

Section 5

Controlling a Presentation

By the end of this Section you should be able to:

- Change Slide Order
- Delete and Hide Slides
- Create Action Buttons
- Use Hyperlinks
- Use Preset and Custom Animation
- Animate Charts
- Set up a Slide Show
- Apply Slide Transitions and Timings

Exercise 36 - Changing Slide Order

Guidelines:

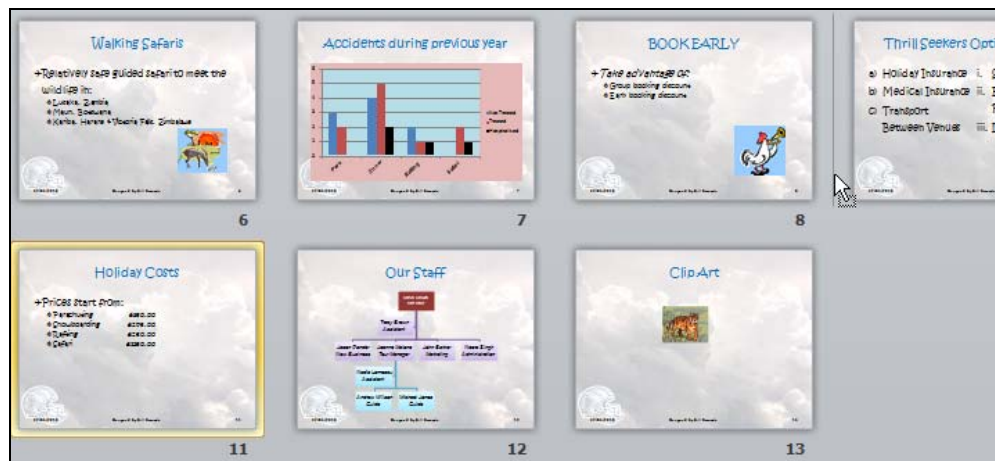
To make a presentation flow more smoothly you may want to change the order of some of the slides. **Slide Sorter View** allows you to do this easily.

Actions:

1. Open the **Adventure** presentation saved in Exercise 34, or if this is not available, open the supplied presentation **Adventure Data3** and save it immediately as **Adventure**.
2. Switch to **Slide Sorter View** and use the **Zoom Slider** control at the right of the **Status Bar** to make sure a zoom value of **70%** is selected.



3. Make sure slides **7 - 12** are visible on the screen.
4. Slide **11, Holiday Costs** should come after slide **8, Book Early**. Click on slide **11** and hold down the mouse button.
5. Drag the slide towards slide **8** and a vertical line appears as it is moved.



6. When the vertical line is between slide **8** and slide **9**, release the mouse. The **Holiday Costs** slide is now slide **9**.
7. Save the presentation and leave it open.

Exercise 37 - Deleting Slides

Guidelines:

Slides that are no longer required can be deleted. This can be done from **Normal View** or **Slide Sorter View**.

Actions:

1. In **Slide Sorter View**, make sure the **Home** tab is displayed and click between slides **1** and **2**.
2. Add a new **Title and Content** slide in this position.
3. Switch to **Normal View** and enter the title **About Us**.
4. Click to add the following text: **The company was established in 1989**.
5. On the next line enter **One of the Directors is ex- SAS**.




6. The Director in question has come in to see how the presentation is progressing. He is not happy about the new slide, as he does not wish his personal details displayed. You must delete the slide.
7. From the **Slides** pane on the left hand side, right click on the slide to be deleted and click **Delete Slide**.
8. The **Clip Art** slide (slide **13**) is not really part of the presentation. Switch to **Slide Sorter View** and select slide **13**. Press **<Delete>** on the keyboard.
9. Save the presentation and leave it open.

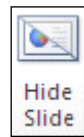
Exercise 38 - Hiding Slides

Guidelines:

Occasionally a presentation may have slides that contain sensitive information. If necessary these can be hidden.

Actions:

1. The Director is still not happy with the presentation. Make sure you are in **Slide Sorter View**.
2. He thinks the slide about accidents should be hidden. Select slide 7.
3. Select the **Slide Show** tab and click **Hide Slide**. A symbol appears beneath the slide,  to indicate that it will be hidden during the slide show.



