

5-Day Google Slides Teacher Script

Tech Time with Ms. Vega

DAY 1: Font Formatting Basics

Learning Goal: Students will open Google Slides, type their name, and change the font, size, and color.

Welcome and Introduction (*3 minutes*)

"Good morning, everyone! Today we're starting something really exciting—we're going to learn how to use Google Slides! Over the next five days, you'll create your very own presentation about yourself. By the end of the week, you'll be Google Slides experts!"

"Today, we're going to learn three things: how to open Google Slides, how to type our name, and how to make it look awesome by changing the font, size, and color. Who's ready to get started?"

[PAUSE for student response—look for thumbs up or verbal agreement]

Opening Google Slides (*5 minutes*)

"First, we need to open Google Slides. I'm going to show you on my screen, and then you'll do it on your device. Watch me first."

Step-by-step instructions:

1. "Open your Chrome browser or go to your Google apps."
2. "Click on the Google Apps menu—it looks like nine little dots in the top-right corner of your screen."
3. "Scroll down until you see 'Slides'—it has a yellow icon with a white rectangle. Click on it."
4. "Now you'll see a page that says 'Start a new presentation.' Click on the big colorful box that says 'Blank'—it's usually the first one."
5. "Great! You should now see a slide that says 'Click to add title' at the top."

[PAUSE]

"Now it's your turn. Follow those same steps. Raise your hand if you need help, and I'll come around."

[PAUSE—circulate and assist students]

Teacher Tip: Have the steps written on the board or projected so students can reference them independently.

Typing Your Name (*4 minutes*)

"Awesome! Now everyone should have a blank slide open. Do you see the box at the top that says 'Click to add title'? That's where we're going to type our name."

Step-by-step instructions:

1. "Click once inside the box that says 'Click to add title.'"
2. "You should see a blinking cursor—that means you can start typing."
3. "Type your first name. If you want to add your last name too, that's great!"

[PAUSE]

"Give me a thumbs up when you've typed your name!"

[PAUSE—wait for most students]

Common Issues:

- **If a student clicks outside the box:** "No problem! Just click back inside the title box and try again."
 - **If the text is too small to see:** "We're about to make it bigger—hang tight!"
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Changing the Font (*6 minutes*)

"Now comes the fun part—making your name look exactly how YOU want it! First, we need to select our name so we can change it."

Step-by-step instructions:

1. "Click at the beginning of your name, hold down the mouse button, and drag across all the letters until your whole name is highlighted in blue."
 - **Alternative:** "Or you can triple-click on your name to select it all at once!"

[PAUSE]

2. "Now look at the toolbar at the top of the screen. Do you see where it says 'Arial' or another font name? That's the font menu."
3. "Click on that font name, and a big list of fonts will appear."
4. "Scroll through the list and click on a font you like. You can try a few different ones to see what looks best!"

[PAUSE]

"Raise your hand when you've picked a font you love!"

[PAUSE—circulate and admire student choices]

Teacher Tip: Encourage creativity! Say things like, "Ooh, I love that choice!" or "That font really fits your personality!"

Changing the Font Size (*5 minutes*)

"Next, let's make your name bigger or smaller. Make sure your name is still highlighted in blue. If it's not, select it again."

Step-by-step instructions:

1. "Look at the toolbar again. You'll see a number with a minus and plus sign next to it—that's the font size."
2. "Click on the plus sign (+) to make your name BIGGER, or click the minus sign (-) to make it smaller."
3. "Keep clicking until your name is the size you want. I recommend making it nice and big so everyone can see it!"

[PAUSE]

"When your name is the perfect size, give me a thumbs up!"

[PAUSE—circulate]

Common Issues:

- **If the name gets too big for the box:** "That's okay! You can click the minus sign to make it a little smaller, or we can resize the box by clicking and dragging the corners."
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Changing the Font Color (*6 minutes*)

"Last step for today—let's add some color! Make sure your name is still selected."

Step-by-step instructions:

1. "Look at the toolbar. You'll see a letter 'A' with a colored line underneath it—that's the text color button."
2. "Click on the small arrow next to the 'A.'"
3. "A color palette will pop up with lots of colors to choose from!"
4. "Click on your favorite color, and watch your name change!"
5. "If you want to try a different color, just select your name again and pick a new one."

[PAUSE]

"When you're happy with your color, click somewhere outside the text box so you can see your final design."

