

Case Study: Working with a Presentation

Note: This case study may also be broken into several smaller activities for use throughout the lesson.

Please review the case study and explain or demonstrate the skills necessary to enable students to complete the project successfully, such as how to display and expand the Notes panel.

The Notes panel of each slide contains the instructions needed to complete the slide activity.

If you would prefer the students to have a hard copy of the instructions and slide thumbnails, you can print the Case Study Lesson 1 PDF Slides with Notes.pdf document.

Students can share the presentation with their classmates for feedback and practice using the Share and Comment features in Google Slides.

In this case study project, you will apply the skills you have learned in this lesson. Following the instructions in the slide notes panel of the Case Study Lesson 1.pptx presentation (located in your student data files), you will:

- Import an existing presentation.
- Change a presentation theme.
- Edit the slide master.
- Change slide layout and background.
- Insert and format a table, shapes and text boxes.
- Create and edit lists.
- Present the slide show.
- Rename a presentation.
- Modify and format existing slide text and placeholders.
- Insert, delete and duplicate slides.
- Insert and format a video, images, links and word art.
- Use the Arrange, Group and Order options.
- Add animations and transitions.

1. Sign in to your Google account.
2. Click the **Apps** icon to open the Apps gallery, and then click the **Drive** icon to open Google Drive. Complete the following steps as shown in Figure 1-1.

3. In the Google Drive window, click the **Upload** button and then click **Files**.
4. Navigate to your student data files, select the **Case Study Lesson 1.pptx** file, and then click **Open**.

The Upload Complete window will appear. When the file has been uploaded, close the Upload Complete window.

5. Select the **check box** beside the Case Study Lesson 1 file to select the file in the list.
6. Click the **More** button at the top of the window.
7. In the More drop down list, point to the **Open With** option and then click **Google Slides**.
8. When you have completed the case study, share it with your teacher.