



Lecture 13

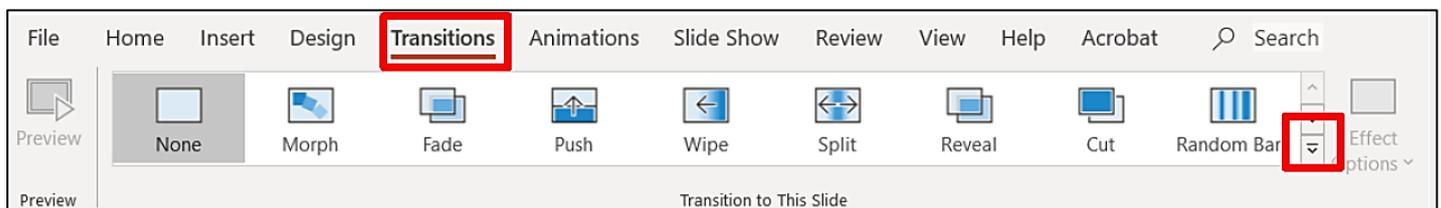
Microsoft Office PowerPoint (MS PowerPoint)

1. Transition and Animation

PowerPoint allows you to apply special effects by using slide transition and text/graphical animation to make your presentation more visually appealing.

A. Slide Transition

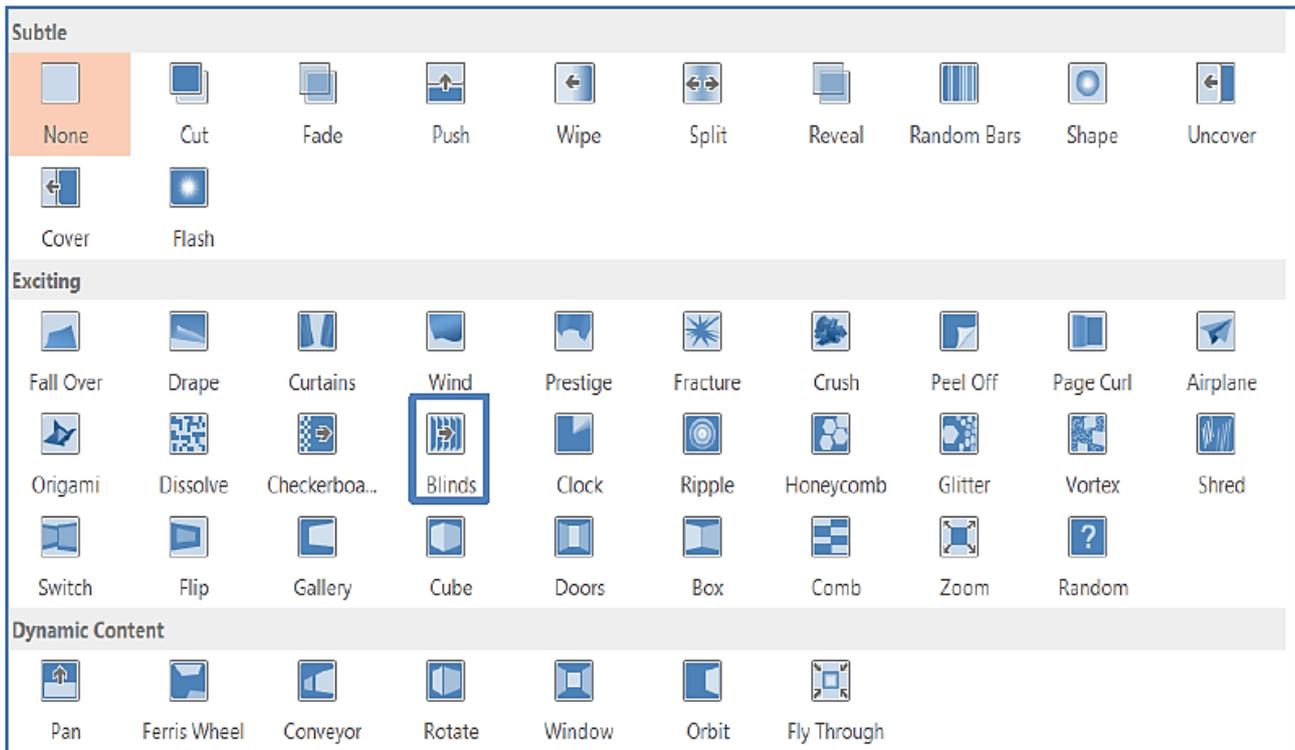
Transitions are visual special effects that you see when you move from one slide to the next. Working in Normal or Slide Sorter Views allow you to set transitions for a slide. The **Transition** ribbon allows you to apply slide transitions.



