Key vocabulary	
file	how information is
	stored on a computer
folder	an area that holds
	one or more files
sharing files	allowing other
0 -	people to view or
	edit your files
presentation	final slideshow that
,	is ready to be
	viewed
Speaker notes	Key words and notes
,	when using a
	presentation

We are building our knowledge from Google Slides in Year 3

## Key knowledge Google Drive is used to store files and needs to be organised to help users find files easily. Google Slides can be used to make presentations/ Drive slideshows. Slides A slideshow is made for an audience so it is important to make it: - visually appealing Slideshow ▼ - easy to read communicate carefully-selected information Images, videos and links can be added to slides: Insert Format Slide Arrange Tools Add-ons Help All change Image Text box Q Search the web Audio Drive ₩ Video Photos O<sub>1</sub> Shape G⊃ By URL Table Camera □ Chart