

Creating a Presentation in Google Docs (Cloud Computing)

(We will not get into any fancy Presentation features **and** only enter Titles & Subtitles!)

- #1 Open [Firefox Browser](#) and go to [Google Docs](#) which is **provided by Google**. Note embedded links!
 - #2 Log into Google Docs using [Google Email](#) Account (Username & Password) Created Account
 - #3 Once you are at Google Docs which will be **your personal space** in [Cloud Computing](#), at the top left corner, Click on the [**Create New**] tab **then** Click Presentation. (## means Initials!)
 - #4 After presentation appears at Top Left, Click Untitled Presentation & Enter SeasonsoftheYear## as Title!
 - #5 **On Slide, Click & Enter** Title again! On Slide, Click Subtitle & Enter **First & Last Name** It is called a **By Line!**
I know this is not very much **but** we must walk **before** we run with freedom & knowledge!
 - #6 **Continuing**, On the right is a Thumbnail image of the first slide & right above it is a small square with [+].
Click the small square with a [+] in it for a new slide to continue with our simple presentation.
When a selection of slides appear, Click on the First one which is a Title & Subtitle Slide Template!
Keep Clicking small Square with a [+] until presentation has **(5) slides as above!** **Title & Subtitle!**
 - #7 In 2nd slide, Click Title & Enter **Spring** **then** Click below in **Subtitle** & Enter **Beautiful time of Year.**
 - #8 In 3rd slide, Click Title & Enter **Summer** **then** Click below in **Subtitle** & Enter **Growing time of Year.**
 - #9 In 4th slide, Click Title & Enter **Autumn** **then** Click below in **Subtitle** & Enter **Harvest time of Year.**
 - #10 In 5th slide, Click Title & Enter **Winter** **then** Click below in **Subtitle** & Enter **Coldest time of Year.**
- @ Scroll **back to top** of Presentation: Slide One is visible! Click it so it has a **Yellow** color meaning selected! @
- #11 Now at the top, Click **Format** **then** Click **Presentation Settings** **then** Click **Change background!**
 - #12 At the **Change background window**, Click **Dropdown Arrow** at right of the small **Fill Bucket**.
When **color palette** appears, select a **Dark or Light** color **alternate between Dark & Light!**
After you have clicked & selected a **BG color** **then Be Patient** & Color will appear **then** Click **Save!**
You must **Click (select)** each slide in presentation & do the same giving each slide a **BG Dark or Light!**
Select a different color **Dark or Light** for each slide in this easy presentation. **Please follow directions!**
- @ I know the **temptation** is to **change theme** ,**however**, please **do not use** change theme until later! @
- #13 **It is decision time**, Backgrounds **and** Words **need to contrast!** To make them **contrast & show text**,
Scroll back to **first slide**, Click Title **then** Click & Drag to select title **then** at Top **next to [A]**
Click dropdown arrow which is Text Color Icon. select color to **contrast** with **BG** either **Light or Dark!**
 - #14 After Title color has been selected and applied **then** Click & Drag Subtitle **and** select same color for it.
 - #15 After first slide textual words have been given a color **then** do the same to text for all other slides!
 - #16 Okay, Scroll up & down the presentation checking Spelling and BGs and Text colors. Hopefully all is OK!
 - #17 At the top left corner of this presentation is a Button or Tab called Start Presentation Click it!!! ☺
 - #18 Clicking the Mouse (Left Button) or Center (Macintosh) to the End ... Now Click the ESC button.
@ Check if presentation **has been saved & it has a name!** **Now, do any presentation you want!** @

Presentation in Google Gocs! Sample PP for assist with assignment!

The image below was **easily captured** using **Print Screen** then pasted to a MS Word Document!
After capture (PS), Use File => Paste **or** KB Shortcuts Hold Ctrl & Hit V to paste image!

