

## CHAPTER-03

# ENHANCING A PRESENTATION

## Introduction

If you've ever seen a PowerPoint presentation that had special effects between each slide, you've seen **slide transitions**. A transition can be as simple as fading to the next slide or as flashy as an eye-catching effect. PowerPoint makes it easy to apply transitions to some or all of your slides, giving your presentation a polished, professional look.

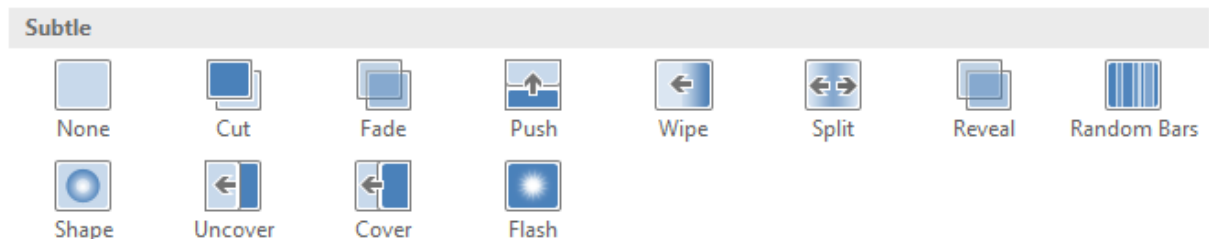
Optional: Download our [practice presentation](#).

Watch the video below to learn more about applying transitions in PowerPoint.

About transitions

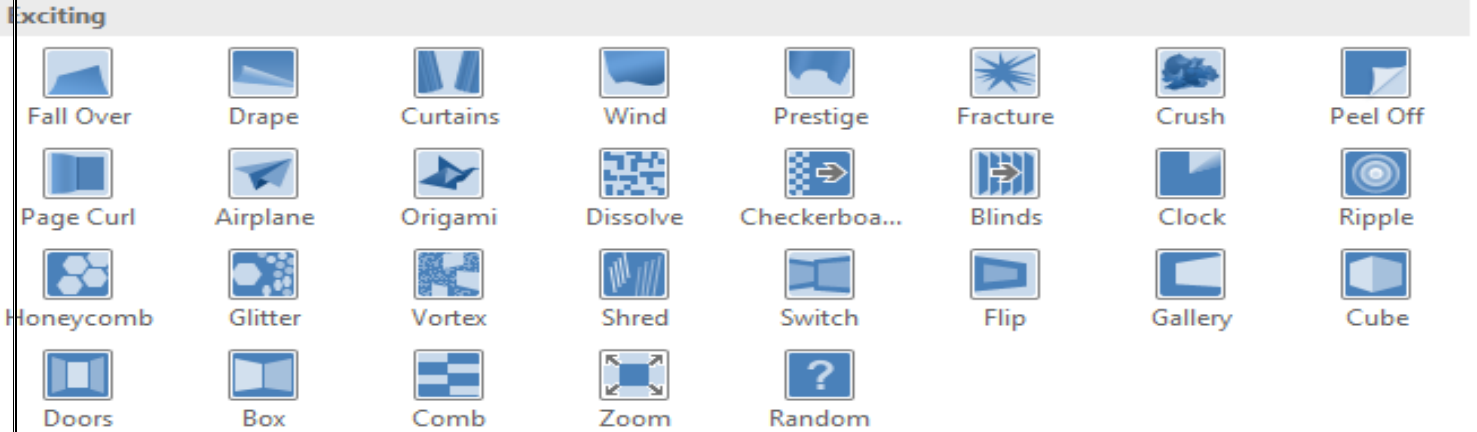
There are **three categories** of unique transitions to choose from, all of which can be found on the **Transitions** tab.

**Subtle:** These are the most basic types of transitions. They use **simple animations** to move between slides.

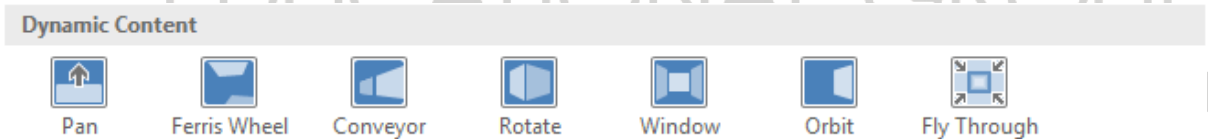


**Exciting:** These use more **complex animations** to transition between slides. While they're more visually interesting than **Subtle** transitions, adding too many can

make your presentation look less professional. However, when used in moderation they can add a nice touch between important slides.



