

11. Creating a Slide Show

Once you have completed all your slides you need to be able to show them. An electronic presentation displays your slides through the computer and is linked to a projection device, displaying your slides on a projection screen. There are several advantages in using a slide show instead of transparencies...

- it saves time and expense creating slides
- the colour options can be used to their full advantage
- transitions can be used to add impact to the presentation
- changes can be made at the last minute
- slides can be hidden and used only if needed

11.1 Transition Effects

Transition effects have an impact on the way your slide appears when brought onto screen. The following table shows some of the transition effects available with a short description...

Transition Effect	Description
<i>No Transition</i>	<i>No effect is applied</i>
<i>Blinds</i>	<i>Slide appears similar to a window blind, horizontally or vertically</i>
<i>Box</i>	<i>Draws the slide from the out side in (Box In) or from the centre out (Box Out)</i>
<i>Checkerboard</i>	<i>Draws the slide in a checkerboard design. Two directions are available across and down</i>
<i>Cover</i>	<i>The slide will appear on screen from a designated direction. The directions you can use are down, left, right, up, left-down, left-up, right-down and right-up</i>
<i>Cut</i>	<i>The whole slide appears at once</i>
<i>Cut Through Black</i>	<i>A black screen flashes and then the slide appears.</i>
<i>Dissolve</i>	<i>The slide appears randomly in small pieces.</i>
<i>Fade Through Black</i>	<i>The slide fades using shades of Black, White and Grey</i>
<i>Random Bars</i>	<i>The slide appears one line at a time horizontally or vertically</i>
<i>Split</i>	<i>The slide appears from two directions, horizontal-out, horizontal-in, vertical-out and vertical-in</i>

Transition Effect	Description
<i>Strips</i>	<i>The slide appears in strips from the direction indicated, The directions you can use are down, left, right, up, left-down, left-up, right-down and right-up</i>
<i>Uncover</i>	<i>As a slide is removed the next slide appears. The directions you can use are down, left, right, up, left-down, left-up, right-down and right-up</i>
<i>Wipe</i>	<i>The slide appears in a sweeping fashion. The directions you can use are down, left, right, and up</i>
<i>Random Transition</i>	<i>PowerPoint chooses the transition for you</i>

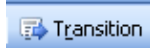
Transitions can be added using the **Slide Transition** task pane in either **Normal** or **Slide Sorter View**.

Adding a Transition effect to a slide...

- if you are working in **Normal** view, follow the menu path **Slide Show > Slide Transition**

OR

- if you are working in **Slide Sorter** view, click on the **Transition** button



- the **Slide Transition** task pane will be displayed



- select the slide you are going to add a transition to

- click on an effect on the list at the top of the task pane
- you will be shown a preview of the effect



If you don't see a preview, check there is a tick alongside AutoPreview at the bottom of the Transition task pane.

- select how fast you would like the transition ... slow, fast or medium
- choose a sound effect, if required
- decide how you would like the slide to advance, either **On mouse click** or **Automatically After** and use the scroll box to specify the number of seconds
- to see the effect on the current slide, click on **Play**
- to run the slide show from the current slide, click on **Slide Show**
- if you decide to apply an effect to all the slides, click on **Apply to All Slides**

11.2 Overview of Animation Effects

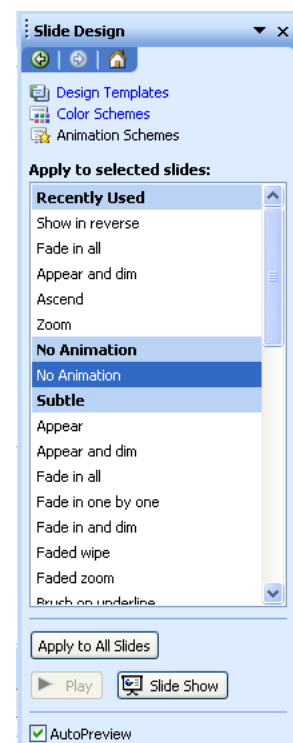
You can animate text, graphics, diagrams, charts and other objects so that you can draw attention to important points and add interest to your presentation. You can apply preset animation schemes or use custom animation.

11.3 Using Preset Animation Schemes

The preset animation schemes can be applied to selected slides or all slides. The available schemes are listed under different headings on the **Slide Design** task pane

To use preset animation schemes...

- select the slides you are going to animate
- display the **Slide Design** task pane
- click on **Animation Schemes**
- scroll down the list and select an effect
- the effect will be applied in a pre-set order to the objects on the selected slides
- you will be shown a brief preview
- to view the effect again on the current slide, click on **Play**
- to run the slide show from the current slide, click on **Slide Show**
- if you decide to apply this effect to all the slides, click on **Apply to All Slides**



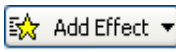
11.4 Applying Custom Animation

With a custom animation scheme, you can decide which effects to apply to some or all objects on a slide, and the order you want them to appear in. You can use motion paths (the path an object will follow) and also apply more than one effect to an object, for example text could fly in and then change colour.



You can only apply custom animation effects if you are working in Normal View.

To apply custom animation effects to objects...

- make sure you are working in **Normal View**
- follow the menu path **Slide Show > Custom Animation...** to display the **Custom Animation** task pane
- select a slide
- select the object you wish to animate
- click on the **Add Effect** icon  on the task pane
- you can then apply one or more effects as described below...

To do this...

Make the object enter the presentation with an effect

Add an effect to an object on the slide

Make the object leave the presentation with an effect

Specify the path the object will follow

Click...

