Lesson 5: Adding Transitions

Overview

Transitions are special visual effects which may be applied to a particular slide or used to move from slide to slide. This lesson covers transitions within a slide, which are activated when a particular slide is introduced. Transitions can add strength to a presentation. The type of transition can be changed after it has been added as can how long the special effect lasts, and what type of sound, if any, occurs.

To see if a slide has a transition applied to it, go to the **Slide Sorter** view. Under every slide containing a transition, there appears a transition icon. This icon can be clicked to preview the effect.

Objectives

The student will be able to:
  ➢ Add transitions within a slide
  ➢ Preview transitions within a selected slide
  ➢ Add transitions between slides
  ➢ Preview transitions between slides

Transitions Within a Slide

Action Steps – Adding Transitions

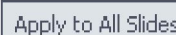| What to do	What happens
1. From the folder **My Documents** open the appropriate presentation.	
2. From either the **Outline** or **Slide Pane** click the slide to receive the transition.	Selects the slide.
3. From the **menu bar** trace to **Slide Show.** From the drop-down menu trace to and click **Custom Animation**.	The **Task Pane** opens in the **Custom Animation** segment.
4. Click on the **Title** of the slide to select it. Click the now active **Add Effect** button ⭐ Add Effect ▼. Trace to the sub-menu **Entrance** and click a transition. For example, try **Fly in**.	Selects the **Title** and chooses an entrance effect which immediately previews on screen.
5. Click in the bulleted list area of the slide to select it. Now trace to the **Add Effects** button. Trace to the sub-menu and click **Entrance**. This time trace down and click **More Effects**.	Selects the bulleted list and opens the full list of entrance effects from which to choose.
6. From the **Add Entrance Effect** dialog box select a transition type. For example, click **Dissolve In**. Click **OK**.	Applies the selected entrance effect to the bulleted list and immediately previews it.
7. Notice the numbers in squares alongside each item in the text area. Compare it with the list in the **Task pane**. Expand the list in the **Task pane** by clicking on the downward pointing double arrow.	Indicates the order of the effects for this particular slide.
8. To preview the transition again, navigate to the bottom of the **Task Pane** and click the **Play** button ▶ Play.	The entire list of transitions for the slide previews.
9. Experiment by adding transitions to the next slide.	
10. When finished adding transitions, click **Save**.	Saves the file and all current selections.
11. If finished with PowerPoint, click **Exit**.	Closes PowerPoint.

Remember too much action may begin to bore the audience. Use the animation effectively but do not overdo the effects. As well, some animations may not be suited to the audience, so select carefully. Lots of swirls and flashing lights may disturb some viewers.
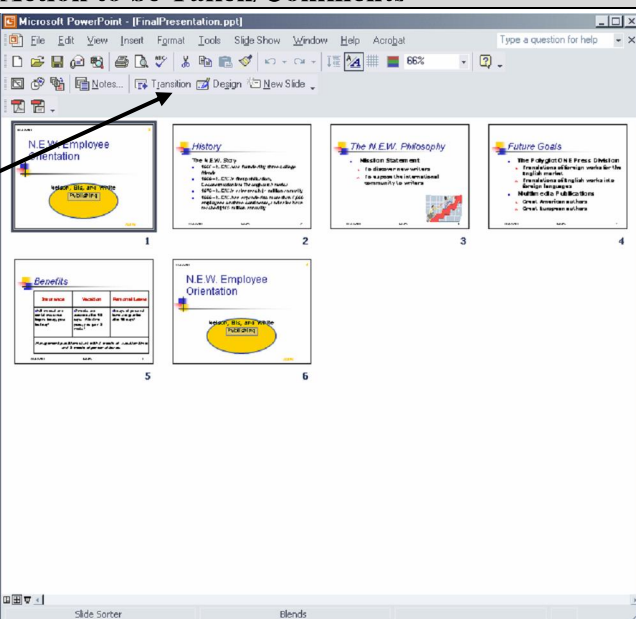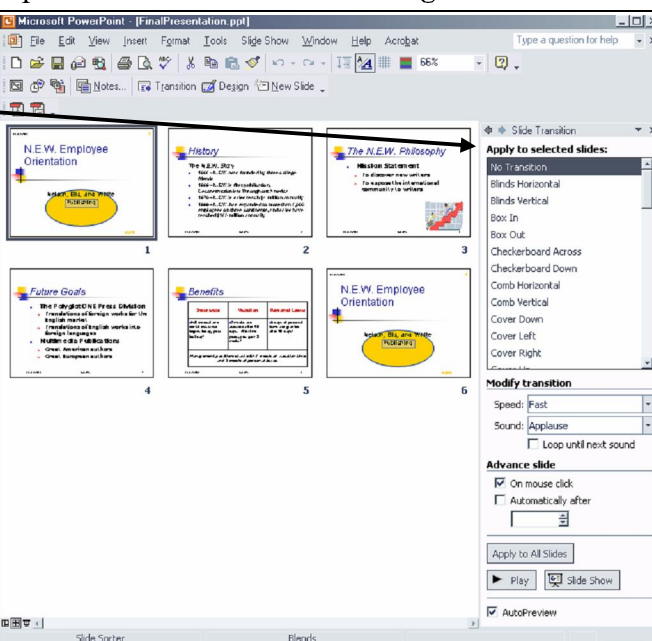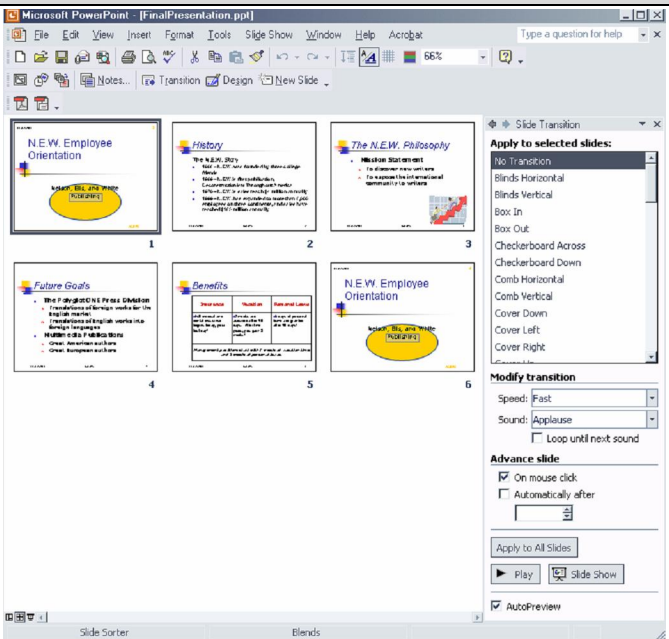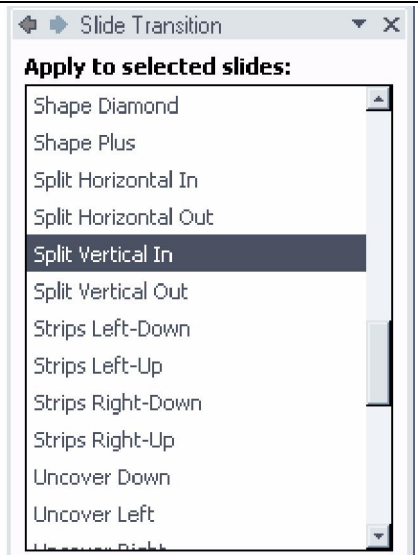
Transitions Between Slides

