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PowerPoint 2007: Keys to Making the Most of Transitions

Executive Summary – What are Transitions?

Putting the final touches on your PowerPoint presentation can polish your presentation. You can add some pizzazz to slides by adding various slide transitions to your presentation. Slide transitions are visual movements as you advance one slide to the next. Excel 2007 has created its own “Animations” tab in order to easily add this feature to your presentation.

How to Use Transitions

Step 1: In Powerpoint 2007, click the Animations Tab. The menu will open with a variety of options.

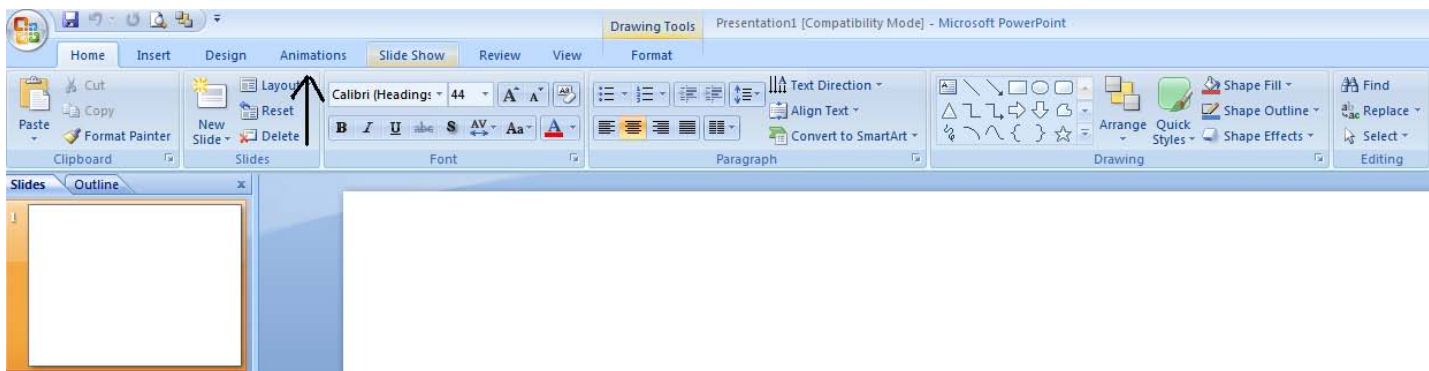


Figure 1

Step 2: The icons on the ribbon show common slide transitions (Figure 2). In order to select a transition, click a slide from the left “Slides” pane. Next, click the desired transition icon under the Animations tab (Figure 3). Click the “More” arrow icon to the right of the most common slide transitions (Figure 4) to view a larger list of transitions (Figure 5).

Note: Rather than clicking each transition to preview it, you can now hover your mouse over each transition to see the example.

