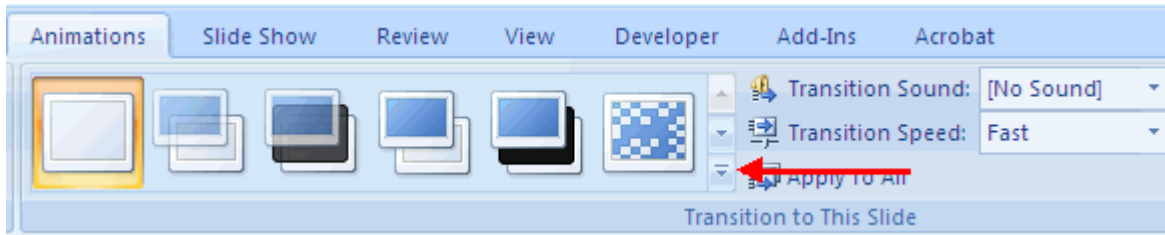


PowerPoint 2007 Slide Effects & Transitions

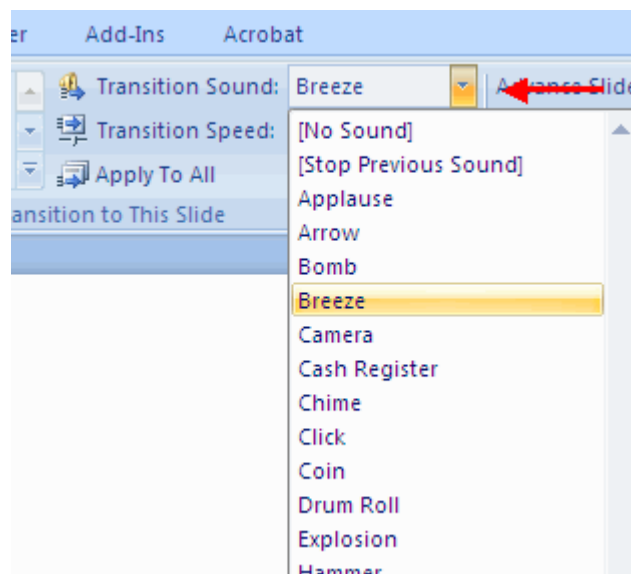
Transitions are effects that are in place when you switch from one slide to the next. To add slide transitions:

- Select the slide that you want to transition
- Click the **Animations** tab
- Choose the appropriate animation or click the **Transition** dialog box

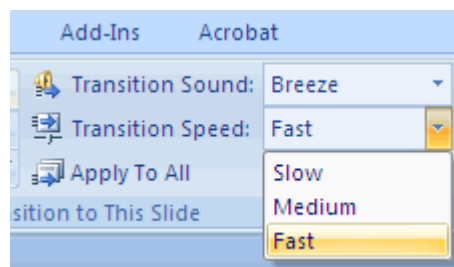


To adjust slide transitions:

- Add sound by clicking the arrow next to **Transition Sound**

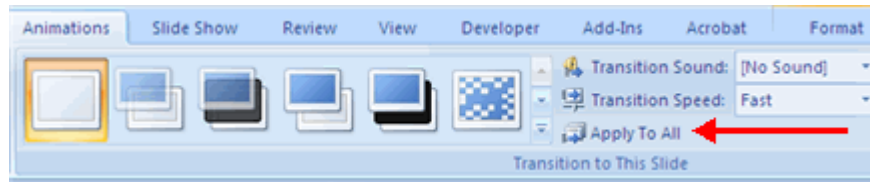


- Modify the transition speed by clicking the arrow next to **Transition Speed**



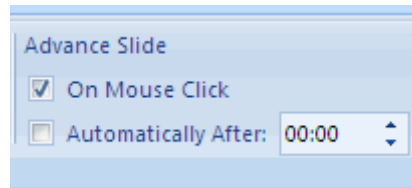
To apply the transition to all slides:

- Click the **Apply to All** button on the **Animations** tab



To select how to **advance a slide**:

