

## PowerPoint Training Part 3 – Handout

### Transitions

For each slide, you can set a different transition effect and choose how fast it goes. To set transition effects:

- ❖ Select the slide
- ❖ Click on the Slide Show menu
- ❖ Choose Slide Transition
- ❖ Select a transition effect
- ❖ Select a speed
- ❖ Select a sound if you want
- ❖ Choose **Apply** or **Apply to All**

### Animating Text and Objects

Animation is when you add a special visual or sound effect to text or an object. Use it in a presentation to focus on important points, and to add flare.

To add animation:

- ❖ Choose **Slide Show – Custom Animation** and select the **Effects** tab.
- ❖ Under **Check to Animate Slide Objects**, click in the box next to the area you want to animate.
- ❖ Under **Entry Animation and Sound**, select an animation effect and a sound if you want sound.
- ❖ In the **Introduce Text** drop-down list, choose **All at once**, **By Word**, or **By Letter**.
- ❖ Under **After Animation**, select a color if you would like to dim previous bullet points.
- ❖ Click **OK**.

If you animate more than one area of the slide, make sure you go to the **Order & Timing** tab and select the order of animation.

### Downloading Sounds

PowerPoint comes with a few sounds. The easiest way to find more sounds is to go to the Microsoft Design Gallery.

- ❖ Go to the **Insert** menu – **Movies and Sounds – Sound from Gallery**
- ❖ Click on the **Clips Online** button at the top of the box.
- ❖ On the left side, type in your search terms.
- ❖ Under **Results should be** choose **Sounds**.
- ❖ Select the sounds you want to download and click on **Download**.
- ❖ These sounds will be added to the **Sound Gallery** in PowerPoint.

### Running the Slide Show

To start the slide show, click on the **Slide Show View** button in the lower left corner, or go to the **View** menu and choose **Slide Show**. When you are viewing the slide show, the slide will take up your entire screen – you won't see any menus or other buttons.

### **Navigating in the Slide Show**

Next slide or animation	Click the left button on your mouse, Press the <b>Enter</b> key, or Press the <b>Spacebar</b> .
Previous slide or animation	Press the <b>Backspace</b> key, or <b>Left Arrow</b> key on your keyboard.
Display a black screen, or return from a black screen	Press the letter <b>B</b> on the keyboard.
End the slide show	Press the <b>Esc</b> key on the keyboard.
To see a menu of options including: ❖ <b>Slide Navigator</b> – move to any slide ❖ <b>Pointer Options</b> – choose a pen to draw on the slide. ❖ <b>End Show</b>	<b>Right click</b> on the slide.

### **Printing Options**

You can print slides, notes pages, handout pages, or outlines. When you are printing handout pages, you can print 2, 3, 4, 6, or 9 slides per page. Just click on the **File** menu and choose **Print**. Then select what you want to print from the drop down menu.

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[www.fcgov.com/library](http://www.fcgov.com/library)

## Main Library

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Información 416-2012

## Harmony Library

*A joint-use facility of Front Range Community College  
& the Fort Collins Regional Library District*

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