

CHAPTER 4

Delivering Presentation

Slide Transition
Customizing Your Show



**Microsoft Office
PowerPoint 2003**

4.1 Slide Transition

While advancing from one slide to next slide, PowerPoint offers you to apply a transition. Transition is the animated way of transforming from one slide to next. It makes the presentation interesting.



Slide transition effect

step 1: Click **Slide Show>Slide Transition**. The Slide Transition task pane will guide you through the steps.

step 2: You will see lots of transition types. Click any of them. With the clicking, transition is previewed so that you can decide easily which effect to choose.

step 3: You can modify extra options for each slide. They are at the bottom of the Slide Transition task pane.

The screenshot shows the 'Modify transition' task pane in PowerPoint. It has several sections: 'Speed' with a dropdown set to 'Fast'; 'Sound' with a dropdown set to '[No Sound]' and a checkbox for 'Loop until next sound'; 'Advance slide' with checkboxes for 'On mouse click' (checked) and 'Automatically after' (unchecked); 'Apply to All Slides' button; 'Play' and 'Slide Show' buttons; and 'AutoPreview' checkbox (checked). Arrows point from text labels to specific parts of the pane: 'All the slides use the same settings when on click' points to the 'Apply to All Slides' button; 'Previews the transition in Normal mode' points to the 'Play' button; 'Previews the transition in Slide Show view' points to the 'Slide Show' button; 'Speed of the transition is set as slow, medium or fast' points to the 'Speed' dropdown; 'A sound effect can be used along with the transition' points to the 'Sound' dropdown; and 'Transition can be controlled by the user or automatically it advances to the next slide' points to the 'Advance slide' section.

All the slides use the same settings when on click

Previews the transition in Normal mode

Previews the transition in Slide Show view

Speed of the transition is set as slow, medium or fast

A sound effect can be used along with the transition

Transition can be controlled by the user or automatically it advances to the next slide

Modify transition


4.2 Customizing your Show

Generally, Slides are shown in order. However, you may need to jump to a slide manually. PowerPoint offers two features to help you switch between the slides. Even you can create an index for your presentation and navigate through this index like a web site. PowerPoint also provides web page creation opportunity. You can create a simple web page using these options in PowerPoint.



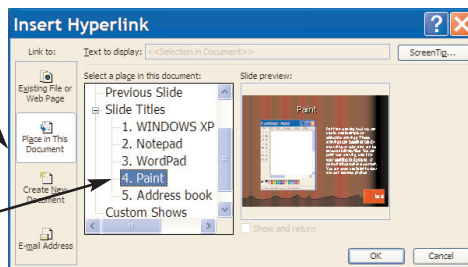
4.2.1 Inserting hyperlink

step 1: Select the object you want to insert a hyperlink.

step 2: Click () icon on standard toolbar. Select the slide, you want to go to.

Click to list all slides in the presentation

Select the slide you want to go to

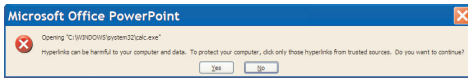


Insert hyperlink dialog box

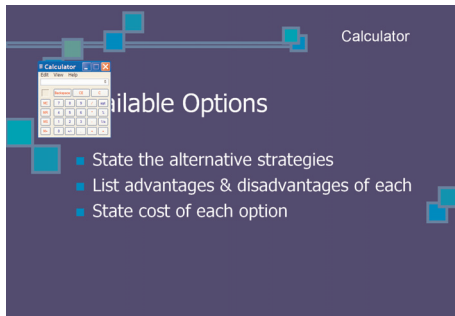
step 3: Click <OK> to finish inserting hyperlink.

Now, when you click the object in the slide show view the 4th slide will be displayed.

Also an external program can be run within a slide show. For example you can run Calculator program during the presentation



Warning message



step 1: Create a text box with a title Calculator -You can use WordArt or picture object to represent your link too-.

step 2: Click [Hyperlink](#) icon on the [Standard Toolbar](#), or [Insert > Hyperlink](#) from the main menu.

step 3: You will use Existing File or Web Page tab to browse to the location for Calculator. (Calculator is located under system32 folder which is located in the default Windows directory with the name Calc.exe. If you are not sure where the windows directory is, use search option in Windows to find the location of the file.)

step 4: Activate [Slide Show](#) view and click the Calculator. You will get a warning message which prompts whether to run or not. Click [Yes](#) . The calculator program will start.

step 5: You will be able to use the calculator. When finished with calculator, simply close the program to return the presentation.

