Steps to create GAFE PowerPoint

Only one partner has to do the following steps.

1. Open your GAFE drive screen.
2. Click on the Create button and select ‘Presentation’
3. Choose a theme- quickly and click OK
4. Rename your document in the upper left corner
5. Share document with partner- remember to de-select email option

Together work your way through the following steps

1. Title your project and include your names on the first slide
2. Using your speech cards, decide what points need images, pictures or graphs and what main points you want on each screen to help you remember.
3. To include a picture, go to **insert** and click on image.
4. Click on where your images are located and **select** the one you want.