

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.

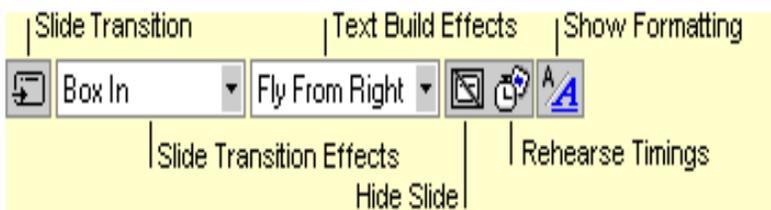
Reviewing and Displaying

- 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

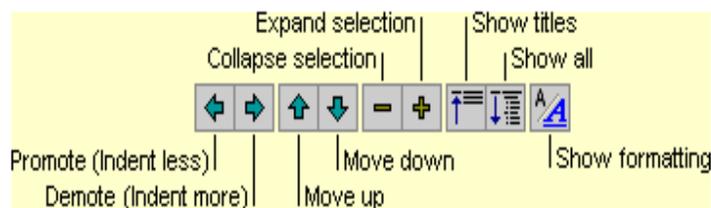


In slide sorter view, you can see your entire presentation so you can easily add, delete, and move slides. To switch to slide sorter view, click the **Slide Sorter View** button. You can use the buttons on the **Slide Sorter** toolbar to set timings for a slide show and to select animated transitions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