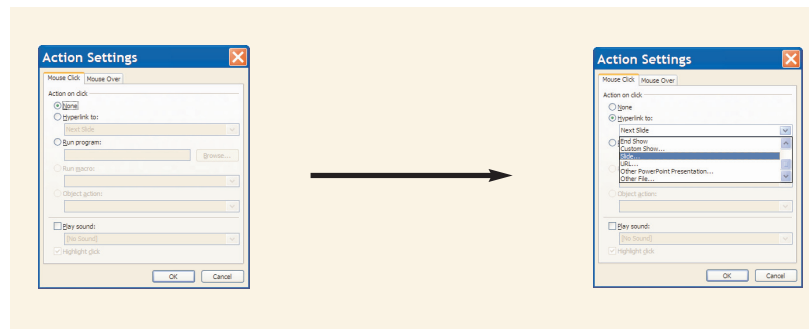
4.2.2 Action buttons

Action buttons are used for similar purpose with hyperlink. They make navigating through slides easier or they are used to start the movie or sound files.

step 1: Click [Slide Show>Action Buttons](#)

step 2: From the menu choose the proper button meeting your aim.

step 3: Drag the cursor over the area where you want to insert the button. With releasing the mouse button [Action Settings](#) dialog box is displayed



Action setting

step 4: Click [Hyperlink to](#) and from the drop down menu, choose the slide you want to go to. As you understand from the menu, you can run another presentation or access to another file too. Each action button is assigned different hyperlink. If you do not choose any option, just click [<OK>](#). [Action Button](#) links to proposed hyperlink.



- Movie: used to run a movie
- Sound: plays a sound
- Document: shows another document such as excel file
- Return: returns to the last slide viewed
- End: advances to the last slide
- Beginning: advances to the first slide
- Next: advances to the next slide
- Previous: goes to the previous slide
- Information: use to give information by attaching a document etc.
- Help: use to give information by attaching to another slide etc.
- Home: goes to first page.
- Custom: Select the hyperlink from the list.

[Action Buttons](#)

4.2.3 Rehearse timings

Timing slides is a good option if you want to control the length of the whole presentation. It lets you specify the time for each individual slide, so you learn the total time of the presentation takes place, which is quite useful for a speaker.

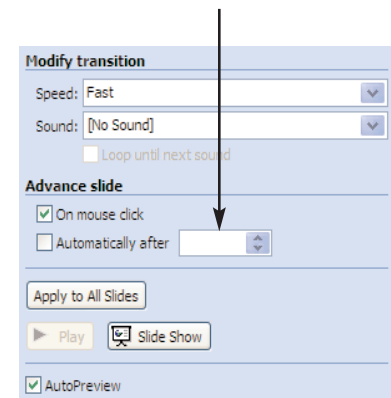
Repeat the following process for each slide you want to set the timing for.

step 1: On the [Slides](#) tab in normal, select the slides you want to set the timing for.

step 2: On the [Slide Show](#) menu, click [Slide Transition](#).

step 3: Under [Advance slide](#), select the [Automatically After](#) check

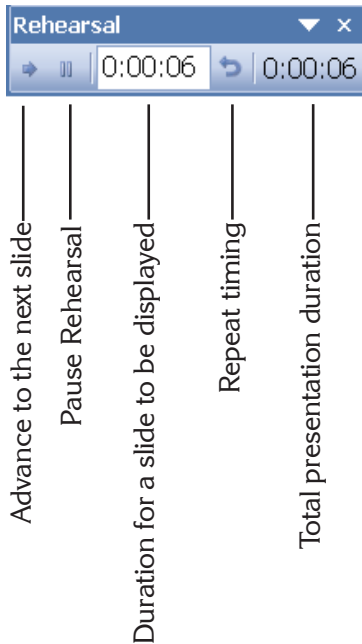
Type the number in seconds



[Modify transition dialog box](#)

box, and then enter the number of seconds you want the slide to appear on the screen. If you click on both **Automatically After** and **On Mouse Click** boxes, you can advance to the next slide either you click or it automatically advances after a while.

Or you can set the timing in Slide Show view by Rehearse timings.



