

ESL/CBET STAFF DEVELOPMENT  
WORKSHOPS

"Using PowerPoint in ESL Instruction"

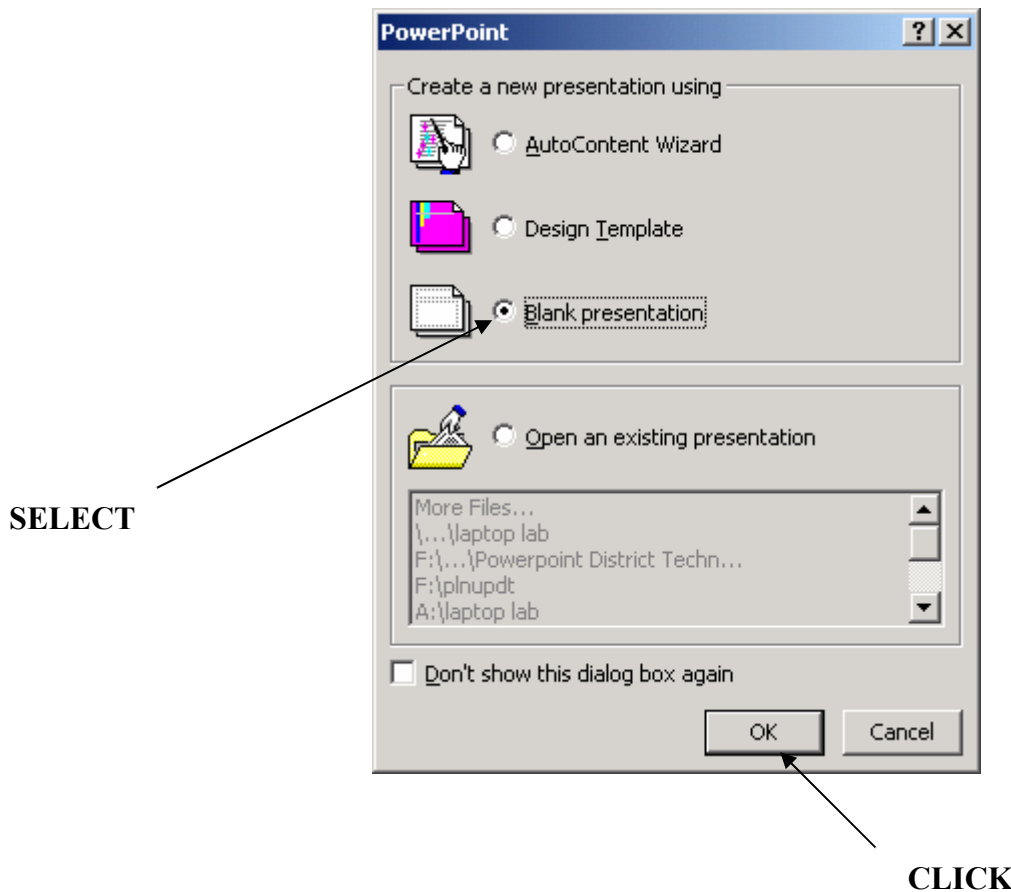
*By Barry Bakin and Eva Quezada  
June 2002*

