Exercise: Applying transitions

Note: You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

How to complete this exercise

To complete this exercise, you will need access to Microsoft PowerPoint.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

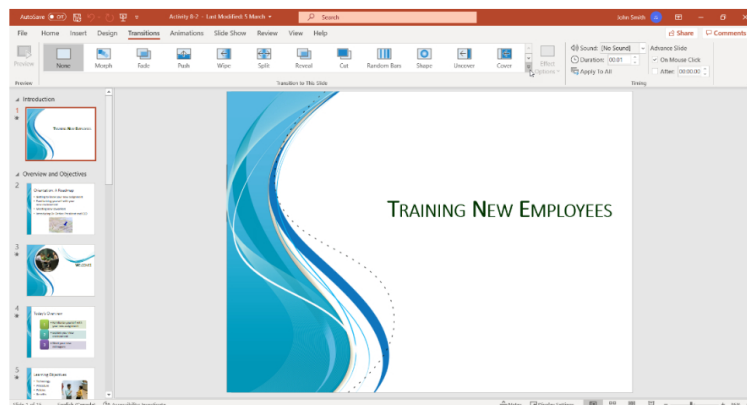**Access Microsoft Account**

Log in to your Microsoft account. ⧉

Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!
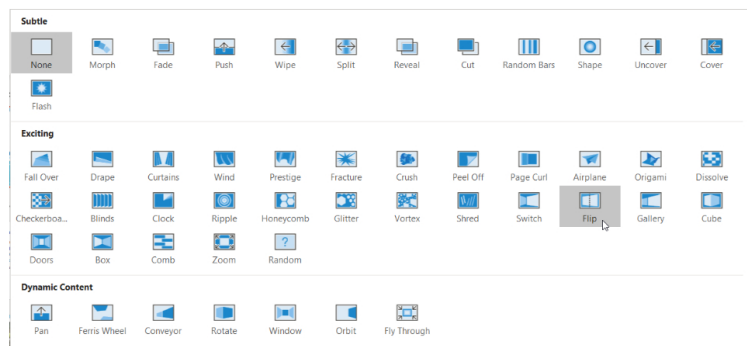
Let's get started!

You have decided to include transitions in your template for training new employees. In this activity, you will design a transition and apply it to all slides in the template.
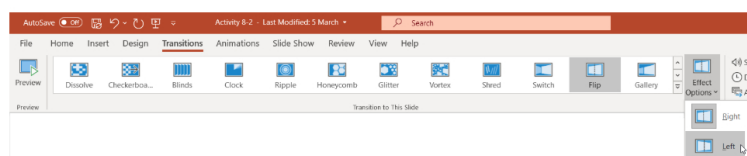
Exercise: Applying transitions ⧉

2. Slide 1 should be selected. Click the **Transitions** tab and click the **More** arrow in the Transitions gallery:
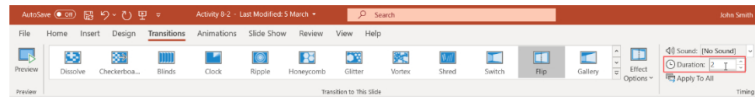

3. Click **Flip**:

4. A short preview will be shown. Now, click **Transitions → Effect Options → Left**:
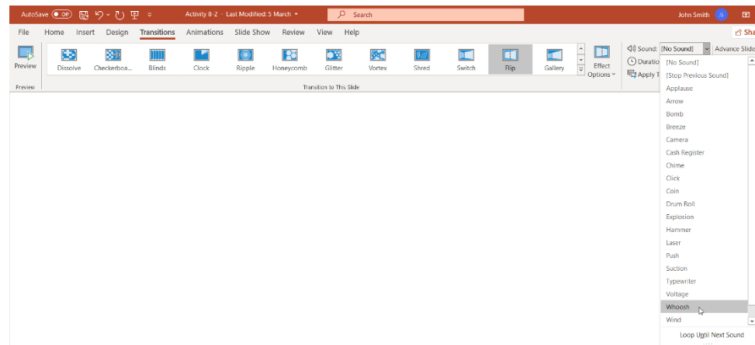

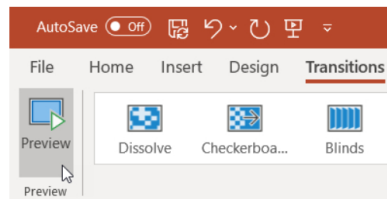5. This will change the direction of the transition; another preview will show you this. Now, change the duration to 2

5. This will change the direction of the transition, another preview will show you this. Now, change the duration to 2 seconds by clicking in the field, typing "**2**," and pressing **Enter**:
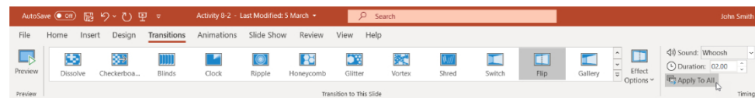

6. Click the drop-down arrow next to Sound and choose **Whoosh**:

7. Now that our transition is set up, click **Preview**:

8. Once the preview is complete, click **Apply To All** to copy this transition to all slides:

9. All slides should now have a Transition/Animation icon in the Slides pane:

10. Save your presentation as Activity 8-2 Complete. Close Microsoft 365 PowerPoint to complete this activity.

11. Now, you can check out an example of a completed document in the link below:

Completed Exercise: Applying transitions ☒

Mark as completed

Mark as completed