|  |
| --- |
|  CS165grantham_circle.jpg W6 Google Slides Assignment |

#

This week’s assignment is all about you! We will be using Google Slides to create a simple presentation that will allow you to share a little bit about your life as well as getting to know the other students in your class. You will practice creating text boxes, inserting photos, editing the slide master, and adding a theme.

You are the senior HR manager at a medium-sized software company,, and you will be training your new assistant in how to create the monthly slideshow of new employee bios for the TVs in the break rooms, lobbies, and common areas of your office building. In order to give him an example of a company-approved slideshow, you have decided to create a sample employee bio of yourself to share with him as a template for copy.

**\*\*\*Please note: If you are not comfortable/prohibited from sharing images or facts about your life with the class and your instructor, please feel free to use public domain photos of other people through Google Images, and provide alternate work, personal, and education info. It will not affect your assignment grade in any way to provide different information, as long as you are not plagiarizing from someone else.** [**Click here to learn more about finding free-to-use public images on Google.**](https://support.google.com/websearch/answer/29508?hl=en)

* Create a new, blank Google Slides presentation (do not use a template for this assignment)
* Name your presentation LastNameFirstName\_W6GoogleAssignment
* Click on the plus sign or right-click on the left sidebar and select “New Slide”. Do this three times. You should have a total of four slides when you are done.
* Choose a theme for your presentation that looks professional and appropriate for a software company, and apply it to your presentation.
* Choose Slide-->Edit Master, select “Title Only” for your master layout, and apply to all slides.
* While still in the “Edit Master” screen, select Insert-->Image--->Search, and perform a Google Image Search for a monogram of the first letter of your last name (e.g. if your name is John Smith, you would search for “S monogram”)
* Choose a monogram that you like from Google Images, select the monogram, and resize and reposition the image until it is about 1.5”x1.5” and is in the upper left hand corner of your master slide.
* Select “Apply to All Slides” and exit the Edit Master screen

*At this point, all of your slides should have some kind of color and styling related to your theme, a monogram of your last name in the upper left hand corner, and only a title bar for content.*

* 9) On the first slide, choose a font that is professional, easy to read, and matches the theme of your slides, and enter your name in the title bar
* 10) Use “Insert Picture” to place a picture of yourself below your title
	+ If you do not have a picture of yourself that you could download from Facebook, LinkedIn, Twitter, etc. or stored on your computer, take a selfie with a phone or tablet and email it to yourself at your student Gmail. Open the email, download the photo to your computer, and insert it into your slide.
* Insert a text box on your first slide and write a brief 2-3 sentence welcome message. You can use the text below or create one of your own:

Welcome to new employee [Your Name Here]! [Name’s] first day will be October 23, 2016 and [he/she] joins Accounts Receivable as a Junior Finance Officer

* On the second slide type “Work Experience” in the title bar
* Insert a text box and create a bulleted list of your relevant work experience or military service
* On the third slide, type “Education”
* Insert a text box and create a bulleted list of your high school/diplomas, college, and training experiences.
* Insert an image of your high school/college mascot, your military branch symbol, or a photo or clip art of something that was important to you during job training or in life lessons you’ve carried with you.
* On the fourth and final slide, type “Personal Info”
* Insert a text box and write a short paragraph about any personal information you’d like to share (location, family, hobbies, interests, goals in this class)
* Insert a photo of something that is personally important to you
* SHARE your presentation, set to “anyone with a grantham.edu address can view”, and copy/paste your link into the assignment dropbox. Don’t forget to also attach your W6 PowerPoint assignment before submitting
	+ **NOTE: Please do NOT publish this slideshow to the web. Publishing to the web makes your content available to anyone who can find the link, and since this project potentially contains photos of families and children, it’s better to be safe than sorry. Also, do not include**

**your address, phone number, or other information that could jeopardize your privacy and identity in your project.**