

The Sound option allows you to apply sound effects to your presentation when the slide is transitioning. There are 16 included sound effects for emphasizing or entertaining when transitioning to another slide. You may also choose a sound from another source.

You can automatically advance each slide after an allocated period by setting Advance to Automatically after: and specifying the number of seconds to wait. Or, by checking the On Mouse Click option you can control the slide display time by clicking the mouse when you are ready to move on to the next slide.

The amount of time a slide takes to transition to another slide is determined by the Slow, Medium, and Fast radio buttons.

Finally, you can apply the settings to the currently selected slide or you can apply the settings to every slide in the presentation.

### **Applying a Slide Transition**

To apply a slide transition, first display the desired slide in the Slide View. Then click Slide Show | Slide Transition to display the Slide Transition dialog. Click the arrow at the right of the Effect text box to display a list of transitions. Click on the down arrow (or move down with the down arrow) to see the different effects. You can check the effect by watching the preview box. Then set the speed to Slow, Medium, or Fast; again, check the preview box for speed.

If your computer is equipped with a sound card and you want to add sound, pick a sound effect from the Sound pick list

If you are developing a self-running presentation, use the Advance section of the dialog to set the time, in seconds, that the current slide is displayed. When the set time expires, the next slide is displayed.

Like background colors, slide transitions are also easy to use. The following hands-on activity guides you through the use of both background colors and transitions.

### **Hands-on Activity**

In this activity you use the Sales Points presentation. First you add transitions and change color schemes. Then you run the presentation to see how the

changes look. Finally, you save the presentation under a new name. Begin by starting PowerPoint and opening the Sales Points presentation.

1. With the Sales Points presentation displayed in the Normal View, check that slide 1 of 4 is displayed.
2. Use **Slide Show | Slide Transition** and pick the **Box Out** effect. Set speed to **Medium**. If you have a sound card, set Sound to **Drum Roll**. Leave Advance set to **On mouse click**. Finally, click **Apply**.
3. Press **<Page Down>** to advance to slide 2.
4. Use **Format | Slide Color Scheme**, pick the right-hand color scheme, and click **Apply**.
5. Use **Slide Show | Slide Transition**, and pick the **Blinds Horizontal** effect, **Medium** speed, and **Whoosh** sound. Click **Apply**.
6. Press **<Page Down>** to advance to slide 3.
7. Use **Format | Background**, pick the down arrow, click **Fill Effects**, and then click the **Texture** tab. Pick the **Walnut** texture (second column, sixth row) click **OK** then **Apply**.
8. Use **Slide Show | Slide Transition**, and pick the **Checkerboard Down** effect, **Medium** speed, and **Ricochet** sound. Click **OK**.
9. Press **<Page Down>** to advance to slide 4.
10. Use **Format | Background**, pick the down arrow, and click **More Colors**. Then click the **Standard** tab.
11. Pick a dark green swatch (outlined in the adjacent illustration) and click **OK**.
12. Click the down arrow again and then click **Fill Effect**. Pick the **Gradient** tab, the **Horizontal** shading style, and the upper left-hand variant; click **OK**, then **Apply**.

13. Use **Slide Show | Slide Transition**, and pick the **Cover Right** effect, **Medium** speed, and **Screeching Brakes** sound. Click **OK**.
14. Press **<Ctrl+Home>** to display the first slide. Then click the **Slide Show View** button, and page through the slides by clicking the mouse when you are ready to view the next slide, checking the colors and transitions of each. Then press **<Esc>** to return to the **Slide** view.
15. Use **File | Save As** and save the modified presentation as **Sales Show**.
16. Exit PowerPoint.

Consider varying the color of each slide to make your presentation more interesting to your audience. You should also vary your transitions for the same reason.

### 13.10 About Slide Show Timings

You can set timings for your slides before you rehearse, or you can set them automatically while you rehearse. If you set them before you rehearse, you'll find it easiest to work in slide sorter view where you see miniatures of each slide in your presentation. You can set the timing for one or more selected slides by clicking **Slide Transition** on the **Slide Sorter** toolbar, and then entering the number of seconds you want the slides to appear on the screen.

You can also set a different timing for each slide – for example, you can have the title slide appear for 10 seconds, the second slide for 2 minutes, the third for 45 seconds, and so on.

To rehearse your timings, just click **Rehearse Timings** on the **Slide Show** menu. You can use the buttons in the **Rehearsal** dialog box to pause between slides, restart a slide, and advance to the next slide. PowerPoint keeps track of how long each slide appears and sets the timing accordingly

#### Set slide show timings manually

1. In normal or slide sorter view, select the slide or slides you want to set the timing for.
2. On the Slide Show menu, click Slide Transition.