*Note: Alternatively, right click on the slide in **Slide Sorter** view and select **Hide Slide** from the shortcut menu.*



4. Select the **Slide Show** tab and click **From Beginning** in the **Start Slide Show** group. The show will start from slide 1. View the slide show, clicking on each slide to advance to the next.
5. Notice how slide 7 does not appear.
6. Save the presentation and leave it open.

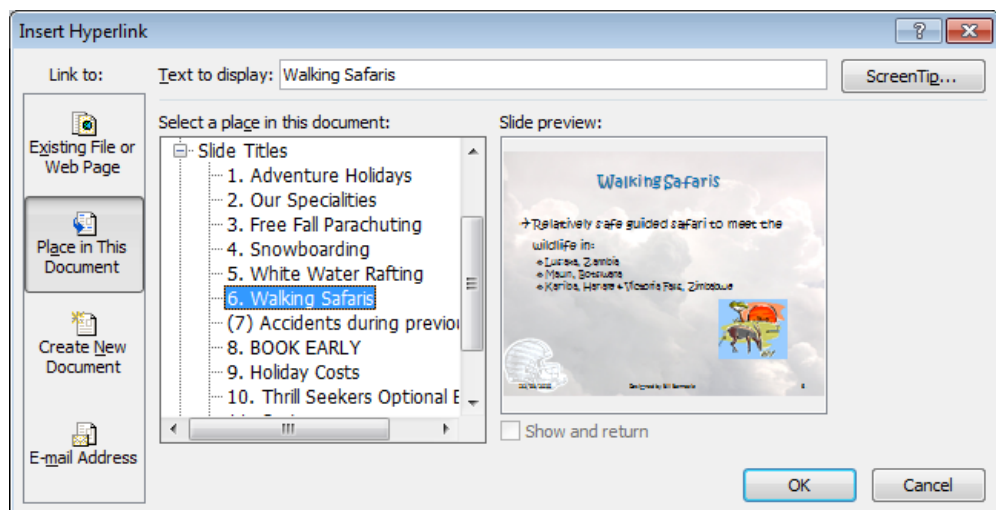
Exercise 39 - Hyperlinks and Action Buttons


Guidelines:

Regular users of the Internet will be familiar with **Hyperlinks** - text or images that open another object when they are clicked on. Hyperlinks to other slides in a presentation, to locations on an Intranet or the Internet can all be created on slides. **Action buttons** are often used to control hyperlinks in a presentation. They allow rapid, easy navigation between slides.

Actions:


1. View slide **2** of the **Adventure** presentation in **Normal View**.
2. Highlight the text **Walking Safaris**, display the **Insert** tab and select the **Hyperlink** button to display the **Insert Hyperlink** dialog box.
3. To select a target for the hyperlink, click **Place in This Document** in the left panel, then select **6. Walking Safaris** from the list of slide titles.

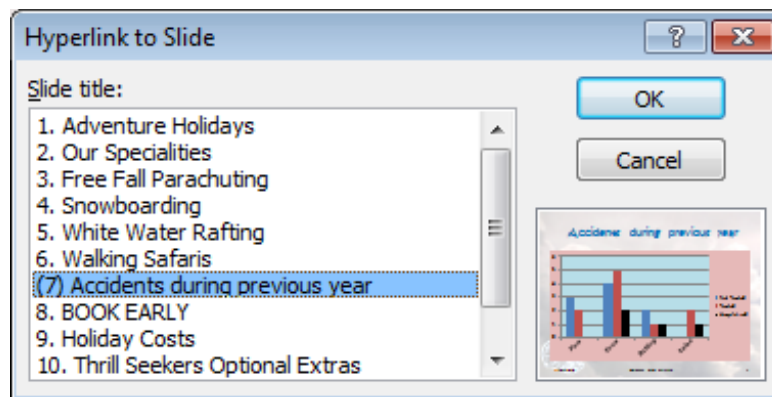


4. Click **OK** to create the hyperlink. The colour of the hyperlink text on the slide is different to other text. When the hyperlink destination has been visited, the text colour will change again.
5. To test the hyperlink click the **Slide Show** button, , at the right of the **Status Bar** with slide **2** still selected.
6. Click on the hyperlink text, **Walking Safaris**. Instead of moving to slide **3**, the next slide to appear will be slide **6**.
7. Press **<Esc>** to end the slide show. Slide **6** should be shown in **Normal View**.

