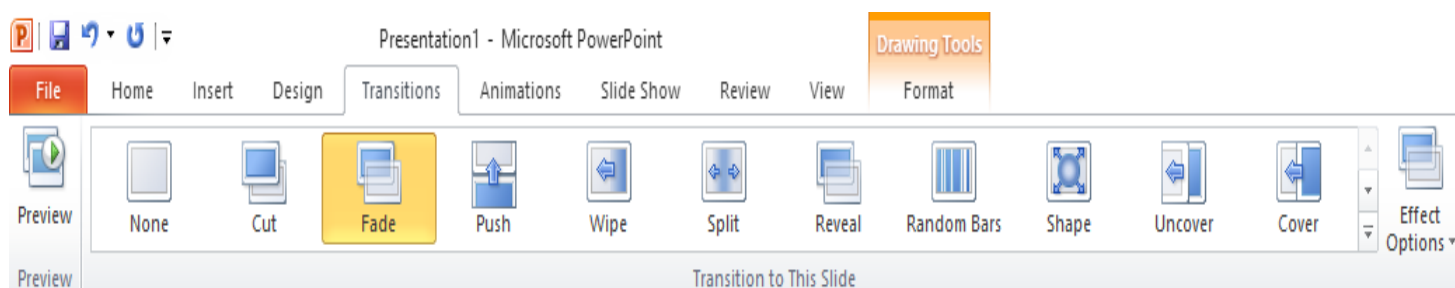


Lesson – 5

Transitions, Animations & Slide show (Menu)

Transition of Slides

Slide transitions are motion effects that occur in Slide Show view when you move from one slide to the next during a presentation. You can control the speed, add sound, and even customize the properties of transition effects.



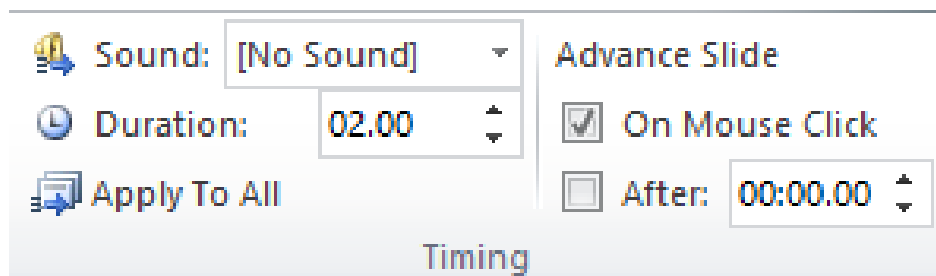
Add a transition to a slide

- In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
- Select the slide thumbnail of the slide that you want to apply a transition to.
- On the **Transitions** tab, in the **Transition to This Slide** group, click the slide transition effect that you want for that slide.

Timing for a transition

To set the duration of the transition between the previous slide and the current slide, do the following:

- On the **Transitions** tab, in the **Timing** group, in the **Duration** box, type or select the speed that

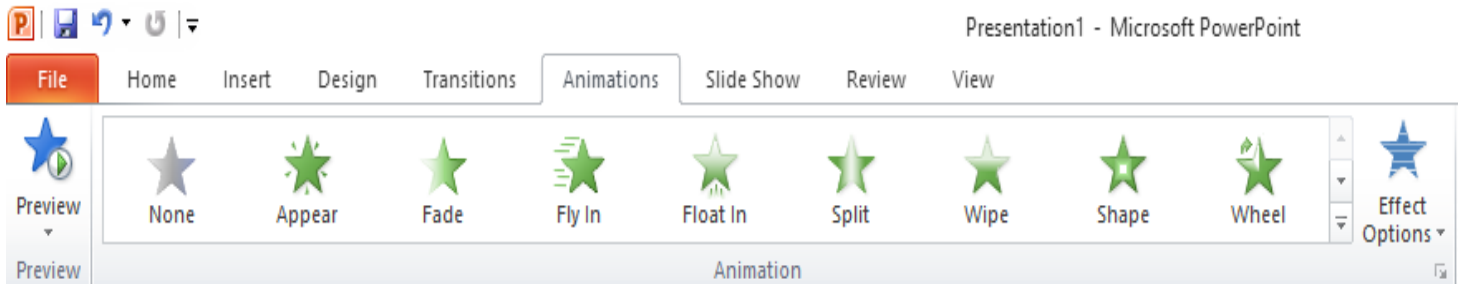


to specify how long before the current slide advances to the next, use one of the following procedures:

- To advance the slide when you click the mouse, on the **Transitions** tab, in the **Timing** group, select the **On Mouse Click** check box.
- To advance the slide after a specified time, on the **Transitions** tab, in the **Timing** group, click the **After** box, enter the number of seconds that you want.

Animations

You can create moving, animated SmartArt graphics to provide additional emphasis or show your information in phases. You can animate your entire SmartArt graphic or only an individual shape in your SmartArt graphic. For example, you can make each circle of a Venn diagram fly in one at a time or create an organization chart that fades in by level.



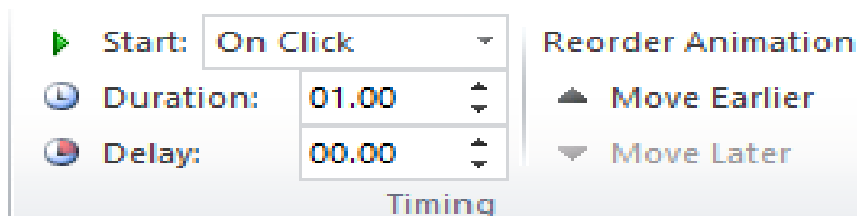
Set the animation effect options

To set the animation effect options, do the following:

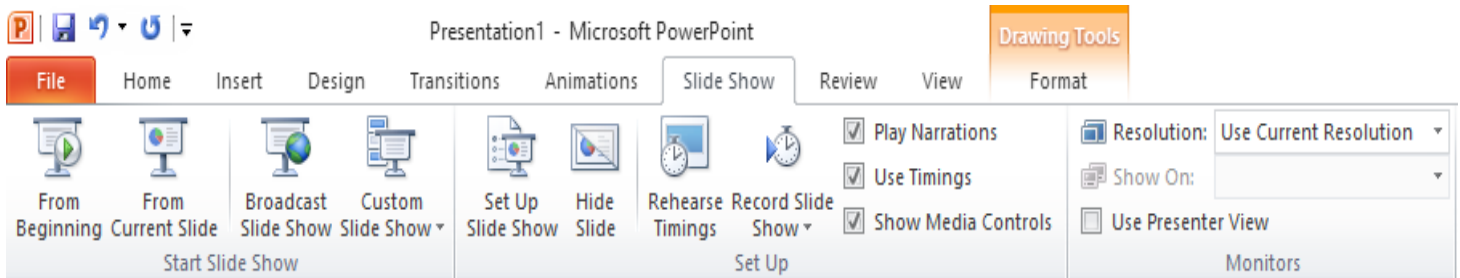
- Select the SmartArt graphic that has the animation that you want to modify.
- On the **Animations** tab, in the **Advanced Animations** group, click **Animation Pane**.
- In the **Animation Pane** list, click the arrow to the right of the animation that you want to modify, and then select **Effect Options**.
- In the dialog box, on the **SmartArt Animation** tab, in the **Group graphic** list, select one of the following options:

Timing

- **Start (On Click):** Choose when an animation starts to play Animation can start after the mouse click, at the same time as the previous animation, or after the previous animation finishes.
- **Duration:** specify the length of an animation.
- **Delay:** Play the animation after a certain number of seconds.



Slide Show



- From Beginning (F5)** : Start the slide show from the first slide.
- From Current Slide (Shift+F5)** : Start the slide show from current slide.
- Broadcast Slide Show** : Broadcast the slide show to remote viewers who can watch in a web browser.
- Custom Slide Show** : A custom slide show display only the slide you select.
- Set Up Slide Show** : Set up advance options for slide show.
- Hide Slide** : Hide the current slide from the presentations.
- Rehearse Timing** : Start a full-screen slide show in which you can rehearse your presentation.
- Record Slide Show** : Click here to choose where to start recording.