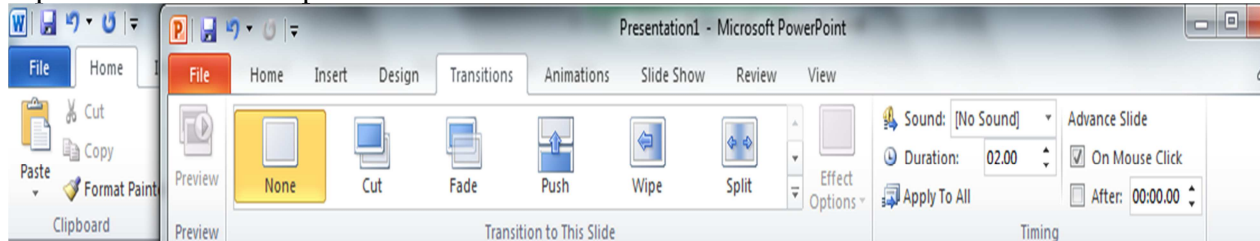


Slide transitions, timings, and animations in your Power Point project

You have a requirement to add slide transitions for EVERY slide in your project. You can have the same transition between all slides. Transitions are added via the Transitions option on the top ribbon. Note the options on this tab:



If you want the same transition between ALL slides, choose Apply to All. Otherwise, you can apply a different transition by selecting each slide and choosing the transition for THAT slide.

This is also where you can add sound. AND (very important) where you set the display duration. This is how long you anticipate talking while this slide is displayed. This is very helpful if you want your entire project to run automatically (perhaps with a pre-recorded speech) or with no sound such as a display running in a public place. For this project, you can set the duration to any amount (except 0) or just leave it with the default value..

More important: the Advance Slide option. Again, the next slide will appear after the time you select here.

LEAVE THE On Mouse Click OPTION SELECTED. That lets me go through the slides without waiting for your transition time to elapse. You can set the Advance Slide After to whatever you wish. If you leave the Advance Slide On Mouse Click turned on, I can go through your file at my own pace as well as let it run with your timing scheme.

Animations are fun additions –done via the Animations tab on the top ribbon. When you opt to add an animated graphic or text, first choose the Animation Pane, select the object you want to animate, then select the type of animation (options listed at the top).

You can change the order of the animated piece by just moving it up or down in the Animation Pane. Timing of the animation can also be controlled (how fast the animation takes place). Be sure to Play your slide show or slide to ensure that the presentation operates the way you want it to.

Sound files in PowerPoint

If you want to add your own music files or sounds to your Power Point presentation, and these sound files are NOT part of the default sound files that come with the operating system, you will need to attach that sound file along with your Power Point project when you submit the project. Unless the viewer (me, in this case) has that same music/sound file on my machine, I will not be able to take advantage of the enhancement you made to your project.

Images are fine – they are embedded in your project file.