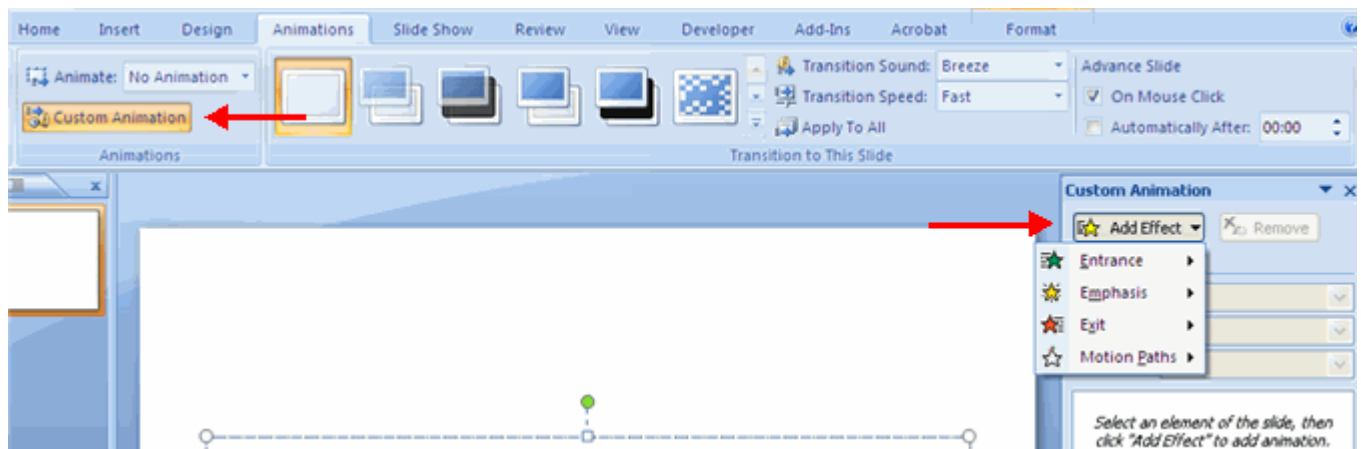
- Choose to **Advance on Mouse Click**, or
- Automatically after a set number of seconds



Slide Animation

Slide animation effects are predefined special effects that you can add to objects on a slide. To apply an animation effect:

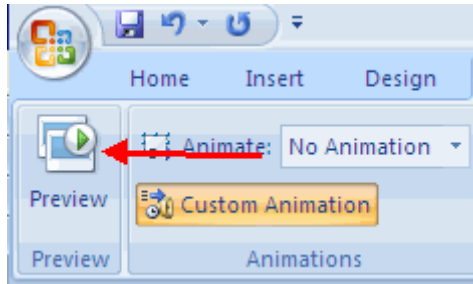
- Select the object
- Click the **Animations** tab on the Ribbon
- Click **Custom Animation**
- Click **Add Effect**
- Choose the appropriate effect



Animation Preview

To preview the animation on a slide:

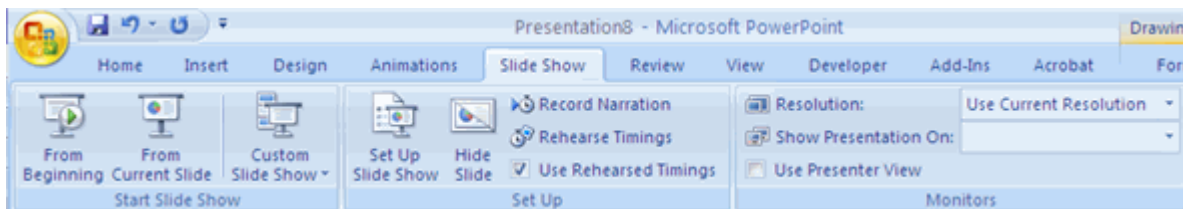
- Click the **Preview** button on the **Animations** tab



Slide Show Options

The Slide Show tab of the ribbon contains many options for the slide show. These options include:

