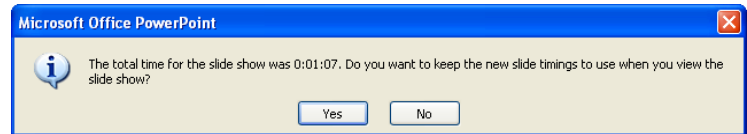
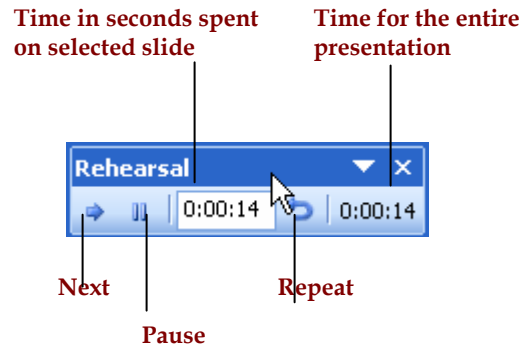


Timing a Presentation

Timings for slide shows can be set before rehearsing through the Slide Show, Slide Transitions menu, or they can be set automatically during rehearsal. If the timings are set before rehearsal, it is easier to work in Slide Sorter view where miniatures of each slide in the presentation are shown. Timing for one or more selected slides can be set by clicking **Slide Transition** on the **Slide Sorter** toolbar, and entering the number of seconds the slides are to appear on the screen. Different timings for each slide can be set — for example, the title slide can be set to appear for 10 seconds, the second slide for 2 minutes, the third for 45 seconds, and so on.

- ❖ Click **Slide Show** on the **Menu Bar**.
- ❖ Select **Rehearse Timings** from the list of choices.
- ❖ The **Rehearsal** toolbar will appear (see illustration at right).
- ❖ Set timings by completing one of the following procedures:
 - Press **Enter** after going through each slide.
 - Press the **Next** button on the **Rehearsal** toolbar to move to the Next slide.
- ❖ To **Repeat** the timing on a slide, click the **Repeat** button on the **Rehearsal** toolbar.
- ❖ To **Pause** the timing on a slide, press the **Pause** button on the **Rehearsal** toolbar.
- ❖ When finished, a message will appear (see right) asking if the new timings need to be saved.
- ❖ Click **Yes**.
- ❖ The presentation will open in **Slide Sorter View** with the times for each slide recorded below the slide.



Notes

- PowerPoint keeps track of how long each slide appears and sets the timing accordingly.
- If the slide is displayed more than once, the last timing is the one PowerPoint records.
- The timings can be accepted when the rehearsal is finished or can be reset.
- A good way to determine the length that each slide should display is to read the text in the slide at a speed that you anticipate others will be reading it.