 **Thing 11.Q2**

***To make a copy for yourself:***

* ***Google users need to be logged into their email account and go to File>Make a Copy.***
* ***Microsoft Users can use File>Download to download a Word Document.***

**Name:**

**Date:**

**Teacher name:**

**QUEST #2:** **Planning**

**As you go through the Quest, you will need to check off each step as you complete it. You will have the opportunity to learn about the following as well as be able to:**

* collaborate online to create a presentation
* understand the features and attributes of effective presentations

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| Check off | Description |
|  | Watched the introductory video for Q2 Basics |
|  | Read the Introduction, Key Vocabulary and I Can Statements |
|  | Took the Quizlet vocabulary matching game [Vocabulary Quizlet](https://quizlet.com/142762729/match) |
|  | Watched the What Not to Do in PowerPoint (applicable for Google Slides as well) and added some tips to our Planning Document. |
|  | Explored the [9 Presentation tips for students](https://www.lifewire.com/presentation-tips-for-students-2766920) and the Extra tips and added them to the Planning Document to remember later |
|  | Chose the path to Quests for either Google or Microsoft presentation applications |
|  | Checked this Quest off on my 21t4s roadmap |