List of Tasks Students Must Complete (Do as many as you can.)

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1. Open or create new Keynote file. If you create a new one, you must rename it so that it saves.
2. Add three new slides. The first slide make it a Title Slide. Add your name and a title for this project.
3. Change the slide layout to a "Title, Text and Image" slide for the other slides.
4. Change the background color to your slides.
5. Create a simple presentation about yourself with fun facts – NOTHING PERSONAL. Use Slides 2 and 3 for that purpose. Add images to slides 2 and 3 that go with your fun facts. Use the last slide for shapes to practice grouping or adding a table. **SEE STEPS 10-12**
6. Add transitions to your slides.
7. Add animations to your text boxes and images.
8. Format your text boxes.
    a. Format with Fill Color.
    b. Format with Line border color, style, and increased width.
    c. Add a text box effect like a Shadow.
9. Format your images.
    a. Format with Fill Color.
    b. Format with Line border color, style, and increased width.
    c. Add a text box effect like a Shadow.
10. Insert multiple shapes and see if you can group them. For example, make a happy face and then group it as one picture. **SEE STEP 5**
11. Insert a table. Modify it so that you have four rows and two columns. You can make it so that one column represents your favorite desserts and the other column represents your rating. **SEE STEP 5**
12. Insert images on your file. **SEE STEP 5**
13. Insert an Image Gallery with multiple photos.
14. Insert a chart/graph. Edit the data to represent the rating for your favorite desserts. You will need three rows and one column. Add a chart title that represents the graph.

Submitting Work to Schoology
1. You will tap on the Schoology app.
2. You will then tap on the black arrow next to the white search box that states "Piscataway Township School District." You will type your username and password (you know it).
3. You will then tap on the three white lines symbol in the top left corner. You will choose Courses. You will then select your course indicated by room number, digital literacy and the homeroom teacher's name.
4. You will select the assignment name "iPad/Keynote - 5/7/18." (Name changes based on the date.)
5. You will then tap on the tab labeled "Submissions."
6. You will select the blue plus sign icon in the top right corner. You will select "Submit from iOS Apps."
7. Then tap on "Browse" and choose your file from the Recents section. Then tap on "Submit." If an error message appears, just try the steps again.
8. You then log off by tapping on the three white lines in the top left corner and then the white arrow until the option to "Logout" appears. Tap on the Home button and close the case.