Unit 3: Slides

Unit 3: Slides

Project 3.1
Customer Service Training

Project Description

Adrenaline Sports prides itself on providing excellent customer service. The owner, Max Driven, always encourages his employees to give their customers more than they expect. When new employees are hired, it's important for them to learn how to provide the excellent customer service that the store is known for. To help new employees provide excellent customer service, Mr. Driven would like a new customer service presentation created so that he can use it during New Employee Orientation.

Your Job

As the Google Slides Specialist, you will create a **customer service training presentation** that includes ways to improve customer service at Adrenaline Sports, such as tips, helpful phrases to say to customers, and how to properly greet customers when they call the store.

> **Skills:** Choose a theme • Insert and resize an image • Create a bulleted list • Create a numbered list • Change line spacing • Present a slideshow • Print preview a presentation • Share a presentation

Instructions

Important Note: Throughout this project, the theme, background colors, images, and fonts will be for you to decide. However, you should refer to the slide layouts provided for visual guidance.

1. Open the Adrenaline Sports folder and create a new Google Slides presentation.

2. Unless otherwise instructed, rename the presentation Project 3.1 Customer Service Training.
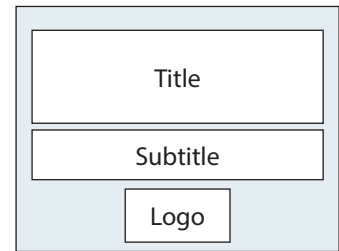
3. On **slide 1**, include the following:

   a. In the title box, key the following text:

   > Adrenaline Sports Customer Service Training

   b. In the subtitle box, key the following text:

   > For New Employees

   c. Insert the Adrenaline Sports logo from the Logos folder. Resize the logo so that it is in proportion with the other elements on this slide.

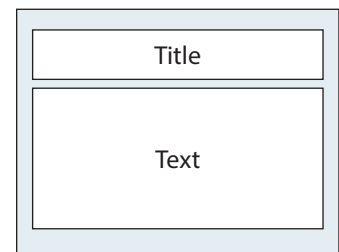   Title

   Subtitle

   Logo

   Slide Layout

4. On **slide 2**, include the following:

   a. In the title box, key the following text:

   > What is Customer Service?

   b. In the text box, key the following text:

   > Customer service is providing a quality product or service that meets the needs/wants of the customer and keeps them coming back. Customer service includes providing quick and friendly service, building strong relationships with customers, and resolving complaints efficiently.
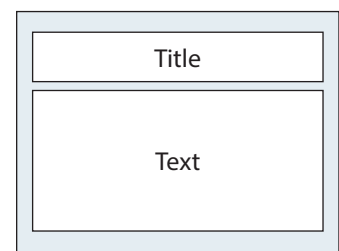
   Title

   Text

   Slide Layout

5. On **slide 3**, include the following:

   a. In the title box, key the following text:

   > Customer Service Tips

   b. In the text box, key the following text as a bulleted list:

   > - Smile when greeting a customer.
   >
   > - Ask how you may be of service.
   >
   > - Stay visible and available, but don't hover.
   >
   > - Encourage customers to come again.
   >
   > - Always give customers more than they expect.

   Title

   Text

   Slide Layout

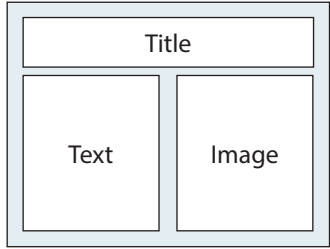**6.** On **slide 4**, include the following:

a. In the title box, key the following text:

Customer Service Phrases

b. In the text box, key the following text as a numbered list:

1) Good morning/Good afternoon.

2) I'd be glad to help.

3) How can I help you today?

4) Let me find out for you.

5) Thank you.

6) You're welcome.

7) Please stop in again.

Title	
Text	Image

Slide Layout

c. Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on this slide.

7. On **slide 5**, include the following:

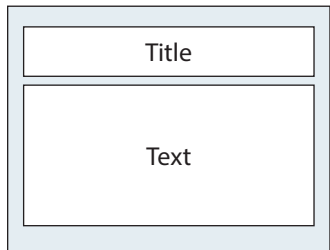**a.** In the title box, key the following text:

Telephone Greeting

b. In the text box, key the following text as a bulleted list.

- Begin by using a greeting such as "Good Morning!"

- Clearly state the store's name.

- Let the caller know your name.

- Example: "Good Morning! Adrenaline Sports, this is Max."

Title
Text

Slide Layout

c. Change the line spacing in the text box to double.

8. On **slide 6**, include the following:

   a. In the title box, key the following text:

   > Customer Service Quotes

   b. In the text box, key the following text as italics.