@ Windows 7 users **must do a Hold Function then Hit Print Screen since PS is on a Function Key!** @

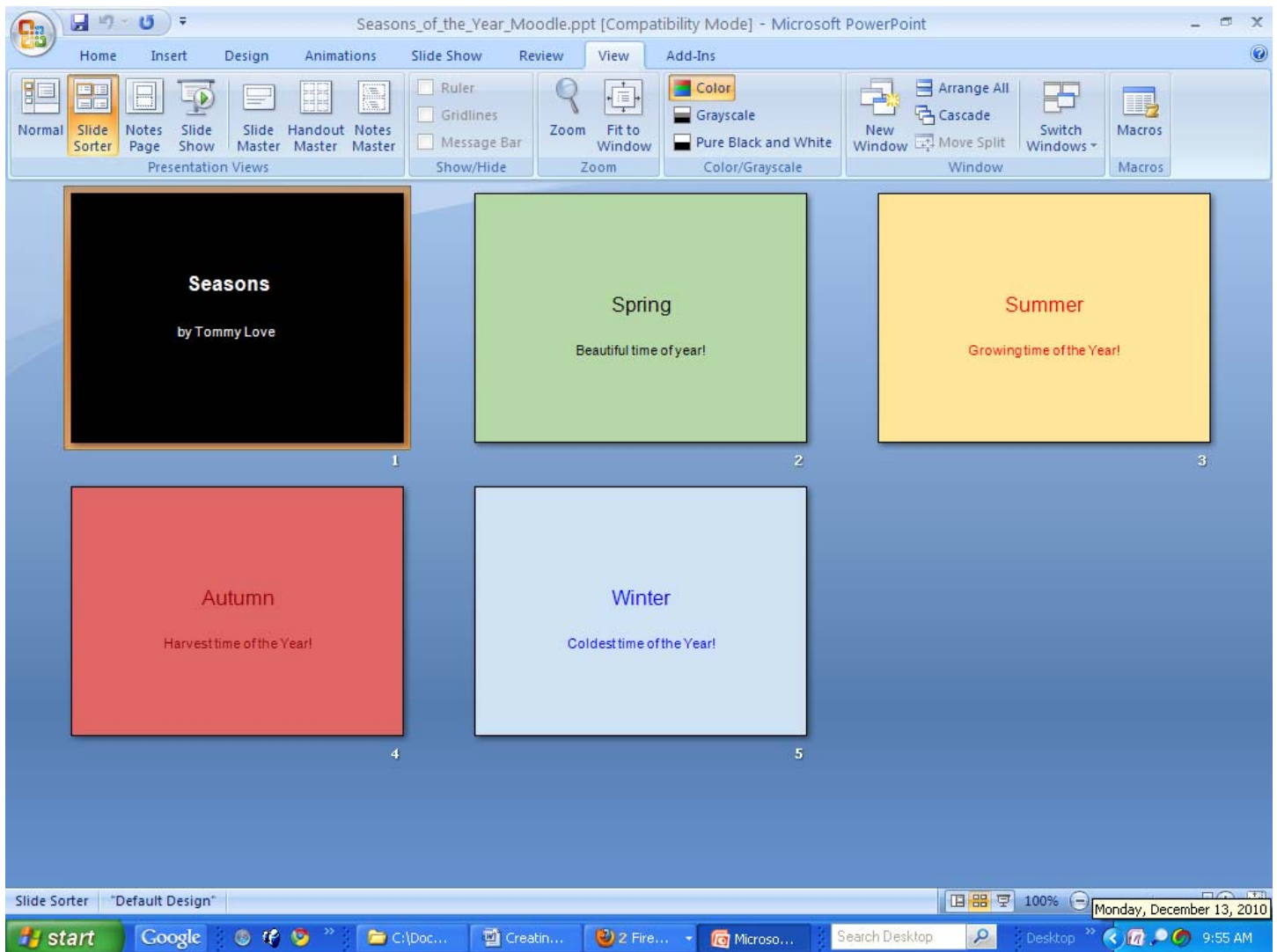
@ **Data must be different but similar to example!** @

@ **Note** Charts are made smaller **and** beneath data! Data must be **different** than mine! @

@ **Your Final PP Image will not appear as below but try to capture as many slides as possible!** @

@ **Also**, it was downloaded into MS PowerPoint to get this image! Ok to do it the same! @

Submit as a **Print Screen** a (PP) as below with **Colored Slides & Contrasting Text!** **See Example Below!**



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