

Lab 09

UNDERSTANDING SLIDE SHOW TECHNIQUES AND ANIMATION STYLES IN MS POWERPOINT

Objective:

Understanding slide show techniques, and animation Styles in MS PowerPoint.

Slide Shows

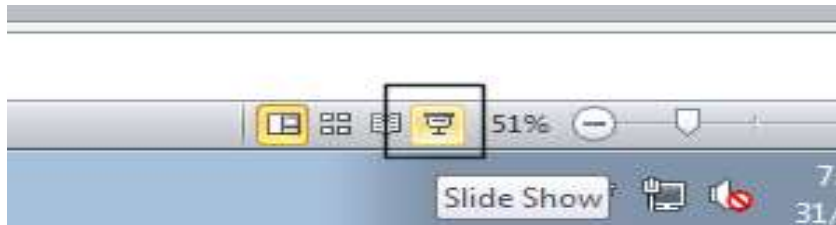
Adding slide show animation effects

Open a presentation

- You can add animation effects to the text and graphics within your slides.
- Select the **title** area on the first slide.
- Click on the **Animations** tab and within the **Animation** group click on the **down arrow** to the right of the group (i.e. on the **More** button).



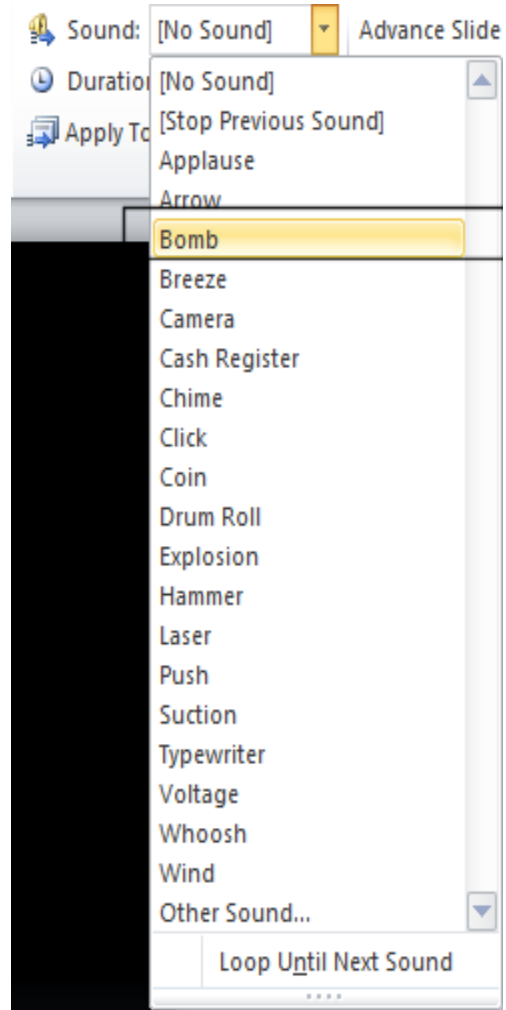
- Select an animation effect, such as **Fly In**. You will notice that the **title** area is marked with an animation number 1.
- Select the sub-title area; Select an animation effect, such as **Bounce**. You will notice that the slide is marked with two animation numbers, as illustrated, one for the **title**, which is marked with a **1**, indicating that this is the first animation, while **the sub-title** is marked with a **2**, indicating that this is the second animation.
- Click on the **Slide Show** button, at the bottom-right of the screen.
- Click the mouse button once, and you will see an animated **title** appear.
- Click the mouse button again and an animated sub-title will be displayed.
- Click the mouse button again to see the animated graphic appear.
- Click one more time and the second slide, which does not contain any animations, will be displayed. Press **Esc** to escape from the slide show.



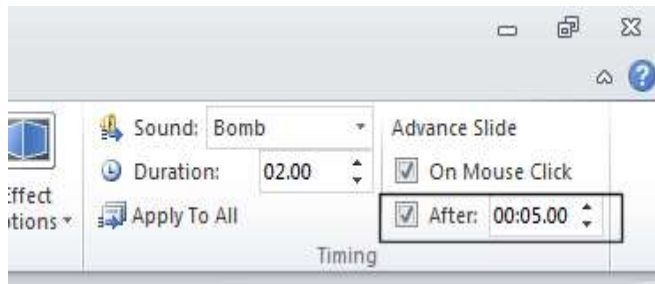
Slide show transitions and timings

- Click on the **Transitions** tab. You will see a selection of transitions displayed within the ribbon.
- Click on the **down arrow** to the right of the **Transitions** group and you will see more transitions displayed in a drop-down menu. Select the **Cube** transition.