   > "Good service is good business."
   >
   > "Customer service is training your people to give service in outstanding fashion."
   >
   > "Do what you do so well that customers want to see it again and bring their friends."
   >
   > "Customers are an investment. Maximize your return."

Title
Text
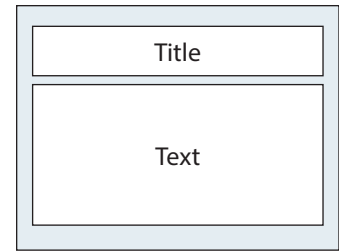
   Slide Layout

9. Format the slide background and the size, style, and placement of the text and elements (if applicable), so that each slide projects a professional appearance.

10. Carefully proofread your work for accuracy and format.

11. Print preview the presentation.

12. Present the presentation as a slideshow.

13. Print a copy of the presentation as a handout with 6 slides per page if required by your instructor.

14. Share the presentation with your instructor and assign the "Can comment" permission.

Project 3.2
Classroom Device Guide

Project Description

A question that is frequently asked on the **B4 U Click** website is, "Which device should I buy for my son/daughter to use in their classroom?" To help answer this question, B4 U Click has decided to provide a device guide presentation on its website for parents to review.

Your Job

As the Google Slides Specialist, you will create a **classroom device guide presentation** that informs parents about some of the common classroom devices available. B4 U Click has provided you with the content of the presentation, but it will be up to you to add images and a Price Comparison table to make the presentation helpful to parents.

Skills: Insert and resize an image • Insert a table • Apply transitions • Present a slideshow

Instructions

Important Note: Throughout this project, the theme, background colors, images, and fonts will be for you to decide. However, you should refer to the slide layouts provided for visual guidance.

1. Open the B4 U Click folder and create a new Google Slides presentation.

2. Unless otherwise instructed, rename the presentation Project 3.2 Classroom Device Guide.

3. On **slide 1**, include the following:

    a. In the title box, key the following text:

        Classroom Device Guide For Parents

Title
Subtitle
Logo
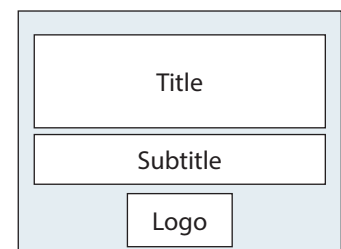
Slide Layout

b. In the subtitle box, key the following text:

Created by B4 U Click

c. Insert the B4 U Click logo from the Logos folder. Resize the logo so that it is in proportion with the other elements on this slide.

4. On **slide 2**, include the following:

a. In the title box, key the following text:

Smartphones

b. In the text box, key the following text:

Smartphones are mobile devices that can conveniently fit in pockets so students can transport them easily. Apps offer a variety of tools to help students with homework, productivity, schedules, and communicating with teachers. Depending on usage, smartphone batteries last 4 to 8 hours.

Title
Text

Image	Table

Slide Layout

c. Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on this slide.

d. Insert a table with the following data:

Device	Average Price
Apple iPhone 6S Plus	$749.00
Samsung Galaxy S6 Edge +	$768.00
Google Nexus 6P	$499.00

e. In row 1 of the table, format the text as bold.

5. On **slide 3**, include the following:

a. In the title box, key the following text:

Tablets

Title
Text

Image	Table
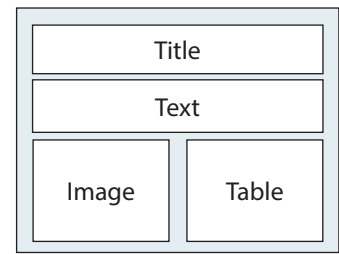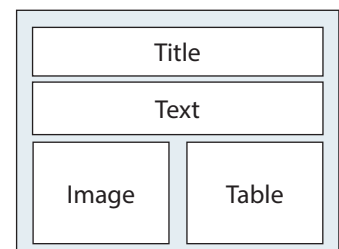
Slide Layout

b. In the text box, key the following text:

> Tablets are considered to be bigger and more powerful smartphones. Tablets offer the same tools and features as a smartphone but have a larger touch screen that makes the device user-friendly in the classroom. They are lightweight and fit securely into backpacks. Tablet battery life can range between 8 to 13 hours.

c. Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on this slide.

d. Insert a table with the following data:

Device	Average Price
Apple iPad Air 2	$599.00
Google Nexus 9	$449.00
Amazon Kindle Fire HD	$249.99

**e.** In row 1 of the table, format the text as bold.

6. On **slide 4**, include the following:

a. In the title box, key the following text:

> Laptops

b. In the text box, key the following text:

> Laptops are considered the powerhouse of mobile computers. They have the same features as a personal desktop computer but can fit into a backpack. Automatic wi-fi connections make these devices easy to set up in a classroom. Laptops have batteries that can last between 9 and 20 hours, depending on usage.
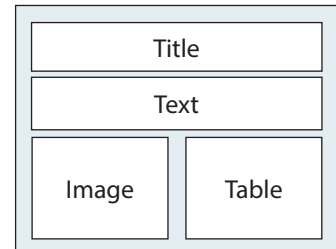
c. Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on this slide.