# Using PowerPoint in ESL Grammar

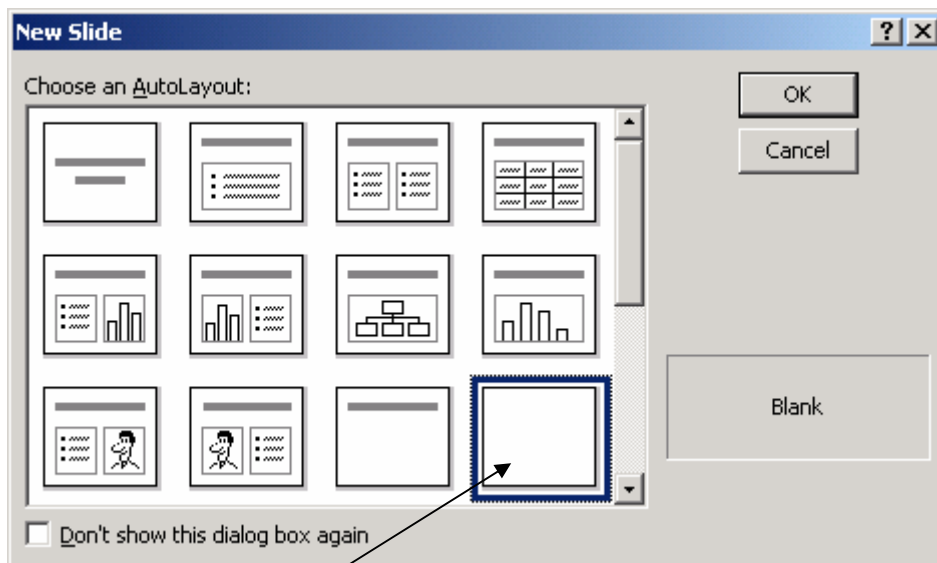


**1. Click the “Start” icon at the bottom left side of the screen.**

**2. Go up to programs with the pointer and click on the Microsoft PowerPoint icon.**

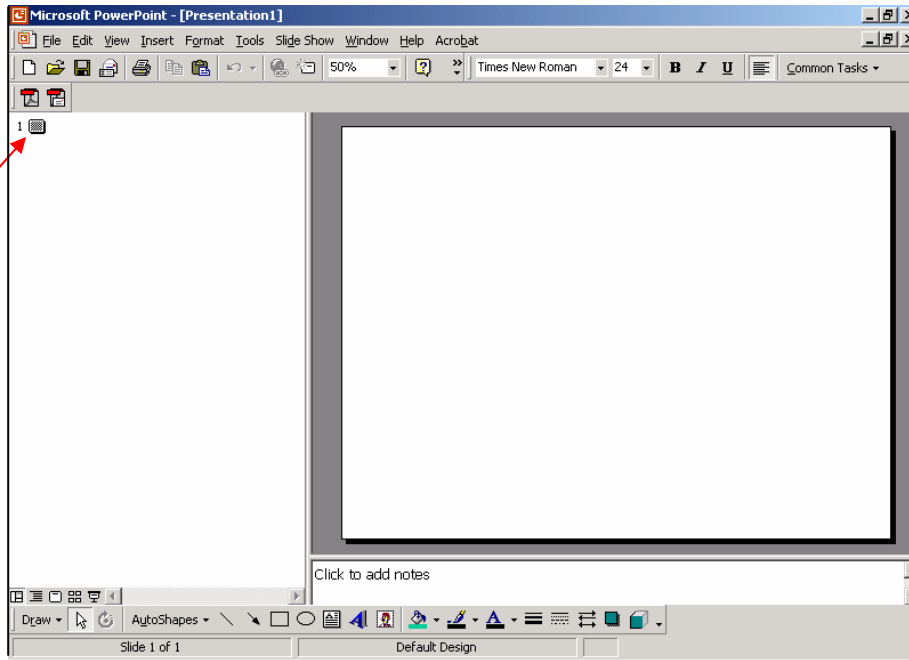


**3. Select “Blank presentation” on PowerPoint menu and click “OK.”**

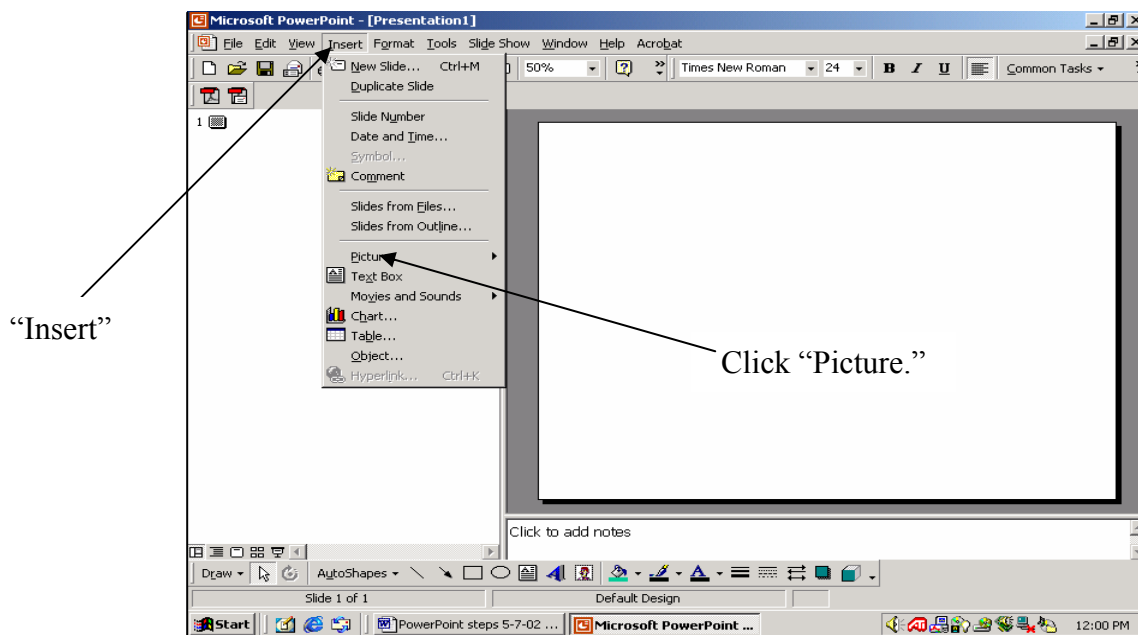


**4. Select “Blank Slide” on PowerPoint menu and click “OK.”**

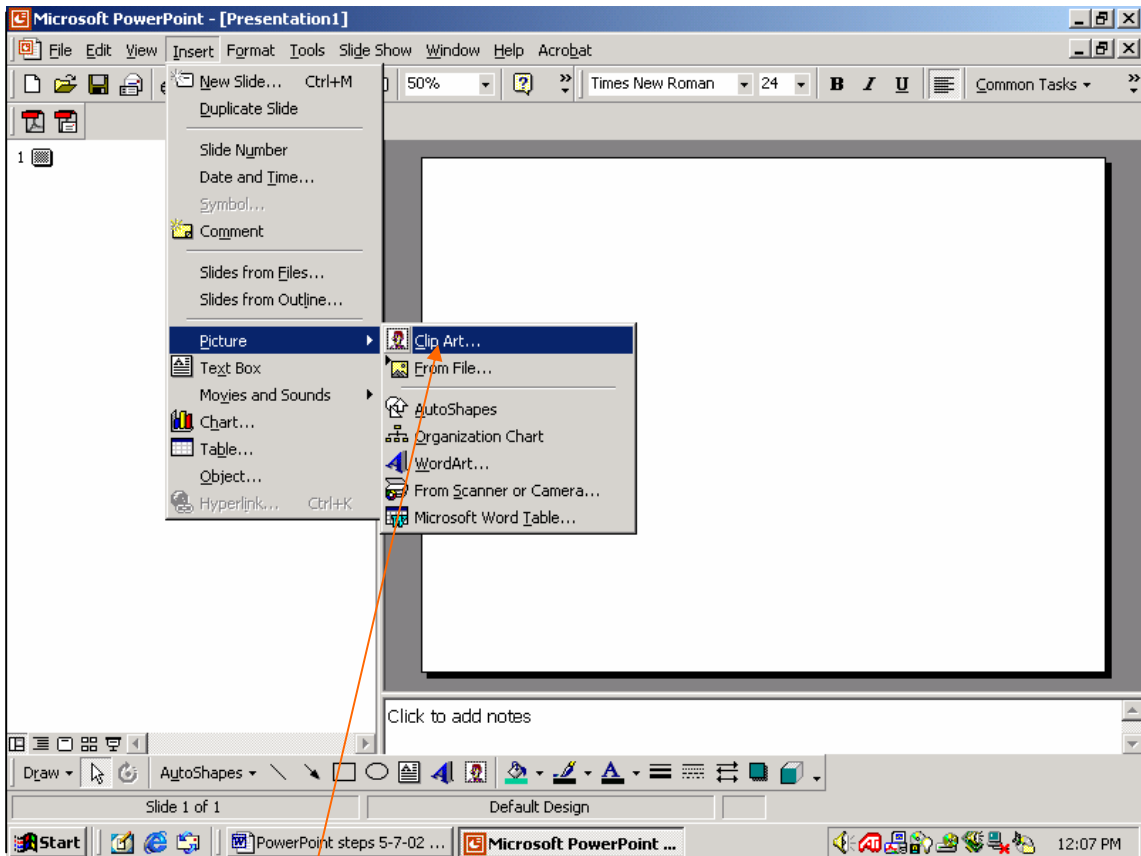
This side of the screen lists how many slides you have. This icon means you have one slide in your presentation so far.