[PAUSE]

Teacher Tip: If students want custom colors, show them the "Custom" option at the bottom of the color palette for more choices!

Checking for Understanding (*3 minutes*)

"Let's do a quick check! I'm going to ask some questions, and you'll show me thumbs up if you can do it, or thumbs sideways if you're not sure yet."

- "Can you open Google Slides?" [PAUSE]
- "Can you type in the title box?" [PAUSE]
- "Can you change the font?" [PAUSE]
- "Can you change the size?" [PAUSE]
- "Can you change the color?" [PAUSE]

"Awesome! You all did such a great job today!"

Closing and Saving (3 minutes)

"Here's some great news—Google Slides saves your work automatically! But let's make sure we give our presentation a name so we can find it later."

Step-by-step instructions:

1. "Look at the top-left corner where it says 'Untitled presentation.'"
2. "Click on those words."
3. "Type 'My Presentation' or 'All About Me'—whatever you'd like to call it!"
4. "Press Enter, and you're done!"

[PAUSE]

"Tomorrow, we'll add another slide and learn how to add pictures. Great work today, tech stars!"

DAY 2: Adding Slides and Images

Learning Goal: Students will add a new slide, write about their family, and insert a picture.

Review of Day 1 (2 minutes)

"Welcome back, everyone! Yesterday, we learned how to open Google Slides and make our name look awesome. Who remembers how to change the font color?"

[PAUSE for student responses]

"Great memory! Today, we're going to add a brand-new slide and put a picture on it. Let's get started!"

Opening Your Presentation (3 minutes)

"First, we need to open the presentation we made yesterday."

Step-by-step instructions:

1. "Go to slides.google.com or click on the Slides icon from your Google Apps menu."
2. "You should see your presentation from yesterday. It might say 'My Presentation' or 'All About Me.'"
3. "Click on it to open it."

[PAUSE]

"Raise your hand if you need help finding your presentation."

[PAUSE—assist as needed]

Adding a New Slide (5 minutes)

"Now we're going to add a second slide to our presentation. Watch my screen first."

Step-by-step instructions:

1. "Look at the toolbar at the top. Do you see a button with a plus sign (+) and a little rectangle? That's the 'New Slide' button."
2. "Click on the plus sign."
3. "A new slide will appear! It has a title box at the top and a bigger box below it."

[PAUSE]

"Now you try! Click the plus sign to add a new slide."

[PAUSE—circulate]

Teacher Tip: If students accidentally click the dropdown arrow next to the plus sign, they'll see different slide layouts. Just say, "Pick the one that says 'Title and Body'—that's perfect for what we're doing!"

Writing About Your Family (7 minutes)

"This slide is going to be all about your family! Let's start by adding a title."

Step-by-step instructions:

1. "Click in the top box where it says 'Click to add title.'"

2. "Type 'My Family' or 'All About My Family.'"

[PAUSE]

3. "Now click in the bigger box below where it says 'Click to add text.'"

4. "Write 2-3 sentences about your family. You can write about who is in your family, what you like to do together, or anything special about them!"

[PAUSE—give students 3-4 minutes to write]

"Remember, this is your presentation, so you can write about the people and pets that are special to you!"

Teacher Tip: For students who struggle with writing, offer sentence frames like:

- "My family has ___ people."
- "I live with ___."
- "My favorite thing to do with my family is ___."

Inserting a Picture (*10 minutes*)

"Now let's add a picture of your family—or any picture that represents your family!"

Step-by-step instructions:

1. "Click on the word 'Insert' in the menu bar at the top."
2. "A dropdown menu will appear. Move your mouse down to 'Image' and hover over it."
3. "You'll see more options. Today we're going to use 'Upload from computer' if you have a picture saved, or 'Drive' if your picture is in your Google Drive."

[PAUSE]

"Let me show you both ways:"

Option A: Upload from Computer

4a. "Click 'Upload from computer.'"

5a. "A window will open showing the files on your computer. Find your picture and click on it."

6a. "Click 'Open,' and your picture will appear on your slide!"

Option B: Google Drive

4b. "Click 'Drive.'"

5b. "You'll see all the files in your Google Drive. Find your picture and click on it."

6b. "Click 'Select,' and your picture will appear on your slide!"

[PAUSE]

"Now it's your turn! Raise your hand if you need help finding your picture."