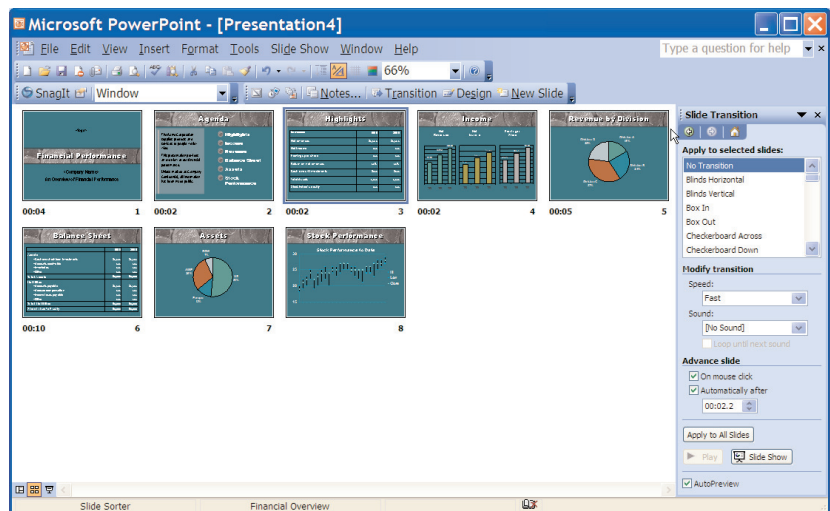
Rehearse Timings

step 1: On the Slide Show menu, click Rehearse Timings to start the show in rehearsal mode.

step 2: Click the advance button  when you're ready to go to the next slide

step 3: When you reach the end of the slide show, click **<Yes>** to accept the timings or **<No>** to start over.

step 4: In **Slide Sorter** view, notice that below the slides came their duration. **Advance Slide** option has changed too. You will see **On mouse click** and **Automatically after** options are both selected and duration of a slide has been set. You can alter the duration for any slide manually if you want later.

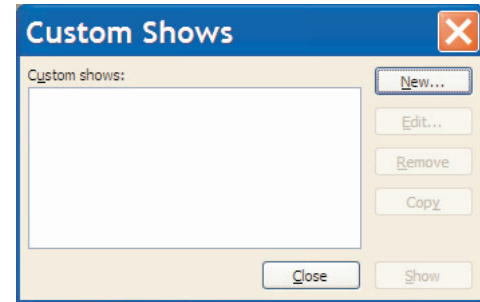


You can see the timings for each slide in Slide Sorter view.

4.2.4 Custom Show

You may need to create two shows for various reasons. But some slides are common and some are individual. Instead creating a new one, you can customize your show by selecting the definite slides for a show. Then, through action buttons, you navigate the new shows easily. It means, in one presentation file you can create two or more shows.

Let us suppose that we have a ten-page show of which eight slides belong to the first presentation and seven slides belong to the second. Let us create custom show for the first one, assuming it contains 2, 3, 4, 7, 8, 9 and 10th slides.

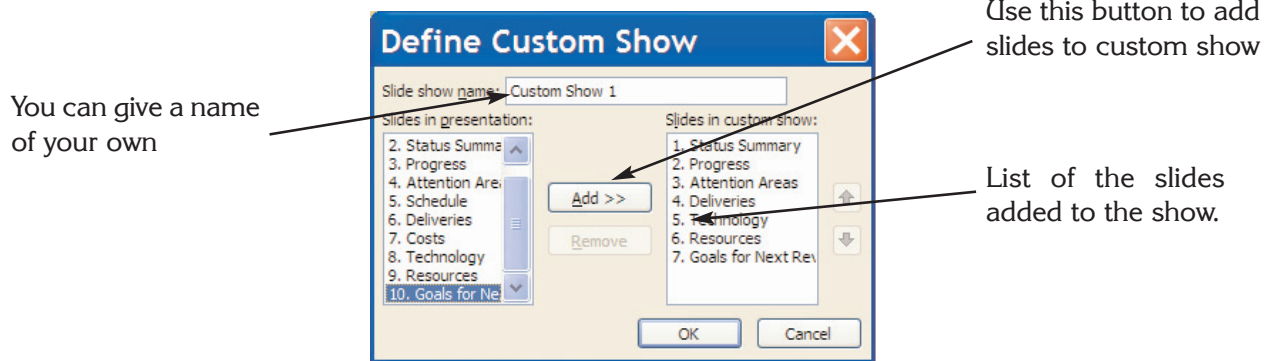


Custom shows

step 1: Click [Slide Show>Custom Shows](#)

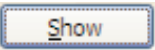
step 2: Click [<New>](#) button.

step 3: Add the slides to your show as follows.

