Key Concepts

Adding slide transitions and animations
Drawing annotations during a show
Creating templates and HTML files
Adding sounds and movies
Packaging a presentation
Creating hyperlinks on slides
Creating a photo album

Practice Data Files

HUMAN GEOGRAPHY QUIZ, CONTINI
LOGO, GUEST HOUSE, ROOSTER,
CHICKENS, AK BEAR, AK CARIBOU, AK
OTTER, AK SALMON, AK SHEEP

Exercise Data Files

MEOW, SCUBA ANEMONE, SCUBA
BUTTERFLY FISH, SCUBA CORAL, SCUBA
GRAY ANGEL, SCUBA SPONGES, BUBBLES

Adding Slide Transitions

Transitions to This Slide   Apply to All   Sound
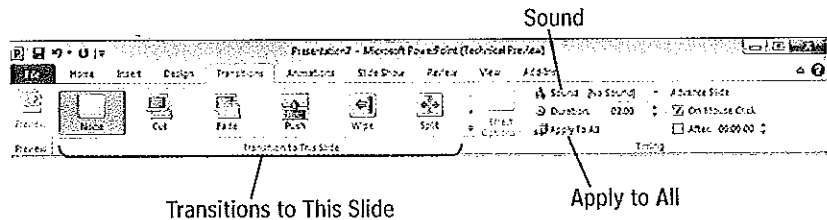
TIP When previewing a transition, the grey background behind the slide changes to black for the duration of the transition.

Slide Timing

To have slides automatically advance, click Transitions → After and specify the time interval. To specify different timing for each slide based on the lecture of the presentation, click Slide Show → Rehearse Timings. When finished rehearsing the presentation, the time each slide was displayed is saved with the presentation.

A *slide transition* is the way one slide changes to the next in Slide Show view. For example, the current slide can appear to fall off the screen to reveal the next slide, or it can dissolve into the next slide. On the Transitions tab, click the Transitions to This Slide More ⊽ button to display a gallery of transitions:
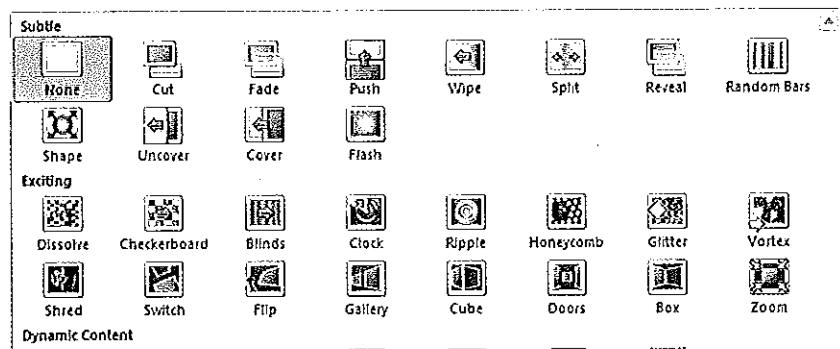

Point to a transition in the gallery to view a live preview.

Options in the Timing group affect the transition speed and what sound, if any, is played. Click Apply To All to apply the selected transition to the entire presentation. To remove transitions from a slide, apply the first option in the gallery, None.

Formatting each slide in a presentation with a different transition is perceived as choppy and disorganized, not polished and unprofessional. For a professional appearance, apply the same transition to all slides in a presentation using the slide master. Slide transitions can also be applied to multiple selected slides in Slide Sorter view.

Slide transitions are previewed by clicking the transition icon ▦ displayed next to each slide in the Slides tab or below each slide in Slide Sorter view.