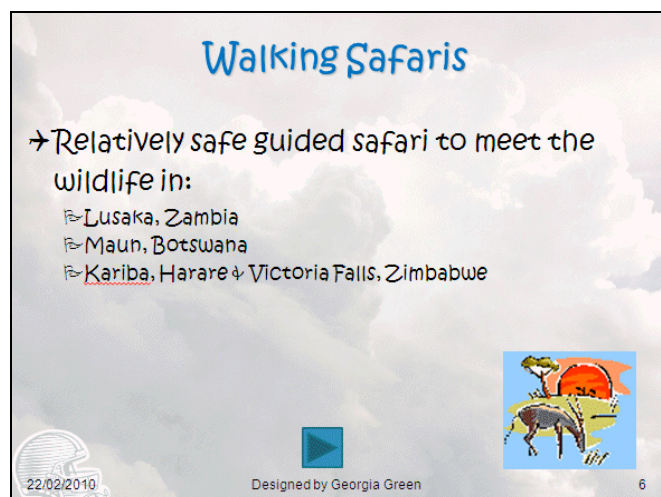
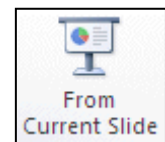
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Exercise 39 - Continued

8. To add an **Action Button**, display the **Insert** tab and click the **Shapes** button to display a list of available shapes.
9. In the **Action Buttons** section, select the **Forward or Next** button, .
10. Click and drag the shape of the button at the bottom centre of the slide.
11. The **Action Settings** dialog box then appears on the screen. Ensure that the **Mouse Click** tab is selected. Click the **Hyperlink to** option and from the drop down list, select **Slide**.
12. From the list of slides, select slide **(7) Accidents...** (the hidden slide).



13. Click **OK**, then **OK** again.
14. Display the **Slide Show** tab and click **From Current Slide** from the **Start Slide Show** group. The slide is shown as it will appear in the presentation.



15. Click the action button. The presentation moves to slide **7**, the **Accidents** slide, even though it is hidden and would not be displayed as part of a normal slide show.
16. Exit the slide show and move to the next exercise.

Exercise 40 - Using Animation

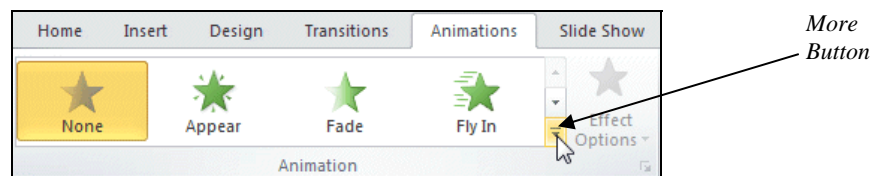
Guidelines:

Animation can be applied to text and objects on a slide so they appear on the slide in a variety of different ways, e.g. fly from top, dissolve, etc. Different animation effects can be applied to different parts of the slide, e.g. the **Title**, **Text Content**, **Charts** and **Images**. It is possible to apply animation effects quickly using buttons from the **Ribbon**.

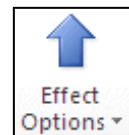
Slide Transition (how does the slide come into the presentation) is covered in Exercise 44.

Actions:

1. Display slide **2, Our Specialities**, of the **Adventure** presentation in **Normal View** and select the **Animations** tab.
2. Click in the **Title** text on the slide.
3. From the **Animations** tab, locate the **Animation** group and move the mouse over **Fade**. The effect is shown on the slide
4. Click the **More** button to see more animation effects.



