

# Day 4

Collins

SCHS

August 8, 2019

# Today

You'll have about 30 minutes to put final touches on your slide show.

## Instructions:

1. Open Microsoft PowerPoint
2. Start a new slide show
3. Go to "Save As..."
4. Save the slide show in your "My Documents" folder
5. Use the filename
  - ▶ `firstname_lastname_allaboutme.pptx`
6. Choose a theme or define your own
7. I ask for:
  - ▶ 12 Slides
  - ▶ One slide is your title slide
  - ▶ Last slide is your questions and answer slide
  - ▶ Include 10 photos
  - ▶ Define different fonts and colors throughout
  - ▶ Use some Wordart and Clipart
  - ▶ You can use audio, transitions, and any other effects you would like
  - ▶ Have fun doing it.

# Turning it in.

1. Open Google Chrome or your internet browser of choice.
2. Login to the Google Classroom.
3. Open the Google Classroom for this class.
4. Open the “All About Me” assignment.
5. Click to add a file.
6. Find your file in the “My Documents” folder and attach it.
7. Be sure to click “Turn In” before you exit.

## Google Classroom Join Codes

- ▶ Introduction to Digital Technology 2nd Period:  
**ev08ic**
- ▶ Introduction to Business and Technology 3rd Period:  
**kxa6ak**
- ▶ Introduction to Business and Technology 4th Period:  
**tonluz**