How to do Homework in the Cloud

1)   Go to Google.

2)   Go to Gmail.

3)   Enter Gmail login and password.
Login e.g-firstnamelastnameyearstartedin school@baysidesns.ie e.g.
        joebloggs19@baysidesns.ie
Password: (child knows from chromebook login in school)

4)   Click on the 9 buttons on top right of screen.

5)   Click into slides.

6)   Click on icon + blank.

7)   Create your presentation.

8)   Add colour to your slides by clicking *jug icon* or the word *background.*

9)   Insert a picture by clicking on the icon that looks like mountains.

10)   Click into 'search the web' and a side tab pops up where you search for the
        image you want.

11)   Double click the image you want and it will appear on the slide.

12)   Use the blue lines that outline the image to make it bigger/smaller.

13)   Hover the mouse over the image until four arrows appear and use this to move
        the position of the picture on the slide.

14)   To add another slide to the presentation click on the '+ 'sign on the top left.

15)   Click on where it says 'Untitled presentation' up the top left. Enter your name
        here.

16)   To share the presentation click on the 'folder' icon beside the star to the right of
        where you typed your name.

17)   Click the back arrow beside My Drive until you see Shared Drive.
18)   Click on Shared Drive and select your class/teacher's shared folder.

19)   Click 'Move Here' to move the presentation into the folder.