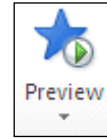
5. Move the mouse over **Wipe** and the effects will be previewed
6. Click on **Fly In** to apply that effect.
7. Click anywhere in the bullet points for the slide to select that area. Click the **More** button in the **Animation** group.
8. Click **Wipe** to apply this effect.
9. Click the **Effect Options** button on the **Ribbon** and move the cursor over **All at Once**. The effect is previewed. All the bullet points are introduced with the animation effect at the same time.
10. Move the cursor over **By Paragraph** to see the difference. Each bullet point is introduced with the same animation effect but as separate items. Click on **By Paragraph** to apply this option.
11. Click **Fade**, from the **Animation** group (it may need expanding first), to change the effect for the bulleted text.




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Exercise 40 - Continued

- Click the **Preview** button on the **Ribbon** to see the slide animation. Notice that all animation effects are shown automatically when in **Preview**, even though they may require triggering in an actual **Slide Show**.



- Click the **Slide Show** button, , at the right of the **Status Bar** to see how this slide looks in an actual show. Only the background is displayed. Click with the mouse to trigger the title animation.

Note: Animation properties such as triggers, timings and sound can be amended, this is covered in the next exercise.

- Click again to animate the first bullet point. Each bullet point will need a mouse click to trigger it. In an actual show this will give the presenter time to talk about each point before bringing in the next one.
- When the slide is finished, press **<Esc>** to end the show.
- Switch to **Slide Sorter View**.



Animation Icon

- Each slide that has any animation effects applied (including slide transitions) is indicated with an **Animation Icon**.
- Return to **Normal View**.
- Save the presentation and leave it open for the next exercise.

Exercise 41 - Advanced Animation

Guidelines:

Animations can be customised and effects chosen from 4 areas:

Entrance effects (how an item comes onto the screen),

Emphasis effects (what it does on the screen),

Exit effects (how an item disappears)

Motion Paths (moving an item around a slide).

More than one animation effect can be applied to the same item.

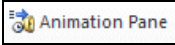
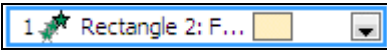

Customising also allows greater control over details within effects, such as the timing, speed and order of the animations, and any accompanying sound. For any selected effect, all the options can be set from a dialog box with 3 tabs.

The **Effects** tab controls the addition of sounds, what happens to the item after animation and whether to introduce text all at once, word by word or letter by letter.

The **Timing** tab controls when an effect is activated - on the click of the mouse or automatically, how fast the effect runs and whether it repeats.

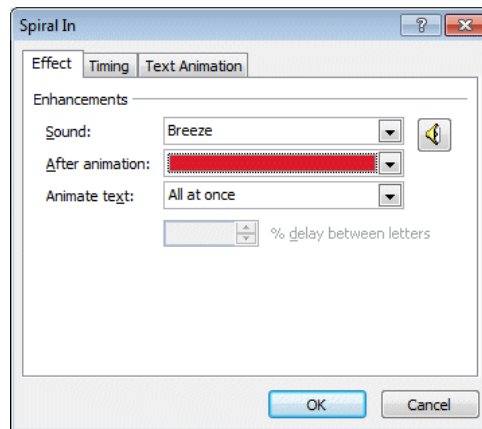
The **Text Animation** tab controls how the effects are applied to a bulleted text list (either to the whole list or by heading/subheading).

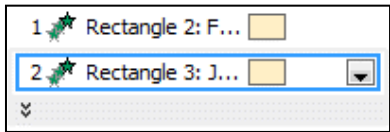


Actions:

1. Display slide 3, **Free Fall Parachuting**, in **Normal View**. From the **Animations** tab, click **Animation Pane**, . The **Animation Pane** will be displayed.
2. Click on the slide title then click the **More** button in the **Animation** group and select **More Entrance Effects** from the list. Select **Spiral In** from the **Exciting** group and click **OK**.
3. An entry is made, , in the **Animation Pane**. Click  to demonstrate the effect and note that it only applies to the title text.
4. Once entered, the effect can be edited. Click the drop down arrow to the right of the effect in the **Animation Pane** and select **Effect Options**.
5. Select the **Effect** tab from the **Spiral In** dialog box.
6. Click in the **After animation** box and select a red colour.
7. Click in the **Sound** box and select a sound effect of **Breeze**.

continued over

Exercise 41 - Continued



8. Click **OK** to apply and preview the effect. Notice that the title text now changes colour after appearing.
9. Different effects can be applied to other parts of the slide. Select the main text area.
10. Click the **More** button from the **Animations** group and select **More Entrance Effects**. Scroll down to the **Exciting** group, select the effect **Float** and click **OK**. A new item appears in the **Animation** list.
 
