



## Module 1: Generic Software

### Workshop 2: Making Use of PowerPoint: Tricks and Hacks for English Teaching

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April 2, 2022

**Workshop Objective:** To become familiar with useful PPT applications/resources

#### Part I: Rehearse with Coach and Timer

##### How to use Rehearse with Coach?

1. Go to **Slide Show**
2. Click on the icon that says **Rehearse with Coach**
3. Click on **start rehearsing**
4. Talk for at least one minute
5. Check live comments and also a final report

##### How to add and use a timer in PPT?

1. Go to **Insert Tab**
2. Then, click where it says **Add-ins**
3. Then **write Timer**, search
4. **Download** the timer
5. **Insert** the timer, **adjust** to your class/activity needs

#### Part II Adding 3D objects to PPTs and creating cartoons

##### How do I add 3D objects?

1. Go to **insert tab**
2. Click on **3D models**
3. **Select** any 3D model
4. **Insert** the one you prefer
5. **Choose scenes** when applicable

##### How do I add motion paths to an object?

1. **Select** an object
2. Click on **Animations**
3. Go to **Motion paths**
4. **Add** the desired motion path
5. **Modify** time as needed (in timing tab)