

LEARNING THE BASICS

Microsoft PowerPoint

Directions: Follow the steps below to add transitions and animation to the PPT Basics slide show presentation.

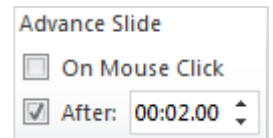
Part 3 – Transitions

Step 14] Add slide transitions

1. With the slide show still in Slide Sorter View, click the transitions tab.
2. Select slide 2, click the drop down arrow for the transitions box, and choose the *Comb* option.
3. Click the *Apply to All* option on the right side of the ribbon.

Step 15] Create automatic timings

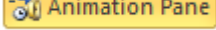

1. Select the **title slide (slide 1)** and go to the **Transitions tab**:
 - a. Uncheck the *On Mouse Click* option in the Timing section of the ribbon.
 - b. Next, check the *After* box and set the timing to 2 seconds.
 - c. Do the same thing on **slides 2-6** but set the timing to **5 seconds**.

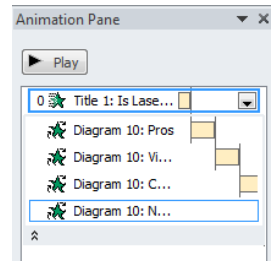


Step 16] Preview the show.

Part 4 – Slide Animation

Step 17] Add slide animation

1. Go to the Animations tab and click on the *Animation Pane* button on the ribbon. 
2. Click on the title text box in slide 1. (**You will not be able to click anything on the Animation tab until you have an item on your slide selected.**)
3. Click the *Animation* drop down box, and select the *Wave* option.
 - a. In the *Start* box, select the *With Previous* option. 
4. Go to **slide 2**:
 - a. Click on the title text box and add the *Random Bars* animation option.
 - b. Select the Start, *With Previous* option.
 - c. Click the bullet point text box, and choose the *Split* option.
 - d. Choose the *After Previous* option in the Start box.
5. Go to **slide 6**:
 - a. Click your SmartArt graphic in slide 6, and add the *Grow and Turn* animation option.
 - b. With the graphic still selected, click the *Effect Options* button and choose the *One by One* option.
 - c. In the *Animation Pane*, change each of the *Diagram* elements to start *After Previous*. (**Notice: Each bullet point is divided into individual animations**)
6. On **slides 3-5**:
 - a. Add your own animation to the title, text boxes, and pictures.



Click this arrow to view each bullet in the content box.

Step 18] Save and view your slide show.