



Mastering & Using PowerPoint XP

Napier & Judd

Lehner & Sourek



Preparing and Running a Slide Show

Objectives

- Run a slide show
- Apply transition effects and animation schemes
- Rehearse presentations
- Prepare slide shows for delivery
- Create a new presentation from existing slides

Preparing and Running a Slide Show

- 7.a Running a Slide Show
 - Navigating in Slide Show
 - Progress through slides
 - Left click
 - DOWN and RIGHT ARROW keys
 - PAGE DOWN key
 - N key, Spacebar, End key
 - Back up through slides
 - PAGE UP key
 - UP and LEFT ARROW keys
 - P key, Backspace key, Home key

Preparing and Running a Slide Show

- 7.a Running a Slide Show
 - Working with Slide Show Options
 - Click shortcut icon or right-click to access Shortcut menu
 - Change mouse pointer using Pointer Options
 - Pen for drawing
 - Pen color for different colors when drawing
 - Arrow for progressing
 - Use keyboard shortcuts
 - E to remove pen marks
 - CTRL + A to change mouse pointer from a pen to an arrow
 - ESCAPE or HYPHEN keys to return to previous view

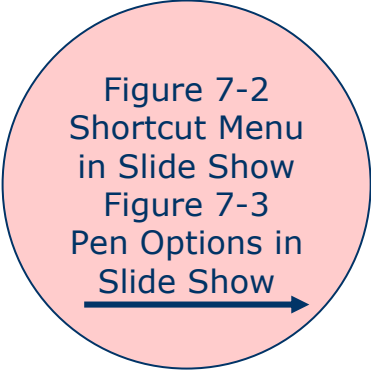


Figure 7-2
Shortcut Menu
in Slide Show
Figure 7-3
Pen Options in
Slide Show

Preparing and Running a Slide Show

- 7.b Applying Transition Effects and Animation Schemes
 - Applying transitions
 - Special display effects used to introduce a slide during slide show
 - Slide Transition task pane
 - Applying animation schemes
 - Special visual effects added to parts on a slide
 - Slide Design task pane, Animation Schemes

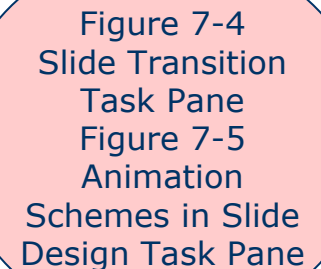



Figure 7-4
Slide Transition
Task Pane
Figure 7-5
Animation
Schemes in Slide
Design Task Pane



Preparing and Running a Slide Show

- 7.c Rehearsing Presentations
 - Rehearse to practice content of a presentation
 - Practice to learn the material, equipment, and software
 - Set times to determine length of time per slide and length of time of entire presentation
 - Set times manually or in rehearsal mode
 - Set times to progress slides automatically in Slide Show

Preparing and Running a Slide Show

- 7.c Rehearsing Presentations
 - Set times manually
 - Access Slide Transition task pane
 - Click the Automatically after text box
 - Key time
 - Set times during rehearsal mode
 - Click Slide Show menu, then click Rehearse Timings to start slide show and display Rehearsal toolbar
 - Click Next button when done practice slide
 - Click Pause button to pause rehearsal
 - Click Repeat slide time button to repeat a slide

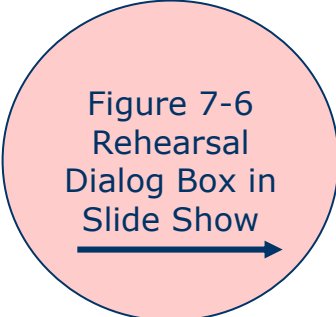


Figure 7-6
Rehearsal
Dialog Box in
Slide Show

Preparing and Running a Slide Show

- 7.d Preparing Slide Shows for Delivery
 - Manage slides in Slide Sorter view
 - Move
 - Copy
 - Hide
 - Delete
 - Remove transitions
 - Remove animation effects
 - Remove timings

Preparing and Running a Slide Show

- 7.e Creating a New Presentation from Existing Slides
 - Move or copy slides from one presentation and put in another
 - Steps
 - Open existing presentation, switch to Slide Sorter view
 - Open new presentation, switch to Slide Sorter view
 - Click Window menu, Arrange All
 - Move and copy desired slides
 - Save both presentations

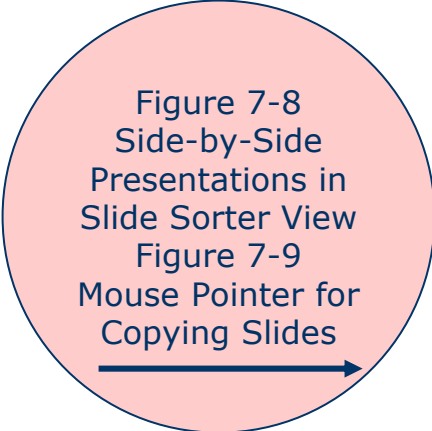



Figure 7-8
Side-by-Side
Presentations in
Slide Sorter View
Figure 7-9
Mouse Pointer for
Copying Slides



Preparing and Running a Slide Show

o Summary

- Slide shows are computer-based slide presentations viewed on a monitor or projected onto a large screen.
- Transitions are special effects that introduce slides in Slide Show
- Animations are special visual effects added to parts of slides
- Animation schemes provide focus, control the flow of information, and capture the audience's attention.

Preparing and Running a Slide Show

Summary

- Setting times to the slides in a presentation can be set manually or in rehearsal mode.
- Setting times allow the presentation to run without clicking the mouse.
- Create a new presentation by copying or moving slides from an existing presentation into the new one.
- Move, copy, hide, and delete slides easily in Slide Sorter view.