Exercise 14

❖ Add Transitions ❖ Create Builds
❖ View the Slide Show

Notes

If you plan to display your slide show on your computer screen, you can add special effects that make it more interesting visually. A **slide transition** like a fade or shutter effect appears when you display the slide to which you applied the transition. A **build effect** displays each bulleted item on a slide in sequence, rather than displaying all the bullets simultaneously.

Vocabulary

slide transition   build effect   running the slide show on-screen

Directions

1. Open the **PG14** presentation file.
2. Save the file as **SALES2**.
3. Add a dissolve or wipe transition to all slides in the presentation.
4. Display slide 3.
5. Apply a checkerboard or blinds transition to slide 3 only.

   √ A transition you apply to a single slide typically overrides any transition you earlier applied to all slides.

6. Display slide 5.
7. Apply a checkerboard or blinds transition to slide 5 only.

8. Apply the build effect of your choice to the bullet list on each of the following slides: 2, 4, 6, and 7.

   √ In some presentation graphics programs, you actually apply an animation effect to the bulleted list. The program automatically knows it should display the bullets one by one using the type of animation you specified.

9. Run the on-screen slide show from slide 1.
10. Print the presentation with multiple small slides per page.
11. Save and close the presentation file.