

1. Creating a Slide Show

1.1 Overview

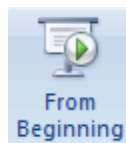
Once you have completed your slides you need to be able to show them. An electronic presentation displays your slides through the computer and may be linked to a projection device, thus displaying your slides on a projection screen. There are several advantages in using a slide show instead of traditional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

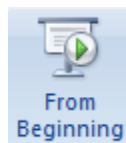
- It saves the time and expense of creating slides
- Transitions and animations can be used to add impact to the presentation
- Changes can be made at the last minute
- Annotations can be added by the speaker during the presentation
- Slides can easily be hidden and used only if needed
- Slides can be shown in a particular sequence (known as a 'Custom Slide show')

1.2 Running a Slide Show

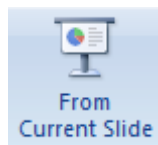
You can run your slide show at any point in order to evaluate your efforts and see any transitions and animations you have applied. You can also annotate slides during a show using an electronic 'pen' (useful for highlighting specific points).

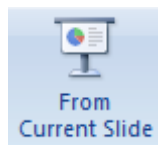
To start the slide show from the first slide...




- Select the From Beginning  button on the Slide Show tab

To start the slide show from the current slide...



- Select the From Current Slide  button on the Slide Show tab or...

- Select the  button at the bottom right of the screen

To move through the show manually with the mouse...

- Use the **Left Mouse** button to take you forward one slide
- **Right Click** and select 'Previous' to go back

You can also use the following keyboard shortcuts...

- press **N** or the **Right Arrow** key or **Page Down** to move forward one slide
- press **P** or the **Left Arrow** key or **Page Up** to move back one slide

To stop the slide show...

- press **Esc** on the keyboard

1.3 Slide Show Options

To change slide show options...

- Right Click in the presentation to open the menu shown below...

Move to the next or previous slides

Move the last slide viewed

Go to a specific slide

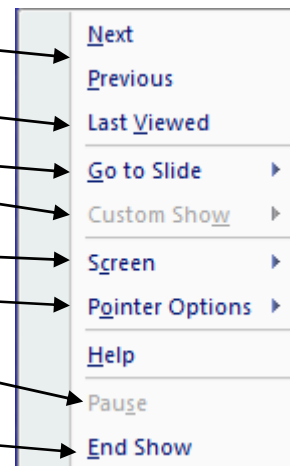
Run a Custom Show (if defined – see later)

Show a blank screen

Setup the on-screen pen (see later)

Pause the show (if timings are present)

End the show



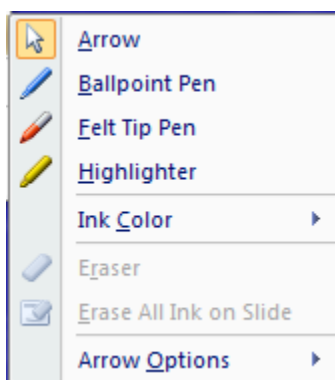
Using the pen

PowerPoint allows you to emphasise a point during a show by drawing lines using a feature called the pen.

- In Slide Show view press **Ctrl + P**
- The mouse pointer now changes to a pen...
- Position the pen where you wish to draw and click and drag as required
- To turn the pen off (and return to using the arrow) press **Ctrl + A**
- To erase the annotations press **E**

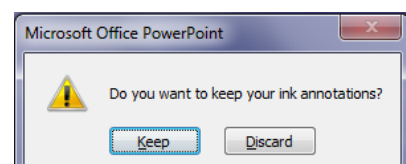
To change the pen type and colour...

- In Slide Show view **Right Click** on a slide...
- From the menu select 'Pointer Options'...



From here you can choose a pen type and set the 'Ink Colour'.

If you use the pen PowerPoint displays a message asking you if you want to keep your 'annotations'...



1.4 Slide Transitions

Overview

Transitions determine how a slide will appear when you run your show.

There are many types of transition (some subtle, some not quite so subtle) and these can be applied to just one slide, a selection of slides or the entire presentation.

Applying a Transition

To apply a transition to one slide...

- In normal View or Slide Sorter view select the slide of interest
- Open the Animation tab and note the row of icons in the 'Transition to this Slide' group as shown below...




Click here to see more transitions

- Simply select the affect that looks interesting

PowerPoint automatically applies the affect and shows a preview of how it will look when presented.

You can also get a preview at any time by selecting the




Preview button on the Animation tab on the Ribbon.