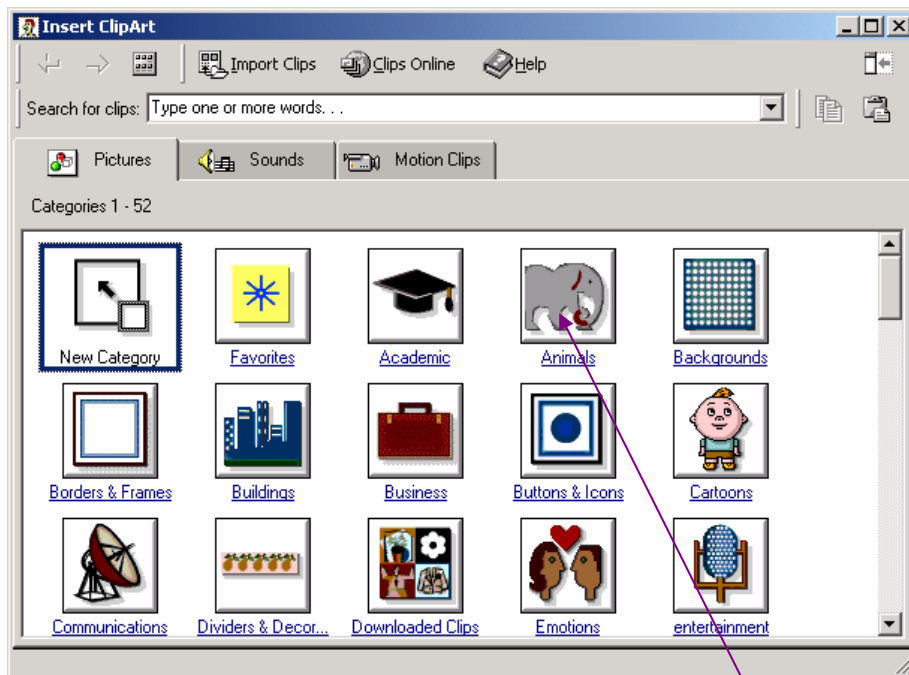
The white field on the right represents a single slide. On this side of the screen you will create a "Slide Show," "Paste" clip art or photos, and "Insert" text boxes.



5. In order to get clip art click on "Insert." Move pointer down to Picture and click it.



## 6. Click on “Clip Art.”

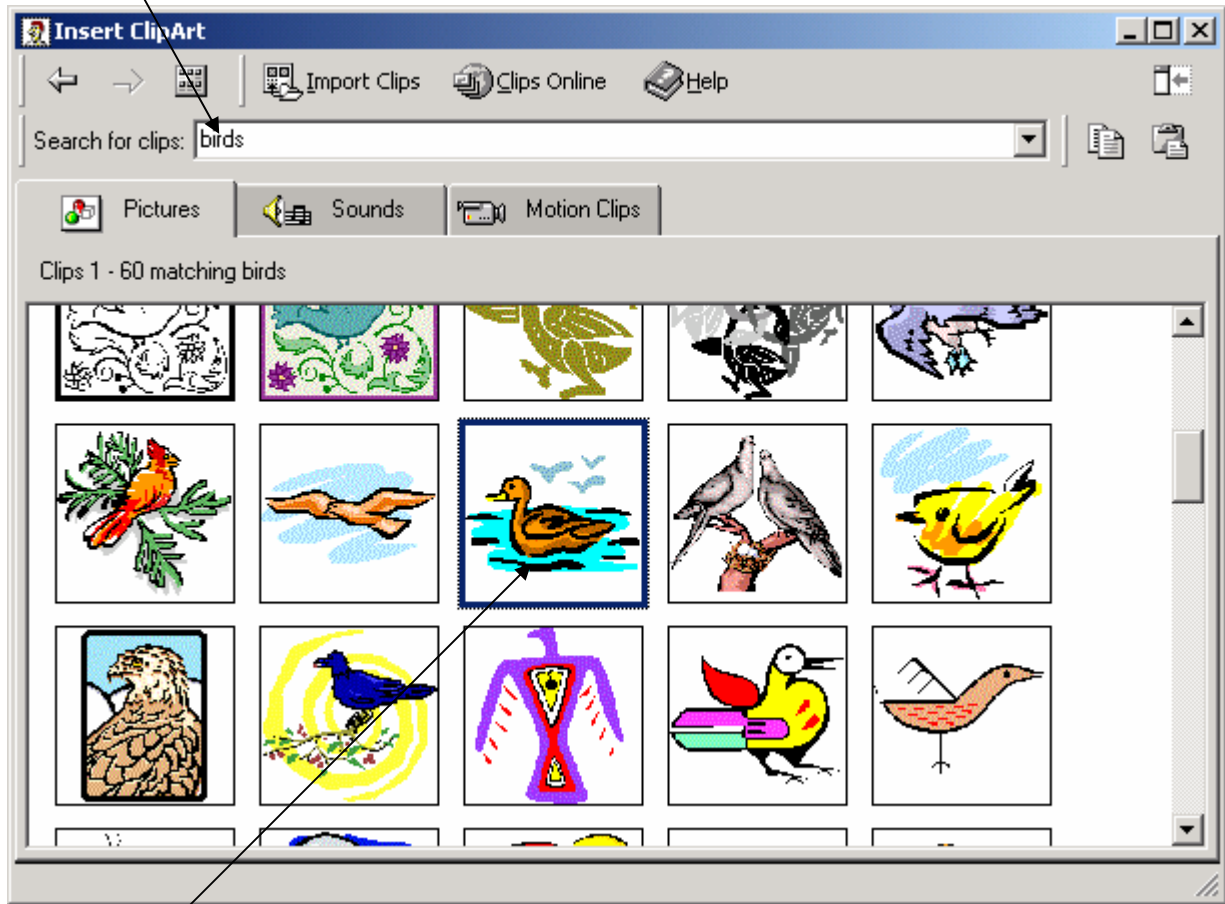


## 7. Choose category.

(e.g. Animals)

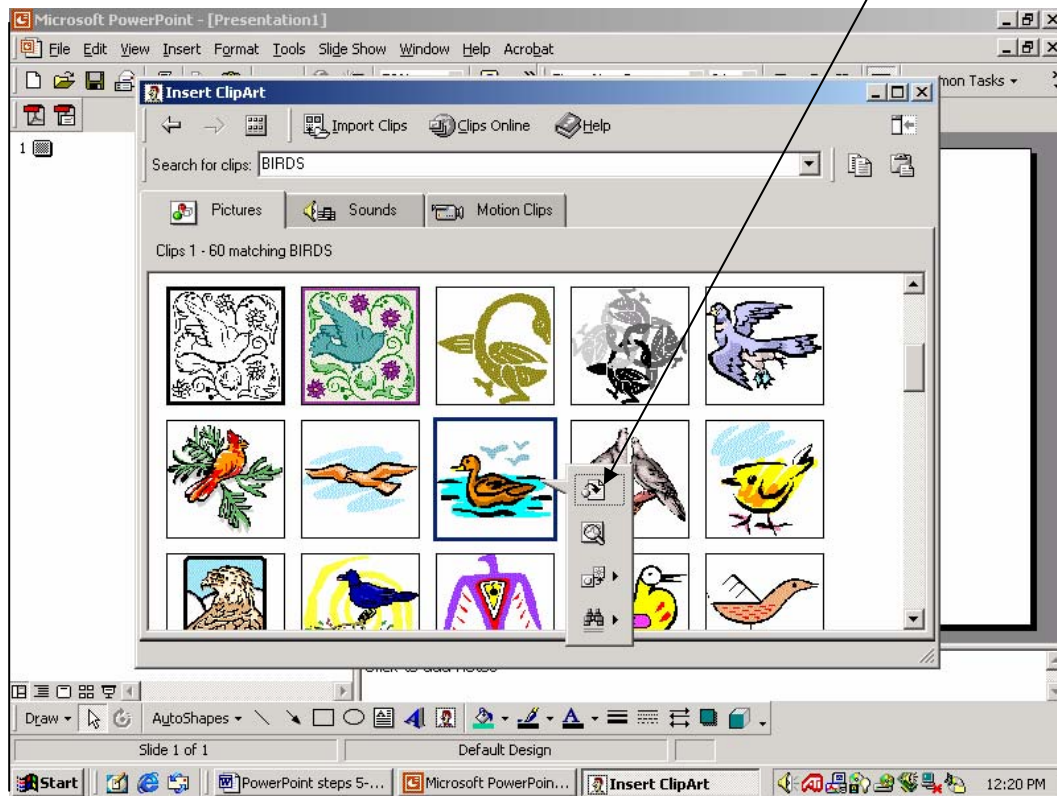
*(If you want a more specific category, you can type the category in the space above clip art and then press enter on your keyboard.)*