11. Click the drop down arrow for the new effect and select **Effect Options**.
12. Select the **Text Animation** tab from the **Float** dialog box.
13. Click the drop down arrow to see the **Group text** option, but leave the setting as **By 1st level paragraphs**.
14. Select the **Timing** tab from the dialog box and change the **Duration** option to **2 seconds (Medium)**. Notice the **Start** option is **On Click**.
15. Select the **Effect** tab and change the **Animate text** option to **By word**. On the same tab, click in the **Sound** box and select a suitable sound.
16. Click **OK** to apply all these options and view the results. Notice on the slide that each separate animated item has a numbered square which shows its sequence. Click **Play** to repeat the preview if required.
17. Click the **Slide Show** button, , at the right of the **Status Bar**, to see how the effects will appear in an actual presentation. Remember, mouse clicks will be required to trigger the animation effects and **<Esc>** can be pressed to terminate the show.
18. Experiment by trying out some of the different settings within **Effects Options**, and use  to demonstrate the effects.
19. Save the presentation and leave it open.


Exercise 42 - Animating Charts

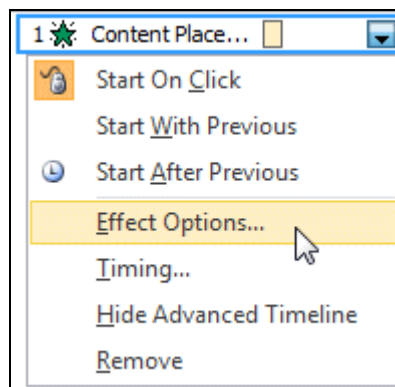
Guidelines:

Animation can be applied to inserted objects such as charts. Animation can be applied to the chart as a whole or to individual elements separately. Available options include:

- How to introduce the chart elements
- Whether or not to animate the grid and legend
- Which animation effect and accompanying sound are applied
- What to do with the chart after it has been animated

Actions:

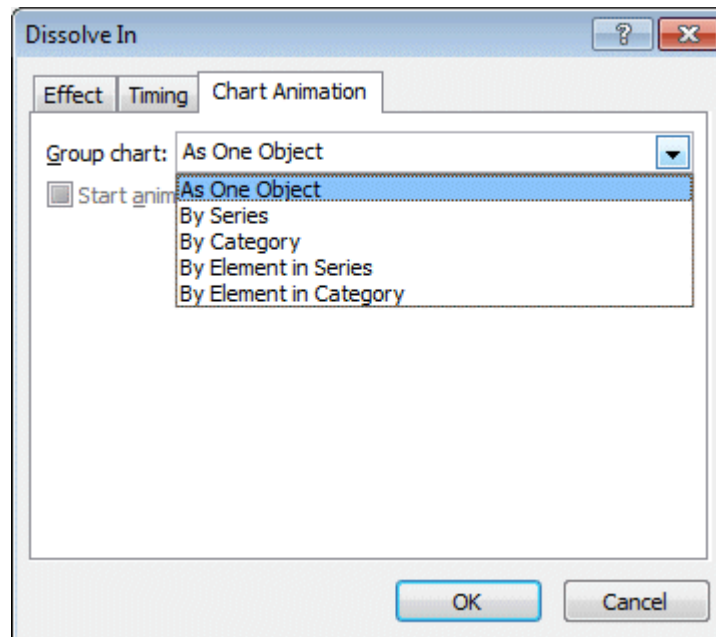
1. View slide **7, Accidents**, in **Normal View**. Select the chart by clicking on it once.
2. If it is not already visible, display the **Animation Pane**.
3. Click the **More** button from the **Animations** group, select **More Entrance Effects**, then select **Dissolve In** from the **Basic** group and click **OK**.
4. By default the animation is applied to the whole chart, as shown by the preview. Click  to demonstrate the effect again.
5. Click the arrow to the right of the **Chart** entry (this may be listed as a **Content Placeholder**) on the **Animation Pane** and select **Effect Options**.