Slide Layout

- Title
- Text
- Image
- Table

d. Insert a table with the following data:

Device	Average Price
Apple MacBook Air	$999.00
HP Pavilion 15	$549.99
Dell XPS 13	$749.99

e. In row 1 of the table, format the text as bold.

7. Format the slide background and the size, style, and placement of the text and elements (if applicable), so that each slide projects a professional appearance.

8. Apply an identical transition to all slides in the presentation.

9. Carefully proofread your work for accuracy and format.

10. Present the presentation as a slideshow.

11. Share or print your presentation if required by your instructor.

Project 3.3
Digital Menu Sign

Project Description

Healthy Hut will be adding new menu items to its selection of sandwiches, salads, and smoothies. Healthy Hut would like to play a continuous presentation in the store that features the five newest menu items. The presentation will be displayed on a digital monitor next to the menu board for customers to view.

Your Job

As the Google Slides Specialist, you will create a **digital menu sign presentation** that features each new menu item on individual slides. Each slide will contain the name of the menu item, a description, and an image. Additionally, you will use word art to display the price of each item. A title slide will also be included to inform customers that the items being featured are new.

Skills: Insert word art • Insert shapes • Insert and resize an image • Change fill and line color • Change line weight • Apply transitions • Add animation • Present a slideshow

Instructions

Important Note: Throughout this project, the theme, background colors, images, and fonts will be for you to decide. However, you should refer to the slide layouts provided for visual guidance.

1. Open the Healthy Hut folder and create a new Google Slides presentation.

2. Unless otherwise instructed, rename the presentation Project 3.3 Digital Menu Sign.

3. On **slide 1**, include the following:

   a. Insert a horizontal scroll shape and insert the title as word art, as shown in Figure 3.3 below.

   b. Add animation to the shape and the word art on the slide.

   Figure 3.3

4. On **slide 2**, include the following:
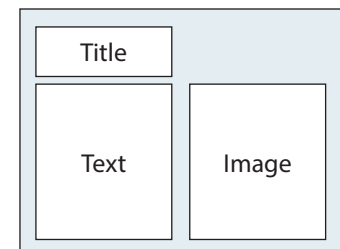
   a. In the title box, key the following text:

   > Turkey & Avocado Sandwich

   b. In the text box, key the following text:

   > This sandwich is loaded with all-natural roasted turkey, fresh veggies, and a layer of tasty avocado topped with olive oil and mayo on crispy ciabatta bread.

   Slide Layout

   c. Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on this slide.

   d. From the Shapes menu, insert a shape of your choice on the bottom right corner of the image.

   e. Change the fill color, line color, and line weight to visually enhance the slide.

   f. Using word art, key the following text and place it over the shape:

   > $6.75

5. On **slide 3**, include the following:

    a. In the title box, key the following text:

    > Mediterranean Veggie Sandwich

    b. In the text box, key the following text:

    > This delicious sandwich combines romaine lettuce, red pepper, cucumber slices, red onion, tomatoes, feta cheese, and sundried tomato hummus on whole wheat bread.

    c. Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on this slide.

    d. From the Shapes menu, insert a shape of your choice on the bottom right corner of the image.

    e. Change the fill color, line color, and line weight to visually enhance the slide.

    f. Using word art, key the following text and place it over the shape:

    > $6.25
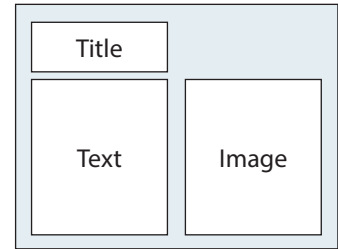
Slide Layout

6. On **slide 4**, include the following:

    a. In the title box, key the following text:

    > Chicken Cobb with Avocado Salad

    b. In the text box, key the following text:

    > This traditional Cobb salad gets a little more exciting with the addition of grilled chicken and avocado over a bed of chopped greens, tomato, crisp bacon, and hard-boiled egg.

    c. Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on this slide.

    d. From the Shapes menu, insert a shape of your choice on the bottom right corner of the image.

    e. Change the fill color, line color, and line weight to visually enhance the slide.

    f. Using word art, key the following text and place it over the shape:

    > $7.00
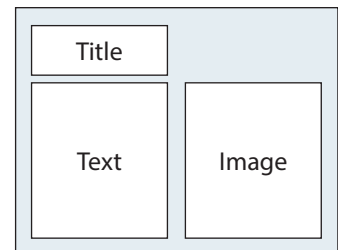
Slide Layout

7. On **slide 5**, include the following:

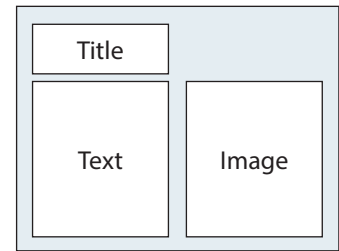   **a.** In the title box, key the following text:

   > Zesty Greek Salad

   b. In the text box, key the following text:

   > Zest is the best! Our zesty Greek vinaigrette makes this bed of romaine lettuce topped with red onion, olives, tomatoes, cucumbers, and cheese come to life!

   c. Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on this slide.

   d. From the Shapes menu, insert a shape of your choice on the bottom right corner of the image.

   e. Change the fill color, line color, and line weight to visually enhance the slide.

   f. Using word art, key the following text and place it over the shape:

   > $6.50

8. On **slide 6**, include the following:

   a. In the title box, key the following text:

   > Green Monster Smoothie

   b. In the text box, key the following text:

   > This incredibly delicious combination of green grapes, apple, banana, green tea, and baby spinach packs plenty of protein into one smoothie. It's a monster!

   c. Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on this slide.

   d. From the Shapes menu, insert a shape of your choice on the bottom right corner of the image.

   e. Change the fill color, line color, and line weight to visually enhance the slide.

   f. Using word art, key the following text and place it over the shape:

   > $5.50
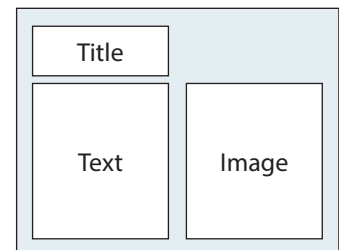
9. Format the slide background and the size, style, and placement of the text and elements (if applicable), so that each slide projects a professional appearance.

10. Apply an identical transition to all slides in the presentation.

11. Carefully proofread your work for accuracy and format.

12. Present the presentation as a slideshow.

13. Share or print your presentation if required by your instructor.

Project 3.4
Camping Tent Clearance Display

Project Description

Recently, **Adrenaline Sports** had a successful camping tent sale. It is now the end of the camping season and it's time to sell the remaining camping tents at deeply discounted clearance prices. As a way to inform customers of the Camping Tent Clearance Sale, Adrenaline Sports would like to display a presentation on their TV monitor that will give customers information about the sale on tents.

Your Job

As the Google Slides Specialist, you will create a **camping tent clearance display presentation** that displays each tent in the clearance sale on individual slides. Each slide will contain word art, an image, and text. Background color and background images will also be used to captivate customers' attention.

> **Skills:** Use color as background • Use an image as background • Insert word art • Insert and resize an image • Mask an image • Add an image border • Apply transitions • Present a slideshow

Instructions

Important Note: Throughout this project, the theme, background colors, images, and fonts will be for you to decide. However, you should refer to the slide layouts provided for visual guidance.

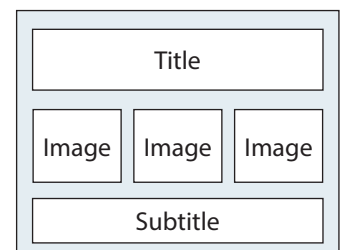1. Open the Adrenaline Sports folder and create a new Google Slides presentation.

2. Unless otherwise instructed, rename the presentation Project 3.4 Camping Tent Clearance Sale.

3. On **slide 1**, include the following:

   a. Change the background color of the slide.

   b. In the title box, key the following text:

   CAMPING TENT CLEARANCE SALE!

Title
Image	Image	Image
Subtitle

Slide Layout

c. In the subtitle box, key the following text:

Lowest Prices of the Season!

d. Insert three camping tent graphic images to enhance the text being presented on this slide. Resize the images so that they are in proportion with the other elements on this slide.

e. Mask each image using the Rounded Rectangle shape.

4. On **slide 2**, include the following:

a. Add a background image to the slide.