1. Go to **slide one**.
2. Click on the **Transition** tab and then click on the drop-down arrow located in the **Transition to This Slide** group to view the transition categories as seen below.
3. In the **Exciting** selection, click on the **Blinds** button. The selected slide will demonstrate this effect as you make your choice. Click on the **Preview** button located on the **Transition** ribbon to demo the effect again.
4. To apply your selection to all slides, click on the **Apply to All** button, located in the **Timing** group.

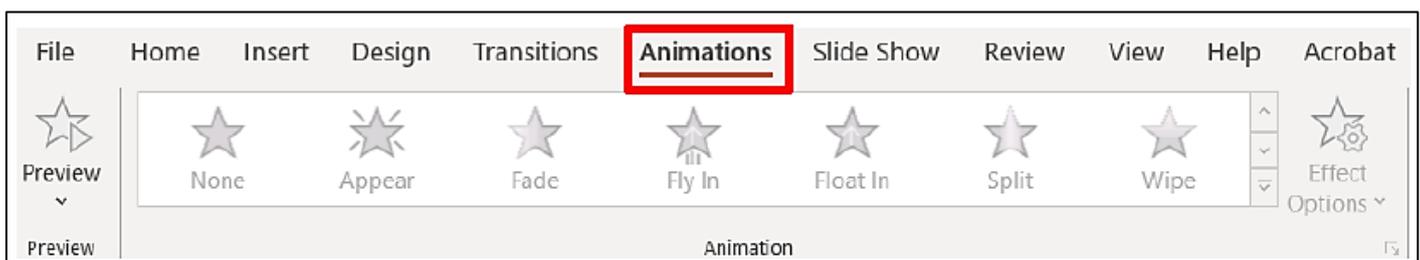


5. Notice the **transition indicator**  **icon** on the left-hand side of the thumb print slide in Normal View.



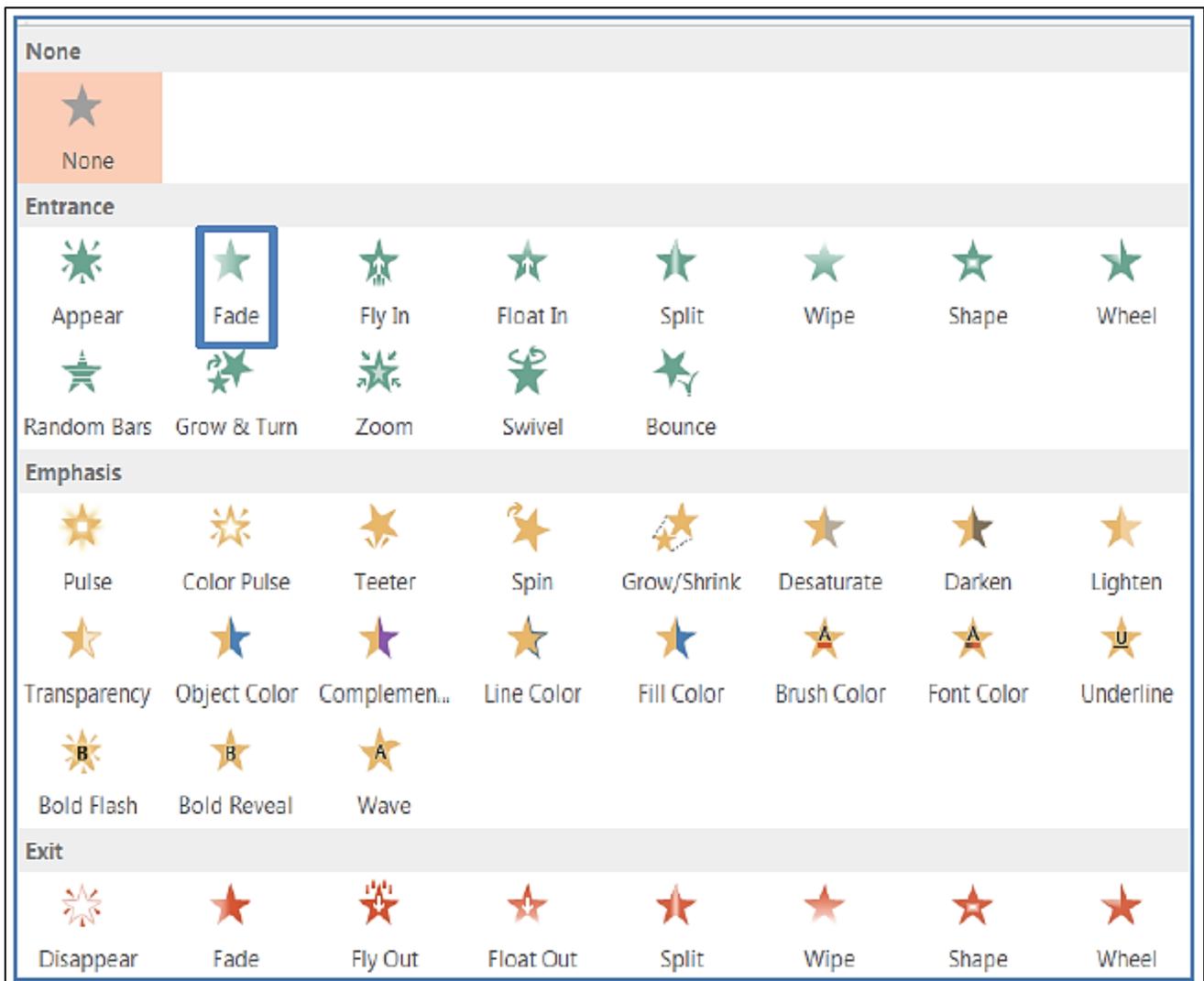
B. Text Animation

Bulleted text animation refers to the progressive display of bulleted items. Bulleted items, by default, appear at the same time on a slide. When text animation is applied, bulleted list items can appear on the slide one at a time or can have motion as they display on the screen. Select the **Animation** ribbon to apply animation to slide text.





1. Confirm that you are in **Normal View** (View, Normal).
2. Go to **slide two**.
3. **Click** inside the **Text Placeholder** and select the text area.
4. Click on the **Animation** tab and then click on the drop-down arrow located in the **Animation** group to view the animation categories as seen above.

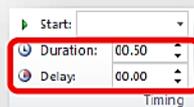


5. In the **Entrance** section, click on the **Fade** button.
6. Notice the **animation indicator**  icon on the left-hand side of the thumb print slide in Normal View.



7. Go to **slide five**, and select the **Title Placeholder**.
8. Click on the **Animation** tab and then click on the drop-down arrow located in the **Animation** group to view the animation categories.
9. In the **Entrance** section, click on an animation of your choice.

Note: You can apply timing to or delay the speed of the selected animation from the **Timing** group located on the **Animation** ribbon. Click on the up or down arrow in the **Duration** or **Delay** box to set the timing or delay on the transition.