*Type here.*



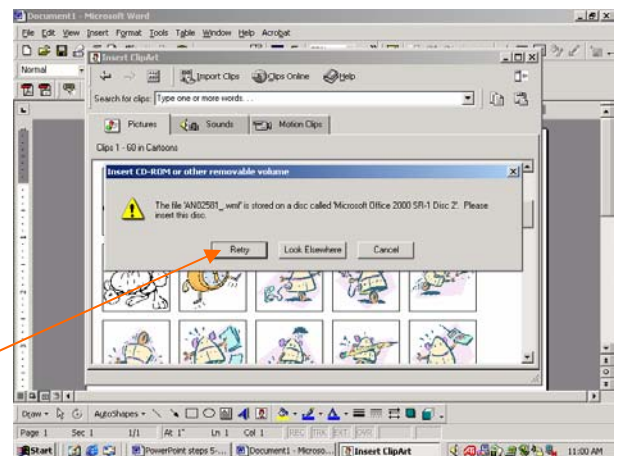
**8. Select picture and click on it.**

**9. After clicking on the picture, click on the first icon in a selection window that opens up.**

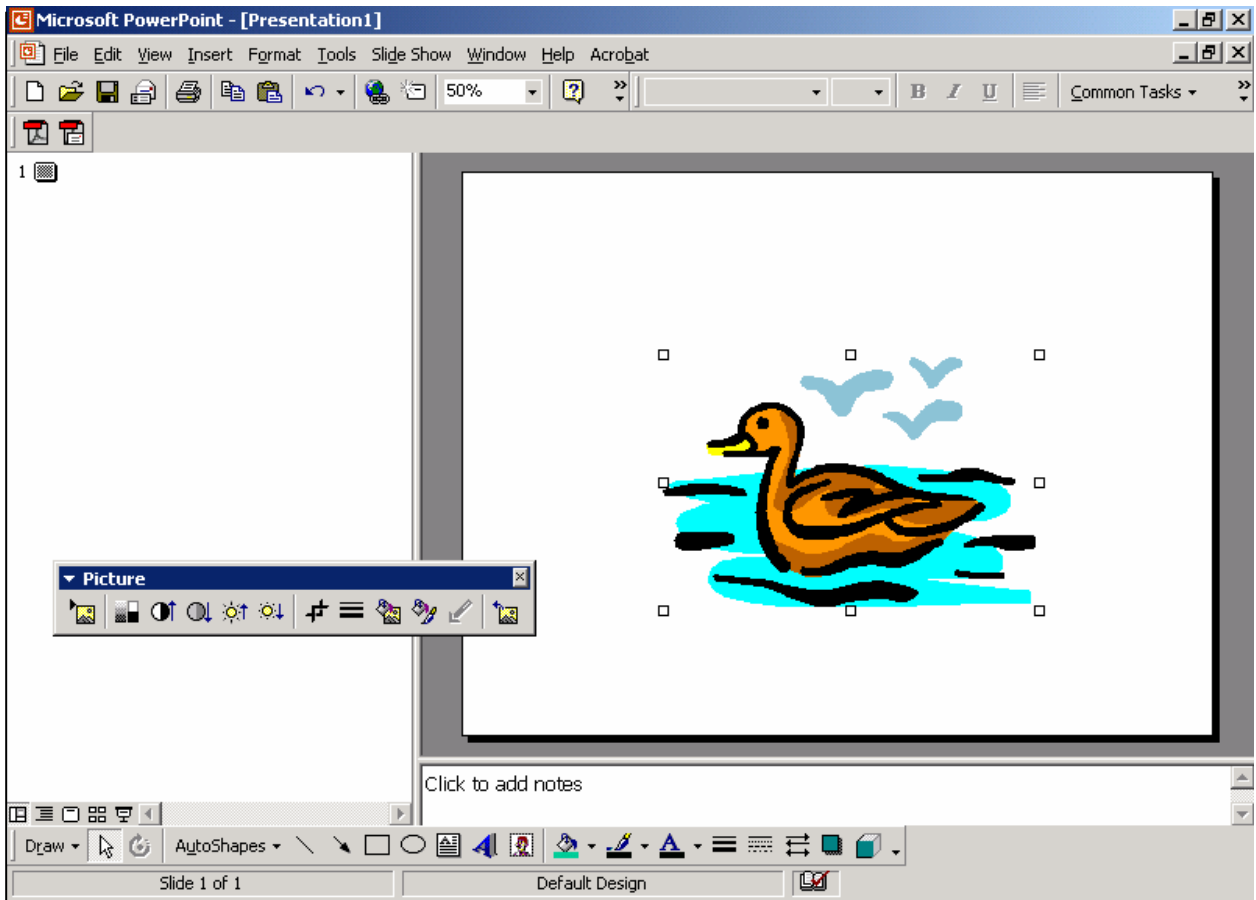


**The picture will automatically be inserted onto the screen of your PowerPoint presentation.**

(You might be asked to insert the CD-ROM disc containing the clip art files into your CD drive. If so, insert the disc. A tiny hourglass will appear; wait for it to disappear, and then, click on “Retry” to insert the picture.)