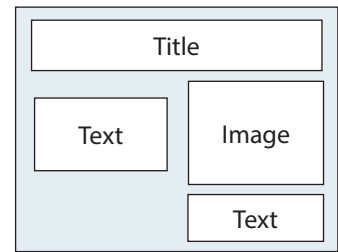**b.** In the title box, key the following text:

TENT SALE!

c. In the text box, key the following text:

$22.99

d. Insert a graphic image of a tent to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on this slide.

e. Add a border to the image.

f. Mask the image using the Rounded Rectangle shape.

g. In the text box below the image, key the following text:

Yellowstone 2 Person
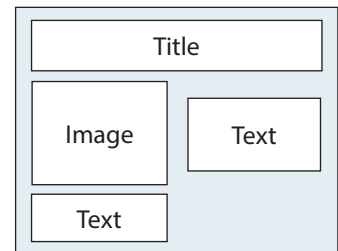
Slide Layout

5. On **slide 3**, include the following:

a. Add a background image to the slide.

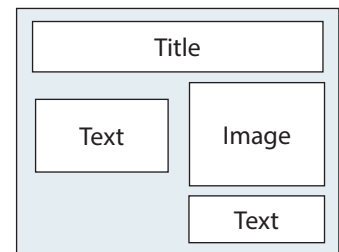**b.** In the title box, key the following text:

TENT SALE!

c. In the text box, key the following text:

$24.99

d. Insert a graphic image of a tent to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on this slide.

Slide Layout

    e. Add a border to the image.

    f. Mask the image using the Rounded Rectangle shape.

    g. In the text box below the image, key the following text:

        Glacier Park 2 Person

6. On **slide 4**, include the following:

    a. Add a background image to the slide.

    b. In the title box, key the following text:

        TENT SALE!

    c. In the text box, key the following text:

        $22.99

Title
Text / Image
Text

Slide Layout

    d. Insert a graphic image of a tent to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on this slide.

    e. Add a border to the image.

    f. Mask the image using the Rounded Rectangle shape.

    g. In the text box below the image, key the following text:

        Grand Canyon 4 Person

7. On **slide 5**, include the following:
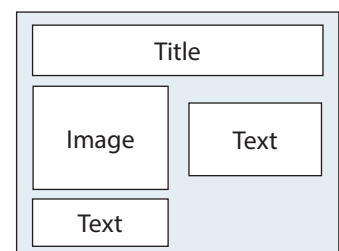
    a. Add a background image to the slide.

    b. In the title box, key the following text:

        TENT SALE!

    c. In the text box, key the following text:

        $39.99

Title
Image / Text
Text

Slide Layout

    d. Insert a graphic image of a tent to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on this slide.

    e.   Add a border to the image.

    f.   Mask the image using the Rounded Rectangle shape.

    g.   In the text box below the image, key the following text:

> Glacier Park 4 Person

8.   On **slide 6**, include the following:

    a.   Add a background image to the slide.

   **b.**   In the title box, key the following text:

> TENT SALE!

    c.   In the text box, key the following text:

> $49.99

Slide Layout

    d.   Insert a graphic image of a tent to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on this slide.

    e.   Add a border to the image.

    f.   Mask the image using the Rounded Rectangle shape.

    g.   In the text box below the image, key the following text:

> Crater Lake 8 Person
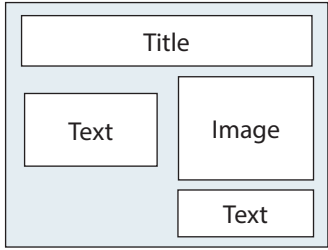
9.   Format the slide background, the size, style, and placement of the text and elements (if applicable), so that each slide projects a professional appearance.

10. Apply a different transition to each slide in the presentation.

11. Carefully proofread your work for accuracy and format.

12. Present the presentation as a slideshow.

13. Share or print your presentation if required by your instructor.

Project 3.5
Website Credibility Presentation

Project Description

B4 U Click would like to provide teachers with a presentation about evaluating a website's credibility while searching the Internet. This presentation will be shown to students, and will be available on the company's website.

Your Job

As the Google Slides Specialist, you will create a **website credibility presentation** that informs students how to identify credible websites. B4 U Click has requested that their business logo be used on every slide to help promote their company.

Skills: Insert and resize an image • Order objects on a slide • Use image options • Copy and paste an image
Duplicate a slide (optional) • Insert hyperlinks • Apply transitions • Present a slideshow

Instructions

Important Note: Throughout this project, the theme, background colors, images, and fonts will be for you to decide. However, you should refer to the slide layouts provided for visual guidance.

1. Open the B4 U Click folder and create a new Google Slides presentation.

2. Unless otherwise instructed, rename the presentation Project 3.5 Website Credibility Presentation.
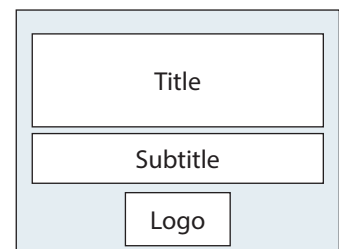
3. On **slide 1**, include the following:

    a. In the title box, key the following text:

    > How Do You Know a Website is Credible?

    b. In the subtitle box, key the following text:

    > Created by

    c. Insert the B4 U Click logo from the Logos folder. Resize the logo so that it is in proportion with the other elements on this slide.