6. Select the **Chart Animation** tab from the **Dissolve In** dialog box and display the **Group chart** drop down list.

continued over

Exercise 42 - Continued



7. Select **By Category** and make sure **Start animation by drawing the chart background** is checked.
8. Select the **Timing** tab from the dialog box and change the **Duration** option to **2 seconds (Medium)**. Notice the **Start** option is **On Click**.
9. Click **OK** to apply the animation.
10. Click the **Slide Show** button, , to demonstrate the effect.
11. The slide title should appear. Click once to see the chart background and legend dissolve in. Click again to display the data for the first category, **Parachuting**. The next three clicks will display the data for the **Snowboarding**, **Rafting** and **Safari** categories.
12. Display the **Effect Options** for the animation again and select a **Chart Animation** effect of **By Element in Series**. Click **OK**.
13. Click  to demonstrate the effect. The chart will be displayed column by column and you will have to click to introduce each one (even the blank columns).
14. Press <Esc> to end the slide show.
15. Close the **Animation Pane**.
16. Save the presentation and leave it open.

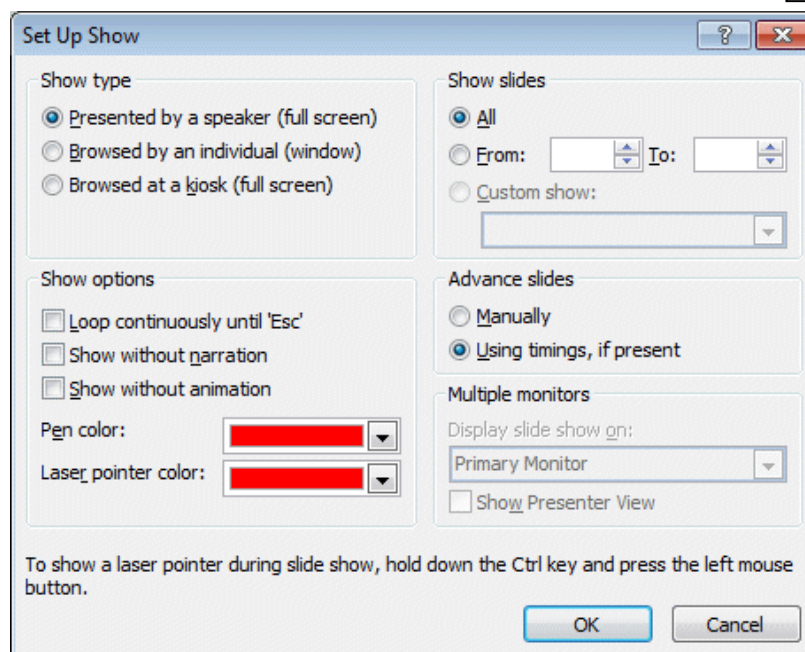
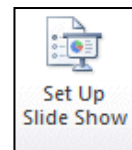
Exercise 43 - Setting Up a Slide Show

Guidelines:

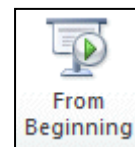
Assuming that the presentation is going to be run as a slide show (rather than just for printed output) there are many settings which can be used to control how the show will run. These can be found in the **Set Up Show** dialog box.

Actions:

1. With the **Adventure** presentation still open, switch to **Slide Sorter View**. Display the **Slide Show** tab and select **Set Up Slide Show**.



2. Make sure **Show slides** is set to **All** so that all slides are included in the show. It is possible to show only a range of slides.
3. Make sure **Advance slides** is set to **Manually** so that all slides will need a mouse click to appear, even if timings are applied. Click **OK**.
4. Click the **From Beginning** button from the **Start Slide Show** group on the **Slide Show** tab.
5. The first slide in the presentation appears. Click the mouse to move to the second slide. Ignore the hyperlink.
6. Move through the rest of the slide show, using the action button on slide **6** to navigate to the hidden slide.
7. At the end of the show *PowerPoint* returns to **Slide Sorter View**. Leave the presentation open.



