

# **Creating a Presentation**

## *Tutorial*

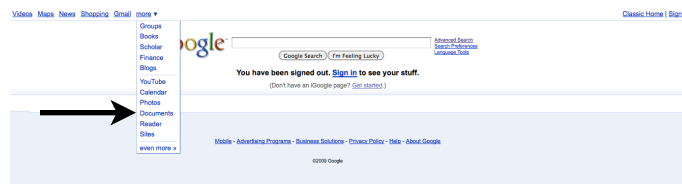
## Creating Slides in a Google Presentation

This is a tutorial on how to create a presentation in a Google Presentation. It provides tips on what to do and not to do in a presentation.

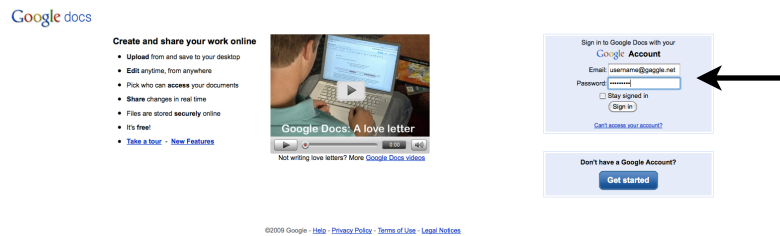
Step 1: Log into your computer using your district username and password. Your computer will load and be on the main screen.

Step 2: In the left corner of the task bar, you will see “Start.” Click on the start and launch the Internet.

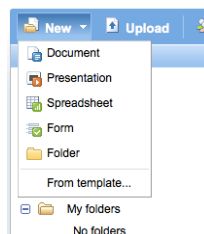
Step 3: In the address field, type in google.com. Once it loads, click on more and then select documents.



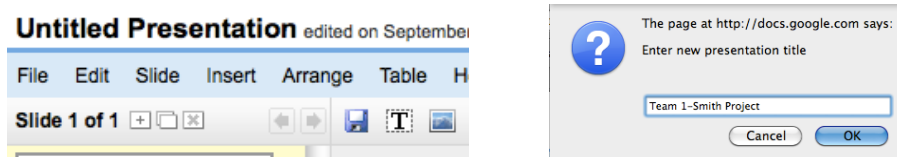
Step 4: Sign into the account. Remember it is your gaggle email address and your password is northwest.



Step 5: Google documents will open once you sign in. Look in the left corner and click on new and select presentation.



Step 6: A document will open that will contain an opening slide. Click on the word “Unsaved presentation,” and change the name to your team name/number and the client project. For example, Team 1-Smith Project.

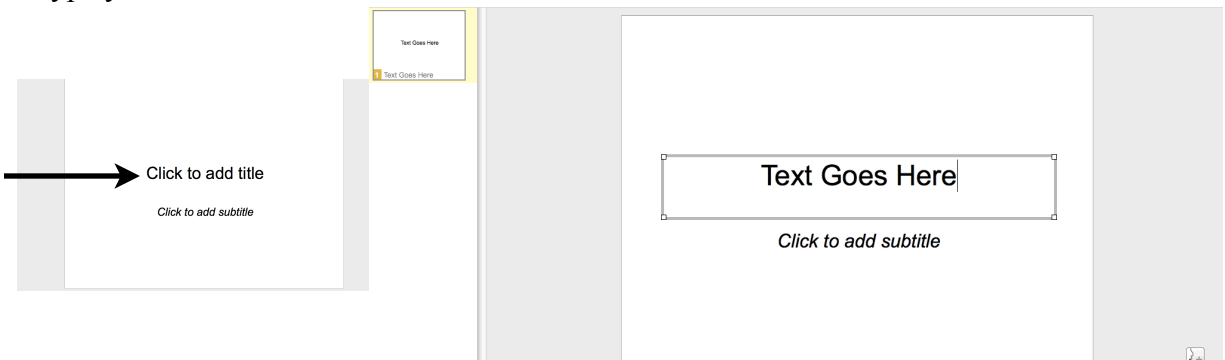


## Tips for Presentations

- ✓ Each slide should build on the previous. For example, the first slide should introduce your team. The second slide should explain the purpose of the presentation. The third and subsequent slides should be the purpose of your presentation. Your next to last slide should be a summary. Your last slide should be a thank you with follow-up contact information for more questions.
- ✓ You should never have too many sentences on one slide. Keep it brief and to the point.
- ✓ If you have a graph on a slide, you must explain the graph.
- ✓ If you have a picture, it needs to match the information on the slide.
- ✓ Do not use type that is hard to read or inappropriate to the topic.
- ✓ Do not pick a background that distracts from the information.
- ✓ Do not pick a color font for the text that is unreadable.