- You can add sound to the slide animation. To do this click on the **down arrow** to the right of the transitions **Sound** button. You will see a drop-down list displayed. Click on the **Bomb** sound.
- You can control the duration of the slide animation. To do this click on the **up arrow** to the right of the transitions **Duration** button and change the value to **2.00**.



- You can set how the slide will advance. Click on the check box next to the **After** option and enter a value of **5.00** seconds.



- You can apply the slide animation to all the slides by clicking on the **Apply to All** button.
- Run the slide show and the transition effects will display as you configured them to run. Save your changes.



Using Find

Click the **Find** button, located in the **Editing** group under the **Home** tab.

TIP: Use the **Ctrl+F** keyboard shortcut to start the **Find** function.

- The **Find** dialog box will be displayed. Type the word into the **Find what** box.
- Click on the **Find Next** button. PowerPoint will locate and select the first instance of the word computer in the presentation. Click on the **Find Next** button repeatedly to find all occurrences of the word.
- When you reach the end of the search PowerPoint will display the following dialog box.
- Click on the **OK** button.

Using Replace

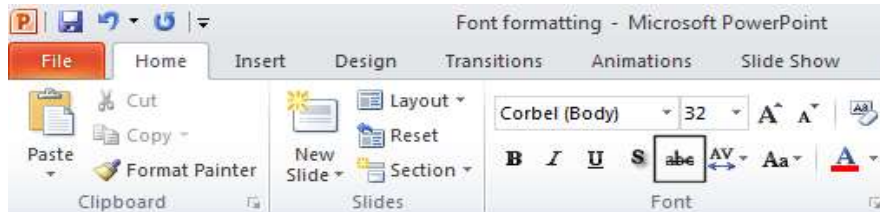
Click the **Replace** button, located under the **Editing** group of the **Home** tab.

TIP: Use the **Ctrl+H** keyboard shortcut to start the **Replace** function.

- The **Replace** dialog box will be displayed. Type the word into the **Find what** box.
- Type the word **PC** into the **Replace with** box.
- Click on the **Find Next** button. PowerPoint will locate and select the first instance of the word computer in the presentation. To replace that instance of the word computer with PC click on the **Replace** button. Repeat this process to replace all occurrences of the word computer with PC.
- When you reach the end of the search PowerPoint will display the following dialog box. Click on the **OK** button.

Strikethrough effects

Select a word and experiment with applying strikethrough formatting using the **Strikethrough** icon.



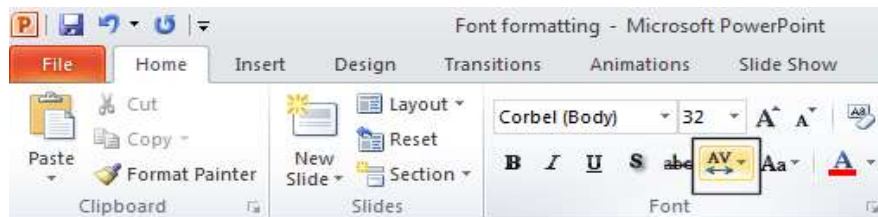
Shadow effects

Select a word within the last paragraph and experiment with applying **Shadow** formatting. You may find this effect is easier to see when combined with **Bold** formatting.



Character spacing

- Display the slide relating to the CPU.
- Select the first paragraph.
- Click on the **Character Spacing** icon. This will display a drop down from which you select the required type of character spacing. Experiment with applying different types of character spacing and observe the effects. Reset the character spacing back to 'Normal' before continuing.



Clearing all text formatting

Select a paragraph of text that you have previously formatted. Click on the **Clear All Formatting** icon and the formatting will be removed.



PowerPoint Presenter Notes:

If you look carefully at your screen you will see a section towards the bottom displaying the message '**Click to add notes**'. You can use this area to add presenter notes to a presentation. These can be used as memory aids and prompts by the presenter, but are not designed to be seen by persons viewing the presentation. Add the following notes to the title page.

NOTE: To enlarge or decrease the notes area, place your cursor on the border and click and drag the cursor.

Text direction

- Click on the word you want to change direction.
- Click on the **Home** tab and within the **Paragraph** group click on the **Text Direction** icon.
- This will display a drop down list of text direction options. Select the **Rotate all text 90°** option.

Spell checking

• Open a document called **Spell check**. This presentation contains a number of spelling errors. To spell check the document, click on the **Spelling** icon located within the **Review** tab.