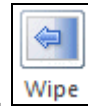
Exercise 44 - Applying Slide Transitions

Guidelines:

To add interest to a slide show, a transition can be applied to slides. This is a special effect, which controls how each slide changes to the next.

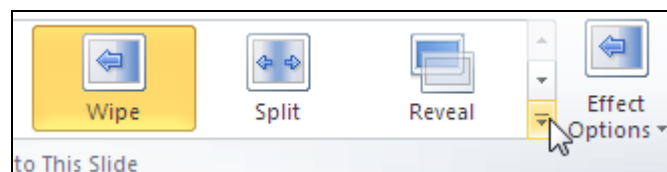
Actions:

1. View the **Title slide** (first slide) of the presentation in **Normal View** and select the **Transitions** tab.
2. Click on any of the **Transition** effects shown on the tab. A demonstration of

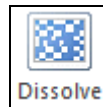


the effect is shown. Try the **Wipe** effect,

3. Click the **More** button at the right of the **Transition** effects to see all possible effects.



4. Select some of the effects from the list and watch the previews. Finally,



click on the **Dissolve** effect, to apply it.

5. From the **Timing** group, change the **Duration** to **02.00** and make sure **On Mouse Click** is the option for **Advance Slide**.

Note: Slides could be set to advance automatically after a set number of seconds. This is more appropriate for a show that is running without a presenter.

6. Click **Apply to All**. The **Dissolve** transition effect is now applied to each slide in the presentation.

*Note: If **Apply to All** is not selected the transition effect will be applied to the selected slide only. Different effects could be applied to different slides.*

7. Save the presentation.
8. Click the **From Beginning** button from the **Start Slide Show** group on the **Slide Show** tab. Click the mouse button to move through the show. Slides with animation will need several clicks to introduce all the content. Notice the effects as the slides change.
9. End the show and leave the presentation open for the next exercise.

Exercise 45 - Applying Timings

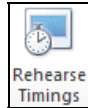
Guidelines:

Slide shows can have timings applied to them, so that slides advance automatically without the need to use the mouse. If a presentation is run automatically, it can be viewed without the need for a presenter.

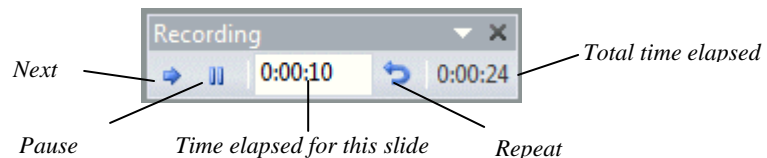
Note: If a presentation contains hyperlinks and action buttons it is really designed to be run manually by a presenter, but for this presentation timings will be applied..


Actions:


1. With the **Adventure** presentation in **Normal View**, select the first slide and

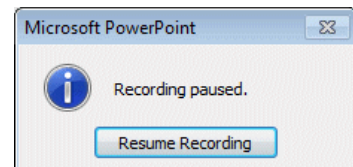


then click **Rehearse Timings** from the **Slide Show** tab. The slide show begins, with the **Rehearsal** dialog box on the screen.



2. After a few seconds, click the **Next** button, . The next screen appears with the time for the current slide reset. This slide will need several mouse clicks to move through, spend a few seconds between each one.
3. Move to the next slide/effect.

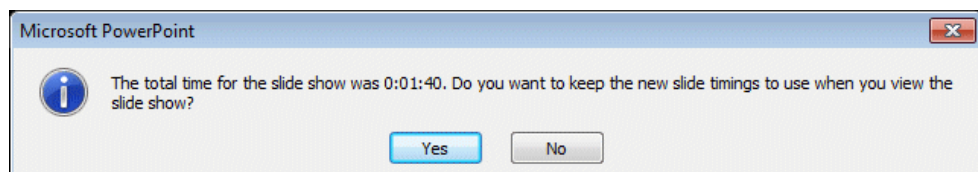
4. Pause the rehearsal using the **Pause** button, . Restart by clicking **Resume Recording**,



5. View the entire presentation, clicking the **Next** button after a few seconds of each slide until finished.

*Note: Remember that individual animation on certain slides will require a click of the mouse for each to appear. Do not click the **Action Button** hyperlink on Slide 6 to view the hidden Slide 7, it will not be included in a self-running show.*

6. At the end of the rehearsal a dialog box appears showing the total time for the slide show and asking if the timings are to be saved for future use.

