Presentation Creation

ACTIVITY: *In this activity, you and your partner creating a Presentation (Google Docs version of PowerPoint) to present to new staff. You will be using information from the high school faculty handbook from which to copy and paste "important information." You and your partner will be responsible for two items/slides each.*

A FEW WORDS FROM YOUR INSTRUCTOR…*Please keep in mind that having used Google Docs Presentation several times with my students, each time I have had at least one student/group that had issues with Presentations – either accessing shared files or with formatting elements.*

Also, keep in mind that, because of the design/creative limitations of Presentations, some students may want to complete the "bare bones" of their Presentation together on Google Docs and then download the file and add "flair" to through MS PowerPoint. AND, FYI, there is no chat feature in Presentations.

PRESENTATION SHARING

PARTNER A, complete steps 3-6 while PARTNER B watches (and assists, as needed)

1. Go to the main window of Google Docs (that lists your files) and click on drop-down menu that says *Create New…* in the upper left-hand corner. Then click on *Presentation*.

2. A new window should pop up. You now need to share your document with your partner (*and your "teacher"*).

   Click on the S*hare* [Share] button in the upper right-hand corner.
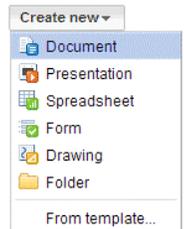
3. In the *Sharing Settings* pop up window, enter your partner's (and teacher's) e-mail address (school address) in the *Add people* box.

4. After finishing filling in an e-mail address, hit TAB; it should place the address in brackets. Type in any remaining addresses.

5. Hit the *Share* button.

6. In the subsequent pop-up window, you are able to change "permissions" for each user. "Can edit" will allow collaborators to make changes while "Can view" will only allow them to see the spreadsheet. For this activity, keep it on "Can edit." Hit *Close*.

PARTNER B, CONTINUE TO 7a; PARTNER A, SKIP TO STEP 7b

7. a) While your partner is accessing the shared presentation on their account, you need to name your document. So, in the upper left-hand corner, click in the box where it says *Untitled Document*. In the *Rename Document* pop up window, type in your new file name, in this format:

   Group # Handbook-LastNameA, LastNameB

7. b) You should be on the initial page after logging in; refresh your browser (shortcut: Cmd+R). You should see a document named *Untitled Document*. Click on the name. A new window should pop up.

PRESENTATION CREATION

8. Once both collaborators have accessed the presentation, look onto one of your computers and choose the theme together…

9. On the toolbar, click on *Format*, go down to *Presentation Settings*, and click on *Change Theme*.

10. Together, decide on an appropriate presentation theme and click on the thumbnail. On the first slide, add an appropriate title and add your names to the subtitle.

11. Each partner can work on their own computers now. Access the faculty handbook at the following website: http://googdocs.weebly.com/uploads/6/2/1/1/6211378/teacher_handbook_2010-11.pdf

    - Decide on two short items each in the handbook for which you would like to create slides.

12. To add a new slide, click on the + sign above the slide thumbnails (upper left-hand corner) and choose an appropriate layout for your first slide.

13. For this activity, find the items in the faculty handbook that you would like to cover and simply copy and paste the text into your slides. You might separate each sentence into a separate bullet.
    - You may need to do some reformatting, since you are copying and pasting. This may be a little frustrating, but this will give you practice fixing it <u>now</u> for when a student has the same issue later!

14. When you're ready for the next slide, repeat steps 12-13.

DOWNLOADING PRESENTATIONS

Again, creative students may very well NOT be satisfied with their finished product from *Presentations*. They can then download the file, open it with MS PowerPoint and make creative additions/changes. Here's how:

15. When finished, click on *File*, *Download As*, and *PowerPoint.*

16. A pop-up window will come up asking you to Open, Save, or Cancel. Select *Save* and save to your H: drive.

17. When the next pop-up window appears, click *Open* and the presentation should come up in PowerPoint.

PRESENTATION REVISIONS/COMMENTS

These are basically the same as the Google Docs Document application.

PRESENTATION PRINTING

These are basically the same as the Google Docs Document application.

~ Created by Jeff Lofting, January 2011 ~
Adapted July 2011