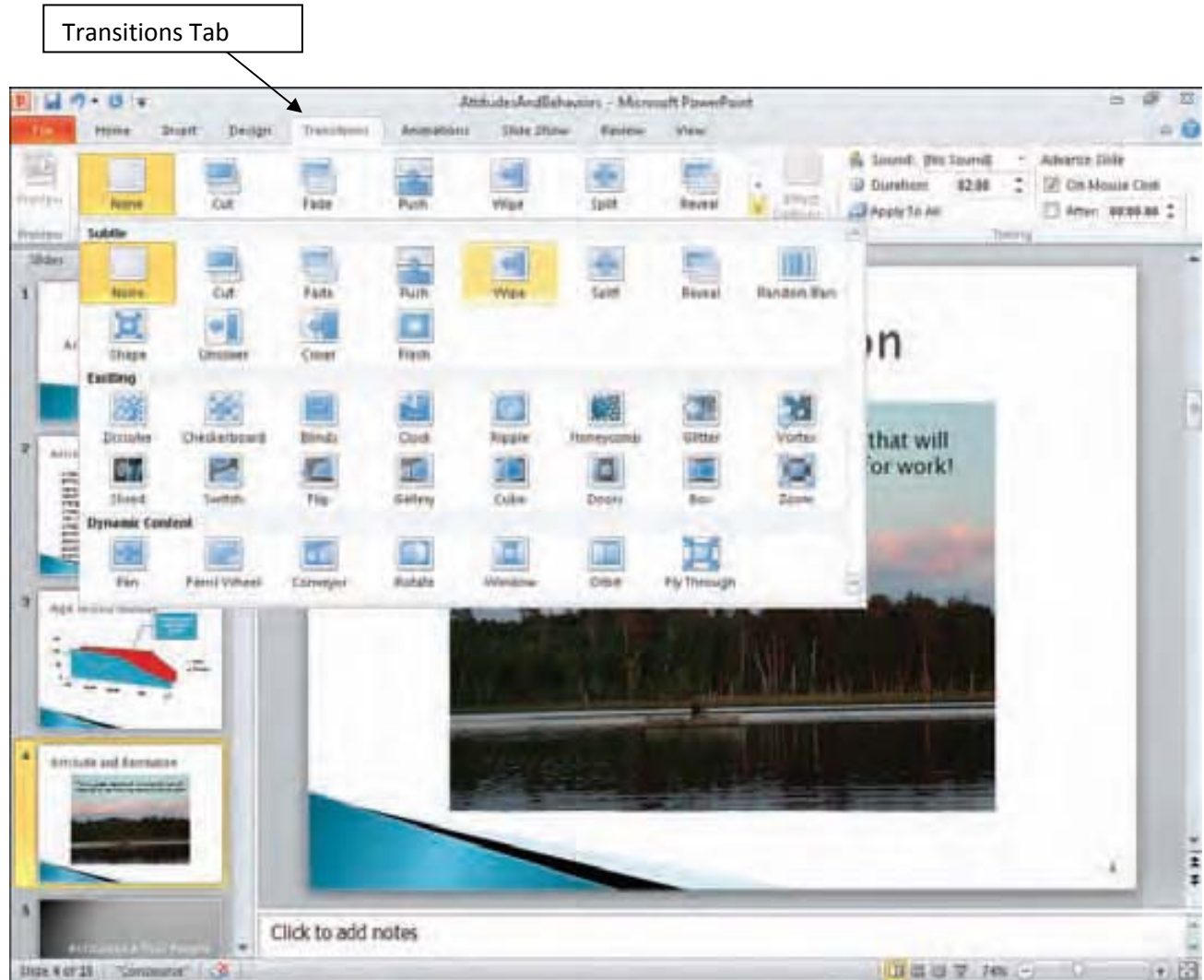# PowerPoint 2010

Intermediate

PowerPoint is currently the software most commonly used for making visual aids for presentations. It has been redesigned for the 2010 release with a much more user-friendly and intuitive layout than earlier versions of the application.