In some instances, transitions (special visual effects) may occur between slides to create a more flowing presentation. These transitions may be used in addition to those which occur within an individual slide. The action of a transition may hold the audience's attention and move them forward in the presentation sequence. As well, transitions allow the presenter to pace each slide automatically.
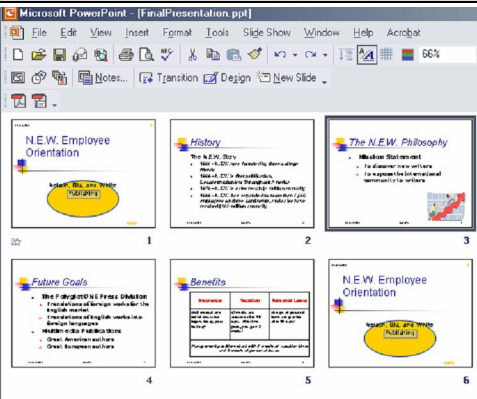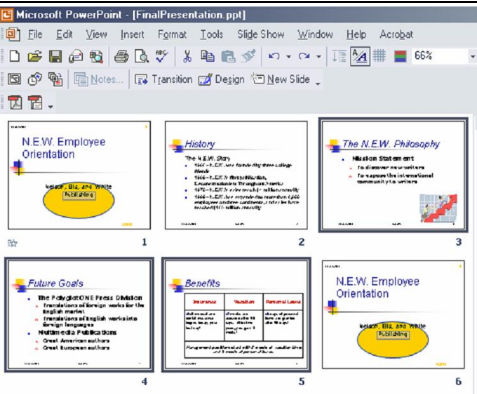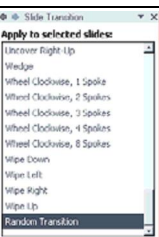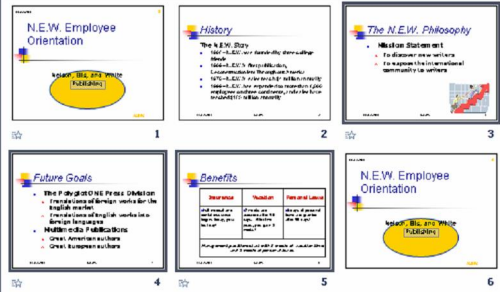
New Terms