[PAUSE—circulate and assist]

Common Issues:

- **"I don't have a picture!"** "That's okay! Tomorrow we'll learn how to search for pictures. For today, you can use any picture from your Drive, or I can help you find one."
- **Picture is too big/small:** "Don't worry—we're going to learn how to resize pictures tomorrow!"

Moving and Positioning Your Picture (*4 minutes*)

"Your picture might not be in the perfect spot. Let's move it!"

Step-by-step instructions:

1. "Click on your picture once—you'll see blue squares (handles) appear around the edges."
2. "Click in the middle of the picture, hold down the mouse button, and drag it to where you want it."
3. "You can put it next to your text, below it, or wherever you think looks good!"

[PAUSE]

"Try moving your picture around until you like how it looks."

[PAUSE]

Checking for Understanding (*2 minutes*)

"Let's check our new skills! Thumbs up or thumbs sideways:"

- "Can you add a new slide?" [PAUSE]
- "Can you type in both the title and text boxes?" [PAUSE]
- "Can you insert a picture?" [PAUSE]

"You're all becoming Google Slides pros!"

Closing and Saving (2 minutes)

"Remember, Google Slides saves automatically, but let's make sure everything looks good."

"Take a moment to look at both of your slides. Click on the slide thumbnails on the left side to switch between them."

[PAUSE]

"Tomorrow, we'll learn how to search for pictures right inside Google Slides, and we'll make them the perfect size. See you then!"

DAY 3: Image Search and Resizing

Learning Goal: Students will use Google image search within Slides to find an animal picture and resize it using corner handles.

Review of Days 1-2 (2 minutes)

"Welcome back, tech experts! Let's do a quick review:"

"On Day 1, we learned how to change fonts, sizes, and colors. On Day 2, we added a new slide and inserted a picture. Today, we're going to search for pictures WITHOUT leaving Google Slides, and we'll learn the trick to making pictures the perfect size. Ready?"

[PAUSE for student response]

Opening Your Presentation & Adding a New Slide (3 minutes)

"First, let's open our presentation and add a third slide."

Step-by-step instructions:

1. "Open your presentation from slides.google.com."
2. "Click the 'New Slide' button (the plus sign) to add a third slide."

[PAUSE]

"Great! Give me a thumbs up when you have your new slide ready."

[PAUSE]

Adding a Title (2 minutes)

"Let's give this slide a title."

Step-by-step instructions:

1. "Click in the title box at the top."
2. "Type 'My Favorite Animal' or 'All About [Animal Name].'"

[PAUSE]

Using Google Image Search Within Slides (8 minutes)

"Now here's the cool part—we can search for pictures right inside Google Slides! You don't need to open a new tab or window. Watch my screen."

Step-by-step instructions:

1. "Click on 'Insert' in the menu bar at the top."
2. "Move your mouse to 'Image' and wait for the menu to appear."
3. "This time, click on 'Search the web.'"

[PAUSE]

4. "A panel will open on the right side of your screen. At the top, you'll see a search box."

5. "Think of your favorite animal—it could be a dog, cat, elephant, dolphin, dragon—anything!"

6. "Type the name of your animal in the search box and press Enter."

[PAUSE]

7. "Wow! Look at all those pictures! Scroll through and find one you really like."
8. "When you find the perfect picture, click on it once, and then click the 'Insert' button at the bottom of the panel."
9. "Your picture will appear on your slide!"

[PAUSE]

"Now it's your turn! Search for your favorite animal and insert a picture."

[PAUSE—circulate and assist; give students 3-4 minutes]

Teacher Tip: Remind students to choose school-appropriate images. If needed, enable SafeSearch or preview student choices as you circulate.

Common Issues:

- **"I can't find the search panel!"** "Look on the right side of your screen. If you don't see it, try clicking 'Insert' → 'Image' → 'Search the web' again."
 - **"The insert button isn't working!"** "Make sure you clicked on a picture first so it has a blue outline around it."
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Understanding Image Handles (*3 minutes*)

"Now that we have our picture, let's talk about how to resize it. Click on your picture once."

[PAUSE]

"Do you see the little blue squares around the edges? Those are called 'handles.' There are handles on the corners AND on the sides."

"Here's the most important trick I'm going to teach you today: ALWAYS use the CORNER handles to resize pictures. Watch what happens when I use a side handle versus a corner handle."