Title
Subtitle
Logo

Slide Layout

4. On **slide 2**, include the following:

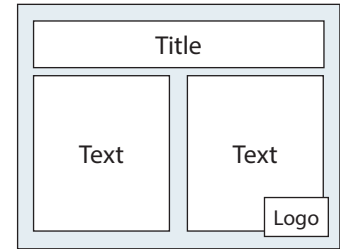**a.** In the title box, key the following text:

Author

b. In the left text box, key the following text:

Who is the author or publisher of the website?

c. In the right text box, key the following text:

You will want to look at the credentials of the blogger, company, or expert and determine if he or she has the qualifications to provide information on the subject you are researching.

d. Copy and paste the B4 U Click logo from slide 1, and position as shown.

e. Use Image Options to increase the transparency of the logo to 50%.

f. Arrange the image so it is behind the text on the slide.

Title

Text   Text

Logo

Slide Layout

5. On **slide 3**, include the following:

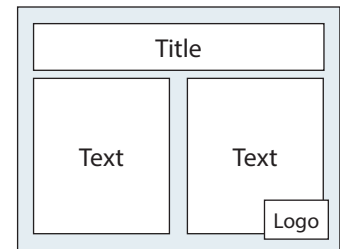**a.** In the title box, key the following text:

Date

b. In the left text box, key the following text:

When was the website published or updated?

c. In the right text box, key the following text:

Look for copyright information at the bottom of a website's home page. If the website has not been updated regularly, you may not be getting the most up-to-date information.

d. Copy and paste the B4 U Click logo from slide 2, and position as shown.

Note: *Image will maintain 50% transparency.*

e. Arrange the image so it is behind the text on the slide.

Title

Text   Text

Logo

Slide Layout

6. On **slide 4**, include the following:

    a. In the title box, key the following text:

        Purpose

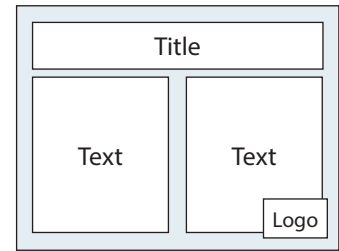   **b.** In the left text box, key the following text:

        What is the purpose of this website?

    c. In the right text box, key the following text:

        Analyze the goals of the website to determine if you are reading an informational site or an advertising site.

    d. Copy and paste the B4 U Click logo from slide 3, and position as shown.

    e. Arrange the image so it is behind the text on the slide.

Title
Text	Text
	Logo

Slide Layout

7. On **slide 5**, include the following:

    a. In the title box, key the following text:

        Contact

    b. In the left text box, key the following text:

        Is contact information available?

    c. In the right text box, key the following text:

        Most credible websites will list contact information such as a telephone number, an email address, or a mailing address so that users may get in touch if they have questions.

    d. Copy and paste the B4 U Click logo from slide 4, and position as shown.

    e. Arrange the image so it is behind the text on the slide.

Title
Text	Text
	Logo
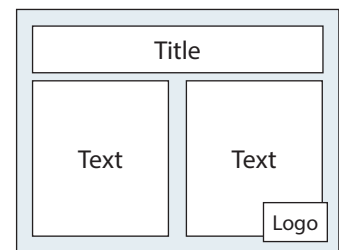
Slide Layout

8. On **slide 6**, include the following:

   a. In the title box, key the following text:

   > Fact vs. Opinion

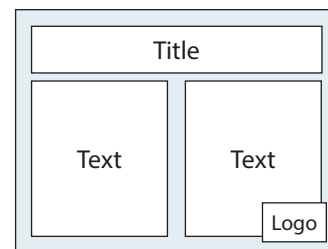   **b.** In the left text box, key the following text:

   > Is the author writing from experience, using experts and research to discuss ideas, or simply giving an opinion?

   c. In the right text box, key the following text:

   > If you're doing research for a school paper, you will want to stick with sites that present factual information offered by experts rather than opinions. Watch out for biases. If the author is biased, the information on the site might be one-sided.

   d. Copy and paste the B4 U Click logo from slide 5, and position as shown.

   e. Arrange the image so it is behind the text on the slide.

```
┌─────────────────────────────┐
│  ┌───────────────────────┐  │
│  │        Title          │  │
│  └───────────────────────┘  │
│  ┌────────┐  ┌──────────┐   │
│  │        │  │          │   │
│  │  Text  │  │   Text   │   │
│  │        │  │      ┌───┤   │
│  │        │  │      │Logo│  │
│  └────────┘  └──────┴───┘   │
└─────────────────────────────┘
```
Slide Layout

