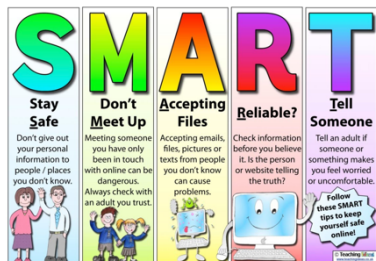


Key vocabulary

file	how information is stored on a computer
folder	an area that holds one or more files
sharing files	allowing other people to view or edit your files
presentation	final slideshow that is ready to be viewed

online safety



Key knowledge

Google Drive is used to store files and needs to be organised to help users find files easily.



Drive

Google Slides can be used to make presentations/ slideshows.



Slides

A slideshow is made for an audience so it is important to make it:

- visually appealing
- easy to read
- communicate carefully-selected information

▶ Slideshow ▼

Google slides can be **edited** by multiple people at the same time

Googles slides can be **shared** with other users

🔒 Share

You can undo a computer command by using the arrow or ctrl z