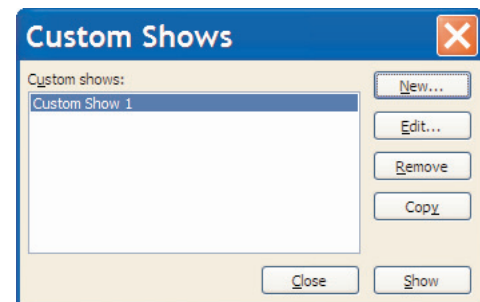


Define Custom Show

Having finished adding slides, click [<OK>](#) button to save your show. It returns the previous dialog box along with the name of the show in the Custom Shows:. Click [<Close>](#) button if you do not want to create another custom show. Or, you can repeat the steps to create another custom show.

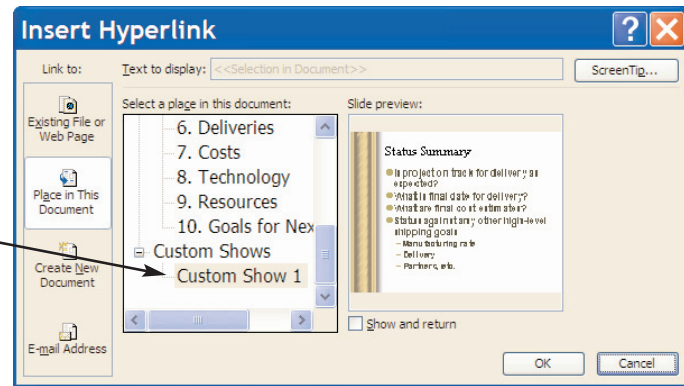
step 1: You can click the  button to view the new show.

step 2: You can access the custom shows via [hyperlink or action buttons](#). (For creating hyperlink or action buttons, please refer to the this chapter's **Inserting hayperlink** and **Action buttons**)



Custom shows

When inserting hyperlink, choose Custom Shows from the list and click the name of the show to link to



Insert hyperlink dialog box linking to Custom Show

Project 1: Favorite Cars

Create a project about your favorite cars. Use photos, videos or animations in your presentation. Think about models, their photos, videos, features, specifications, price, news, reviews, comparison, etc.

Project 2: A Computer Lesson

Prepare a lesson which is showing your audience what you learned about PowerPoint. Your presentation can be a review lesson. Use action buttons, hyperlinks, rehearse timing, etc.

Project 3: A Contest

Prepare a "general knowledge contest". Give sounds like clapping, or plus sign for the answer is true or breaking or minus sign for wrong answer. Use action buttons, or hyperlinks to go to appropriate slide

In this chapter you have learned;

- Adding transition effects between slides (slide transitions)
- Creating links to any elements. PowerPoint has advantages that you can give link to any place in a presentation, or you can link to any information and programs outside of your presentation.
- Using of action buttons. Adding action settings to any object. You learned how to use action settings to create a dynamic presentation.
- Creating custom timing in your presentations (Rehearse timings)
- You can create custom shows. You may need to create two shows for various reasons. Instead creating a new one, you can customize your show by selecting the definite slides for a show


Questions

1. (T) (F) You can change the speed of the transition to slow, medium or fast.
2. (T) (F) You can run an external program within a slide show using hyperlink.
3. (T) (F) Let us suppose you have a ten-page presentation. You can create a custom show that contains 2, 4, 7, and 10th slides.
4. Which one is true about slide transition?
 - A) You can add same transition effect to all slides
 - B) You can adjust speed of the transition
 - C) A sound effect can be used with the transition
 - D) All of the above
5. You can give hyperlink to _____.
 - I- any slide in the presentation
 - II- any external program
 - III- any external picture file
 - IV- e-mail address

A) I B) II-III C) I-II-III D) I-II-III-IV
6. When you insert **Action Buttons** you can change **Action Settings** to _____.
 - I- hyperlink to any slide
 - II- run program
 - III- play sound

A) I B) II-III C) I-III D) I-II-III
7. Which one is true about Custom Show?
 - I- Instead of creating a new slide show, you can create a new slide show from your present slide show by selecting the definite slides from.
 - II- You can not create a custom show from an old slide show.
 - III- You can create **Custom Show from Slide Show>Custom Shows**
 - IV- You can access the custom shows via **hyperlink** or **action buttons**.

A) I B) I-III C) I-III-IV D) I-II-III-IV
8. The time that a slide appears on the screen is controlled by its _____.
 - A) slide timing
 - B) repeat timing
 - C) total presentation duration
 - D) transition timing
9. Which one is true about Rehearse timing?
 - A) You can add Rehearse timing to all slides
 - B) You can add Rehearse timing to selected slides
 - C) You can add Rehearse timing to only one slide
 - D) All of the above
10. What is this icon do?



 - A) Inserts a picture from the internet
 - B) Inserts a diagram
 - C) Inserts a slide
 - D) Inserts a hyperlink