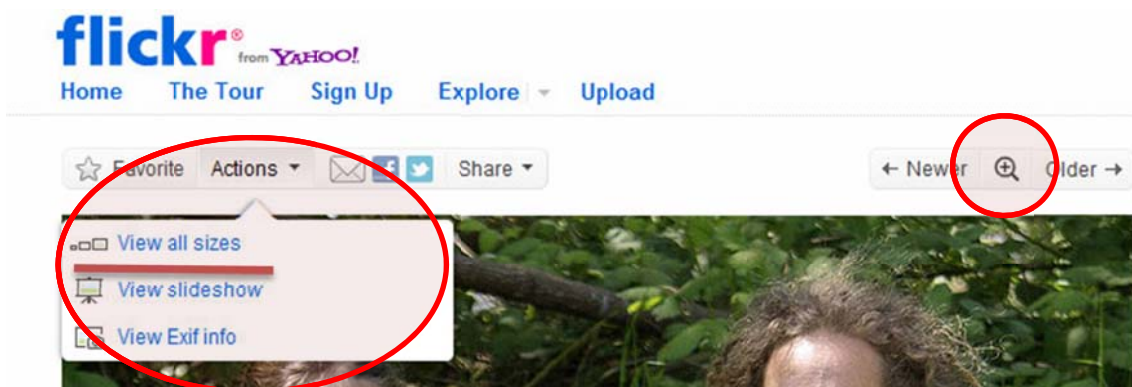
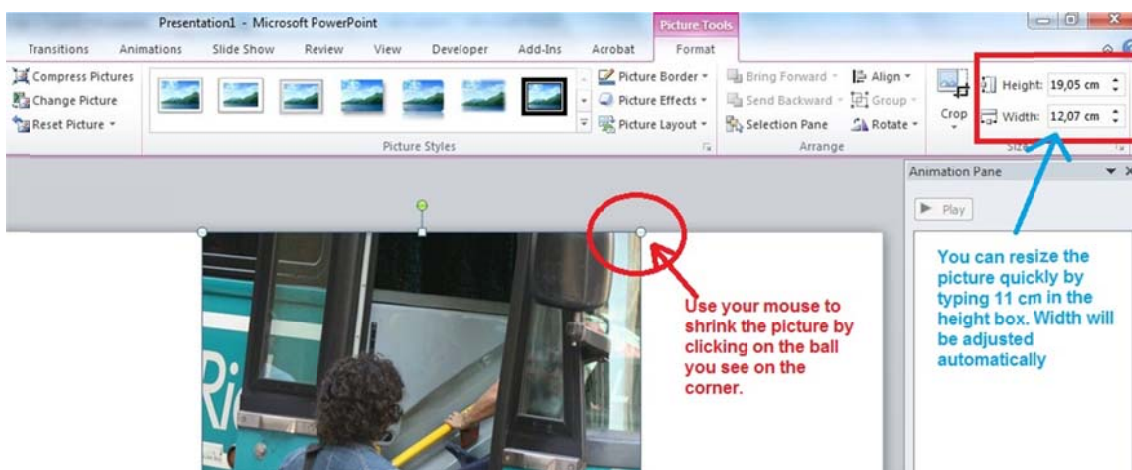


GUIDED DESCRIPTION – POWERPOINT 2010

- 1) Visit <http://www.flickr.com/search/advanced/> and search for the pictures you need. Do not forget to tick the box “Only search within Creative-Commons licensed content”. When you have chosen the picture, download the size you prefer. To access the download screen and choose sizes, you can choose “View all sizes” from the drop-down menu “Actions” or click on the magnifying glass.



- 2) Create a PowerPoint presentation. Choose a blank slide to begin with or delete any objects (text boxes, etc) the default slide may have.
- 3) Go to Insert / Picture and choose the picture file from your computer.
- 4) Resize the picture by right-clicking on it and choosing 11 cm in height, which will probably lead to approximately 14 cm in width. You can also resize the picture by clicking on the corner of the picture and dragging the mouse to adjust the size. Type 11 in width if you have a vertical picture.



