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**Creating a Google Presentation**

**Open your Google Apps Account**

* Access the Internet
* Go to [www.crawfordschools.org](http://www.crawfordschools.org)
* Click on CCHS and Student Log-in
* Sign-in / Log-in
* Enter your Log-in info

-Scroll down to the very bottom of the page and click on **Google Sites**

-Click the **Drive** link in the black menu bar at the top of the page

-Click the red **Create** Button

-Click **Presentation**

**-**Choose a **Theme** and click **OK**

-Click the Blue **Share** button at the top of the page; under **Who has access** click ***Change***  beside Crawford County Schools; then select **Private** and click **Save;** Under **Add People**, begin typing the last name of your teacher and select his/her name from the menu; then click **Share & Save.**

-Click **File** and **Rename**; to name your file, type your first and last name and project name

-Precede with typing your presentation in a similar manner to what you are familiar with in PowerPoint

-The most helpful tabs will be **Insert** and **Slide**

-Google Docs saves your work automatically in your Drive, so there’s no need to **save.**