Entrance and select an effect

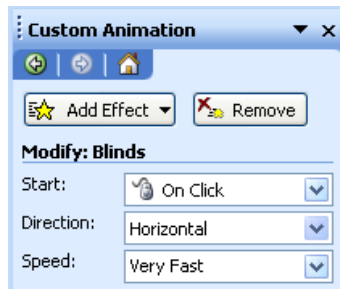
Emphasis and select an effect

Exit and select an effect

Motion Paths, then draw the path

Modifying an effect

The name of your chosen effect will appear towards the top of the **Custom Animation** task pane, alongside the word **Modify**. Underneath this, there are three drop-down menus, with options for modifying how the effect appears, as illustrated below...



To modify an effect...

- select the animated object
- click on the **Start** drop-down menu to specify if the object will appear as you click the mouse or (if there is more than one object) with or after the previous one
- click on the **Direction** drop-down menu to specify the direction of the effect
- click on the **Speed** drop-down menu to specify the speed or duration of the effect



The menus vary depending on the effect applied. For example, the Emphasis choices do not have a Direction drop-down menu. These choices have a different drop-down depending on the chosen effect.

Re-ordering animation effects

The effects you have chosen will be listed on the **Custom Animation** task pane in the order you have applied them

To change the order...

- click on the item in the list you wish to re-order
- click on the up or down arrow next to **Re-order** on the task pane



When you have applied animation effects, numbers will appear beside the objects on the slide. These indicate the order chosen for the effects. These numbers don't print out and don't show up in Slide Show View.

Removing an effect

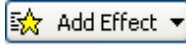
To remove an effect...

- click on the item listed on the **Custom Animation** task pane
- click on the **Remove** button  at the top of the **Custom Animation** task pane

11.5 Applying Custom Animation to Text

Custom Animation can be applied to text in the same way as to other objects. Further options are available for text, such as changing font colour and you can specify if you wish main and sub bullet points to appear together or separately.

To apply custom animation effects to text...

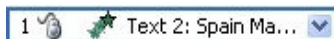
- make sure you are working in **Normal View**
- display the **Custom Animation** task pane
- select a slide with text
- click in the text alongside a bullet point (the placeholder will appear)
- click on the **Add Effect** icon  on the task pane
- select an effect

To make different levels of bullet points appear separately...

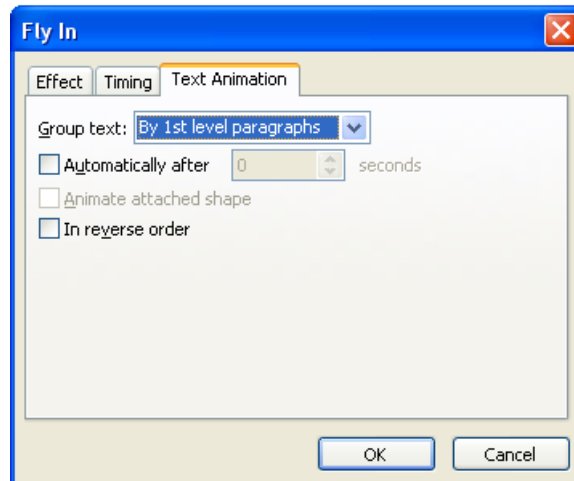
- click the text alongside a bullet point (the placeholder will appear)
- the numbers on the left of the slide indicate the current sequence, as illustrated



- on the **Custom Animation** task pane, you will see the text of the first bullet point, with a triangle alongside, as illustrated below...



- click on the triangle and a menu will appear
- click on **Timing** to display the **Animation** panel and then the **Text Animation** tab




- in the dialog box, on the **Group Text** drop-down menu, the current grouping will be shown (the default setting is all paragraphs at once)
- select the paragraph level you wish to group by. For example, in the illustration above, by choosing **By 3rd level paragraphs**, each bullet point will appear separately.
- click on **OK**
- the new sequence will be indicated by the numbers on the left of the slide, as illustrated below...



While you can apply as many different transition and animation effects as you like, it is much better to use a (very) small selection of features consistently. A large range of effects is likely to look a mess and irritate an audience.

11.6 Hiding Slides

There will be times when you may not need to use a certain slide or if you are running ahead of schedule you may want to have additional slides that can be called on if needed. The 'Hide Slide' facility allows you to do this effectively in PowerPoint. Hiding a slide...

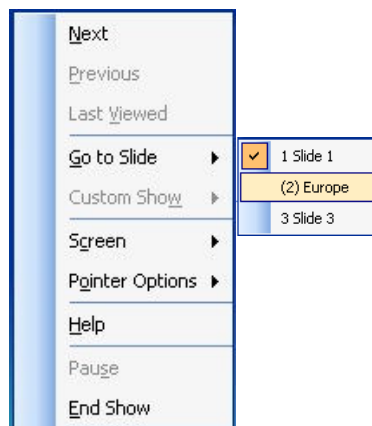
- switch to **Slide Sorter View**
- select the slide you are going to hide
- click on the **Hide Slide** button  on the **Slide Sorter Toolbar**
- the **Hide Slide** button will be depressed and the slide number at the bottom right of the slide will appear with a box around and a line through

Revealing a hidden slide...

- switch to **Slide Sorter View**
- select the slide you are going to reveal
- click on the **Hide Slide** button on the **Slide Sorter Toolbar**
- the **Hide Slide** button will be raised and the slide number at the bottom will no longer have a box around it

During a slide show the hidden slide is not normally displayed. However, if you do decide to display it...

- right click to display the **Slide Show Menu**



Hidden slides are displayed with their identifying number in brackets as illustrated above.

- click the hidden slide title on the menu