To apply a transition to several slides...

- In Normal or Slide Sorter view select the slide miniatures
- To do this you can **Ctrl + Click** on each or...
- In Slide Sorter view simply **Drag** over the miniatures
- Now repeat the operations above

To apply a transition to all slides...

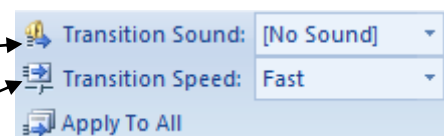
- Use the Apply To All  **Apply To All** button on the Animation tab

Transition Options

On the animation Tab you will notice the following button group to set the following...

Associate a sound with a transition (potentially annoying unless done with care)

Set the transition speed (Fast, Medium or Slow)



1.5 Slide Timings

Each slide in your presentation can be assigned a time that it will stay on screen before the next slide is shown. This can be very useful for a slideshow that is intended to run by itself (e.g. as a demonstration at a 'kiosk').

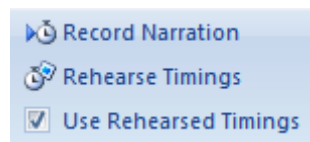
There are two options when it comes to timing – rehearse them or set them manually.

Rehearsed Timings

This approach gives you the greatest control of how your presentation will run as it applies timings to every animation, as well as the transitions. However, it does require you to run the show manually (from start to finish) in exactly the way you want it to show, whilst it records your actions. If you have a sound card and microphone you can also record voice narration as you go.

To rehearse timings...

- Open the Slide Show tab on the Ribbon
- Note the buttons in the Setup group...



These may be used to...

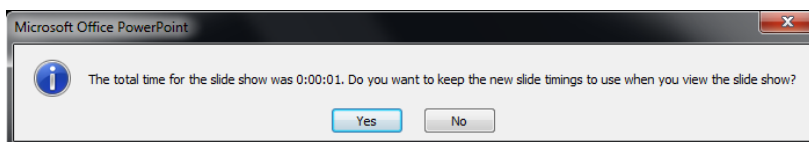
- Record your voice narration (using a sound card and microphone)
- Run the show and rehearse your timings
- Enable (or disable) rehearsed timings

When you are ready select the 'Rehearse Timings' button above

- Now simply run the show advancing the slides as needed

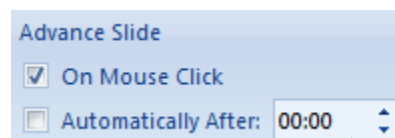
As you go PowerPoint will remember the timings for every animation and transition.

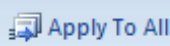
- When you get to the end (or stop the show) PowerPoint will ask you if you would like to retain the rehearsed timings...



Manual Timing

On the Animations tab note the following group of buttons...



- To set an automatic timing then simply specify it here and tick the box
- Tick the 'On Mouse Click' option if you want to retain the option of advancing the show with the mouse
- To apply the timing to every slide use the Apply To All  button on the Animation tab

1.6 Animations

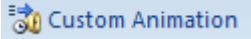
Overview

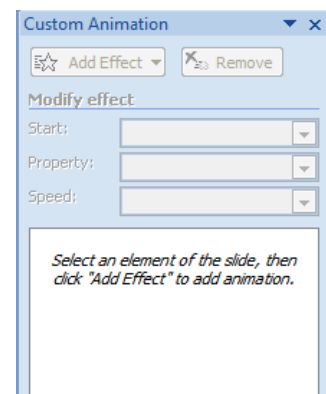
Almost every element in a PowerPoint show can be animated to add interest and impact. However it's easy to overdo animations to the point that *they* become the focus rather than what you have to say. So they need to be used with care.

There are a very wide range of animation effects available so it's best to experiment with them to find those that suit you the best.

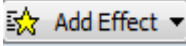
Adding Animations

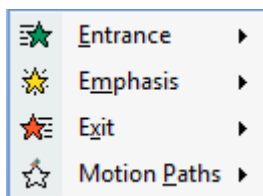
To apply animation to the current slide...

- Select the Custom Animation  button from the animation Tab
- You will now see the 'Custom Animation' task pane on the right of the screen, as show below...

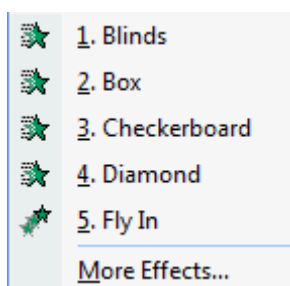


Note that the buttons are all greyed-out at present as no element has been selected for animation.

