

## Advanced Presentation Design Concepts and Functions

### Setting Up Slides

- Animations - Use \_\_\_\_\_ to add motion, sound, and contrast to text and objects.
- Transitions - Special effects for use when \_\_\_\_\_ from \_\_\_\_\_ to slide.
- Timing Features - The amount of time \_\_\_\_\_ to text, objects, and slides when using animations and transitions.
- \* *Overused special effects are a \_\_\_\_\_ and minimize the message.*

### Adding Animation

To add animation:

1. Select *Slide Show* from the menu options.
2. Select *Animation* \_\_\_\_\_.
3. Review the list of animation options.
4. Select an animation that is relevant to the \_\_\_\_\_ of the slide.
  - By \_\_\_\_\_, *No Animation* is selected.
5. Apply animations to selected slides or objects or to all slides.

### Adding Transitions

To add transitions:

1. Select Slide \_\_\_\_\_ from the menu.
2. Select Slide Transition.
3. Review the list of transition options.
4. Select a transition that is relevant to the topic of the slide.
  - By default, \_\_\_\_\_ Transition is selected.
5. Format the transition by modifying the \_\_\_\_\_, sound, and advance.
6. Apply transitions to all slides or to selected slides or \_\_\_\_\_.

### Slide Master

- Use a Slide \_\_\_\_\_ to produce a professional and \_\_\_\_\_ presentation.  
Select *View* and \_\_\_\_\_ from the menu options.
- Reviewing and Displaying
  - Access the Master Slide to add \_\_\_\_\_ to the presentation's appearance.
  - The Title Master controls the consistency of the \_\_\_\_\_ and the font styles and enhances the clarity of the title slides.
  - The *Slide Master* controls the appearance of the \_\_\_\_\_ slides in the presentation
- Access the master slide to modify:
  - Levels
  - Bullets
  - \_\_\_\_\_
  - Layouts.

## Reviewing and Displaying

- Aspect \_\_\_\_\_ is the relationship between the height and width of an object.
- When Lock aspect ratio is selected, the object will retain its size \_\_\_\_\_.
- Use Edit Color Scheme to choose the \_\_\_\_\_ scheme of the presentation.
- Once a color scheme is chosen, it must be maintained \_\_\_\_\_ throughout the presentation.

## Toolbars

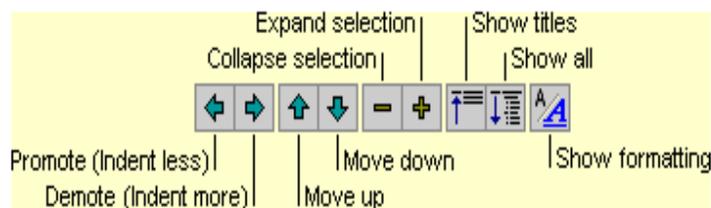


In slide sorter view, you can see your entire presentation so you can easily add, delete, and move slides. To switch to slide sorter view, click the **Slide Sorter View** button. You can use the buttons on the **Slide Sorter** toolbar to set timings for a slide show and to select animated transitions for moving from slide to slide.



In outline view -- the best view in which to organize ideas for your presentation -- you can see how your main points flow from slide to slide. To switch to outline view, click the **Outline View** button.

Use the buttons on the **Outlining** toolbar to move slides or text, show only slide titles, and change the indent level of titles and text.



To add such items as a company logo or formatting you want to appear on every slide, notes page, or handout, make your changes on the appropriate master. To switch to master view, press SHIFT and click a view button.