[DEMONSTRATE on your screen: drag a side handle to show the image getting stretched/distorted, then use UNDO]

"See how the picture got all stretched and weird? That's because side handles change the picture in only one direction."

[DEMONSTRATE: drag a corner handle to show the image resizing proportionally]

"But when I use a CORNER handle, the picture stays the same shape—it just gets bigger or smaller. Much better!"

Resizing Images Using Corner Handles (*8 minutes*)

"Now you're going to practice! Remember: CORNERS ONLY!"

Step-by-step instructions:

1. "Click on your animal picture."
2. "Look at the four corners—you'll see blue squares."
3. "Move your mouse to one of the corner handles. Your cursor will change to a diagonal arrow."
4. "Click and hold the corner handle, then drag inward to make the picture smaller, or drag outward to make it bigger."
5. "Let go when the picture is the size you want."

[PAUSE]

"Try making your picture bigger, then smaller, then find the perfect size for your slide. Remember to use the corner handles!"

[PAUSE—circulate; give students 3-4 minutes to practice]

Teacher Tip: Chant with students: "Corners keep it cute! Sides make it stretched out!" This helps them remember!

Common Issues:

- **Student uses side handle and picture looks distorted:** "No problem! Press Ctrl+Z (or Command+Z on Mac) to undo, and try again with a corner handle."
 - **Picture is too big to see the handles:** "Press Ctrl+Z to undo, then try again and drag inward slowly."
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Adding Text About Your Animal (*5 minutes*)

"Now let's write something about your animal!"

Step-by-step instructions:

1. "Click in the text box on your slide."

2. "Write 2-3 sentences about why you like this animal, where it lives, or any fun facts you know!"

[PAUSE—give students 3-4 minutes]

Teacher Tip: Encourage students to arrange their picture and text so they both fit nicely. They can move the picture to make room for text!

Checking for Understanding (2 minutes)

"Let's check what we learned today! Show me thumbs up or sideways:"

- "Can you search for images inside Google Slides?" [PAUSE]
- "Do you know which handles to use when resizing?" [PAUSE]
- "Can you make a picture bigger and smaller without stretching it?" [PAUSE]

"You've got this!"

Closing and Saving (2 minutes)

"Take a look at all three of your slides by clicking on the thumbnails on the left. Your presentation is really coming together!"

[PAUSE]

"Tomorrow, we'll learn how to change the background and make your slides look even more amazing. Great work today!"

DAY 4: Slide Themes and Backgrounds

Learning Goal: Students will write about their favorite food and change the slide background/theme.

Review of Days 1-3 (2 minutes)

"Welcome back, everyone! We've learned so much already! We can change fonts and colors, add slides, insert pictures from our computer, search for pictures online, and resize them the right way—using those corner handles!"

"Today, we're going to make our slides even more beautiful by changing the background and theme. Let's go!"

Opening Your Presentation & Adding a New Slide (3 minutes)

"Let's open our presentation and add our fourth slide."

Step-by-step instructions:

1. "Open your presentation."
2. "Click the 'New Slide' button to add slide number 4."

[PAUSE]

Adding a Title and Writing About Your Favorite Food (7 minutes)

"This slide is going to be all about your favorite food—yum!"

Step-by-step instructions:

1. "Click in the title box and type 'My Favorite Food.'"

[PAUSE]

2. "Now click in the text box below."

3. "Write about your favorite food! You can tell us what it is, why you love it, when you eat it, or who makes it for you."

[PAUSE—give students 4-5 minutes to write]

Teacher Tip: Offer sentence starters:

- "My favorite food is ____."
- "I love it because ____."
- "I like to eat it when ____."

Optional: Adding a Food Picture (4 minutes)

"If you want, you can add a picture of your favorite food! Use what we learned yesterday."

Quick reminder:

1. "Insert → Image → Search the web"
2. "Type your food name, pick a picture, and click Insert"
3. "Resize using the CORNER handles!"

[PAUSE—allow students 3-4 minutes if they want to add a picture]

Accessing the Theme Menu (5 minutes)

"Now let's learn how to change the background of our slides! Google Slides has something called 'Themes' that can change the colors and design of your entire presentation."

Step-by-step instructions:

1. "Look at the toolbar at the top. Click on 'Slide' in the menu bar."
2. "A dropdown menu will appear. Click on 'Change theme.'"

