

3. Under **Advance**, click **Automatically after**, and then enter the number of seconds you want the slide to appear on the screen.
4. To apply the timing to the selected slides, click **Apply**.
5. To apply the timing to all the slides, click **Apply to All**.
6. Repeat the process for each slide you want to set the timing for.

To view the timings, click **Slide Show** at the lower left of the PowerPoint window.

Tips

- If you want the next slide to appear either when you click the mouse or automatically after the number of seconds you enter – whichever comes first – select both the **On mouse click** and the **Automatically after** check boxes.
- If you have a self-running presentation and you want to restrict viewers to using action buttons you have set up with hyperlinks to navigate to the next slide, clear both the **On mouse click** and the **Automatically after** check boxes.

Set slide timings automatically while rehearsing

1. On the **Slide Show** menu, click **Rehearse Timings** to start the show in rehearsal mode.
2. Click the **advance** button when you're ready to go to the next slide.
3. When you reach the end of the slide show, click **Yes** to accept the timings or **No** to try again.

Tip If you know the timing you want for a slide, you can enter it directly in the **Rehearsal** dialog box.

13.11 Navigating During Presentation

One of the best ways to see the overall effect of your presentation is to run **Slide Show**. **Slide Show** displays your slides in sequence, moving from one slide to another, transitioning (changing) with special effects that you have set up, and moving at a preset timing that you can control.

Note:

Slide Show is the PowerPoint 2000 slide projector that displays your presentation slides in sequence, with optional transitions between the slides.

Follow these steps to start Slide Show:

- Finish editing your presentation and save it.
- Select the Normal View.
- Display the first slide in the presentation. (The Home key always takes you to the first slide, and the End key takes you to the last.)
- Click the Slide Show view button. PowerPoint 2000 prepares the slides and displays each slide, full screen, one at a time, as you click the mouse or press PageUp and PageDown .
- PowerPoint 2000 halts at the last slide in the presentation.
- Press Escape to return to the Normal view.

13.12 Short Summary

- ♣ PowerPoint is used to design presentations for a variety of mediums including computer-based display shows, overhead projection transparencies, and 35 mm slides
- ♣ The AutoContent Wizard is a presentation design wizard that contains sample data from which you can select and edit to create your customized presentation.
- ♣ You can set timings for your slides before you rehearse, or you can set them automatically while you rehearse