**Dynamic Content:** If you're transitioning between two slides that use similar **slide layouts**, dynamic transitions will move only the **placeholders**, not the slides themselves. When used correctly, dynamic transitions can help **unify** your slides and add a further level of polish to your presentation.

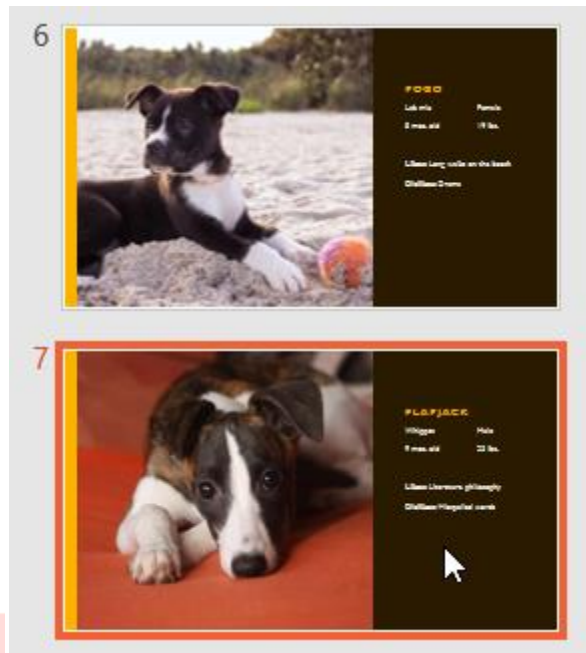


Transitions are best used in moderation. Adding too many transitions can make your presentation look a little silly and can even be distracting to your audience. Consider using mostly subtle transitions, or not using transitions at all.

To apply a transition:

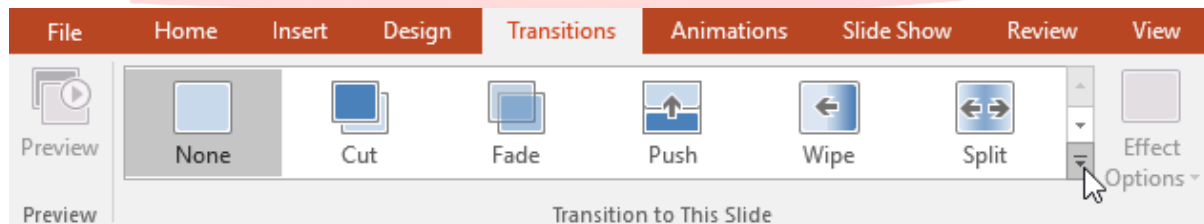
Select the **desired slide** from the **Slide Navigation** pane.

This is the slide that will appear **after** the transition.

