

Using Powerpoint to Create Language Learning applications

Kip Téllez (ktellez@ucsc.edu)
University of California at Santa Cruz

Language Teacher Education Conference
Minneapolis, MN
June 2, 2005

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, then choose “Downloads” and search for PowerPoint Viewer 2003. Follow instructions.

Other resources:

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