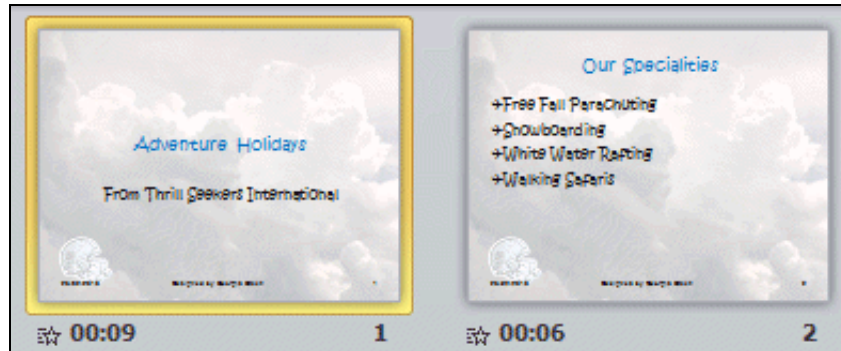


7. Select **Yes**.

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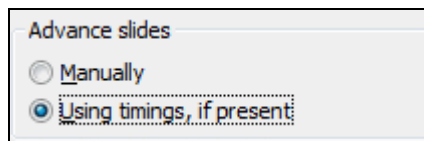
Exercise 45 - Continued

- Switch to **Slide Sorter View** and notice how the times for each slide are now shown underneath the slides, as in the diagram on the next page. The symbols next to the timings indicate that there is some form of animation (transitions) applied to that slide.

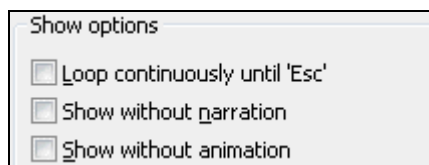


*Note: The total time for the slide show is made up of the times for each individual slide. The timing can be changed at any time by clicking the **Rehearse Timings** button again.*

- Select **Set Up Slide Show** from the **Slide Show** tab. In the dialog box, make sure **Advance slides, Using timings, if present** is selected.



Note: If required, there is an option in this dialog box which will allow the show to run continuously until <Esc> is pressed. Do not select it here.



- Click **OK**, then save the presentation.
- View the slide show. The slide show will now play, when activated, using the timings set in the rehearsal, without any manual intervention required. Click on the final screen to end the show.
- Timings can be changed by running the **Rehearse Timings** feature again or directly from the **Transitions** tab. Display the **Transitions** tab, select **After** and set a value of **00:10.00** in the box.
- This applies the 10 second timing to the currently selected slide only. Click the **Apply to All** button to apply the same timing to all slides.
- Save the presentation and close it.

Exercise 46 - Revision

1. Open the presentation **Induction**, saved in Exercise 35 or if this is not available, open the presentation **Revision46** and save it as **Induction**.
2. Move slide **4 Bright Future** before slide **3 Company Performance**.
3. Delete the new slide **4 Company Performance**.
4. Create an action button hyperlink on slide **2 Company Structure** to go to slide **3 Bright Future**.
5. Hide slide **3 Bright Future**.
6. Apply a **Fade** animation effect to the content (not the title) of all slides by applying it to the main slide master.
7. Apply a single transition effect, e.g. **Wipe**, to be run with a **Duration** of **02.00** for all slides.
8. Rehearse timings to be used for the presentation.
9. Set the show up to advance using timings.
10. Save the presentation.
11. View the slide show from the beginning.
12. Change the timings to 5 seconds for every slide.
13. View the slide show again.
14. Save the presentation and close it.