Exercise 16

❖ Add Transitions ❖ Create Builds
❖ Animate Objects ❖ View the Slide Show

Notes

As you may have noticed when you displayed the finished presentation from the last exercise, adding multiple animation effects means you have to click or press the spacebar many times to run even a short presentation. To avoid this problem, you can add **advance timing** to slide transitions, which tells the presentation to advance to the next slide after the specified amount of time. In this exercise, you will practice creating timed transitions, as well as adding other slide show effects.

√ *Some presentation templates (designs) may already apply animations to selected objects in a particular slide layout. If you see an unwanted animation, you can display the slide master, select the object, and remove the animation. You can also add animation to any object on the slide master. Use such animation sparingly, though, to avoid making presentation playback tedious.*

Vocabulary

advance timing

Directions

1. Open the **PG16** presentation file.
2. Save the file as **SAFETY3**.
3. Add the transition of your choice to all slides in the presentation. Include the sound of your choice with the transition. Also set up the transition so that the slides advance automatically after five seconds.
4. Add the animation of your choice to the clip art on slide 1.
5. Display slide 3.
6. Apply a build effect to the bulleted list on the slide. Use custom animation to specify that each bullet item should appear after two seconds.
7. Display slide 4.

8. Apply a build effect to the bulleted lists on the slide. Use custom animation to specify that each bullet item in each list should appear after five seconds.

√ *In some presentation graphics programs you can animate graphs or particular parts of graphs. If you have extra time, copy an exercise file and experiment on your own.*

9. Return to slide 2.
10. Decrease the slide transition advance timing to two seconds for this slide.
11. Run the on-screen slide show from slide 1.
12. Print the presentation with one slide per page.
13. Save and close the presentation file.