

PowerPoint Transitions & Timing

Transitions between Slides

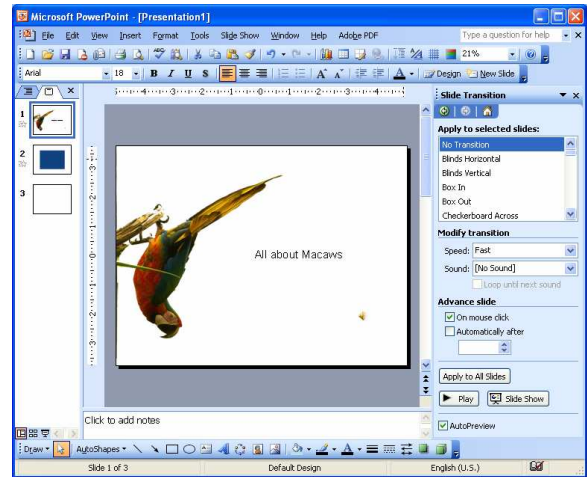
Do not spend time adding transitions unless it adds to the impact of the presentation. If used, avoid distracting transitions such as checkerboards and blinds.

Recommended transitions:

- Fade Smoothly
- Fade Through Black (good for slideshows)

To set slide transitions, do the following.

1. Change to **Slide Sorter View** and select the slide(s).
2. From the **Slideshow menu**, choose **Slide Transition**.
3. In the **Slide Transition** panel (at right of screen), select a transition style and timing.
4. Press **Apply to All Slides** if you so desire.



Animating Guidelines

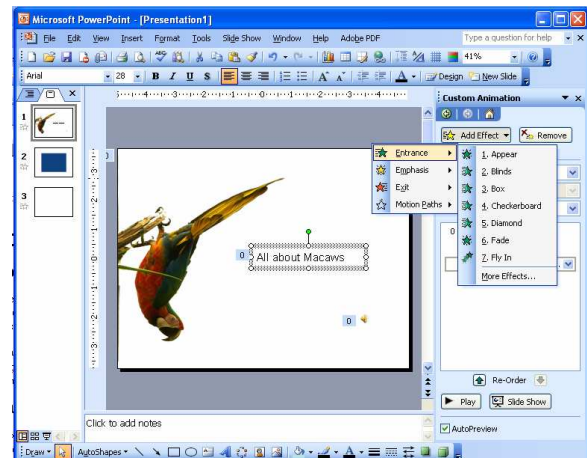
Animations are done *last* and can be completely ignored if the time is better spent improving the presentation's content and delivery. Most animations are unprofessional and should never be used.

“Just because you can doesn't mean you should!”

1. Open the Custom Animation panel by going **Slide Show > Custom Animation**.
2. Select the object(s) to animate.
3. In the animation panel, click on **Add Effect**.
4. More than likely, you will choose **Entrance** and then choose **Fade** (or your preference).

TIP: If you do not see your choice, you can select More Effects.

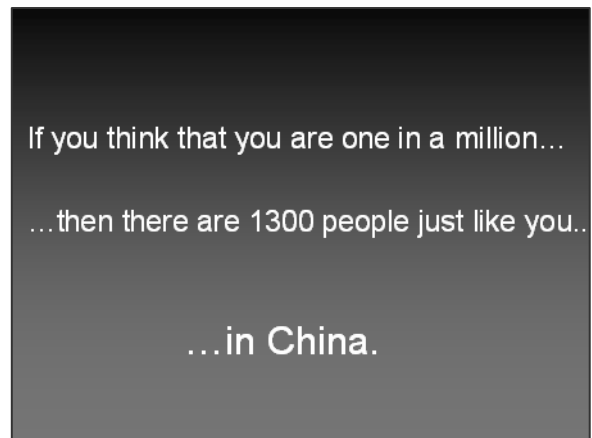
5. Control the timing and how the animation is initiated by double-clicking on the action title.
6. Change the order of animations by moving the action up or down with the **Re-Order** buttons at the bottom of the panel.
7. Test your animation timing by going into slide show mode.



One Productive Application

Consider the impact of audience members reading the slide at right. The first line of text comes in right at the start of the slide. One second later, the second line fades in. Last, but most important, the final lines comes in a second (or two) after that.

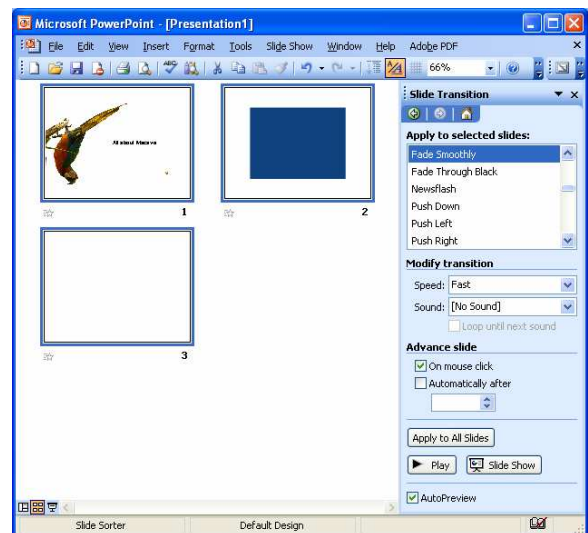
Here, the timing IS the presentation.



Timing a Presentation

Some presentations will run by themselves without a presenter. You can set the length of each slide, as in a slideshow.

1. Change to **Slide Sorter View**.
2. Select the slide(s) that you want to set timing for.
3. From the **Slide Show** menu, select **Slide Transition**.
4. Under **Advance Slide**, tell the slide to advance **Automatically after** and set the time (in seconds).
5. If you want the time to **Apply to All Slides**, press the appropriate button. Otherwise, your settings will be applied to the selected slides.



Rehearsing a presentation

Before the presentation, do several run-throughs to check the clarity of your slides and the content they support. PowerPoint has a built in feature that allows you to keep track of your overall time.

1. Go **Slideshow > Rehearse Timings**. The slideshow will begin.
2. Proceed through your presentation.
3. The timing of each slide and of the overall presentation will be visible in the upper left corner.
4. When you end the show, it will tell you the total lapsed time and ask you if you want to apply the new times to each slide. Choose **Yes** only if you want your slide show to automatically run. Choose **No** to avoid setting timing to your slides.