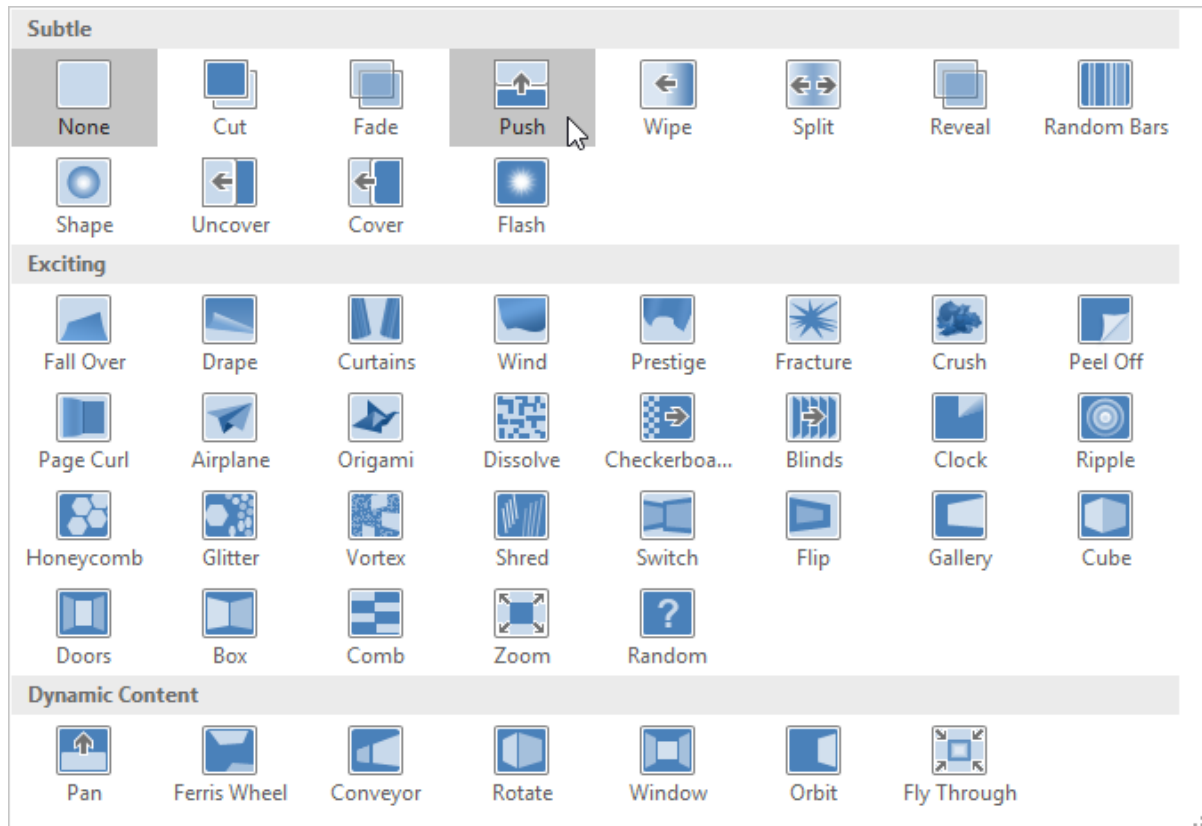


Click the **Transitions** tab, then locate the **Transition to This Slide** group. By default, **None** is applied to each slide.

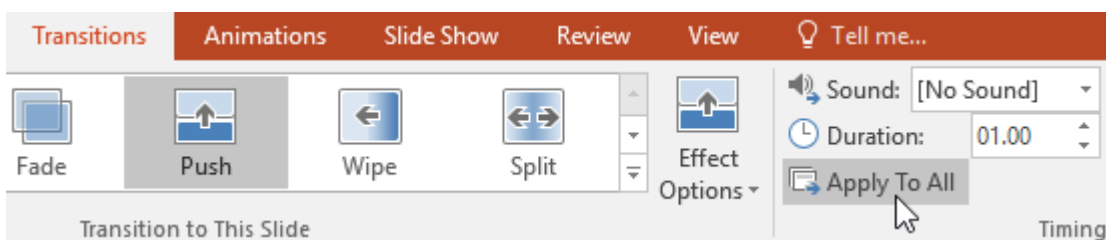
Click the **More** drop-down arrow to display all transitions.



Click a **transition** to apply it to the selected slide. This will automatically preview the transition.



You can use the **Apply To All** command in the **Timing** group to apply the same transition to all slides in your presentation. Keep in mind that this will modify any other transitions you've applied.

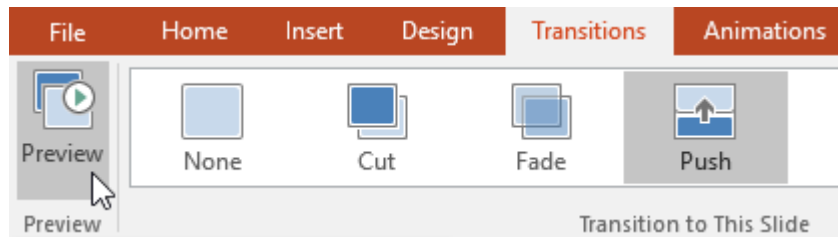


Try applying a few different types of transitions to various slides in your presentation. You may find that some transitions work better than others, depending on the content of your slides.

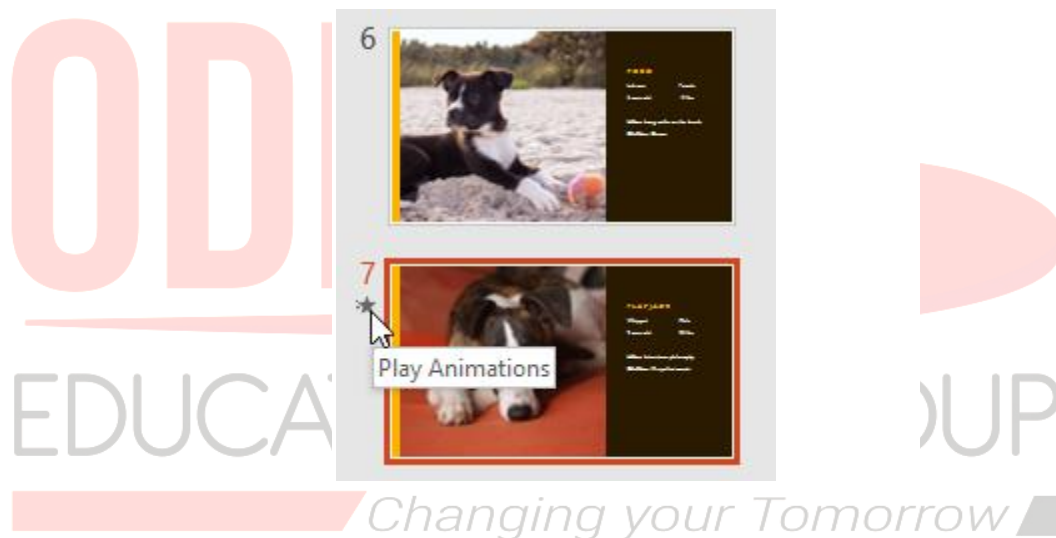
To preview a transition:

