it
 - Click and hold any of the blue square corners and drag it outwards to make the image larger, or inwards to make it smaller
9. You can also move your image to another part of the slide by clicking and holding near the middle of the image and then dragging it to the part of the slide on which you want it to be.



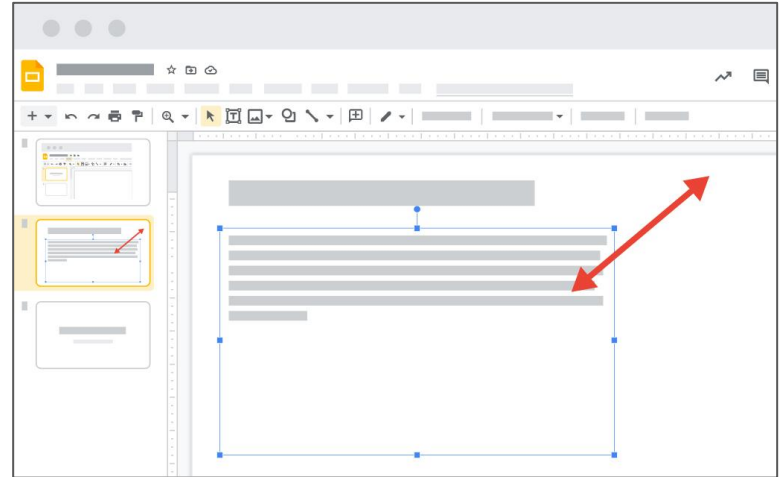
Adding another slide

1. Now that first slide looks good, adding new slides is as easy as clicking the + button in the upper left corner. This will add a new slide to presentation, just like a new page in a book.
2. This new slide will appear underneath first slide in the left side bar, and will be open on the main part of the screen. Create as many slides as needed.



Text boxes

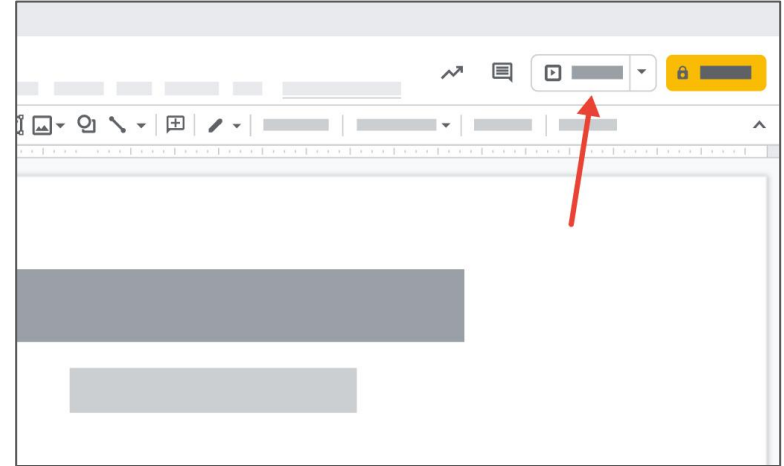
- New slide will have two text boxes ready to click on them and type.
- These text boxes can be resized and moved just like you did with the image.
- Continue creating your slide deck.



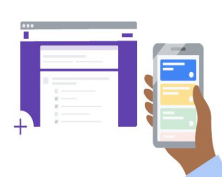
Present to audience

Once slide deck is complete, present it to audience.

- In the upper right corner of the screen, click the 'Present' button and the presentation will enter full-screen mode.
- To move between slides, click anywhere on the screen or go forwards and backwards using the left/right arrow keys on keyboard.
- Once presentation is finished, exit it by clicking on the 'Escape' key on keyboard.



Quiz Time!



To check your knowledge. Please **navigate** to:

<http://bit.ly/intro2workspace1-6d>
(Note: letters in link are all lower case)

OR, scan the QR code with your phone:



Thank You!