1. How to Start Your Project

   a. Use **Google Chrome** to get to the DCS website and click on **FOR PARENTS AND STUDENTS** and then **Pacer Mail**. Sign in using your DCS login and password.

   b. Click on **Drive** at the top. Click and hold on **Create** button in the upper left corner and select **Presentation**. Then choose your theme and click **OK**.

   c. On the menu bar, click on and hold on **Slide** and then **New Slide**. Repeat the step to create 4 more slides. You should now have 6 slides in your presentation. You can have as many as you would like.

   d. Under **File**, click on **Rename** and name your file with your **last name, first initial, team, mult#**. For example: WadeJ5-2mult#2

   e. Next click on the blue **Share** button on the top right to share your project with Mrs. Wade and Mr. Caslow. Begin by typing in the e-mails in the **People:** box: 

   wadeji@delawarecityschools.net and caslowjo@delawarecityschools.net

   When both e-mails are entered, then click **Done** at the bottom.

2. How to Add Word Art, Bulleted List, and Shapes

   a. Click on the outside edge of the upper text box to select it and then use the **Delete key** to get rid of it. Next click on **Insert** on the Menu Bar then **Word Art** and type the title that you want in the box. Drag the box to move it to the top of the slide. Make sure the box is selected and then click on the **Fill Color** Icon (Paint Can) on the Menu Bar to change the text color.

   b. Click in the lower text box and then on the **More** Button on the right side of the Menu Bar. Next click on the **Bulleted List** icon (4th one over) and then click back in the lower text box and type a bulleted list. Hit the **Return/Enter key** for the next bullet. If you click on the outside edge of the text box, you can drag and move it anywhere on the slide. If you click on a little square on the edge of a text box, you can drag and resize it.

   c. To decorate your slide, click on **Shape** icon on the Menu Bar and select a shape you like. Then drag the cross cursor on the slide to add it. Use the **Fill Color** Icon to add color and then you can move it and resize it.

3. How to add a Numbered List and Clip Art or Photo

   a. Click in the lower text box and then on the **More** Button on the right side of the Menu Bar. Next click on the **Numbered List** icon (3rd one over) and then click back in the lower text box and type a bulleted list. Hit the **Return/Enter key** for the next number. If you click on the outside edge of the text box, you can drag and move it anywhere on the slide. If you click on a little square on the edge of a text box, you can drag and resize it.

   b. Now you will go to a website to get clip art. Click on the **File** tab for Chrome at the very top of the screen and then click on **New Window**. Type “Google Images” OR “Microsoft clip art” in the address space at the top to go to a new web site. Type in the name of a picture you would like to find with the word clipart, such as “soccer clipart.” When you find a picture you like, drag the
whole window to the right side so that you can see your project also and TRY to drag the picture to your slide.

c. If the picture you want will NOT drag to your slide, hold the Control key and click on the picture at the same time and a menu will pop up. Then click on Copy Image. Click on the other window to return to your slide and go to Edit on the Menu Bar and click Paste.

d. If the picture will not go onto your project, take a SCREEN SHOT by holding down the Command, Shift, and 4 keys at the same time. Then drag the cursor over the picture you want.

e. Click on the other window to return to your project. On the Menu Bar, click on Insert and then Image. Then click on Choose an Image to Upload to find your picture. On the left side, click on Desktop and then scroll down to Screen Shot, where your picture will be called Screen Shot with the date and most recent time. Click on your picture to Highlight it and then Open.

f. Your picture will be on your slide where you can move it and resize it.

g. To get a photo instead of clipart, type what you want with the word “photo” after it in Type Google Images OR Microsoft clip art, for example, “soccer photo”. Then you can drag, copy, or screen shot to get the photo into your project.

4. How to Add a Table

a. On a new slide, type a title in the top text box. Next click on the outside edge of the lower text box to select it and then use the Delete key to get rid of it.

b. Use Insert and then Table to add a table. Drag your cursor to make it 2 columns by 6 rows and then click. Drag the table to where you want it on the slide. Then type labels in the top of each column or beginning of the rows so viewers will know what the table is about. Next type your information in the rows and columns.

5. How to add a Chart (like a bar or circle graph)

a. On a new slide, type a title in the top text box. Next click on the outside edge of the lower text box to select it and then use the Delete key to get rid of it.

b. Click on the Tab at the top called Google Apps to go back and then choose your Drive. Click and hold on Create in the upper left corner and select Spreadsheet.

c. At the top of the columns, type the categories you want for your graph.

d. Enter your data in the rows and highlight it. Then on the Menu Bar click Insert and then Chart. Make sure to select the type of graph that you want. Then click the Insert button at the bottom and your chart will appear.

e. Click on the down triangle in the upper right of the chart box. Then click on Advanced edit to give your chart a title. Scroll down to type the chart label. Then click again on the down triangle (upper right) on Copy Chart.

f. Use the Tab to return to your project. Click on Edit and Paste. Your pie graph will appear on the slide and you can move and resize it if needed.