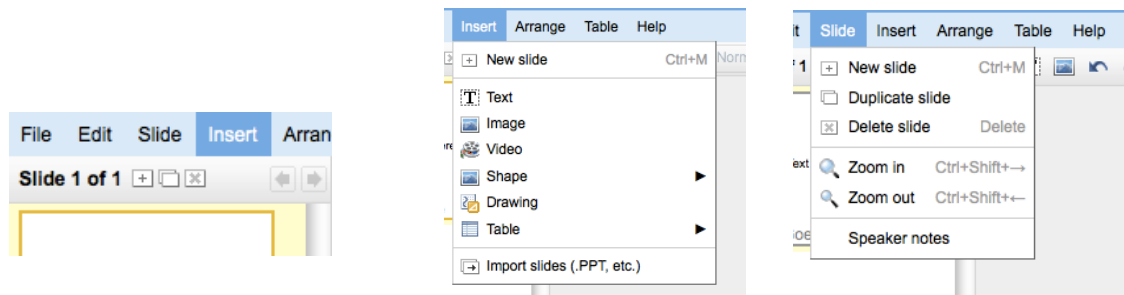
## Adding Text to a Slide

Except for a blank slide, all slides come with text boxes on the slide. Click inside the text box and type your text.



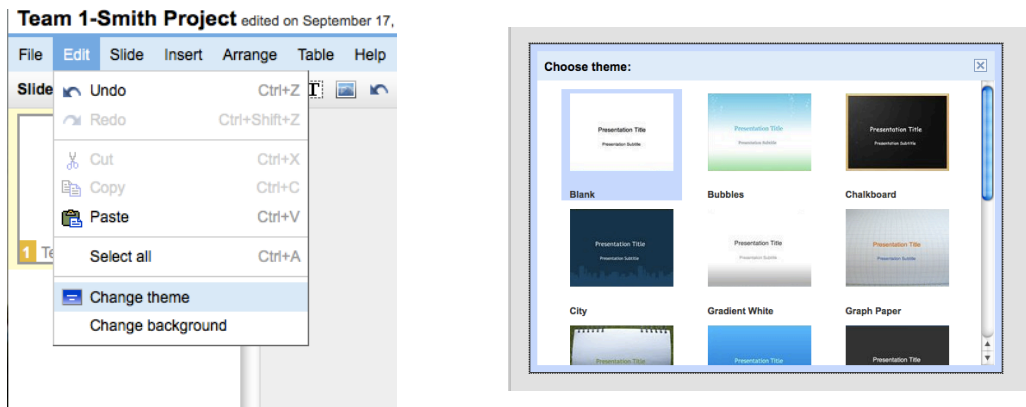
## Adding, Deleting or Duplicating a Slide

You can add a new slide by clicking on the plus sign or choosing insert (or edit) and new slide. You can select a slide and press the delete key to delete a slide. To duplicate a slide, select a slide and click the double rectangle button.



## Changing the Background of the Presentation

Click on edit and then change theme. A selection box will appear. You select the theme you want by clicking on it. All slides will match the chosen theme.



## Adding an Image

To add an image/graph, click on insert and then select image. You can get an image from your computer or from the Internet. To get an image from your computer, you have to select browse, go to the folder with the image and then select the image. If your team mate emailed you a picture/graph, you have to save the image to your desktop and then place it in your presentation. You can move the image anywhere you want on the slide.

## Sharing your presentation

You always share your presentation with Mrs. Norfar to earn your grade. Click on the sharing button. Choose invite people. Type in Mrs. Norfar's email: [thnorfar@gaggle.net](mailto:thnorfar@gaggle.net). Click send without emailing. Click okay then click save and close.