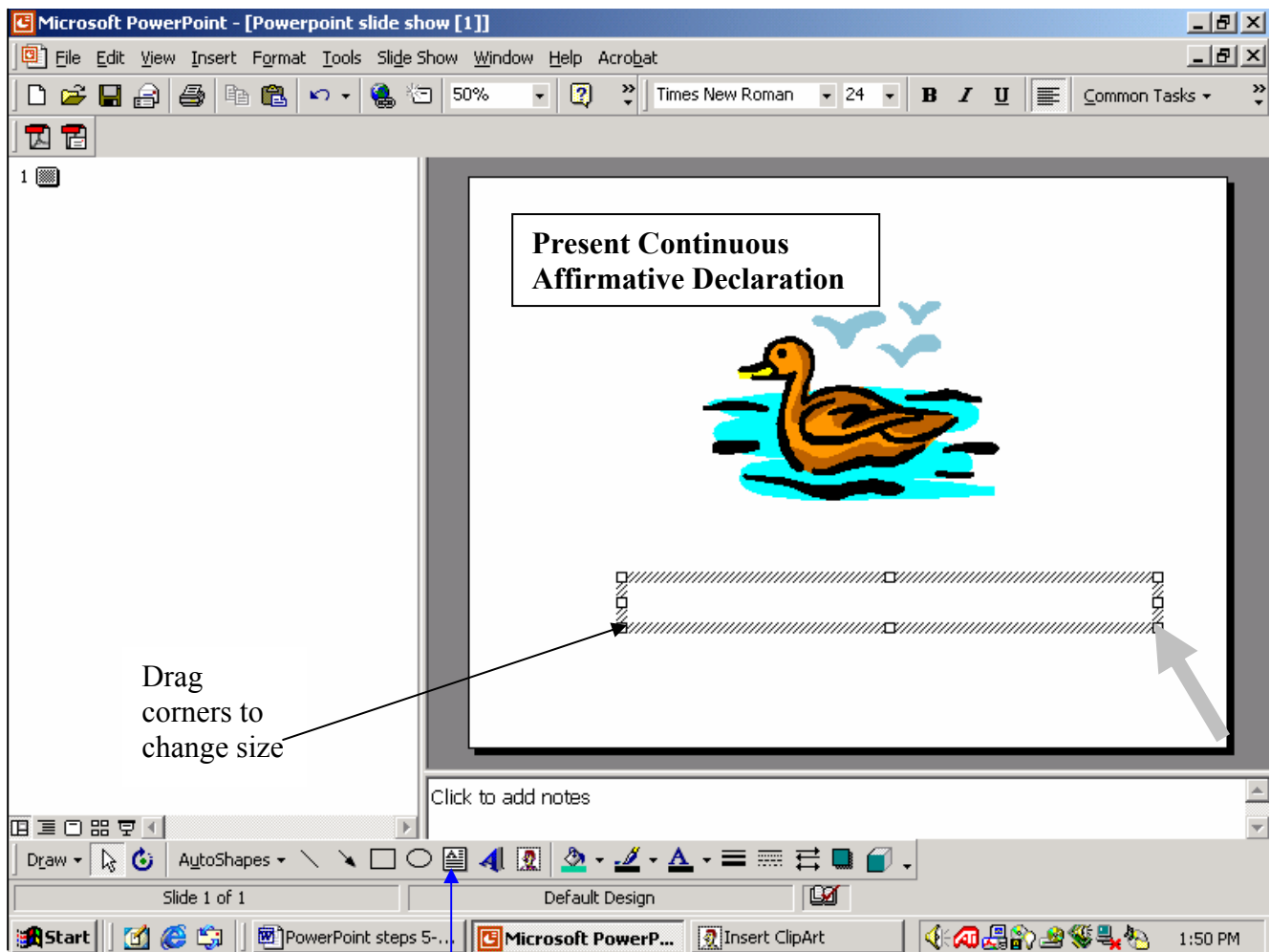


## PowerPoint Screen With Clip Art



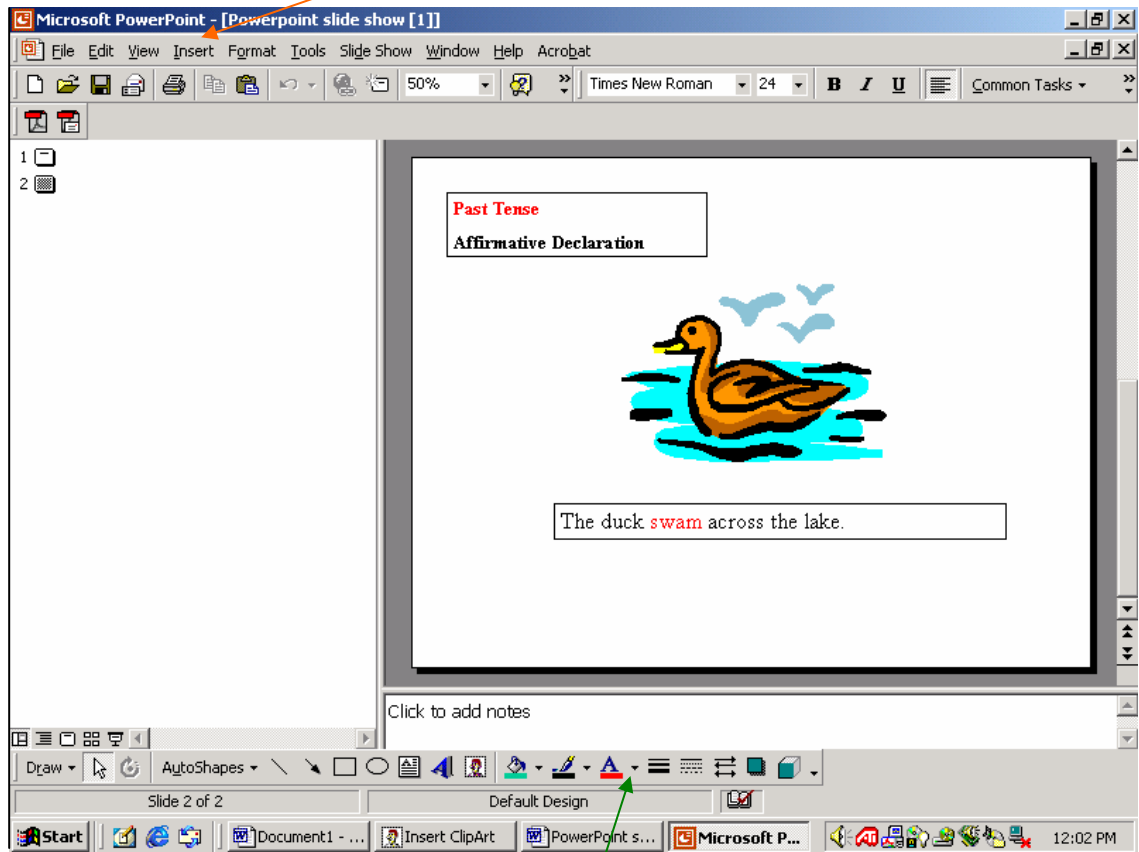
10. Center the picture by clicking on it and either dragging it with the mouse or using the “control” key simultaneously with the arrow keys on the keyboard to move it up or down, left or right. (You do not have to use the “control key” with the arrow keys to move the picture; doing so, however, helps to “fine tune” the move.)

# Creating “Text Boxes”



11. Create a text box above the picture and below it. To do this, click the “**Text Box**” icon and move the mouse pointer over the PowerPoint screen and click on screen and drag open a text box. Type in the top box the tense and kind of sentence you want students to learn. In the bottom box type a sentence in that tense.