Transitions

A transition effect occurs when you advance a slide show from one slide to another. Movies use transitions — for example, when you see the screen dissolve from one image to another, or you see an image seem to wipe across the screen to reveal another scene.
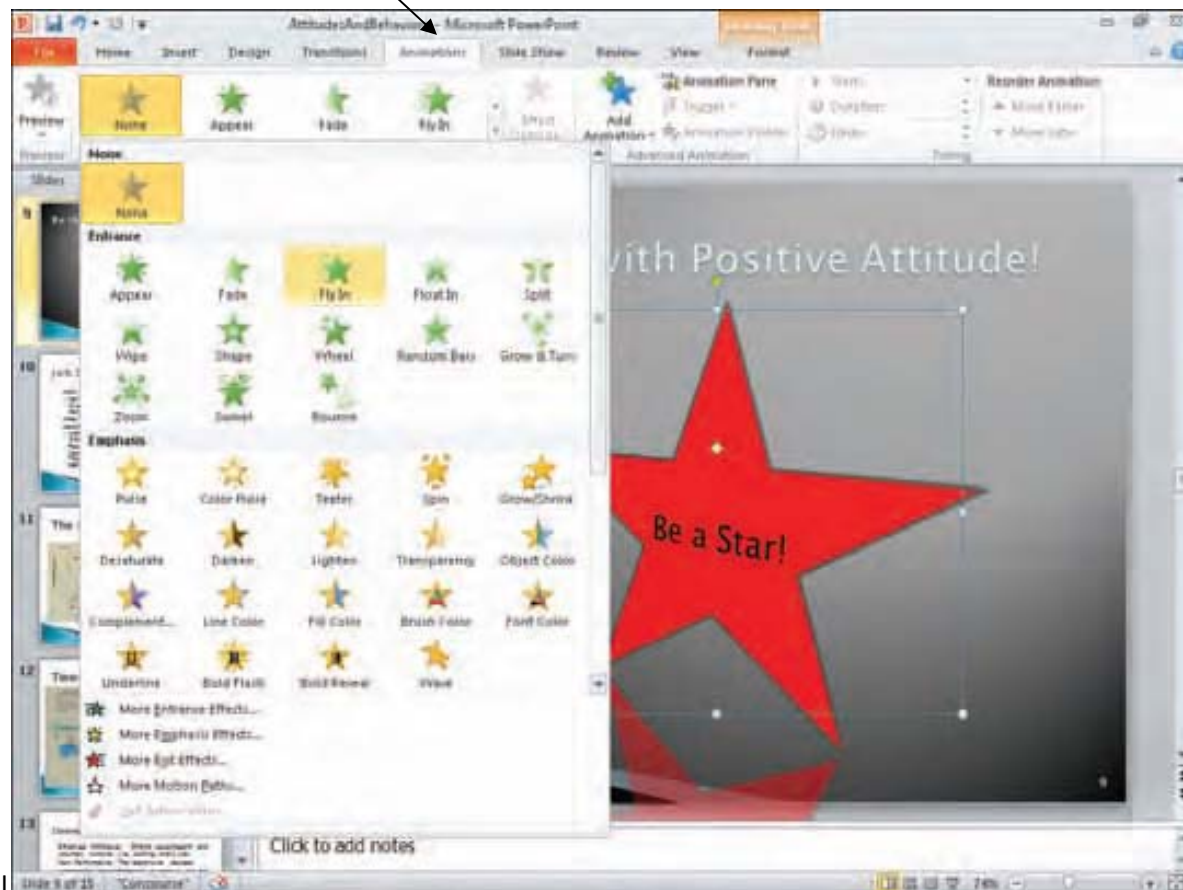
Transitions Tab

To preview the transitions:

Click the Transitions tab. Click on the Transitions group. The gallery of transitions appears click a transition in the gallery.

Please Note:

