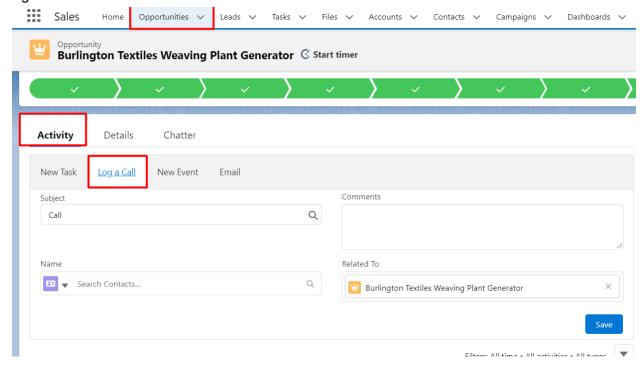
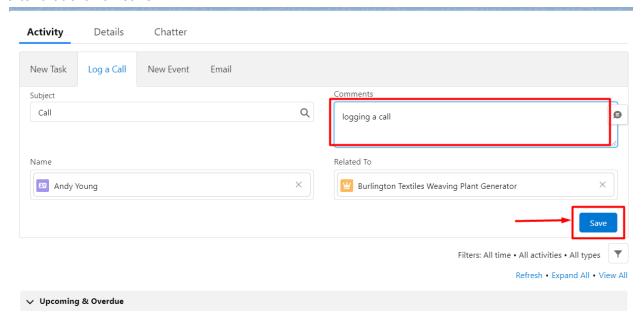
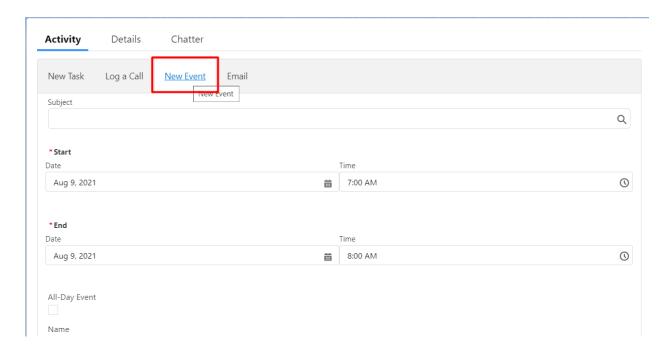
Step 1: On the opportunity tab when you open a record under activity you will see an option for log a call click on it .



Step 2: Once you click on it you will have to fill in all the details like subject, comments, names, related to etc. Here I am putting a comment as logging a call and the subject is auto generated after that click on save.



Step 3: Now if you want to create an event you can click on the new event option.



Step 4:Once you click on a new event option you will be directed to the next page where you will have to fill in all the details like subject, start date, end date etc. here I am putting subject as Discussion on Opp, dates are filled by default now I a putting location as Test location and click on save. Once you click on save on the next page you will see your event is created.

