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January 30, 2015

Technology Lesson #2.

Procedure to make a Power Point Presentation

- Go to Google Drive home page
- Go to Create
- Click Presentation
- Choose a theme. For example: click Simple Light. Click ok
- Click Untitled Presentation (upper left of screen)
- Give a title. Click ok
- Click big slide in center of page. Add title.
- For information on a slide, click on, click to add text



For a new slide, click  sign in upper left of screen

To add a picture to a slide, stay in power point

- Click Insert
- Click Image
- Click Search
- Type what kind of picture looking for
- Click search magnifying glass
- Click on picture want, (will have a blue border around it)
- Click Select



- If click on border box and looks like the following

-  can make picture bigger or smaller
-  can move the picture

To add a video to a slide, stay in power point

- Click Insert
- Click Video
- Type what kind of video looking for
- Click search magnifying glass
- Click on the title of video want
- Click Select
- To play the video, click Present at top of screen
- Click ▷ in center video

To delete a slide

- Click on slide on left will have a blue border
- Click delete on keyboard

For power point presentation,

- Make sure on the first slide
- Click Present at the top of the screen
- For next slide, click anywhere on the screen
- When done with the power point presentation, click X in upper right of the screen.
- Click X on tab on top of the screen

Will save automatically on google drive under the title name