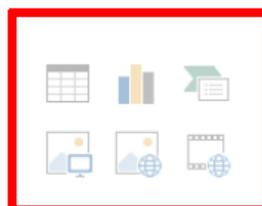


2. Slide Illustrations and Shapes

A. Illustration Features

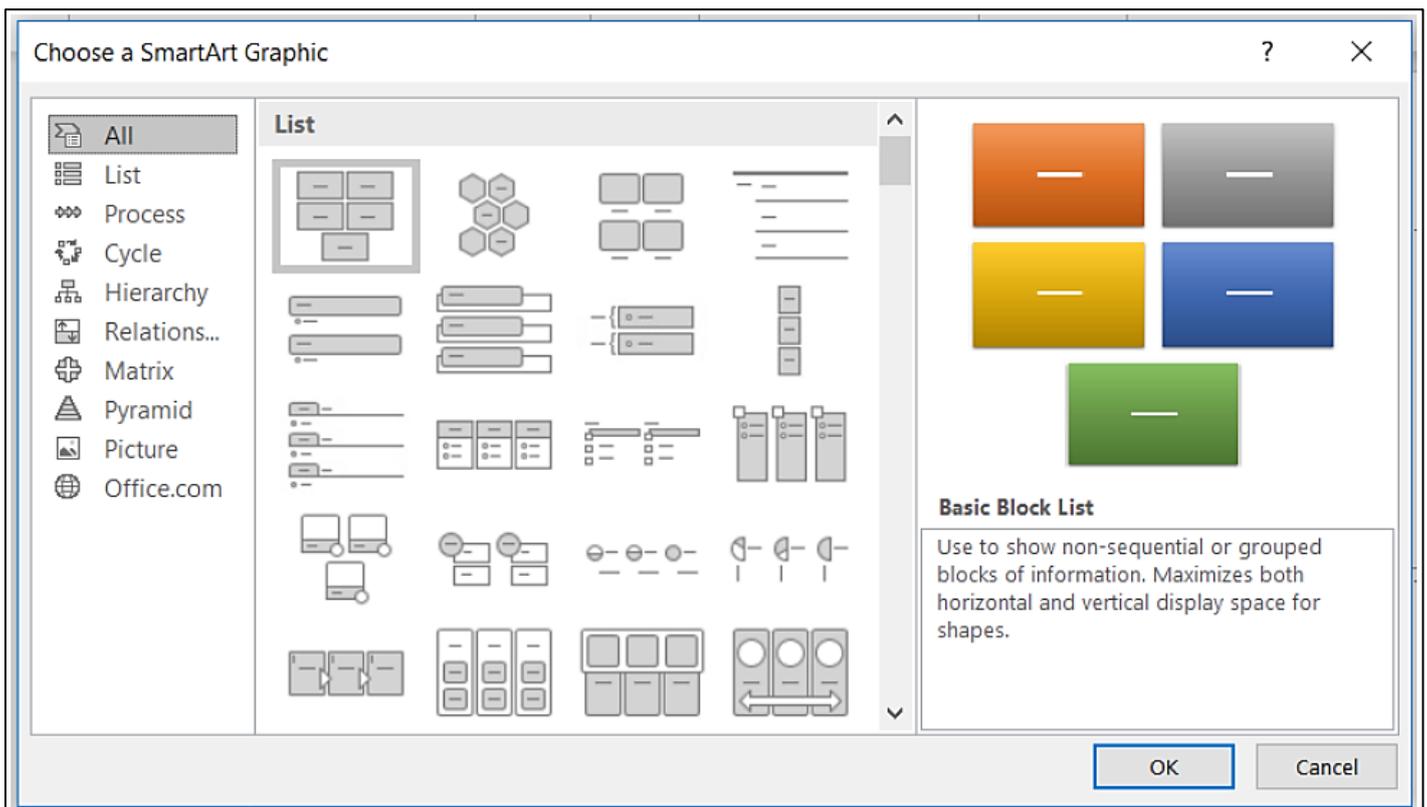
Microsoft Office has multiple Illustration and Image features to enhance your document with numerous graphics, sound, and motion. PowerPoint allows you to insert Illustration and Image features such as Tables, Charts, SmartArt, Pictures, and Media Clips within the Text Placeholders.

