 **Thing 11.QM3**

***Students, TO USE THIS DOCUMENT, you MUST make a copy for yourself:***

* ***Google users need to be logged into their Google email account and go to File>Make a Copy and save it to YOUR OWN Drive.***
* ***Microsoft Users can use File>Download to download as a Word Document.***

**Name:**

**Date:**

**Teacher name:**

GDrive Presentations **QUEST #QM3:** Create & Insert

**As you go through the Quest, you will need to check off each step as you complete it. You will have the opportunity to learn about the following as well as be able to:**

* create a Microsoft PowerPoint presentation
* collaborate with my peers on a Microsoft PowerPoint presentation

|  |  |
| --- | --- |
| Check off | Description |
|  | Read the Introduction, Key Vocabulary and I Can Statements |
|  | Took the [Vocabulary Quiz](https://quizlet.com/214009338/match) |
|  | Read through Steps 1 & 2 and the List of PowerPoint skills to know |
|  | Opened the content block Introduction Video that applies to how I access PowerPoint (online or desktop app) |
|  | Opened a blank PowerPoint presentation, watched the video, tried out each of the different features (Title, add a slide, theme, background color, background image, background options, insert pictures) |
|  | Went to step 3 Working on your Presentation and began working on my own topic presentation and checked the Planning Document as needed. |
|  | If working with a partner or group, worked on our shared presentation and made decisions on the theme and design together. |
|  | Checked with the teacher about moving on to the next Quest. |
|  | Checked this Quest off on my 21t4s roadmap |