[PAUSE]

3. "Look at the right side of your screen—a panel called 'Themes' will open."
4. "You'll see lots of different designs! Each one has different colors, fonts, and backgrounds."

[PAUSE]

"Take a moment to scroll through the themes and see all the options."

[PAUSE]

Teacher Tip: Some themes are simple, some are colorful, and some have patterns. Encourage students to pick one that matches their personality or the topic of their presentation!

Applying a Theme (6 minutes)

"Now let's apply a theme to our presentation! This is so easy."

Step-by-step instructions:

1. "In the Themes panel on the right, click on any theme you like."
2. "Watch what happens—your ENTIRE presentation will change to match that theme! All of your slides will have the same colors and design."

[PAUSE]

3. "Try clicking on a few different themes to see which one you like best."
4. "When you find the one you love, just leave it selected, and you're done!"

[PAUSE—give students 3-4 minutes to explore and choose]

"You can click through your slides on the left to see how the theme looks on each one!"

[PAUSE]

Common Issues:

- "I don't like any of the themes!" "That's okay! You can always go back to the original by scrolling to the top and clicking the 'Simple Light' or first theme."
 - "My text disappeared!" "Don't worry! The text is still there—sometimes the theme changes the text color. Click on your text and use the text color tool to change it to a color you can see."
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Changing the Background of a Single Slide (Optional Advanced Skill) (5 minutes)

"What if you want to change the background of just ONE slide instead of all of them? I'll show you a bonus trick!"

Step-by-step instructions:

1. "Click on the slide thumbnail on the left for the slide you want to change."
2. "Right-click on the slide thumbnail (or Control+click on a Mac)."
3. "A menu will pop up. Click on 'Change background.'"

[PAUSE]

4. "A panel will open on the right. You can choose a color by clicking on the color box, or you can even upload your own background image!"
5. "Pick a color or image, and click 'Done.'"

[PAUSE]

"Now only THAT slide has a different background—cool, right?"

Teacher Tip: This is an advanced feature. If students are struggling with the main theme lesson, you can save this for another day or for fast finishers!

Checking for Understanding (*2 minutes*)

"Let's check our skills! Thumbs up or sideways:"

- "Can you open the Themes panel?" [PAUSE]
- "Can you apply a theme to your whole presentation?" [PAUSE]
- "Do you know how to change the background of just one slide?" [PAUSE]

"Awesome! You're all experts now!"

Closing and Saving (*2 minutes*)

"Look through all four of your slides. Your presentation is almost done!"

[PAUSE]

"Tomorrow is our last day—we'll finish our final slide and then you'll get to present your slideshow to a partner. Get excited!"

DAY 5: Finalizing and Presenting

Learning Goal: Students will complete their final slide and present their slideshow to a partner.

Welcome and Review of All Skills (*3 minutes*)

"Welcome to Day 5—our last day! Give yourselves a round of applause for everything you've learned this week!"

[PAUSE for applause]

"Let's do a quick review of all the amazing skills you've learned:"

- Day 1: Changing fonts, sizes, and colors
- Day 2: Adding slides and inserting pictures
- Day 3: Searching for images and resizing with corner handles
- Day 4: Applying themes and changing backgrounds

"Today, you're going to finish your presentation by creating one last slide, and then you'll present it to a partner. You're going to do great!"

Opening Your Presentation & Adding the Final Slide (*3 minutes*)

"Let's open our presentation one last time and add our fifth and final slide!"

Step-by-step instructions:

1. "Open your presentation."
2. "Click the 'New Slide' button to add slide number 5."

[PAUSE]

Creating Your Final Slide (*12 minutes*)

"This slide is YOUR choice! You can make it about anything you want. Here are some ideas:"

- "My favorite hobby"
- "What I want to be when I grow up"
- "My best friend"

- "A place I want to visit"
- "Something that makes me happy"

"You can use ANY of the skills we've learned this week! Change fonts, add pictures, make it colorful—make it YOU!"

Step-by-step instructions:

1. "Add a title to your slide."
2. "Write 2-3 sentences in the text box."
3. "Add at least one picture (from your computer, Drive, or search the web)."
4. "Resize your picture using corner handles."
5. "Make it look awesome!"

[PAUSE—give students 10-12 minutes to work independently]

[CIRCULATE and offer encouragement: "I love that picture choice!" "Your colors look great!" "Tell me about what you're creating!"]