• Click to add text





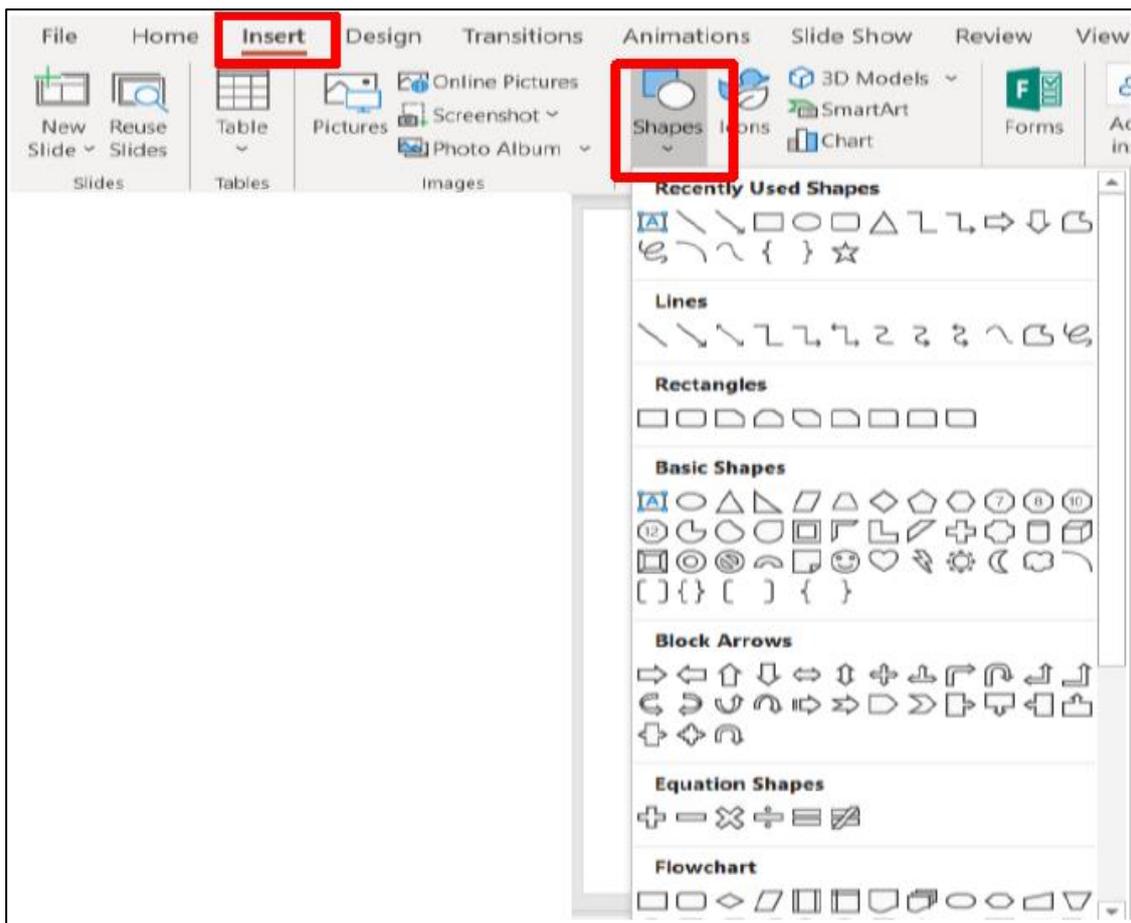
1. Click on an **Illustration and Image** button to locate, format, and insert features into your slide (These features can also be located on the **Insert** ribbon.).
2. The **SmartArt** is the newest feature in Microsoft Office. When you click on the **SmartArt**  button, the **Choose a SmartArt Graphic** window will appear. You can enhance your slide presentation by incorporating text with a variety of images.



3. Go to **slide three** and then add a new **Title and Content** slide.
4. In this exercise the instructor will guide you through the use of **SmartArt** and several other Illustration features.

B. Create Shapes

SmartArt has numerous graphical options to select from, but you can also create your own graphical slide by using **Shapes**. Select the **Insert** ribbon to view available shapes.



1. Confirm **slide four** is selected and then add a new **Blank Layout** slide.
2. The instructor will guide you through this exercise in creating shapes on the new slide that is illustrated on the next page.



Software Installation

Training Room A

Training Room B

Training Room C



Week One

Week Two

Week Three