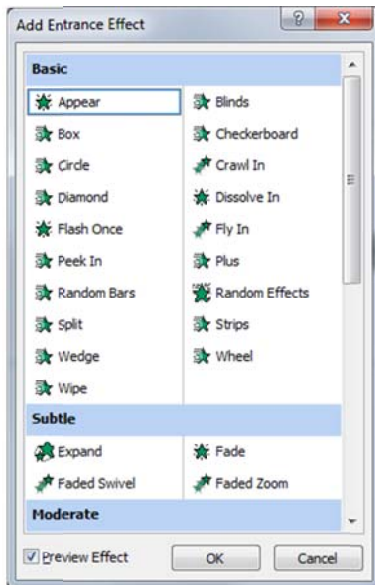
- Select an element on your slide and the 'Add Effect'  button now becomes available, so select it
- You will now see a pop-up menu with the following basic effect categories...



- Select one of the categories to see what options are available...



- If these look Ok simply select one and the animation will be applied and previewed
- If not, select 'More Effects' to see the full gallery of animation options for the chosen category...



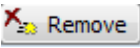
Note that animation effects are grouped by their level of intended impact!

- Continue to add animations to each element of the slide until you are happy with the results

Each animation will be added to the numbered list in the Custom Animation task pane (see screenshot below) and each element in the slide will have a number corresponding to that animation.

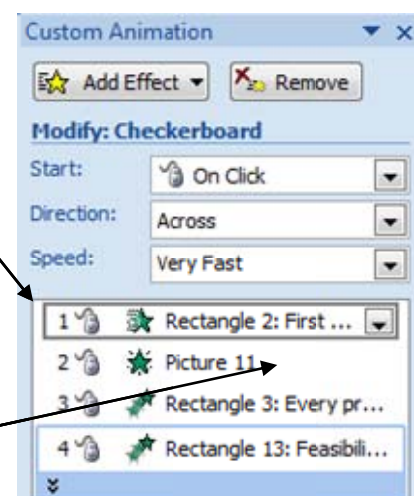
Removing an Animation

If you have an animation that you don't want...

- First select it from the numbered list here
- and then...
- Select the  Remove button

Changing the Animation Sequence

- This is easily achieved by clicking on an animation in the list
- And dragging up or down



1.7 Animation Options

There are extensive options for changing the way an animation behaves.

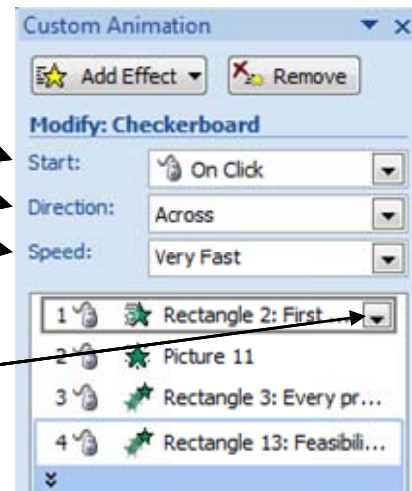
The basic settings are as follows...

Trigger options to start the animation

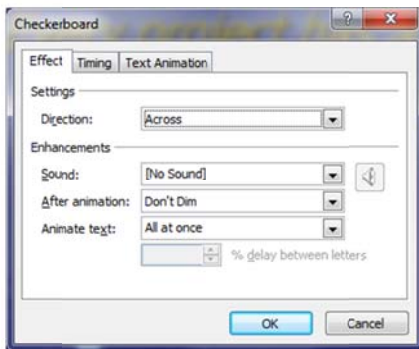
Direction that it should come from

How fast it should animate

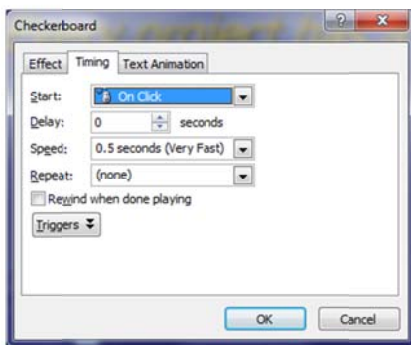
- More specific options are available by selecting the arrow next to an animation
- And selecting 'Effect Options'



The first tab shows the following basic options...



The second allows precise control over timings and speed...



Whilst the third controls how hierarchical elements (such as bullets) are animated...