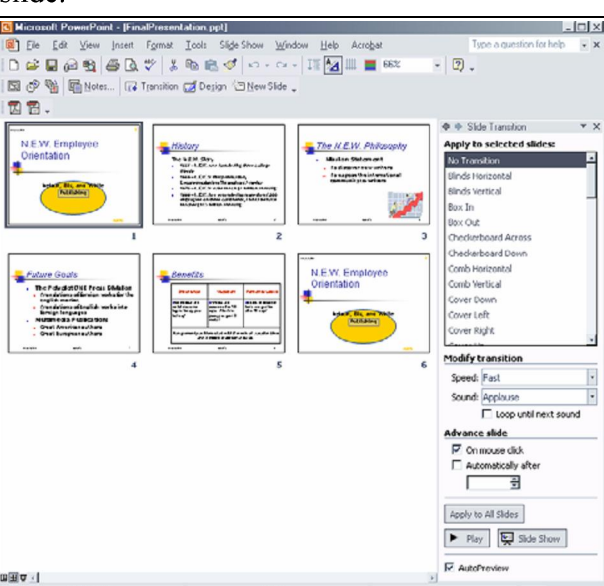|	
Slide Sorter View	The **Slide Sorter View** provides thumbnails (reduced images) of slides in a presentation in a gridded format. Such a format allows for easy reorganization or rearrangement of the slides.
Transitions	A transition is an effect which works between slides to shift from one to the next.
Slide Transition Button	This button, which opens the **Slide Transition** dialog box, is on the **Slide Sorter Toolbar**.
Slide Transition Task Pane	Within the **Slide Transition Task Pane** one selects visual or audio effects to be assigned to a slide.
Apply to All Button	To set selected transitions for all slides in the presentation, click the **Apply to All Slides** button in the **Task Pane**.
Transition Icon	In the **Slide Sorter View**, the **Transition Icon** identifies which slides have transitions; clicking on the icon below a particular slide, allows one to preview that slide's transition.
Random Transition Option	From the **Slide Transition Task Pane** section, **Apply to selected slides** menu of effects, one may select **Random Transition**. This option allows PowerPoint to assign a special effect randomly to a slide when it appears in a slide show.

Action Steps—Creating Transitions between Slides

Path/Panel	Action to be Taken/Comments
1. From the **My Documents** folder, open the file to be edited. 2. Change from *Normal View* to *Slide Sorter View*. 3. Click the first slide. 4. From the **Slide Sorter Toolbar**, click the **Transition** button. One can also access the **Slide Transition Task Pane** via the **Slide Show menu** while in **Slide Sorter View** *or* from the **Task Pane** pull-down arrow..	 Opens the **Slide Transition dialog box**.
5. The **Slide Transition Task Pane** opens on the right. Available transition selections are listed under the segment: **Apply to selected slides**. 6. Scroll down and click to select a transition. For example, choose **Box In**.	

Path/Panel	Action to be Taken/Comments
7. Notice that in the second section of the **Slide Transition Task Pane**, the section entitled, **Modify Transition** the default setting shows the **Sound** field. To select a sound, use the pull-down menu.	 By default there is a designated audio effect.
8. Clicking the **Play** button at the bottom of the **Task Pane** previews the affect.	In the example, applies the *Box In* and *Applause* effects to the selected slide and demonstrates it.
9. Click the next slide. 10. From the **Slide Transition Task Pane** scroll down to and click to select another transition. For example, choose and click **Split Vertical In**.	 In the example, the *Split Vertical In* effect, similar to a theater curtain closing, is applied to the selected slide.

Action Steps—Applying Random Transitions to Multiple Slides

Path/Panel	Action to be Taken/Comments
1. In the present presentation, click the next slide.	
2. Now hold down the **Shift** key and click slide the fourth slide from the slide select in the previous step [**Shift +Click**]. For example, Click slide 2, then hold down the **Shift** key and click slide 5.	 In the example a range of slides is selected from slide 2 through 5.
3. From the **Slide Transition Task Pane** upper section, **Apply to selected slides**, trace down-the end of the list.	
4. Click **Random Transition**. (This means any of the available transitions may appear in conjunction with this slide during a presentation.)	 In the example applies random transitions to the selected slides.

Action Steps—Previewing Transitions

Path/Panel	Action to be Taken/Comments
1. Click the **Transition Icon** under the first slide.	 In the example previews the ***Box-In*** effect for the slide.
2. Click the next slide. 3. Go to the bottom of the **Slide Transition Task Pane** and click **Slide Show**.	 In the example previews the **Split Vertical In** effect selected for this particular slide and the **Random Transition** effects for each of the next three slides.
4. Once the **Slide Show** has completed and the **Slide Sorter View** is returned, click **Slide Show** again.	In the example previews three different visual transitions for slides 3 through 5.
5. Review the slides shown in the **Slide Sorter View**.	Notice there is no transition icon and, consequently, no transition effect associated with some slides.
6. Go to the **menu bar**. 7. Click **File**. 8. Scroll down to **Save**. 9. After the file is saved, if finished with the final, scroll down and select **Exit**.	Saves the current presentation and then exits PowerPoint.

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