

# INFORMATION TECHNOLOGY

## Taming Technology

by Ruth Bouchier (National Adviser, French)

---

### 1. How to compose accents in Microsoft Word

In all cases hold down CONTROL key throughout the whole process!

acute accent	=	apostrophe, then the letter (e.g. é, ó)
grave accent	=	grave (top left-hand corner of keyboard), then the letter (e.g. à, ù)
cedilla	=	comma, then c (e.g. ç)
circumflex	=	hold down shift, hit ^, release shift and then the letter (e.g. â, î)
trema	=	hold down shift, hit colon, release shift and then the letter (e.g. ë)
capital Ç	=	comma, then C (e.g. Ç)
tilde	=	shift ~ (top left-hand corner of keyboard), then the letter (e.g. ñ)

- For other accents or for use with other software, see

<http://tlt.its.psu.edu/suggestions/international/accents/codealt.html>

- For Mac users see

<http://tlt.its.psu.edu/suggestions/international/accents/codemac.html>

### 2. How to make an interactive Powerpoint using 'custom animation'.

#### a. Making an item disappear to reveal another item beneath it

- In the Powerpoint programme, clear the slide by placing the cursor on the edge of the text boxes and deleting.
- Choose item to be placed underneath. This could be a word in a text box, for example.
  - click on a shape or text box from the tool bar below then click on slide;
  - adjust size of shape or box by placing cursor in the corner until diagonal arrow appears, drag outwards until desired size is reached;
  - type word in box and adjust font.
- Choose an item to place on top of the other one. This could be a photo, for example.
  - if you don't have the photos already in a folder such as My Pictures, you could search for an image in Google Images and copy and paste it by right clicking on the image, clicking copy, transferring to the Powerpoint slide and clicking paste. (If you use a Google image you will need to select the view image in full size mode - see previous article).

- adjust size of image to suit your slide.
- To make the top item disappear, right click on it, scroll down to Custom Animation, click on Add Effect, then Exit then choose a style of exit, e.g. Disappear.

Hint : to change the size of the font to fill a text box, highlight the text, hold down CONTROL and use square brackets to enlarge ] or reduce [

b. Doing the same as above but with several items on the slide

To make sure that the items on top are coordinated with the items underneath, you will need to add the feature of timing.

- Proceed as above until you have the desired number of layered items on your slide.
- As you add each item, a list of actions will appear in a box to the right of the slide. With each of these items click on the down arrow to the right of the rectangle and select Timing then in the Disappear window select Triggers then Start effect on click of .. and make sure that the words in this box are exactly the same as the listed item you're working on. Do this for each item and they will subsequently work in the order you choose.

c. Making the items reappear

- Proceed as for Disappear but instead of selecting Exit this time you need to select Entrance then Appear and proceed as above. You need to be sure that you synchronise the top item with the item underneath which will have a different name in the Start effect on click of .. box.

If all this seems confusing just ask for help !

This is a really useful wee tool for making resources.

### Making a Wiki

Wikis make great collaborative online workspaces as they can be edited by any member of the wiki, wherever they may be. For this reason they would be an ideal way for your students to communicate with students in French-speaking schools.

To best understand how they function we are going to attempt to make a couple of wikis. The on-line instructions should be easy to follow and you'll be more than equal to the task.

#### Step 1

- Go to <http://pbwiki.com>
- Select the heading Educators
- Read about wikis
- Create a wiki for your group

#### Step 2

- Once your wiki has a username and password and each member of the group can access it.
- Follow the online instructions to make your own page.

Your page should ideally contain a photo of yourself and a short text in French to introduce yourself. If you need a photo of yourself you can have someone take a digital photo which you can then upload onto the computer, downsize and insert.

Downsizing photos to upload onto Wiki or blog (or for emailing and making powerpoints)

- Save the photos in My Pictures.
- Click on selected photo to highlight.
- Right click on photo and select Open with from the menu.
- Select Microsoft Office Picture Manager.
- Select Edit photos.
- Modify as desired (brightness, contrast, crop etc).
- Go back to Edit photos and select Resize
- Type 20 in the % box and click OK (Depending on the original pixel rating - high pixels use 20%, but for 2 million pixels use 40%)
- The number of pixels will now be small enough for you to upload to a Wiki or Blog, send by email or place on a slide for a Powerpoint presentation

[Editor's note : For email click Send to in Outlook Express – photos are automatically downsized]

[Click here for next article](#)