

## Using Powerpoint to Create Language Learning applications

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### Create a presentation using blank slides

1. On the **Standard** toolbar, click **New** .
2. If you want to keep the default title layout for the first slide, go to step 3. If you want a different layout for the first slide, in the **Slide Layout** task pane, click the layout you want.
3. On the slide or on the **Outline** tab, type the text you want.
4. To insert a new slide, on the toolbar, click **New Slide** , and click the layout you want.
5. Repeat steps 3 and 4 for each new slide, and add any other design elements or effects you want.
6. When you finish, on the **File** menu, click **Save**, type a name for your presentation, and then click **Save**.

### Insert a new slide

1. To insert a new blank slide, do either of the following:
  - On the **Formatting** toolbar, click **New Slide**
  - **Choose Title Only Slide.**
  - With the insertion point in the **Outline** or **Slides** tab, press Enter.
2. In the **Slide Layout** [task pane](#), click the layout you want.

### Using “action settings” for a picture or text.

1. Highlight the text or image you want use as a “link.”
2. Right click on the image or text.

3. Choose hyperlink to “Slide...” Note: Do NOT use next slide, previous slide, etc.
4. Select the correct slide

### **Getting images from the Web**

1. Choose your favorite search engine (e.g., Google) and choose “Images” or “Pictures.”
2. When you find an image you want, right click and choose “copy.”
3. Use Alt + Tab to go back to Powerpoint.
4. Choose the slide and paste.

### **Putting sounds in Powerpoint**

1. To record a sound in PowerPoint, follow these steps:
2. Make sure you have a built-in microphone on your computer, or plug a microphone into the mic jack. If the mic has a switch, make sure it's turned on.
3. Pull down the **Insert** menu, point to **Movies and Sounds**, and then click **Record Sound**.
4. Click the **Record** button on the control panel.
5. Speak into the microphone.
6. When you're done, click the **Stop** button.
7. Click the **Play** button to hear your sound.
8. When you are satisfied, click **OK**. A picture of a speaker will appear on your slide.

**Note:** The sound is stored within the PowerPoint presentation; a separate sound file is not created.

### **Insert an action button on a single slide**

1. Select the slide you want to place a button on.

2. On the **Slide Show** menu, point to **Action Buttons**, and then select the button you want — for example, **Home**, **Back** or **Previous**, **Forward** or **Next**, **Beginning**, **End**, or **Return**.
3. Click the slide.
4. Make sure that **Hyperlink to** is selected. Click **OK** to accept the proposed hyperlink in the **Hyperlink to** list, or click the arrow and select the link you want.

When you are finished with your presentation, go to Slide Show “Set Up Show and select “Browsed at a Kiosk-Full Screen.” In this model students won’t be able to navigate except via the links you’ve created.

To download PowerPoint Viewer 2003

Go to [www.microsoft.com](http://www.microsoft.com), then choose “Downloads” and search for PowerPoint Viewer 2003. Follow instructions.

Other resources:

<http://iit.bloomu.edu/vthc/pp.html>