9. On **slide 7**, include the following:

   a. In the title box, key the following text:

   > URL

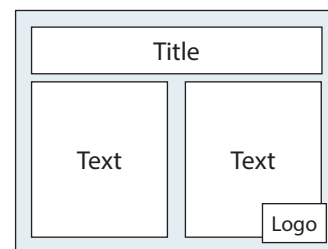   **b.** In the left text box, key the following text:

   > What does the URL look like?

   c. In the right text box, key the following text:

   > Different websites have different URLs. To help determine a site's credibility, you will want to determine if you are visiting a personal website or blog, a government website, or another type of website.

   d. Copy and paste the B4 U Click logo from slide 6, and position as shown.

   e. Arrange the image so it is behind the text on the slide.

```
┌─────────────────────────────┐
│  ┌───────────────────────┐  │
│  │        Title          │  │
│  └───────────────────────┘  │
│  ┌────────┐  ┌──────────┐   │
│  │        │  │          │   │
│  │  Text  │  │   Text   │   │
│  │        │  │      ┌───┤   │
│  │        │  │      │Logo│  │
│  └────────┘  └──────┴───┘   │
└─────────────────────────────┘
```
Slide Layout

10. On **slide 8**, include the following:

a. In the title box, key the following text:

> Common Credible URLs

b. In the left text box, key the following text:

> When you encounter a URL, look at the letters that appear after the "dot."
>
> Websites ending in .gov are government-related websites.
>
> Websites ending in .edu are educational institutions.
>
> Websites ending in .org are the websites of organizations.

c. In the right text box, key the following text:

> **Note:** *Insert each website address as an active hyperlink.*

> Examples of Credible URLs:
>
> www.whitehouse.gov
>
> www.usa.gov
>
> www.mit.edu
>
> www.ucla.edu
>
> www.redcross.org
>
> www.sierraclub.org

d. Copy and paste the B4 U Click logo from slide 7, and position as shown.

**e.** Arrange the image so it is behind the text on the slide.

11. Format the slide background and the size, style, and placement of the text and elements (if applicable), so that each slide projects a professional appearance.

12. Apply an identical transition to all slides in the presentation.

13. Carefully proofread your work for accuracy and format.

14. Present the presentation as a slideshow.

15. Share or print your presentation if required by your instructor.
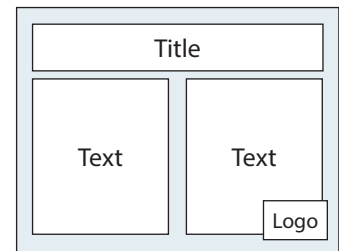
Slide Layout

Project 3.6
Food Preparation Safety Presentation

Project Description

As required by the state health department, **Healthy Hut** provides Food Preparation Safety Training on a regular basis. The owners, Morgan and Melinda Bamboo, would like to use a presentation at the next staff meeting to educate their staff on four major aspects of food preparation safety.

Your Job

As the Google Slides Specialist, you will work collaboratively with another Google Slides Specialist to create a **food preparation safety presentation** that informs the Healthy Hut employees of four important aspects of food preparation safety. You will include a slide for each of the aspects: clean, separate, cook, and chill. Additionally, the last two slides of the presentation will include food preparation videos that will be played during the presentation.

Skills: Collaborate using Google Slides • Insert a video • Use comments • Present a slideshow

Preparation

To complete this project, you must be assigned a partner with whom you will collaborate. Once partners have been assigned, determine who will take on the role of Student A and who will take on the role of Student B.

Instructions

Student A:

1. Open the Healthy Hut folder and create a new Google Slides presentation.

2. In collaboration with Student B, select a theme.

3. Unless otherwise instructed, rename the presentation Project 3.6 Food Preparation Safety Training.

4. In addition to the Title Slide, include four slides with the Section Title and Description layout.

5. Add two Title Only layout slides.

6. Share the presentation with Student B and assign the "Can Edit" permission.
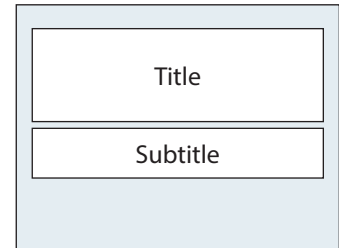
7. On **slide 1**, include the following:

    a. In the title box, key the following text:

        Food Preparation Safety Training

    b. In the subtitle box, key the following text:

        CLEAN. SEPARATE. COOK. CHILL.

