

CHOOSING A SLIDE TRANSITION

1. Click on the Transitions tab to access the slide transition options, or
2. Scroll through the list, one row at a time, or
3. Click More to see the complete list of transitions available
4. See the transition effect on the slide by hovering the mouse over the transition choice

ADDING SLIDE TRANSITIONS

Slide transitions control how your presentation moves from slide to slide

1. In either the *Slide Sorter* or *Normal* view, select the target slide or slides
2. Click the *Transitions* tab
3. To preview more transition options, click the down arrow
4. Select a transition from the list
5. Clicking to apply to the slide or Apply to All for all your slides
6. In the Duration option, enter the speed for the transition to play
7. In the Sound field, use the drop-down menu to select a sound to play
8. Select an option under the Advance Slide heading
9. Select On mouse Click if you want the transition to take place when you click the left mouse button
10. Select Automatically After to have it occur after a specified time
11. Use the up and down arrow keys in the blank box to specify the number of seconds to pass before the transition takes place
12. Click on the Preview button in the upper-left hand corner of the window

MAKE BULLETS APPEAR ONE AT A TIME

1. Select the bullets you want to animate
2. Go to the animations|select the target animation|Animation button
3. While under the animation tab, highlight or click your text box
4. Click the effect options button to determine one at a time or all at once
5. Click the animation tab under the ribbon|Animation pane button
6. From the animation pane right click the animation to manipulate and an options window will appear
7. You can give each object a different entrance animation and exit animation by clicking Add Animation
8. Each will be given a number according to its order and will be either gold (entrance) or silver (exit)

MAKE TRANSITIONS FROM ONE SLIDE TO THE NEXT

If you do the following to the Master Slide by clicking on the top slide on the left and add a transition, it will be applied to all slides. That way, you don't have to do this for each slide

1. Click Transitions in the top ribbon
2. Choose from a number of transitions
3. When you scroll your mouse over the transition you are interested in and pause, it will give you a preview.
4. You can also change the timing of the transition - 2 seconds is the automatic duration time, but this can be changed by clicking the up down arrows on the right of the duration button
5. Slides with a transition effect will have a little star icon to their left

MAKE PICTURES APPEAR ONE AT A TIME

1. Select the target picture
2. Go to the Animations tab| on the ribbon, select target animation
3. Click the add animation button
4. You can give each object a different entrance animation and exit animation by clicking Add Animation
5. You can change how the parts of the object can come in when selecting it, or do this for the slide as a whole under Effect Options

MAKING BULLETS/PICTURES DISAPPEAR

1. Select the picture or bullet
2. On the Animations tab|Add Animations|Disappear
3. You will find the Animation Painter familiar and you can copy that animation to new objects
4. Apply an animation to an object, then fine-tune it
5. If you select a different animation the new animation will replace the old one
6. Preview the animations by clicking on the Preview button in the Preview group
7. Two animations can be triggered by clicking the left mouse button. Change the second animation to start when the first one finishes for a smoother presentation
8. Click the Animation Pane button in the Advanced Animation group
9. In the animation pane, double click the second animation
10. In the window that opens click on the Timing tab and change the Start drop down selection to After Previous.
11. Click OK

KINDS OF ANIMATION EFFECTS

- *Entrance effects* - Makes an object fade gradually into focus, fly onto the slide from an edge, or bounce into view
- *Exit effects* - Include making an object fly off of the slide, disappear from view, or spiral off of the slide
- *Emphasis effects* - Includes making an object shrink or grow in size, change color, or spin on its center
- *Motion Path* - Makes an object move up or down, left or right, as a star or in a circular pattern

APPLYING AN ANIMATION TO AN OBJECT

Animation refers to how individual items on your slide move onto or off of the slide

1. In either the Slide Sorter or Normal view, select the target
2. From the menu ribbon, select the Animations tab
3. Select an animation, customize your play speed, and set your sound preferences
4. Click Preview to play the animations

ANIMATING TEXT

1. Select your text box and choose an animation
2. There will be different available Effect Options, depending on the animation you selected

