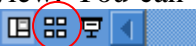# PowerPoint Exercises 4 – Special Effects

In these exercises, you will be working with your Music Presentation file used in part 1 and 2. Open that file if you haven't already done so.
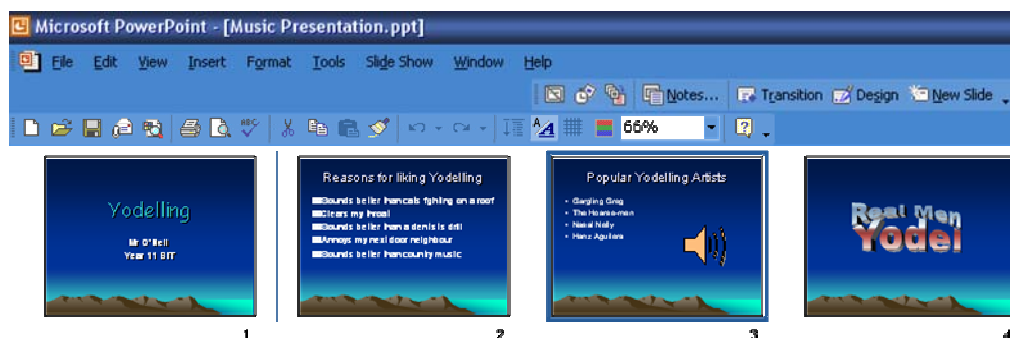
Slide Sorter View

When you are showing your presentation, you may want to spice things up a little by making the transition from one slide to the next a little more interesting. PowerPoint has several built-in transition effects. When you are setting up slide transitions, it is easiest to work in slide sorter view, so that you can see all of your slides at once. You can also use the sorter view to rearrange and delete slides.

1. Begin by switching to slide sorter view. You can do that by clicking the icon in the bottom left corner of the screen.

Once you're in slide sorter view, you should see small versions of each of your slides displayed. First of all, we'll try moving a slide

2. Click on the third slide (popular artists). Drag it to the left of the second slide (Reasons for liking). Moving slides is as simple as that. If you hold down **[Ctrl]** as you drag, you'll be creating a copy of the slide.
3. Click the New Slide button at the top. The new slide will automatically take on the formatting of your currently selected theme.
4. Click the new slide and press **[Delete]**.
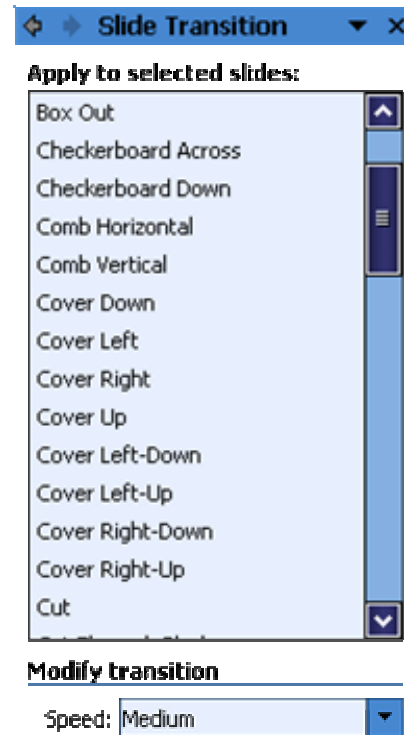
Slide Transitions

The slide sorter view is the best place for setting up slide transitions since you can give a transition style to several slides at once, and consistency is a good thing in a presentation. First of all, you will need to display the transitions options.

1. Click the **Transition** button at the top.
   Transition The transitions task pane will now be showing on the right of your screen.

Before you can apply a transition, you will need to select the slides to apply the transition to. When you are doing this, remember that you can select more than one slide at a time. The following steps will show you several ways of doing this.

2. Selecting slides in a group - Click on the first slide. Hold down **[Shift]** and click on the third slide. Those slides and any in between will be selected. Click in the blank space between the slides to de-select them all

3. Selecting separate slides – Click on the second slide. Hold down **[Ctrl]** and click on the fourth slide. Each time you click on a slide while holding **[Ctrl]** you will select the slide if it's not already selected, and deselect it if it is already selected. Deselect all slides.

4. Selecting all slides – Press **[Ctrl] [A]**. All slides will now be selected.

5. With all of the slides still selected, click on some of the transition options listed on the right side of the screen. Notice the slide sorted view giving you a preview of each transition style you choose. (if nothing happens in the slide sorter view, turn on the **AutoPreview** option in the bottom right corner).