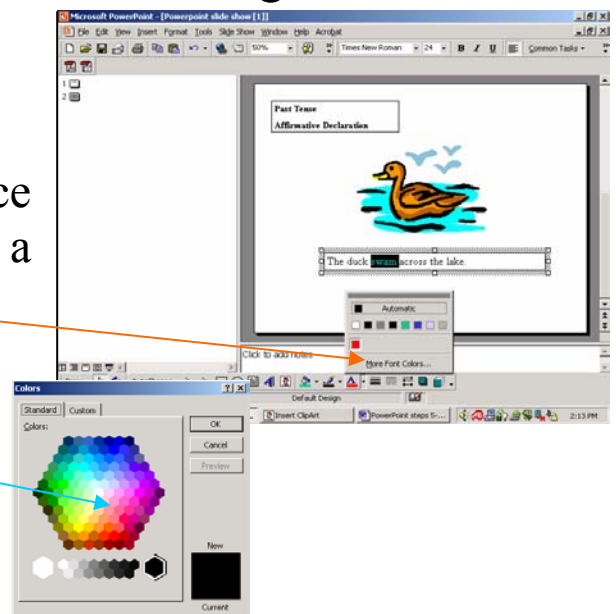
12. Next, copy the first slide by going up to “Insert” menu and click on “Duplicate Slide.” Then, click on text boxes to change the tense and the sentence.



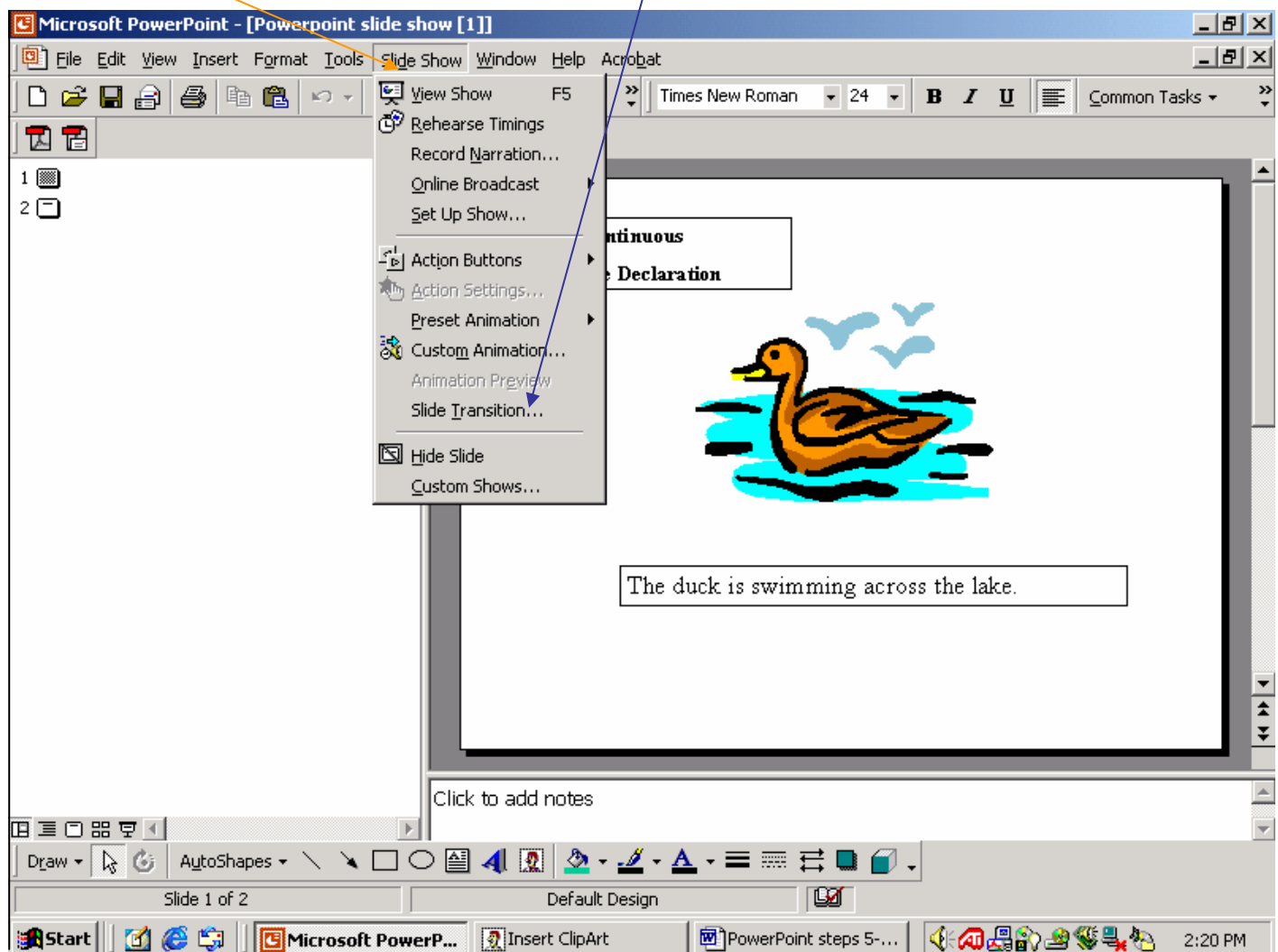
13. Change the color of the verb by “double-clicking” the verb first to highlight it, and then, clicking once on “Font Color” arrow.

