Week-10 Agenda:

1. Quick week-9 review – MS Excel & Google Sheets:
   1. Functions
   2. Formulas
   3. Printing
   4. Charts
2. Google Sheets:
   1. Cover same functions/features
   2. Upload MS Excel file as Google Sheets file
   3. Download Google Sheets file to PC
3. MS PowerPoint:
   1. Quick review of Templates, Ribbon, Backstage, Quick Access Toolbasr, and Status Bar
   2. Panes
   3. New slides & layout
   4. Changing slide layout
   5. Inserting pictures, shapes, SmartArt, Charts, Video, and Tables
   6. Themes & Variants
   7. Slide show options
   8. Transition
4. Demo with students:
   1. Create a short slide set with pictures, tables, etc.
   2. Do slideshow with transition
   3. Add Transition and do slide show
   4. Use OneDrive PowerPoint
   5. Upload MS PowerPoint file as Google Slides file
   6. Download Google Slides file to PC
5. Q&A

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1. Lab time:
   1. ??