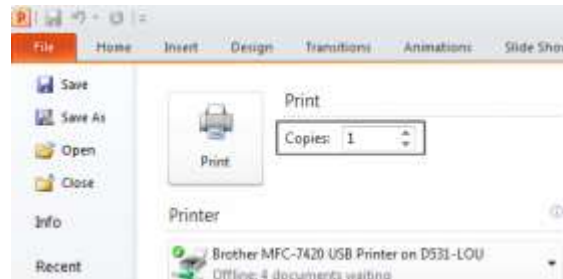
TIP: The keyboard shortcut to run the spell checker is **F7**.

- Follow the on-screen prompts to correct the errors within the document.

Printing

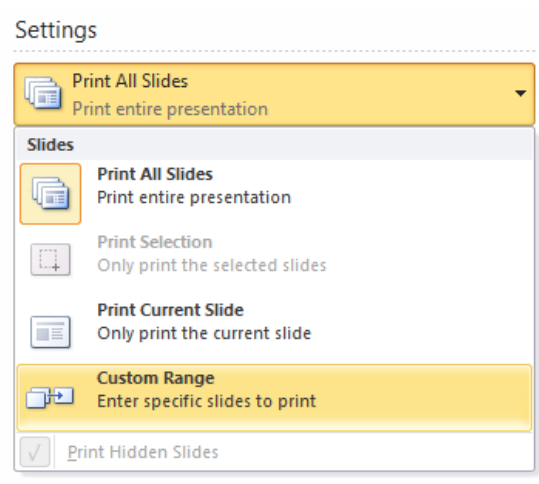
Setting the number of copies to print

By default a single copy will be printed. If you wish to print extra copies enter the required number of copies into the copies section.



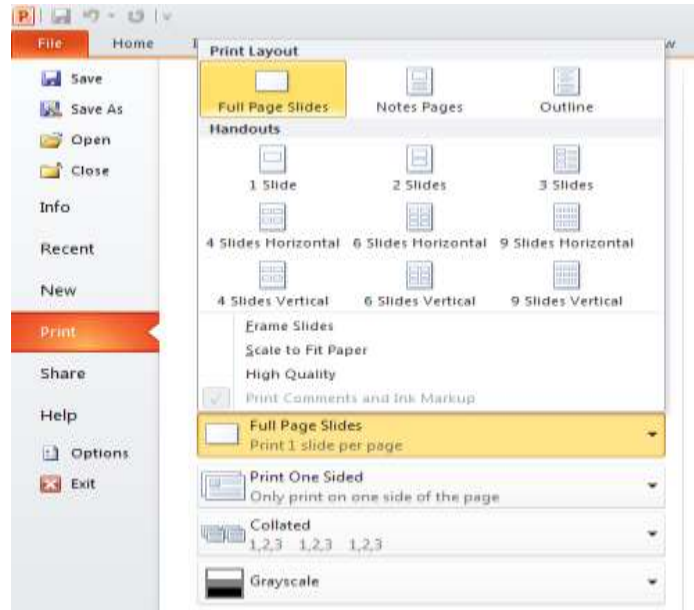
Printing selected slides

Within the Setting section, click on the down arrow to the right of the **Print All Slides** item, and select the required option such as just the current slide, or a specified slide range.



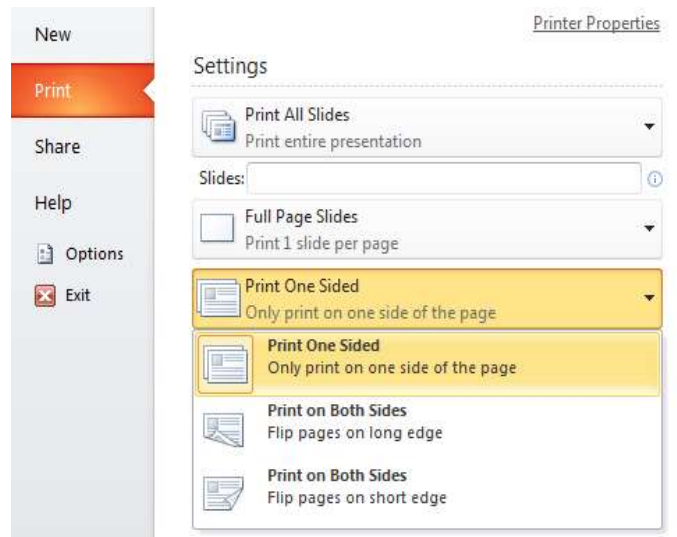
Setting the number of slides per page to be printed

Click on the down arrow next to the **Full Page Slides** option and select the number of slides that you wish to be printed per page,



Single or double sided (duplex) printing

Click on the down arrow to the right of the **Print One Sided** item. If required click on the **Print on Both Sides** option.



To print a presentation

Click on the **Print** button.

Assignment:

- Make 5 power point slides on computer, its history, Generations of computer, types of computer and parts of computer use transitions & Animation options on each slide.