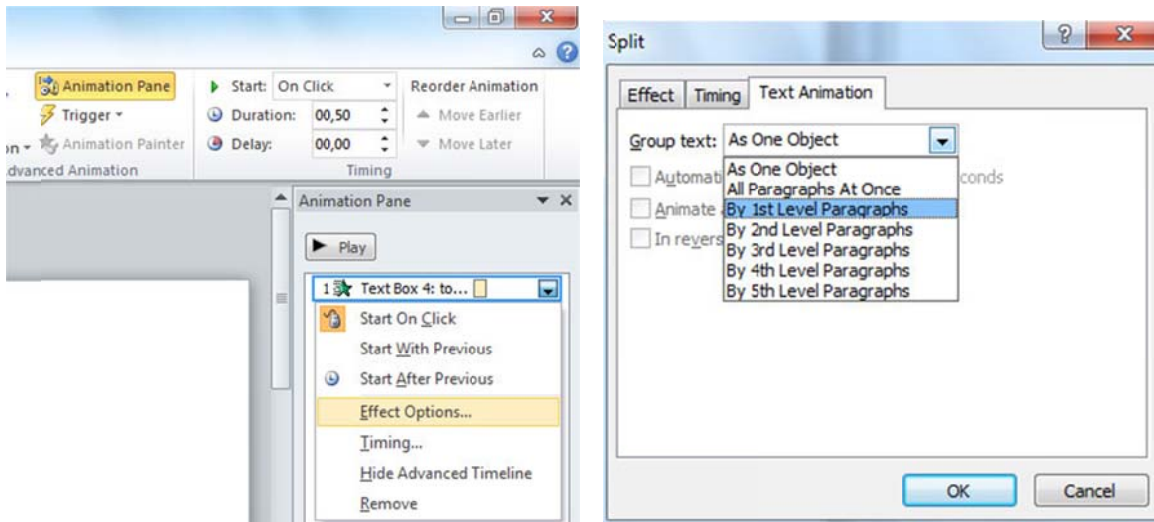
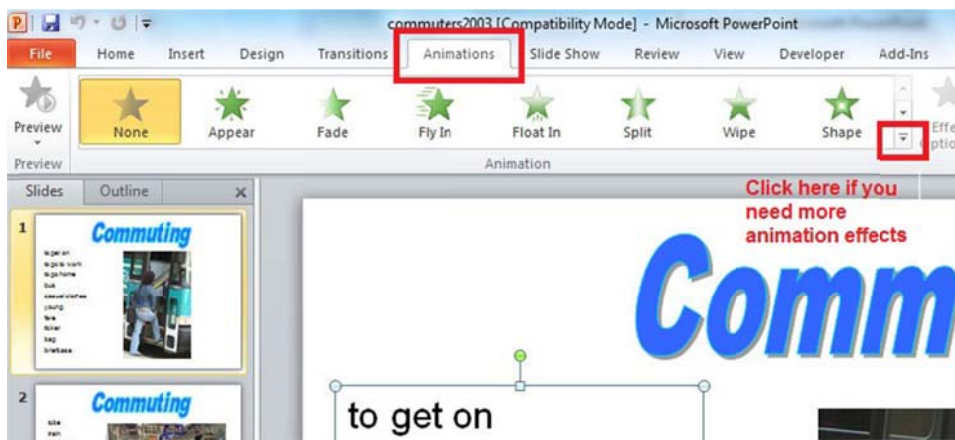
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- 5) Insert a text box next to the picture and write the words you want your students to see on mouse click.



- 6) Select the text box and go to the animations tab. Choose an entrance effect. If you want the text to appear line by line, go to the animation pane and use the drop-down menu in the animation effect to choose "By 1st level paragraph" in the Text Animation tab.



- 7) If appropriate, write the information about the author and the origin of the picture in a text box.