Animating Objects on a Slide

Preview — Effect Options — Animations
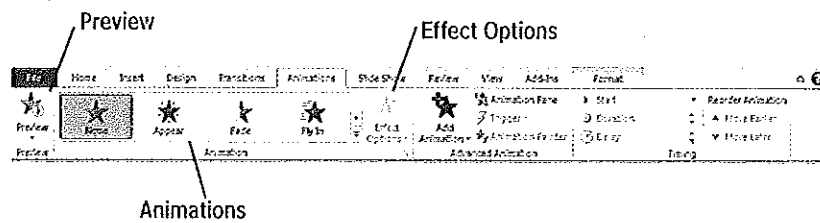
Animation is a visual effect in which objects appear to move. Text and objects can be animated to move onto the slide in various ways during a slide show. For example, titles can fade in and bulleted list items can slide in one by one or all together.
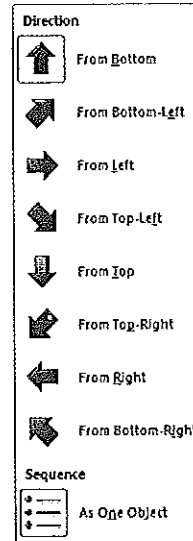
To animate text or an object on a slide, click the text or select the object and then click the Animation More ⊟ button to display a gallery:
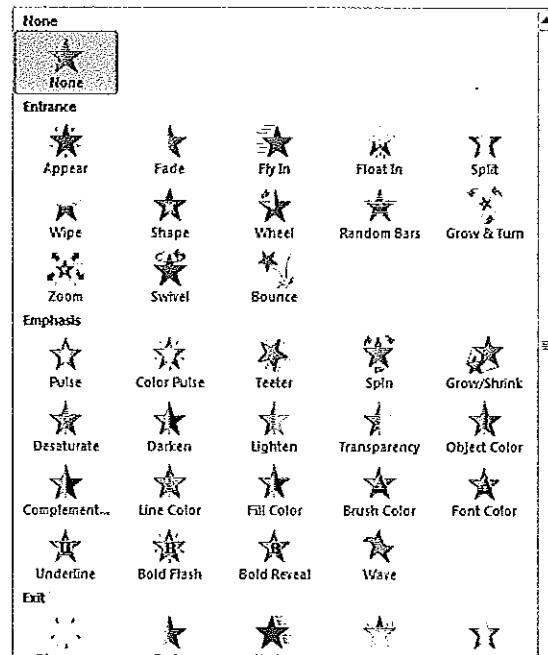
The animation styles can be applied to objects and text as they enter a slide, exit a slide, and follow a motion path.

Select Animations → Preview to view the animation. Remove an animation by selecting the text or object and then selecting None in the Animations gallery.

The direction of the animation can be adjusted by selecting Animations → Effect Options, which displays a gallery:

To make adjustments to the order of animated items, select an option in the Sequence category in the Effect Options gallery or select Animations → Animation Pane. The Animation pane is displayed. Numbers are used to identify each animated element and the order in which they are to appear on the slide:
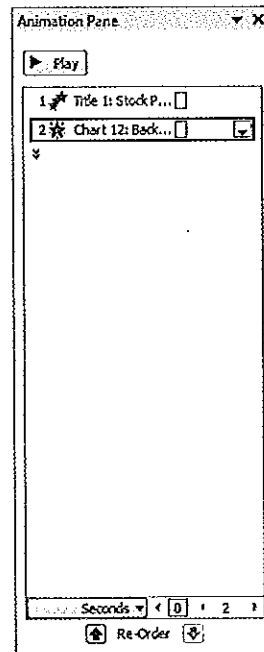
The Animation Pane is used to reorder, time, and preview animations. To close the task pane, click Close ⊠.

The same considerations for slide transitions apply to animations. Viewing a slide show with different animations for each item or slide is perceived as choppy and disorganized, not polished and unprofessional. For a professional appearance, apply the same animation to the same types of text or objects on all slides using the slide master.

Animations are previewed by clicking the transition icon ▓ displayed next to each slide in the Slides tab or below each slide in Slide Sorter view.

Practice: HUMAN GEOGRAPHY QUIZ – part 1 of 2

① OPEN HUMAN GEOGRAPHY QUIZ

a. Start PowerPoint.

b. Open HUMAN GEOGRAPHY QUIZ, which is a PowerPoint data file for this text.

c. On slide 1, replace the text Name with your name.

② ADD TRANSITIONS TO THE ENTIRE PRESENTATION

a. Click View → Slide Master. Slide Master view is displayed.

b. In the left pane, click the slide master at the top.

c. Click Transitions → More → Dissolve:

The transition is applied and previewed.

d. Click Transitions → More → Cube:

The transition is applied and previewed.

e. Click Slide Master → Close Master View. Normal view is displayed.

f. In the Slides tab, click the transition icon ▓ next to slide 3. The slide is displayed and the transition is previewed.

③ ADD ANIMATION TO SLIDE 1

a. Display slide 1 in Normal view.

b. Place the insertion point anywhere in the words "Quiz #3...."

c. Click Animations → More → Fly In.

d. Click Animations → Effect Options → From Bottom Right.

④ CUSTOMIZE THE ANIMATION FOR THE QUIZ ANSWERS

a. On slide 2, select the text "TRUE."

b. Select Animations → Add Animation → Color Pulse.

c. Change the value in the Duration box in the Timing group to 01.00.

d. Select Animations → Preview.

⑤ SAVE THE MODIFIED HUMAN GEOGRAPHY QUIZ

⑥ VIEW THE SLIDE SHOW

Press F5. View the entire presentation and then return to the PowerPoint window.