

SIMPLE POWERPOINT 2003: Getting Started

How to create, design and use a presentation.

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SESSION 4

Revision of functions from previous sessions.
New Functions: Slide Transition, Custom Animation.

Step 1. Switch On your computer and run the PowerPoint program.

Step 2. Open the Look presentation. (*Click on the Open icon, click on the My Computer icon, double-click on C:\ Drive, double-click on the PowerPoint Sessions folder, click on Look from the list provided, click on the Open button*)

A unique feature of PowerPoint is its ability to set Slide Transition timing which we will explore now.

Step 3. Display the Slide Transition Panel.

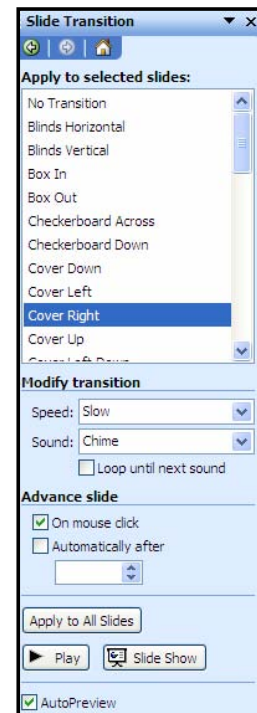
SLIDE TRANSITION PANEL

- Click on **Slide Show** from the main menu
 - Click on **Slide Transition** from the next menu
- * The Task Pane is displayed with the Slide Transition Panel active

Step 4. Apply the following Slide Transition to the first slide:
Effects = Cover Right-Up, Speed = Slow, Advance = On mouse click, Sound = Chimes.

SLIDE TRANSITION

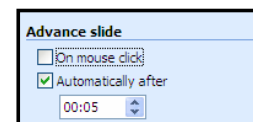
- Click on the **Apply to selected slides scroll bar** and click on the **Cover Right** option
 - Click on the **Speed scroll bar** in the **Modify transition area** and click on **Slow**
 - Click on the **Sound scroll bar** and click on **Chime**
 - Click on the **On mouse click box** in the **Advance slide area**
- * Automatically the Slide Transition settings only apply to the current slide



Step 5. Move to the next slide being slide number 2. (*Page Down key*)

Step 6. Set the Slide Transition settings to : Effects = Checkerboard Across, Speed = Slow, Sound = Drum Roll , Advance = Automatically after 5 seconds. (*Follow the previous instructions for the Advance slide area click on the Automatically after area then click on the up scroll bar until it reads 00:05, there should be no tick for the On mouse click area*)

Step 7. Move to the next slide being the third slide. (*Page Down key*)



Step 8. Set the Slide Transition settings to : Effects = Dissolve, Speed = Slow, Sound = Applause, Advance = Automatically after 5 seconds.

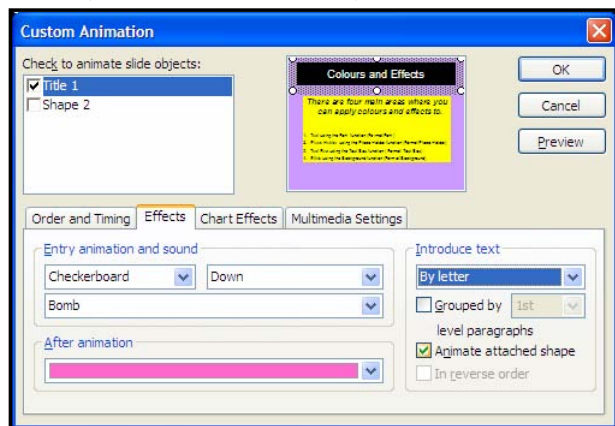
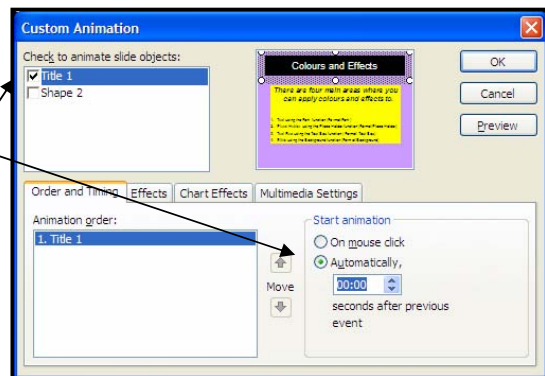
- Step 9.** Move to the last slide being the fourth slide. (*Press the Page Down key*)
- Step 10.** Set the Slide Transition settings to : Effects = Box Out, Speed = Slow, Sound = Cash Register, Advance = On mouse click.
- Step 11.** Go to Slide 1 using the Keyboard Shortcut for doing so. (*Ctrl + Home key*)
- Step 12.** Run the Slide Show. (*Click on the Slide Show icon located bottom left on the Scroll bar*)
(*You must click for the first slide to go to the second slide, wait for the second and third slide to automatically advance forward after five seconds, click to end the last slide*)

The Slide Transition controls the presentation of the slide, the Custom Animation controls the presentation of each object on the slide.

- Step 13.** Go to the last slide. (*Ctrl+End key*)
- Step 14.** Close the Task Pane. (*Click on the Close Window icon*)
- Step 15.** Apply the following Custom Animation setting for the two items on this slide.

CUSTOM ANIMATION

- Click on **Slide Show** from the main menu
- Click on **Custom Animation** from the next menu
 - * The Custom Animation window will appear
 - * There are two items on this slide, one being the Title Placeholder Box referred to as Title 1 and the other being a Text Box referred to as Shape 2
- Click on **Title 1** in the **Check to animate slide objects area**
 - * Now we are relating to the Title 1 object
- Click on the **Order and Timing tag**
 - * Title 1 is listed as the first object to appear
- Click on **Automatically** in the **Start Animation area** (*leave the time at 00:00*)
- Click on the **Effect tag**
 - * The Effects menu will appear
- Click on the **First Entry scroll bar** and click on **Checkerboard**
- Click on the next **Entry scroll bar** and click on **Down**
- Click on the **Sound scroll bar** and click on **Bomb**
- Click on the **After animation scroll bar** and click on the **Pink pallet**
- Click on the **Introduce Text scroll bar** and click on **By Letter**



* The instructions continue on the next page