You can **preview** the transition for a selected slide at any time using either of these two methods:

Click the **Preview** command on the **Transitions** tab.



Click the **Play Animations** command in the **Slide Navigation** pane.



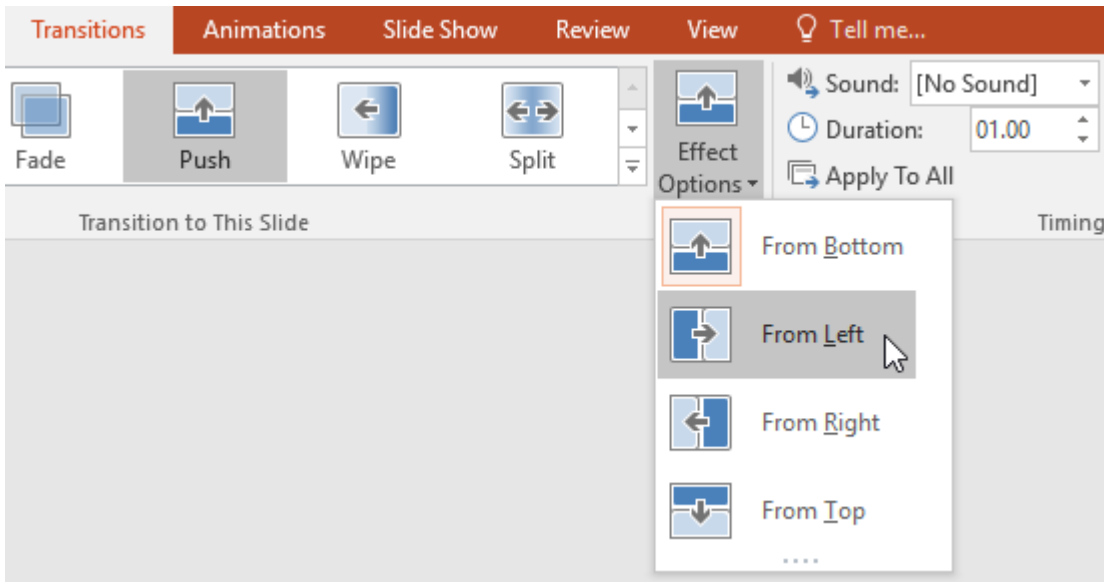
Modifying transitions

To modify the transition effect:

You can quickly customize the look of a transition by changing its **direction**.

Select the **slide** with the transition you want to modify.

Click the **Effect Options** command and choose the desired option. These options will vary depending on the selected transition.



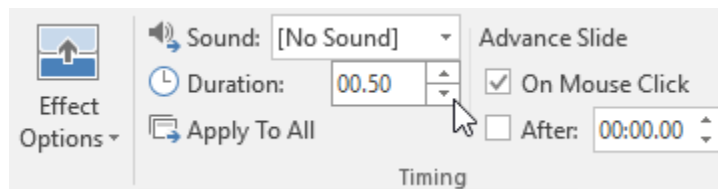
The transition will be **modified**, and a **preview** of the transition will appear.

Some transitions do not allow you to modify the direction.

To modify the transition duration:

Select the **slide** with the transition you want to modify.

In the **Duration** field in the **Timing** group, enter the **desired time** for the transition. In this example, we'll decrease the time to half a second—or 00.50—to make the transition **faster**.

