

# MICROSOFT® POWERPOINT® 2010 301 - ENHANCING YOUR PRESENTATIONS USING ANIMATIONS, TRANSITIONS & PRESENTATION DELIVERY OPTIONS

#### OVERVIEW & TABLE OF CONTENTS

Microsoft PowerPoint provides a wealth of tools to enhance presentation content and delivery. These enhancements include custom animation and transition effects — the main topics to be reviewed in this quick reference guide.

#### Inside This Guide

Creating Slide Transitions 1
Simple & Advanced Slide Animations 2
Self-Running Presentations 5
Creating Custom Slide Shows 7
Using The Presenter View

#### P CREATING SLIDE TRANSITIONS

Transitions are the movements from one slide to another (known as "transiting") that take place when a presentation is being viewed as a slideshow.

 Transitions are best applied and managed when the Skide Sorter view is active. On the View tab of the Ribbon, click the Slide Sorter command. The presentation will be displayed as actured below.



Tip: You can also activate the Slide Sorter view by using the Slide Sorter shortcut icon found in the bottom right comer of the main window. The Zoom Slider allows you to change the zoom percentages of the slides being viewed.



 Transition options are available via the Transitions tab

on the ribbon. Select a slide and then click one of the transition options in the gallery. PowerPoint automatically presents you with a preview of the selected effect.

- To simultaneously add a specific transition effect to multiple slides, hold down the CTRL key, click the desired slides, and then select the transition effect you want applied.
- If you want to add a specific transition effect to all slides in a presentation, select the desired effect and then click the Apply to All command.

5. To adjust the duration of the transition for a slide, select it and then use the Duration control to specify a time value (in seconds).

Section (No Sound) - Attended Side

Section (\$2.00 ) | V On Marco Close

Section (\$2.00 ) | After (\$0.00.00 )

Note: To preview the transition (or animation) for a slide, select it and then click Preview



- 6. You can also tie sound effects to slide transitions by selecting one of the numerous sound effects available in the Sound drop-down list. As before, clicking Apply to All will assign speed and sound settings to all slides in the presentation.
- 7. In addition to being able to regulate transition speed, PowerPoint also gives you the ability to specify how long each slide should display on the screen during a slide show. To enable this feature, select the After control check box and then set a time value (in seconds).

Alternatively, if you prefer to manually move through your slides, enable the **On Mouse Click** checkbox. When this option is activated, movement from one slide to another is accomplished by clicking the left mouse button. (Later in this guide we will review alternate commands and shortcuts for slideshow navigation.)

Note: Automatic slide advancement is typically used in self-running slideshows, such as kiosk presentations (See Page 5). If any transitions and duration times have been assigned to a slide, the Side Sorter view indicates as such.



Stroke idualisticimi

Transition effect has been applied

t. To view your slideshow (with all assigned effects), click the Slide Show tab and then select the desired Start Slide

SHOW!

September



Show commands (From Beginning or From Current Slide). At any point, you can exit a slideshow by pressing ESC on your keyboard.

Tip: When the Slide Sorter view is active, you can quickly remove transition effects from all slides in a presentation.

- Select the entire presentation by clicking Select/Select All on the Home tab (or use the
- CTRL+A keyboard shortcut).
  b. Select None (the first option) in the Transition callery.
- All transition effects and duration settings are removed.



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#### government study guide chapter 2 origins of american government - Sep 27 2022

web terms in this set 46 identify and define the 3 most basic concepts to government that english settlers established in colonial america ordered government need for law and order limited government government is not all powerful representative government people elect leaders who serve them name the 3 documents passed under english