6. Return to the Normal View by clicking the icon in the bottom left corner of the screen.

Note: PowerPoint includes several special effects including transitions and themes. *Don't over use them*. These effects can be impressive if used in moderation but they can also be annoying if used too much. For instance, try to avoid using too many different transitions in the same presentation. You don't need to have a different transition for each slide.

Animation Effects

Not only can whole slides have transition effects, but the individual objects on a presentation can also have animation effects. Many of these effects allow you to have certain objects hidden until you require them to be displayed. This can be especially useful for drawing attention to items in a bulleted list one at a time.

1. Move to the second slide in your presentation by clicking its preview on the left.
We've got some bullet points on this page so we might want to discuss each one at a time while we are presenting.

2. Click on the bulleted list to select it.

3. From the **Slide Show** menu select **Custom Animation**. The custom animation task pane will appear to the right.

4. Click the **Add Effect** button at the top of the task pane. A menu will appear.

5. The entrance animation effects will mean that each of the bullet points will only appear when you choose instead of appearing with the rest of the slide. From the menu, choose **Entrance**, and then **Fly In** as shown.
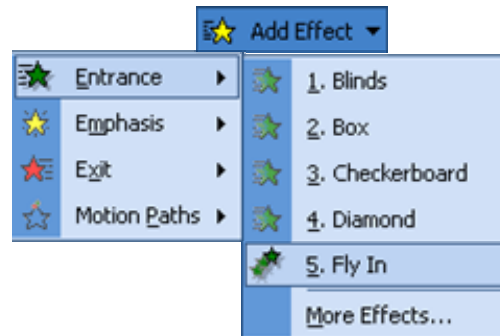
A preview of the effect should commence.

Once the preview is complete, some numbers should appear to the left of each bullet point. These indicate that the animation for each bullet point may be controlled separately.

The task pane to the right will also show a list indicating which objects on the slide have animations associated with them. The numbers indicate which order each object will appear in. It is possible to change the order the objects (in this case, bullet points) will appear in by dragging items up or down the list. You can also use the list in the task pane to change other options for each object such as the type of animation and the timing of each animation.

6. Move to the third slide, and apply animation effects to the bullet points on that slide.

Note: The note on the previous page about transitions applies double for animation effects. Too many animation effects can make a very long and very tedious presentation. Use them for adding emphasis. Don't use them just because you know how.

Adding Sound to Slides

Sound can be added to slides in a couple of different ways. One is to have a button on a slide that you can click on to make a sound play.

1. Go to the Title (first) slide in your presentation.
2. From the **Insert** menu, choose **Movies and Sounds**, and then choose **Sound from Clip Organiser**.

The task pane on the right of the screen will display a range of sounds for you to choose from.

3. Click one of the sounds in the list (e.g. Claps, cheering).

You will be asked whether you want the sound to play automatically or when you click on the icon.

4. Click Yes. This will mean that the sound will play as soon as that slide appears in your presentation. In this case, it will play as soon as your presentation begins.

5. A sound icon will appear on the slide. While the presentation is playing, you can click on this icon to play the sound whenever you choose. When you are designing your slide, you can drag this icon to change where it is positioned on your slide.

Transition Sounds

Another way you can add sound to a slide is by having a sound play as part of your slide's transition or as part of an animation effect.

1. Move to your second slide.
2. Click the task pane menu at the top of the task pane (on the right or the screen).
3. Choose **Slide Transition**.

The task pane will now show the transition options for the current slide. The middle section of the task pane will show **Modify Transition** options. These options include the sound options.

4. Click the **No Sound** option to show a list of sounds.
5. Scroll to the bottom of the list and click **Other Sound…**
6. Browse to the folder where this exercise is located, and choose the sound file which best suits your presentation.
7. Click the **Loop until next sound** option.

Now when you are viewing this slide in the presentation, the sound you selected will play repeatedly until another sound is played or until the presentation ends.

