

APPLYING SLIDE TRANSITIONS

A transition is a way to move a presentation along from one slide to another one. For example, a fading out effect can be applied to a slide. When the slide is viewed, one slide will fade out while the other one is being displayed. Slide transitions are in effect when the slide show is being presented. When the Slide Transition is selected, it will be displayed in Normal view. To get a better idea of what the transition will look like, run the Slide Show.

Slide Transition

- ❖ Click **Slide Show** on the **Menu Bar**.
- ❖ Choose **Slide Transition** from the list that appears.
- ❖ The **Slide Transition Task Pane** will appear.
- ❖ Under **Apply to Selected Slides**, choose a transition for the presentation.
- ❖ To apply the transition to all the slides in the presentation, click the **Apply to All Slides** button at the bottom of the **Task Pane**.
- ❖ Choose the **Speed** for the transition by clicking the drop-down arrow next to the **Speed** box and then choosing **Slow**, **Medium**, or **Fast**.
- ❖ Select a **Sound** for the transition by clicking the drop-down arrow next to the **Sound** box and then clicking on a sound.
- ❖ To change how to **Advance** the slide, choose one of the following options:
 - **On Mouse click** – Moves to the next slide when the mouse is clicked.
 - **Automatically after ___ seconds** – Will move to the next slide after a specified amount of time.
- ❖ To see what the transition looks like, click the **Play** button.
- ❖ To view the presentation, click the **Slide Show** button.
- ❖ When **Auto Preview** is checked, the transition will display as soon as it is selected.

