Everything you need to pass ECDL Syllabus 4.0

ECDL®

The Complete Coursebook
for Microsoft® Office XP

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Chapter 41: Wowing Your Audience

In This Chapter

Your slides may contain convincing content, attractive colours and backgrounds, and impressive charts, yet may still lack something That 'something' – call it *movement* – is what you learn about in this Chapter.

You will discover how you can make your slides advance automatically after a specified time interval, insert visual transition effects between slides, and animate slide elements, both text and graphics, so that they appear progressively rather than all at once.

Animations, as you will learn, are more than a visual effect. By enabling the presenter to highlight each point on a slide in turn, they help to focus the audience's attention.

New Skills

By the end of this Chapter, you should be able to:

* Apply manual, timed automatic and 'whichever comes first' slide advance methods

* Specify the nature and timing of transition effects

* Apply preset animations

* Customise animation effects so as to modify the order, direction, sound effect and dim effect of animations

* Include graphics and pictures in animations

* Animate elements within a chart

* Check the spellings in your presentation.

New Words

At the end of this Chapter you should be able to explain the following terms:

* Advance method

* Slide transition

* Animated slide

Automatic or Manual Advance?

When presenting your slides to your audience, you don't need to press PAGE DOWN or click with the mouse each time you want to move from the current slide.

Here's another option: get PowerPoint to run the show for you, SO that you presentation proceeds automatically. You are then free to stand back from your computer and interact more directly with your audience.

Automatic advance, available with the **Slide Show | Slide Transition** command, is often used in presentations that are left running in public areas, such as trade shows, where they are not accompanied by a speaker.

Whichever Comes First

You can combine the manual and automatic advance methods so that the presenter can directly override the automatic, timed advance at any stage.
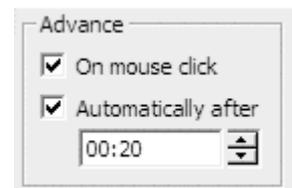
To do so, apply a timed advance, but also select the *On mouse click* checkbox. When *On mouse click* is selected, pressing PAGE DOWN or ENTER will also display the next slide.

Exercise 41.1: Applying an Advance Method to a Presentation

1) If PowerPoint is not already open, open it now.

2) Open the ECDL presentation, with yellow text against a dark blue background, which you worked with in Chapter 40. You named it as KBpres2_yellow_on_blue.ppt or similar.

3) With any slide open in Normal view, choose **Slide Show | Slide Transition**.

4) In the dialog box displayed, in the Advance area, click *Automatically after*, and then type the number of seconds (for example, 15) that you want each slide to appear on screen.

5) Ensure that the *On mouse click* checkbox is selected. In the Sound drop-down list, select Applause.
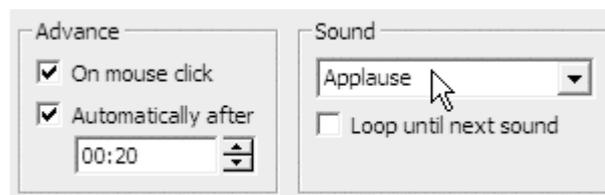
6) Click **Apply to All** to apply the automatic slide advance to your entire presentation. Save your presentation.

7) Choose **View | Slide Show** and see how your selected advance methods affect the running of your presentation.

Advance Method
The way that PowerPoint displays the slides of a presentation: manually, automatically, or automatically with manual override. Automatic advance is often used for unaccompanied presentations.

Slide Transitions
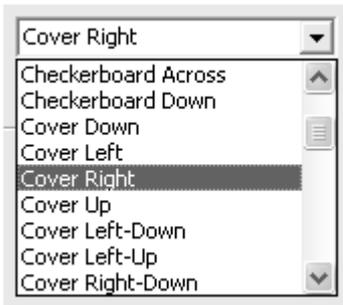
A transition is a graphic effect that controls how one slide replaces another – for example, the new slide could appear to drop down from the top of the screen, or the old slide could be made to dissolve, revealing the new slide.

PowerPoint lets you select two aspects of a transition:

- **Effect Type**: The nature of the special effect with which PowerPoint introduces the slide.

- **Effect Timing**: The speed with which PowerPoint runs the visual effect when introducing the slide.

Optionally, for added impact, you can also link a sound to the transition between slides. Exercise 41.2 provides an example.

Transition
A visual effect, such as a drop-down, box-out, dissolve or fade, that controls how one slide in a presentation is replaced by another.

Exercise 41.2: Applying a Transition to a Presentation

1) In Normal view, display any slide of the presentation that you worked on in Exercise 41.1. Choose **Slide Show | Slide Transition**.

2) First, explore the transition options on offer:

   - **Effect**: Each time you click an option from the drop-down list, PowerPoint runs the effect in the sample picture. You can rerun the preview by clicking the picture.

   - **Timing**: The options – *Slow, Medium* or *Fast* – set the speed at which the transition effect runs. Click an option and PowerPoint runs the effect with that timing in the sample picture.

   For this Exercise, select the effect named *Dissolve*, with *Fast Timing*.

3) Click **Apply to All**.
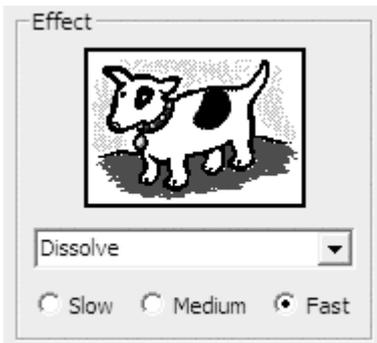
Notice that PowerPoint gives you the option of applying a different transition to each slide (by clicking **Apply**), but be careful; this option may have the effect of distracting or unsettling your audience,

4) See how the transitions affect the presentation by choosing **View | Slide Show** and moving through the presentation. Save your presentation, and leave it open. You will use it again in Exercise 41.5.

Slide Advance Methods and Transition Effects

You specify the slide advanced method and the slide transition and in the Slide Transitions dialog box. The two effects are independent, however:

- You can automate the running of your slide show without applying a transition.

- You can apply a transition without automating your slide show.

Also, the timings have nothing to do with one another:

- Effect timing (Slow, Medium, Fast) controls the speed at the transition from the previous slide.

- Automated advance time specifies how long the slide is displayed before being replaced.

Animated Slides

✓	Off
	Drive-In
	Flying
	Camera
	Flash Once
	Laser Text
	Typewriter
	Reverse Order
	Drop In
	Wipe Right
	Dissolve
	Split Vertical Out
	Appear
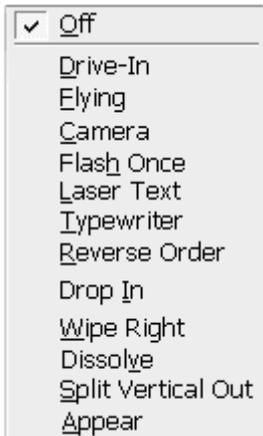
Animated slides are slides on which the information – typically, bullet points – is revealed gradually rather than all at once. When you first show the slide, the audience sees only the first bullet. You then reveal the remaining bullets, one-by-one, as you talk to your audience.

With an animated slide, you can highlight each point in turn to focus your audience's attention. When you are talking about your second point, for example, you can leave the first one on the screen, but dim it, so that it still serves as a context and reminder but doesn't distract.

Animated Slide
A slide in which different elements are revealed at different times.

You can create animated slides using either of the following two methods:

- **Preset Animations**: A series of 13 ready-to-go animations. Some with associated sound effects, which you can quickly apply to your slides.

- **Custom Animations**: These offer a wide. effects and options.