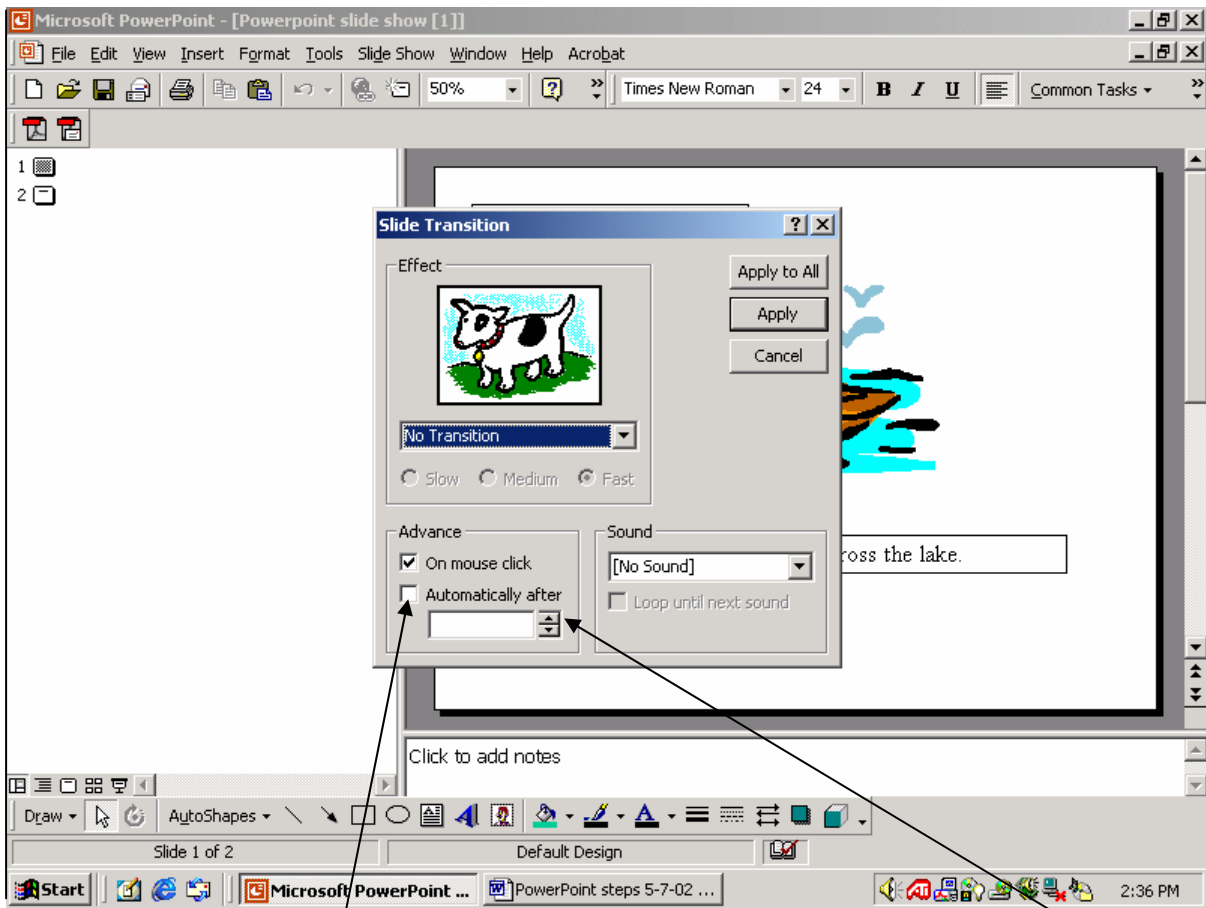
A small window will open up with a choice of colors. Click on the color you want. For a more color choices, click “More colors.”

In “More Colors,” click on a color you like; then, click “OK.” (Pick a bold, easy-to-read color.)



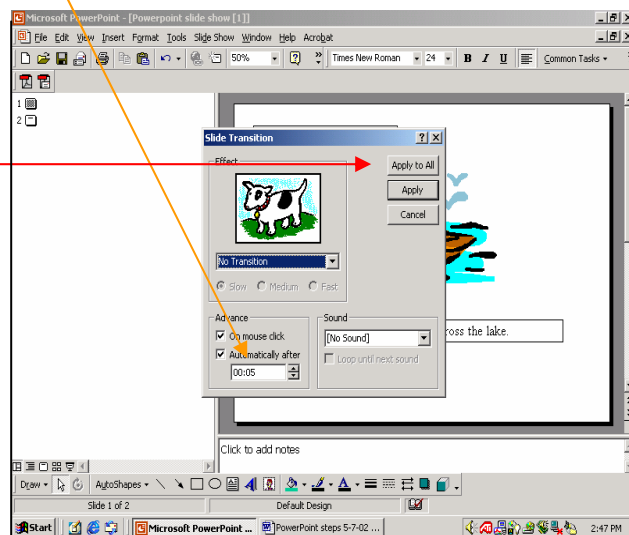
**14. “Slide Transition” is where you set the number of seconds the student looks at one slide before the slide presentation goes onto the next slide. (Here you can also add sound and different kinds of transitions; see step 17.) Five seconds transition time is adequate. To set the “Slide Transition,” click on “Slide Show” and then, click on “Slide Transition.”**

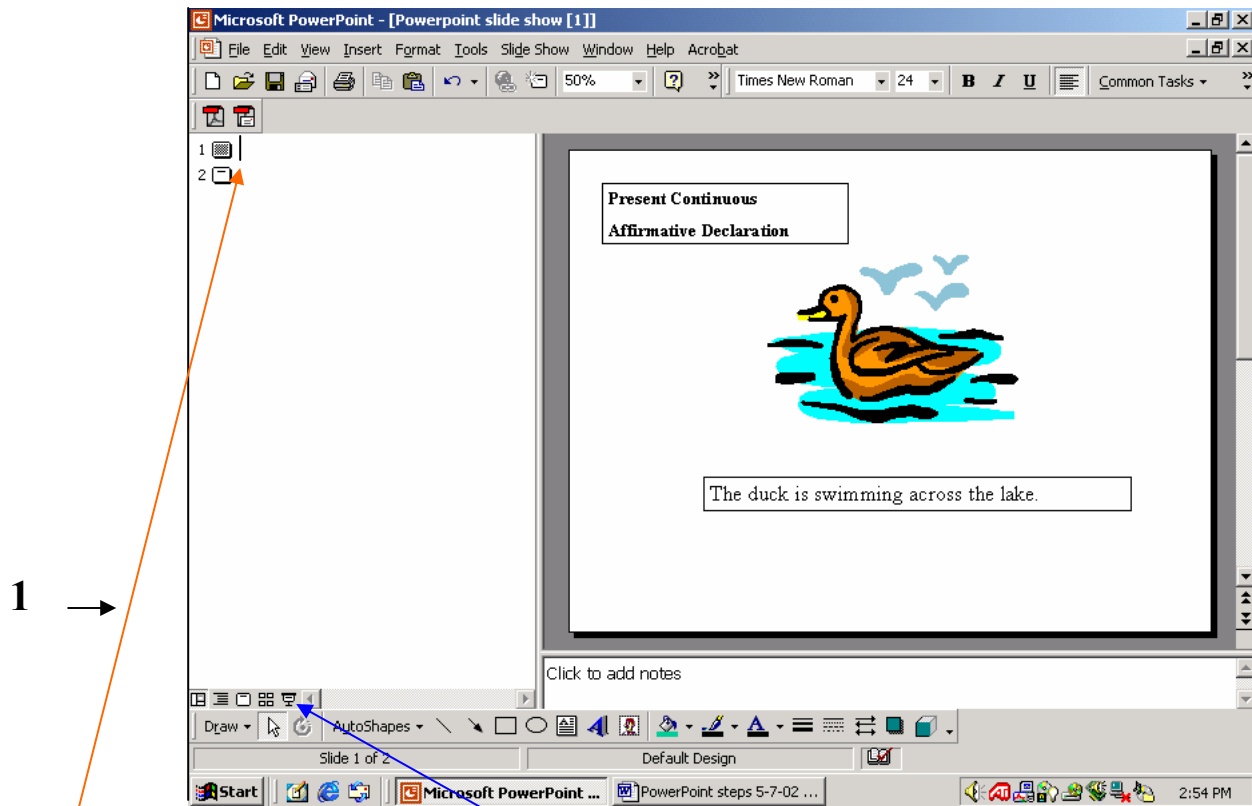




**15. Click on “Automatically after,” and then, click on top “arrow” to raise the number of seconds you want for the “Slide Transition.”**