Teacher Tip: For students who finish early, encourage them to:

- Go back and improve earlier slides
- Add more pictures
- Experiment with different fonts or themes
- Add decorative shapes (Insert → Shape)

Entering Presentation Mode (*5 minutes*)

"Your presentations are complete! Now let's learn how to present them. When you present, your slides will fill the whole screen—no toolbars, no menus, just your beautiful work!"

Step-by-step instructions:

1. "Look at the top-right corner of your screen. Do you see a button that says 'Slideshow' or looks like a little screen? Click on it."

OR

"You can also click 'View' in the menu bar, then click 'Present.'"

[PAUSE]

2. "Your presentation will fill the whole screen, starting with slide 1!"
3. "To move to the next slide, click the mouse, press the spacebar, or press the right arrow key."
4. "To go back to the previous slide, press the left arrow key."
5. "To exit presentation mode, press the Escape key (Esc) in the top-left corner of your keyboard."

[PAUSE]

"Let's all practice together. Start your slideshow, click through all 5 slides, and then press Escape to exit."

[PAUSE—give students 2-3 minutes to practice]

"Great! Now you're ready to present!"

Partner Presentation Guidelines (*2 minutes*)

"Now comes the exciting part—you're going to present your slideshow to a partner!"

"Here are the expectations:"

1. "You'll work with a partner—I'll assign partners in a moment."
2. "One person will present first while the other listens respectfully."
3. "When you present, show each slide and tell your partner about it. You can read what you wrote or just talk about it!"
4. "Each presentation should take about 2-3 minutes."
5. "When your partner finishes, you'll give them a compliment—tell them one thing you liked about their presentation!"
6. "Then you'll switch, and the other person presents."

"Remember: Be a kind, respectful audience! Listen, smile, and be supportive!"

Assigning Partners & Presenting (*15 minutes*)

"I'm going to assign partners now. When I call your names, find a spot in the room where you can sit together and see one screen clearly."

[Assign partners]

[PAUSE]

"Decide who will present first. Partner A will present, then Partner B. You have about 15 minutes total—that's about 7 minutes per person including feedback. Ready? Begin!"

[PAUSE—circulate, listen in, and offer encouragement]

Teacher Tip:

- If you have an odd number of students, create one group of three.
 - Encourage positive feedback: "What did you like about your partner's presentation?"
 - Listen for students explaining their slides—this shows comprehension and communication skills!
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Celebration and Reflection (*5 minutes*)

[After presentations are complete]

"Wow! You all did such an incredible job! Let's give everyone a big round of applause!"

[PAUSE for applause]

"Let's reflect on what we learned this week. Turn to a partner near you and share:"

- **"What was your favorite thing you learned?"**
- **"What was the trickiest part?"**
- **"What do you want to create with Google Slides next?"**

[PAUSE—give students 2-3 minutes to discuss]

"Who wants to share with the whole class?"

[PAUSE—invite 3-4 students to share]

"You should all be so proud! You learned how to use a real tool that adults use for work and school. You can now create presentations for any subject—science projects, book reports, anything!"

Final Saving and Closing (*2 minutes*)

"Let's make sure everything is saved one last time."

Step-by-step instructions:

1. **"Make sure your presentation has a good title at the top. Click on 'Untitled presentation' or your current title if you want to change it."**
2. **"Google Slides has been saving your work automatically all week, but let's double-check. Look for the words 'All changes saved in Drive' at the top—that means you're all set!"**

[PAUSE]

"You can find your presentation anytime by going to slides.google.com—it will be right there waiting for you!"

Closing Remarks (*1 minute*)

"Thank you for being such amazing learners this week! You are now officially Google Slides experts! I can't wait to see what you create next!"

"Give yourselves one more round of applause—you earned it!"

[PAUSE for applause and celebration]

Extension Ideas for Future Lessons

If students finish early throughout the week or you want to extend this unit, consider these bonus activities:

- **Add animations:** Teach students how to make text and images appear with animations (Insert → Animation)
 - **Add transitions:** Show students how to add transitions between slides (Slide → Transition)
 - **Collaborate:** Have students share their presentations with a classmate and work together
 - **Add shapes and drawings:** Explore the shapes and drawing tools (Insert → Shape or Insert → Drawing)
 - **Create a class presentation:** Work together to create one large class presentation where each student contributes a slide
 - **Record audio:** Show students how to add audio narration (if available on your devices)
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End of 5-Day Script