APPLYING MULTIPLE ANIMATIONS

1. Select the text or object to which you want to add multiple animations
2. Click on the Animations tab|Advanced Animation group|Add Animation

CREATING CUSTOM ANIMATIONS

You can create custom animations to specify exactly what you want to animate and how it should be done

1. Select the target slide
2. Click the menu bar|Animations tab|Animation Pane button
3. Click on the target element
4. Click Add Effect
5. Select one of the effects
6. In the Start field, use the drop-down menu to select an event which will trigger the animation
 - *With Previous* - the animation will occur at the same time as the previous animation or it will occur when the slide appears if there are no previous animations
 - *After Previous* - the animation will occur after the previous animation
7. Use the in the Animation Pane to adjust speed & direction options
8. Reorder animations if necessary
9. Delete an animation by selecting it, right-clicking, and selecting the Remove option

Give a person a fish and you feed them for a day. Teach a person to use the Internet and they won't bother you for weeks.

CREATING ANIMATION ON TEXT BULLETS

1. From Normal view, display the target slide
2. Select Slide Show|Custom Animation
3. Click the checkbox next to the target text in the Check to animate slide objects list
4. Click the Order & Timing tab in the lower-left pane to view its settings
5. Click the On mouse click radio button under Start animation to set the mouse click as the trigger
6. Click the Effects tab to display its settings for entry animation
7. Click sound for the selected item in the list above
8. Select an animation entry effect from the pull-down menu
9. You may also choose a direction
10. Select the desired sound from the Entry animation and sound pull-down menu
11. In the Introduce text pane, select All at once to introduce each bulleted item
12. Check the Grouped by checkbox to ensure each bullet is introduced independently
13. Click the OK or click Preview

START TIME CHOICES

- *Start On Click* - Begins when you click the mouse
- *Start With Previous* - Starts playing at the same time as the previous effect in the list
- *Start After Previous* - Begins immediately after the previous effect in the list finishes playing.

REHEARSE AND RECORD SLIDE TIMINGS

1. On the Slide Show tab, in the Set Up group, click Rehearse Timings
2. The Rehearsal toolbar appears and the Slide Time box begins timing
3. While timing your presentation, do one or more of the following on the Rehearsal toolbar
 - To move forward, click Next
 - To temporarily stop recording the time, click Pause
 - To restart recording the time after pausing, click Pause
 - To set an exact length of time for a slide to appear, type the length of time in the Slide Time box
 - To restart recording the time for the current slide, click Repeat
4. After you set the time for the last slide, a message box displays the total time for the show and prompts you to do one of the following:
 - To keep the recorded slide timings, click Yes
 - To discard the recorded slide timings, click No
5. Slide Sorter view appears and displays the time of each slide

SET UP A SELF-RUNNING PRESENTATION

1. Click on the Slide Show tab|Set Up group|Set Up Slide Show
2. In Set Up Show, under Show type, do one of the following:
 - To be viewed by users, click Browsed at a kiosk
 - If you set up a presentation to run at a kiosk, remember to also set slide timing options

CREATE A SLIDE SHOW MOVIE

One of the 2010 new features is the ability to publish a as a movie file

1. Start PowerPoint and create a new, blank presentation
 2. On the Design tab, you can choose any theme or color scheme
 3. Create your title slide
 4. Ceate a new blank slide
 5. Click on the Insert tab|Picture
 6. Locate the target picture and click Insert
 7. Size the picture
 8. Use the controls on the Format tab to adjust the picture
 9. Repeat above for each picture
 10. On the Transition tab, hover over the available transitions and when you find one you like, click it to apply that transition or click Apply To All
 11. Preview your slide show by depressing the F5 key
 12. When satisfied click on the File tab|Share| Create a Video
 13. Your options here are:
 - *Set the quality* of the video
 - *Specify whether* to use timings and narration you have already set up
 14. Click Create Video
 15. Give the video a name and save it
- Depending on the length of the slide show and the speed of your computer, creating the video can take a little while

Compliments of
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