

Checklist for your PowerPoint presentation:

CHECKLIST



PART I: PRINTED MATERIALS TO BRING INTO CLASS:

- Enough copies of your *FOLLOW ALONG NOTE SHEET* for the whole class AND Mr. Gain
- 1 copy of your *5 MULTIPLE CHOICE QUESTIONS* for Mr. Gain
- 1 copy of *HANDOUTS – 6 SLIDES PER PAGE* for Mr. Gain

Here's how you get a copy of handouts:

- 1) Make sure that you have your project opened in PowerPoint
- 2) Click on “file” and go down to “print”
- 3) In the lower left-hand corner, it says “print what” and “slides” is there
- 4) Change “slides” to “handouts”
- 5) To the right of that, by “slides per page,” make sure the number “6” appears
- 6) Click “OK”

PART II: FILES NEED TO BE SAVED IN THE SHARED FOLDER:

- Completed PowerPoint Presentation (Microsoft PowerPoint)
- Document – Follow-along note sheet (Microsoft Word)
- Document – 5 multiple choice questions (Microsoft Word)

Here is how you access the Student Share Folder, make your own folder, & password protect files:

AFTER YOU HAVE SAVED THE COMPLETED DOCUMENT TO YOUR USERNAME FILE

Have the document or presentation open in the program you are using

Click **FILE ... Save as...**

Use the dropdown arrow to find the “**Student Share**” drive and double click on it

Double-click **CNT** folder

Double-click **ENVIRO SCIENCE** folder

Double-click on **PowerPoint Sem. 1**

Double-click the folder for your **HOUR**

RIGHT CLICK ... New> ... Folder ... name your folder with **your (and your partner's) name**

Double click on the folder you just created...

Next, PASSWORD PROTECT YOUR FILE BEFORE SAVING by taking these steps!

In the Save As Window, find **TOOLS** in the upper right corner and click on it

Click **SECURITY SETTINGS**

Enter a password to **MODIFY** (... NOT to open!...), then click **OK**

Re-enter the password, then click **OK**

DON'T FORGET TO CLICK ON SAVE

THAT'S IT! SEE ME WITH ANY QUESTIONS!

Mr. Gain