SEQUENCE OF STEPS: ACCESSING GOOGLE DRIVE

Open the **Google Drive** icon.

Click the **+** button to create a file.

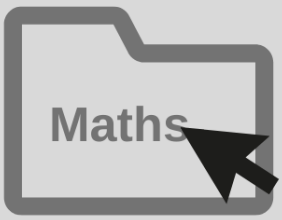
To create a document, click **Google Docs**.

To create a presentation, click **Google Slides**.

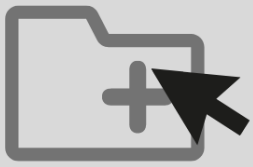
What other tasks can you do in Google Drive?

To upload a file from your laptop, click **File Upload.**

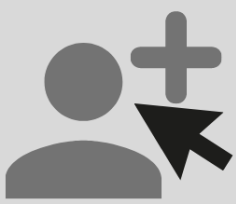
Name the folder so it is easy to find



To create a folder in drive (to organise your files) click the folder icon.



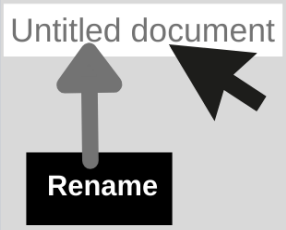
To share a file right click the file and press the share icon.



SEQUENCE OF STEPS: USING GOOGLE DOCS

To create a document, click **Google Docs**.

Click the tile to rename your file.



Click the cursor onto the white page (your doc) to type.

To change the **size** of the font press the **-** to decrease or **+** to increase.

From this...
to this!

What other tasks can you do in Google Docs?

To insert an image click the drop down menu.

To change the style of the font, click the **drop down menu**.

From this...
to this!

To change the **colour** of font click the **A**.

From this...
to this!

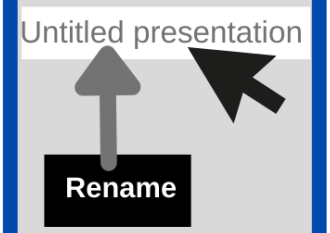
To change the font to **bold** click the **B**.

From this...
to this!

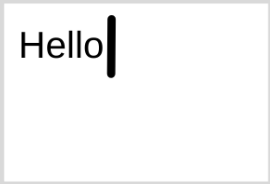
SEQUENCE OF STEPS: USING GOOGLE SLIDES

To create a slide show, click **Google Slides**.

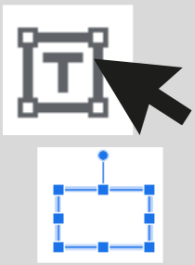
Click the tile to rename your file.



Click the cursor onto the text box to type.



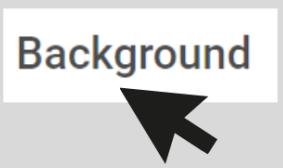
To add in another **text box** click the **T**.



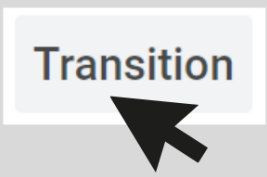
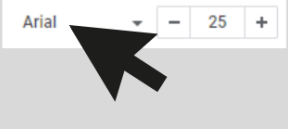
To insert a new slide click the **+** sign.

Click Slideshow to present your work.

To change the colour of the background, click **background**.



To add in slide animations click **Transition**.



To change the font and font size click the name and size.