**Finally, click “Apply to all.”**

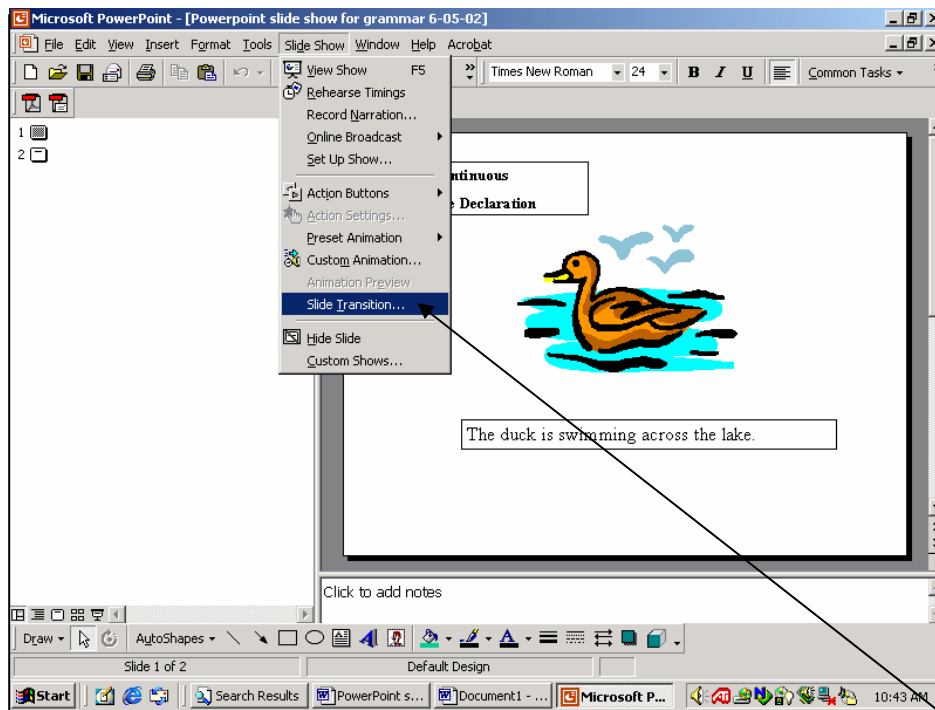




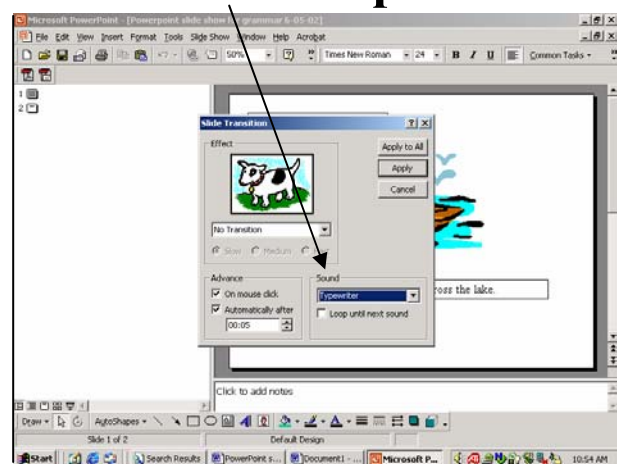
16. To run the slide show, make sure the **cursor** is on slide **one** before clicking on the “Slide Show” **icon**. A big screen of the first slide will appear and within five seconds the screen will change to the next slide. The slide show will end on a black screen. To exit the black screen, click the mouse. (If you want to advance your slide faster than the pre-set transition time, just click the mouse.) Now that you have completed one set of slides, repeat the process for as many images as you want for your project.

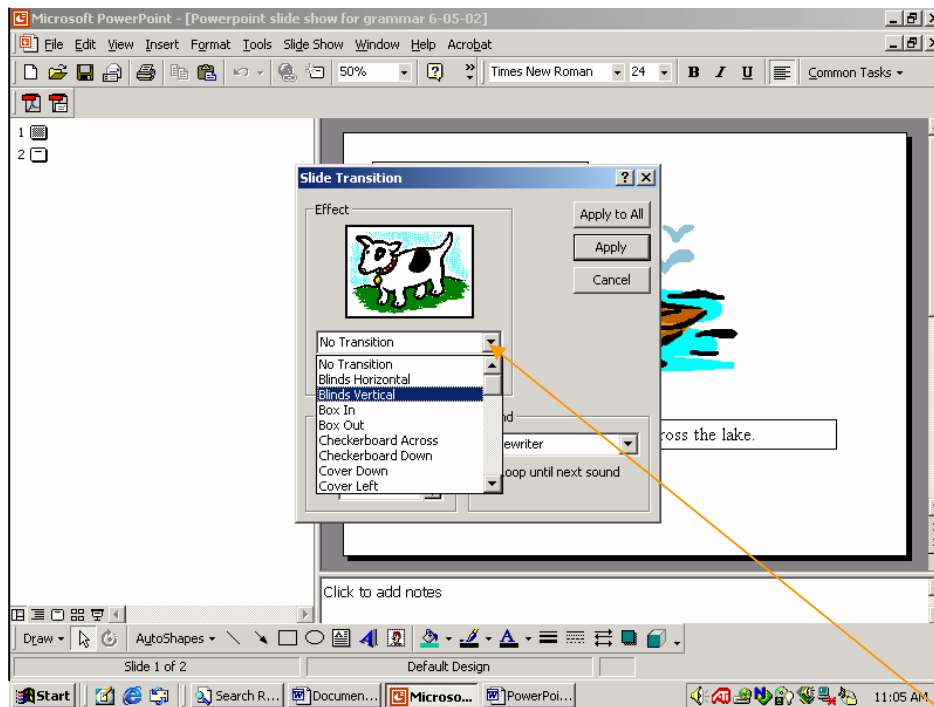
**Don't forget to save your work!!**

# Adding Sound and Special Effects



17. To add sound and special effects click on “Slide Transition” under the “Slide Show” menu. Then, for different sound effects, click on “Sound” option and select the sound you want to hear as slides transition. Decide if you want to hear the same sound for all slide transitions or if you want to hear different sounds for each transition. If you want all slides to have the same sound, click “Apply To All;” otherwise just click “Apply” in order to have a particular sound for a particular slide.





**18. For special visual effects in your slide transitions, click on the arrow next to the “No Transition” box and select the visual effect you want for your slide or slides. As in the sound effects, you can apply the visual effect to one slide by clicking “Apply” or to all slides by clicking “Apply To All.”**

**Remember to save your work when you are done!**