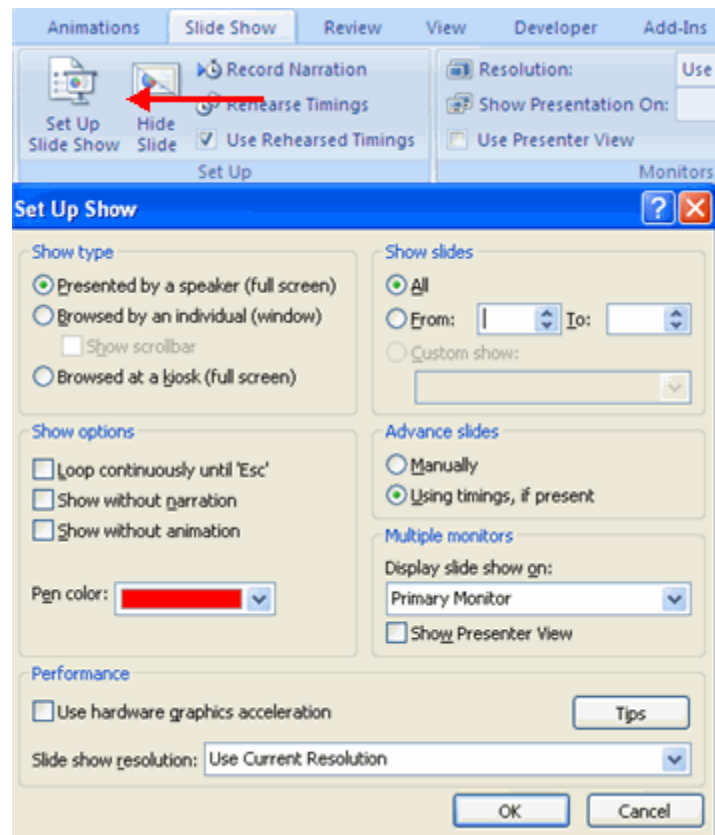
- Preview the slide show from the beginning
- Preview the slide show from the current slide
- Set up Slide Show



Set Up Slide Show

This option allows you to set preferences for how the slide show will be presented. The options include:

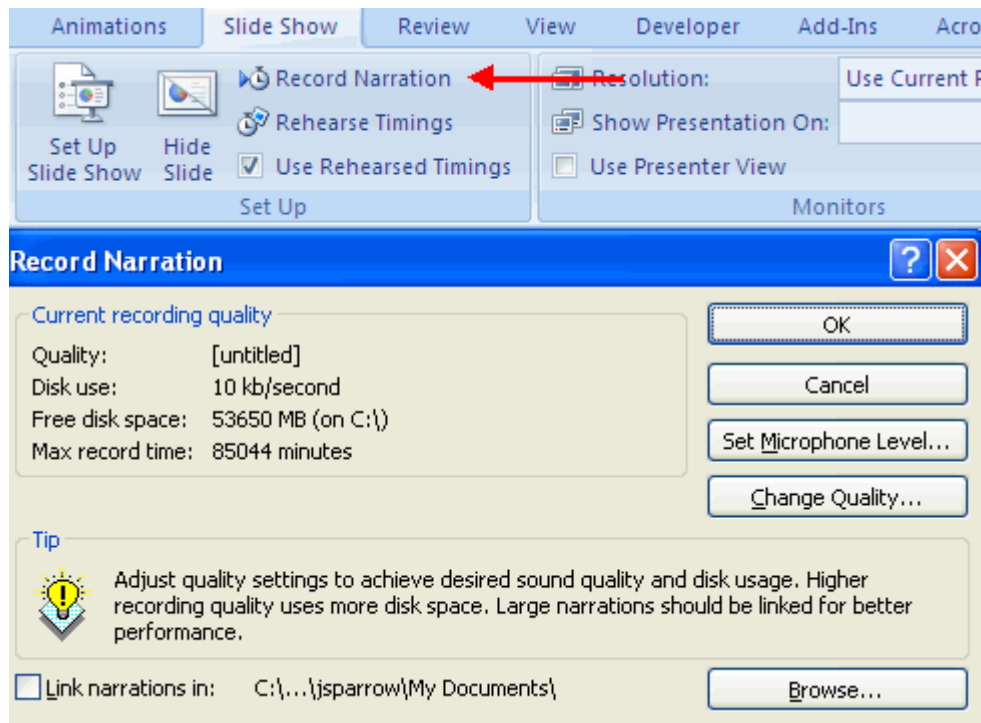
- Whether the show will run automatically or will be presented by a speaker
- The looping options
- Narration options
- Monitor resolutions



Record Narration

When you want to record narration for the slides:

- Click the **Record Narration** button
- Click **Set Microphone Level** to check the levels of audio input
- Click **OK** to record the narration



Rehearse Timings

Use Rehearsed Timings to rehearse the timings of slide with audio.

- Click the Rehearse Timings button
- Practice speaking and advance the slides as you would in the presentation
- When you have completed this click through the end of the slide
- Choose whether or not to keep this timing or to retry

