

# MICROSOFT® POWERPOINT® 2010

## 301 - ENHANCING YOUR PRESENTATIONS USING ANIMATIONS, TRANSITIONS & PRESENTATION DELIVERY OPTIONS

### OVERVIEW & TABLE OF CONTENTS

Microsoft PowerPoint provides a wealth of tools to enhance presentation content and delivery. These enhancements include custom animation and transition effects — the main topics to be reviewed in this quick reference guide.

#### Inside This Guide

Creating Slide Transitions.....	1
Simple & Advanced Slide Animations.....	2
Self-Running Presentations.....	5
Creating Custom Slide Shows.....	7
Using The Presenter View.....	7

### CREATING SLIDE TRANSITIONS

Transitions are the movements from one slide to another (known as "transferring") that take place when a presentation is being viewed as a slideshow.

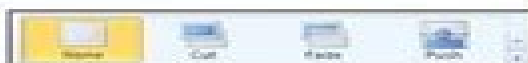
- Transitions are best applied and managed when the Slide Sorter view is active. On the **View** tab of the Ribbon, click the **Slide Sorter** command. The presentation will be displayed as pictured below.



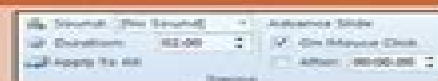
**Tip:** You can also activate the Slide Sorter view by using the **Slide Sorter** shortcut icon found in the bottom right corner of the main window. The **Zoom Slider** allows you to change the zoom percentages of the slides being viewed.



- Transition options are available via the **Transitions** tab on the ribbon. Select a slide and then click one of the transition options in the gallery. PowerPoint automatically presents you with a preview of the selected effect.
- To simultaneously add a specific transition effect to multiple slides, hold down the **CTRL** key, click the desired slides, and then select the transition effect you want applied.
- If you want to add a specific transition effect to all slides in a presentation, select the desired effect and then click the **Apply to All** command.



- To adjust the duration of the transition for a slide, select it and then use the **Duration** control to specify a time value (in seconds).



**Note:** To preview the transition (or animation) for a slide, select it and then click **Preview**.



- You can also tie sound effects to slide transitions by selecting one of the numerous sound effects available in the **Sound** drop-down list. As before, clicking **Apply to All** will assign speed and sound settings to all slides in the presentation.
- In addition to being able to regulate transition speed, PowerPoint also gives you the ability to specify how long each slide should display on the screen during a slide show. To enable this feature, select the **After** control check box and then set a time value (in seconds).

Alternatively, if you prefer to manually move through your slides, enable the **On Mouse Click** checkbox. When this option is activated, movement from one slide to another is accomplished by clicking the left mouse button. (Later in this guide we will review alternate commands and shortcuts for slideshow navigation.)

**Note:** Automatic slide advancement is typically used in self-running slideshows, such as kiosk presentations (See Page 5). If any transitions and duration times have been assigned to a slide, the Slide Sorter view indicates as such.

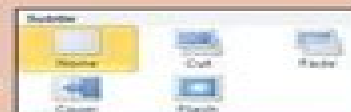


- To view your slideshow (with all assigned effects), click the **Slide Show** tab and then select the desired **Start Slide Show** commands (**From Beginning** or **From Current Slide**). At any point, you can exit a slideshow by pressing **ESC** on your keyboard.



**Tip:** When the Slide Sorter view is active, you can quickly remove transition effects from all slides in a presentation:

- Select the entire presentation by clicking **Select/Select All** on the **Home** tab (or use the **CTRL+A** keyboard shortcut).
- Select **None** (the first option) in the **Transition** gallery.
- All transition effects and duration settings are removed.



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
**Philip R. Holland**



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## **Table of Contents Microsoft Powerpoint 2010 Quick Reference Guide**

1. Understanding the eBook Microsoft Powerpoint 2010 Quick Reference Guide
  - The Rise of Digital Reading Microsoft Powerpoint 2010 Quick Reference Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint 2010 Quick Reference Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Powerpoint 2010 Quick Reference Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint 2010 Quick Reference Guide
  - Personalized Recommendations
  - Microsoft Powerpoint 2010 Quick Reference Guide User Reviews and Ratings
  - Microsoft Powerpoint 2010 Quick Reference Guide and Bestseller Lists
5. Accessing Microsoft Powerpoint 2010 Quick Reference Guide Free and Paid eBooks
  - Microsoft Powerpoint 2010 Quick Reference Guide Public Domain eBooks
  - Microsoft Powerpoint 2010 Quick Reference Guide eBook Subscription Services
  - Microsoft Powerpoint 2010 Quick Reference Guide Budget-Friendly Options
6. Navigating Microsoft Powerpoint 2010 Quick Reference Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Powerpoint 2010 Quick Reference Guide Compatibility with Devices
  - Microsoft Powerpoint 2010 Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Powerpoint 2010 Quick Reference Guide
  - Highlighting and Note-Taking Microsoft Powerpoint 2010 Quick Reference Guide
  - Interactive Elements Microsoft Powerpoint 2010 Quick Reference Guide

8. Staying Engaged with Microsoft Powerpoint 2010 Quick Reference Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Powerpoint 2010 Quick Reference Guide
9. Balancing eBooks and Physical Books Microsoft Powerpoint 2010 Quick Reference Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Powerpoint 2010 Quick Reference Guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Powerpoint 2010 Quick Reference Guide
  - Setting Reading Goals Microsoft Powerpoint 2010 Quick Reference Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Powerpoint 2010 Quick Reference Guide
  - Fact-Checking eBook Content of Microsoft Powerpoint 2010 Quick Reference Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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