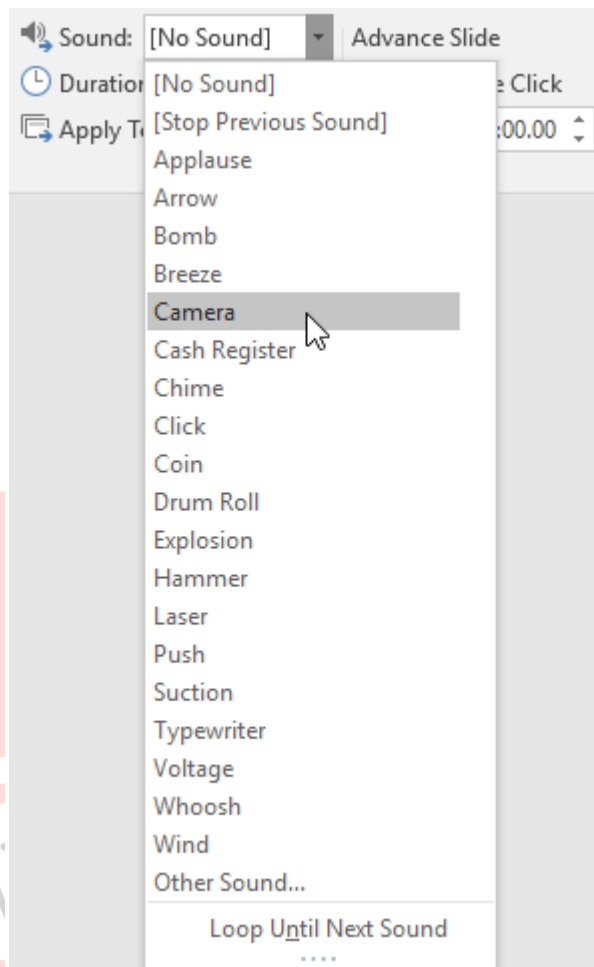


To add sound:

Select the **slide** with the transition you want to modify.

Click the **Sound** drop-down menu in the **Timing** group.

Click a **sound** to apply it to the selected slide, then preview the transition to hear the sound.



Sounds are best used in moderation. Applying a sound between every slide could become overwhelming or even annoying to an audience when presenting your slide show.

To remove a transition:

Select the **slide** with the transition you want to remove.

Choose **None** from the **Transition to This Slide** group. The transition will be removed.

To remove transitions from **all slides**, apply the **None** transition to a slide, then click the **Apply to All** command.

### Advancing slides

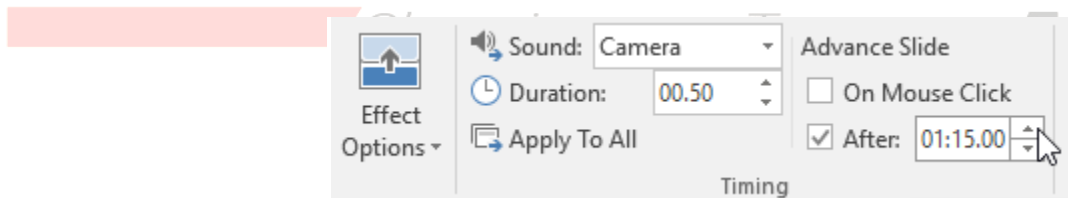
Normally, in Slide Show view you would advance to the next slide by clicking your mouse or by pressing the spacebar or arrow keys on your keyboard. The **Advance Slides** setting in the **Timing** group allows the presentation to advance **on its own** and display each slide for a specific amount of time. This feature is especially useful for **unattended presentations**, such as those at a trade show booth.

To advance slides automatically:

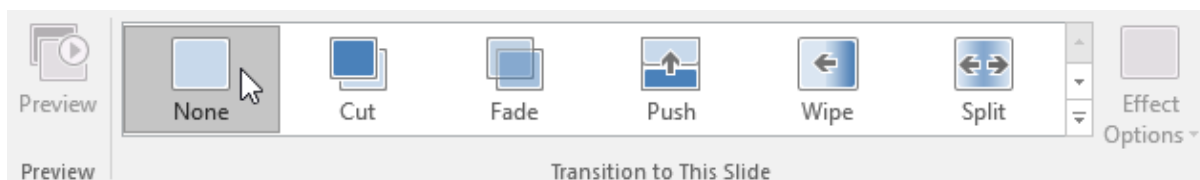
Select the slide you want to modify.

Locate the **Timing** group on the **Transitions** tab. Under **Advance Slide**, uncheck the box next to **On Mouse Click** **Click**.

In the **After** field, enter the amount of time you want to display the slide. In this example, we will advance the slide automatically after 1 minute and 15 seconds, or 01:15:00.



Select another slide and repeat the process until all slides have the desired timing. You can also click the **Apply to All** command to apply the same timing to all slides.





If you need to advance to the next slide before an automatic transition, you can always click the mouse or press the spacebar to advance the slides as normal.