Note: You shouldn't need to be told about how annoying sounds could be in a presentation if they're used too much!
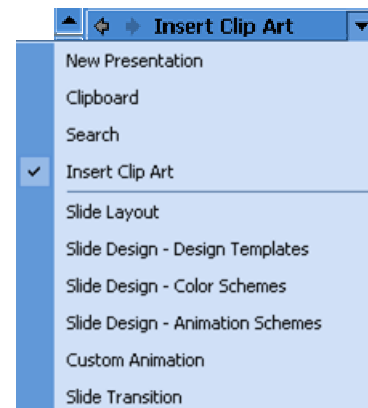
Viewing the Presentation

Once the presentation is all ready, you'll want to show it off. Here's how. First of all, you can set the presentation to move from one slide to the next by itself, or you can change slides manually (which is the standard setting).

To set up a slide to advance automatically; you simply modify the transition setting shown on the previous page. The options shown below allow you to set the slide to advance automatically and choose how many minutes/seconds to wait before advancing.

Advance slide
- ☑ On mouse click
- ☐ Automatically after
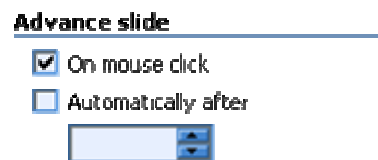
The following steps will assume you want to move between slides manually.

1. To begin with, move to the first slide by pressing **[Ctrl][Home]** (you didn't forget that shortcut did you?)
2. To get in to the slide show view, click the icon in the bottom left corner or press the **[F5]** key.
3. If you want to end the presentation at any time, press **[Esc]**. You can then press [F5] again to return to the presentation. Your presentation will also end once you have passed the final slide.
4. Ensure you are on the first slide and in the slide show. Click your left mouse button or press the spacebar to advance. If you have a sound on the first page, you may need to click/press again to advance to the second slide.
5. If you want to move to the previous slide again, you can right-click on the screen and choose **Previous**. An even easier way to go backwards and forwards through the slides is to press the **[Page up]** key (for next slide) and the **[Page down]** key (for previous slide).
6. If you would like to quickly get to a particular slide number, you can simply press the number of the slide you want to go to and then press **[Enter]**. E.g. pressing **[3]** and **[Enter]** on your keyboard while in slideshow view will take you straight to the 3rd slide. It doesn't matter if you've already passed the slide. If you have a lot of slides in a presentation it still works. E.g. if you want to go to the 32nd slide, you simply need to press **[3]** and **[2]** followed by **[Enter]** and you'll be taken straight there.

Slide Handouts

If you are doing a presentation using PowerPoint, your listeners may appreciate having some notes to follow on with. It may even benefit you as a presenter to have a copy of your presentation printed out in front of you so you can remember what's next in the presentation.

1. While your presentation is open, Select **Print** from the **File** menu or press **[Ctrl][P]**. Options similar to the following will appear.
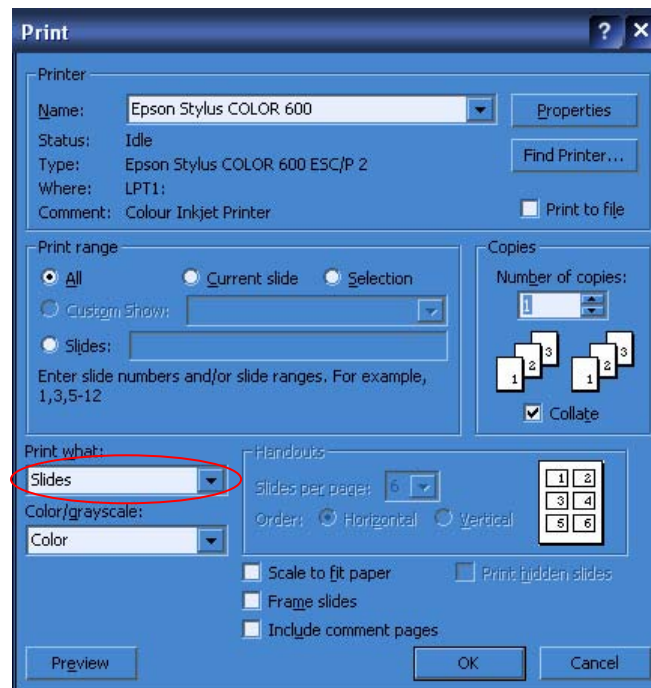
2. Under **Print what**, click the list and select **Handouts**.
3. In the options to the right of that list, you can choose the number of slides you want to be printed on each page.
4. Click **Preview** to see how the presentation would look if you printed it.
5. Click the **Close** button at the top of the preview to return to the normal view.