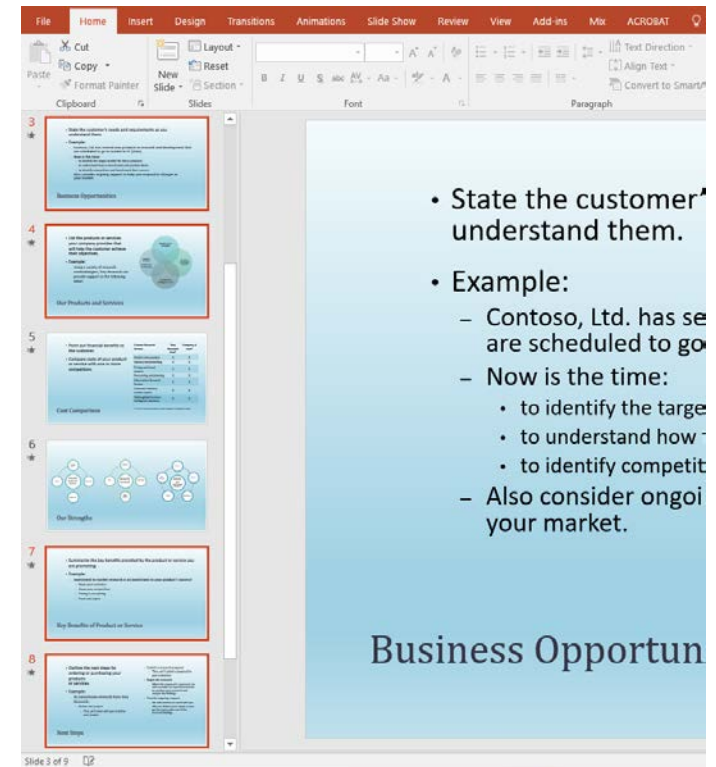


POWERPOINT TUTORIAL: TRANSITIONS



SLIDE TO SLIDE

- Transitions can be used between slides, acting as the name suggests a transitional effect from one slide to another
- Can enhance a slide presentation
- Apply to one slide to the next or all slides within a presentation or those selected
- Selecting slides to apply an effect is done by using the slide sorter view panel (as shown within the example opposite) or slide sorter view itself using either of these techniques:
 - clicking the first slide of choice, holding down the shift key then clicking on the last slide in a series to select all slides from first to last click and everything in between
 - clicking on the first slide of choice, holding down the Alt key and clicking on each slide of choice whether in a series or not
- De-selecting is the clicking of slides that do not require selecting, thus switching off the selection. The use of the Alt key de-selects non-contiguous slides



APPLYING TRANSITION

- Select the slides to apply the transitional effect or only one slide if the intention is to apply to all slides in the file
- Select the Transitions menu
- Click on a choice of transitions from the 'Transition to This Slide' grouping, meaning the transition effect is applied to the selected slide(s)
- Notice the 'Apply To All' button within the 'Timing' grouping on the same Transitions Ribbon
- A preview button is to the far left of the ribbon and if the transition is not required anymore then click on the 'None' option in similar fashion to the above. It is also possible to apply a different transition in the same way as previously described