Title

Subtitle

Slide Layout

8. On **slide 3**, include the following:

    a. In the title box, key the following text:

        SEPARATE

    b. In the subtitle box, key the following text:

        Don't cross-contaminate.

    c. In the text box, key the following text:

        Raw meat, poultry, seafood, and eggs are able to spread illness-causing bacteria, so it is important to keep them separate.

        It is vital that you use separate cutting boards and utensils when preparing these foods.

        Keeping these foods separated from other foods in the refrigerator is very important in order to avoid cross-contamination.
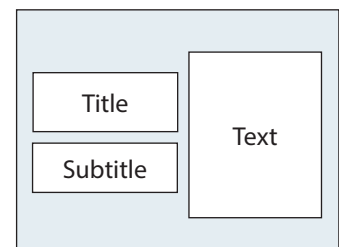
Title
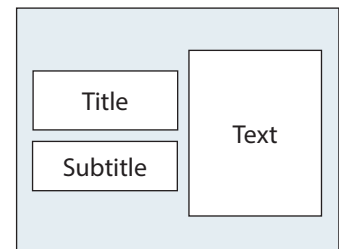
Subtitle

Text

Slide Layout

9. On **slide 5**, include the following:

    a. In the title box, key the following text:

        CHILL

    b. In the subtitle box, key the following text:

        Refrigerate promptly.

Title

Subtitle

Text

Slide Layout

c. In the text box, key the following text:

> It's important to chill food promptly because the cold temperature prevents the growth of bacteria.
>
> Refrigerator temperatures should be between 32 and 40 degrees Fahrenheit. Appliance thermometers are helpful tools that will let you know if the refrigerator is cold enough.

10. On **slide 7**, include the following:

a. In the title box, key the following text:

> Food Preparation and Safety Videos (Continued)

b. Insert one video related to cooking food to a safe temperature.

c. Insert one video related to chilling food safely.

Title
Video / Video
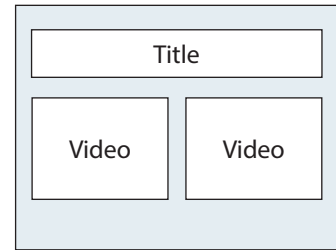
Slide Layout

Instructions for Student B:

1. Retrieve the Project 3.6 Food Preparation Safety Training presentation from your Shared with me drive and move it to your Healthy Hut folder.

2. Open the presentation.

3. On **slide 2**, include the following:

a. In the title box, key the following text:

> CLEAN

b. In the subtitle box, key the following text:

> Wash your hands and surfaces often.

c. In the text box, key the following text:

> Bacteria that cause illnesses can hide throughout the kitchen. They are often found on your hands, utensils, and cutting boards.
>
> Washing hands before, during, and after preparing food prevents the spread of illness-causing bacteria. Surfaces and utensils must be washed after every use.

Title / Subtitle / Text
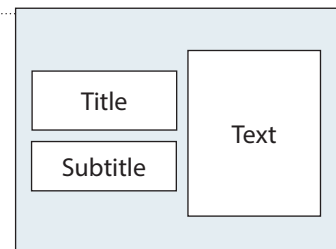
Slide Layout

4. On **slide 4**, include the following:

   a. In the title box, key the following text:

      COOK
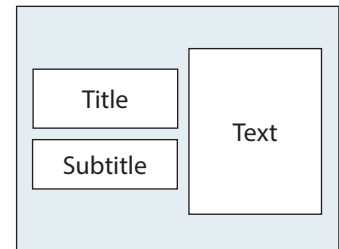
   b. In the subtitle box, key the following text:

      Cook to the right temperature.

   c. In the text box, key the following text:

      To kill harmful bacteria, foods need to be cooked to a high enough temperature. Use a food thermometer to determine if hot foods have reached a safe cooking temperature.

      Once foods have been cooked, it's essential that they maintain a cooking temperature of 140 degrees Fahrenheit or higher to ensure bacteria does not grow.
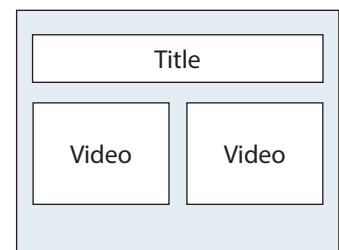
Slide Layout

5. On **slide 6**, include the following:

   a. In the title box, key the following text:

      Food Preparation and Safety Videos

   b. Insert one video related to cleaning hands and surfaces during food preparation.

   c. Insert one video related to keeping raw meats and eggs separate from other food.

Slide Layout

Students A and B

1. Carefully proofread your work for accuracy and format.

2. Use the Comment feature to inform Student A/Student B that you have completed your portion of the project.

3. Present the presentation as a slideshow.

4. Share or print your presentation if required by your instructor.

Google Docs
THE
SPECIALIST