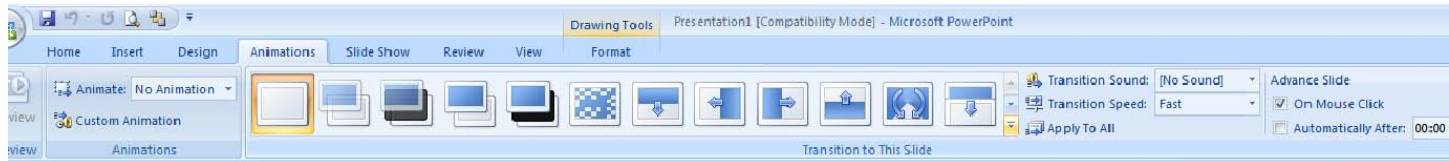


Figure 2

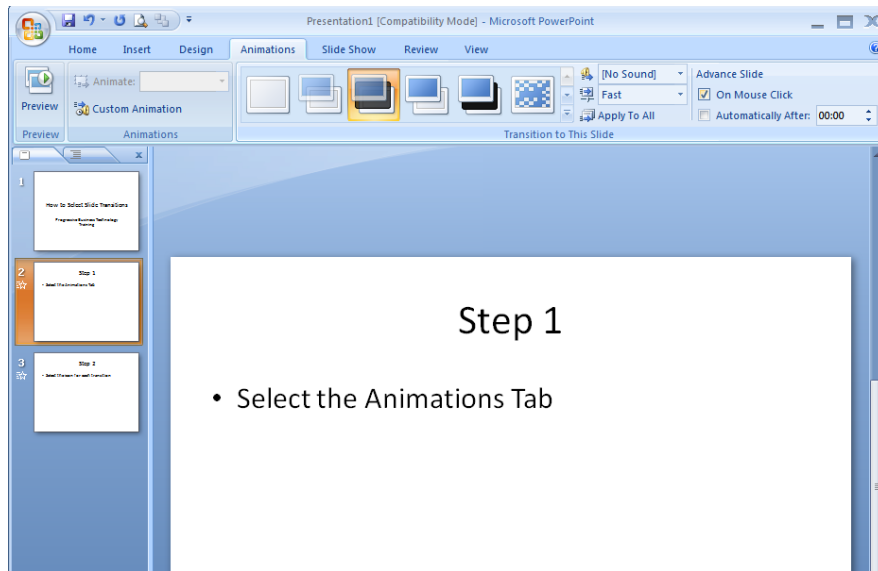


Figure 3



Figure 4

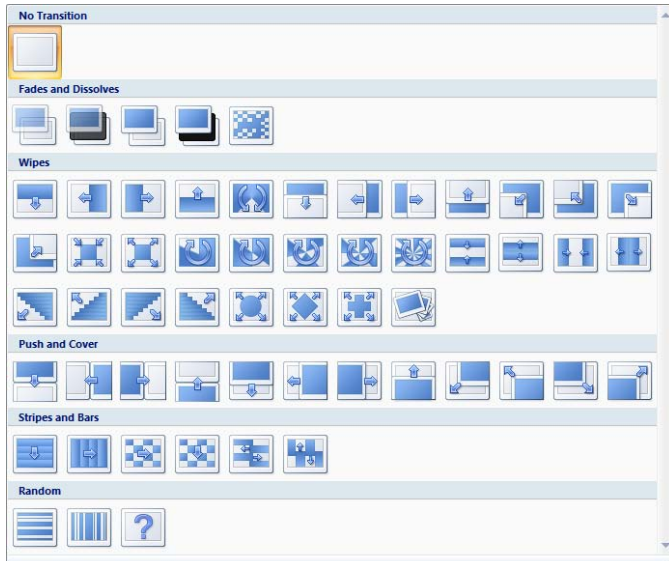


Figure 5

Step 2: Choose additional options for your transitions by the Animations toolbar as seen in Figure 6. You can add the following options to the transition:

- Transition speeds
- Transition sounds
- Apply transitions to only one slide or all slides
- How to advance the slide (based on timing or by each mouse click)

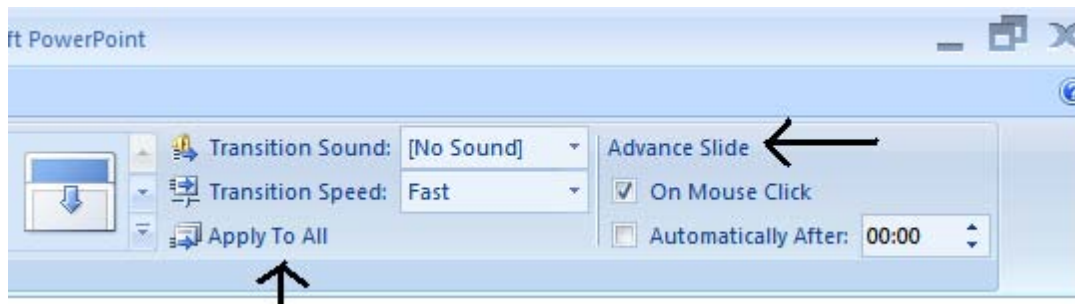


Figure 6

Step 3 (optional): In order to select sounds for the transitions, click the “Transition sound” dropdown. Sounds can be effectively added to professional presentations. For example, giving a presentation on year-end sales could use a ‘Cash Register’ sound to make an impact. Options such as “Loop Until Next Sound” to repeat the sound throughout that slide should be used sparingly in professional presentations.

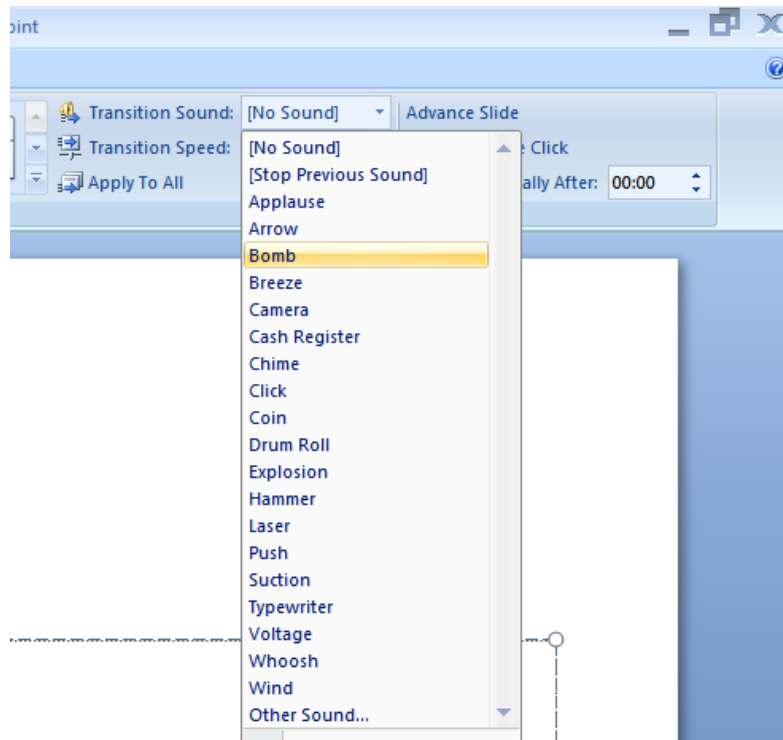


Figure 7

Conclusion:

Animations and slide transitions can be a valuable added asset to liven up PowerPoint presentations. Adding transitions, sounds and timing features can improve your presentation and settle some public speaking nerves. Make sure to prevent common mistakes of using too many transitions or using ones that distract from the subject matter – which are judgment calls from presentation to presentation. When used correctly, slide transitions can be the perfect final touch to presentations!