PowerPoint applies the transition to the slide(s).A star appears beside the slide's thumbnail, denoting that a transition has been applied. You can click Apply to All to apply to all slides in the presentation. Click Preview to see the transition. The transition runs.
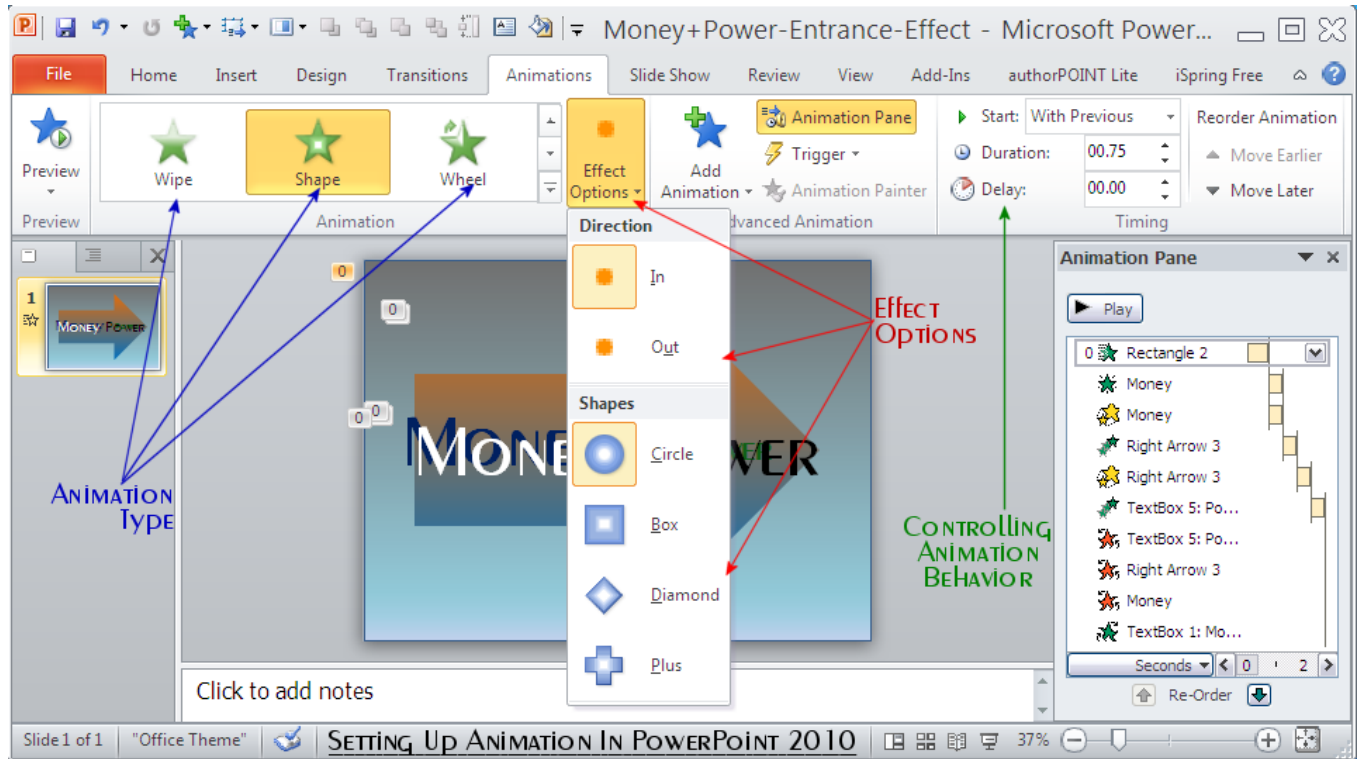
Animations

Highlight an object to animate you can apply an animation to multiple objects. Click the Animations tab. Click in the Animations group. The gallery of animations appears. Click an animation.

PowerPoint will apply the animation to the object and assigns it a sequence number PowerPoint places an animation icon next to the slide thumbnail
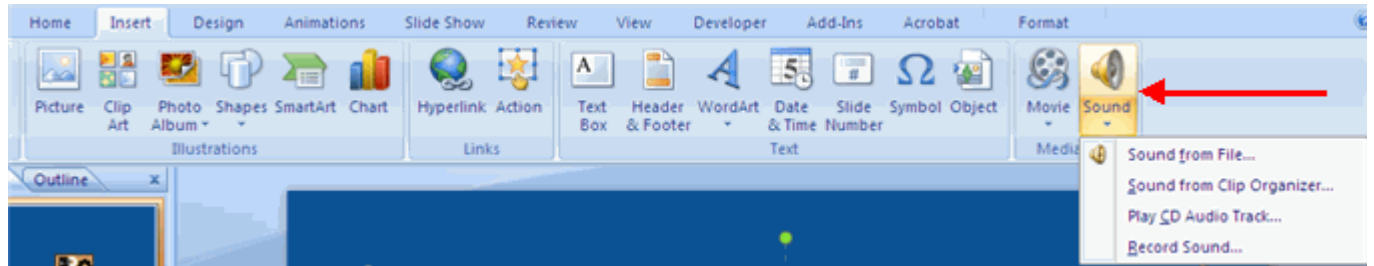
Here is what a sample animation looks like when you are constructing it.

Adding Audio
Audio clips can be added to any presentation for added content.
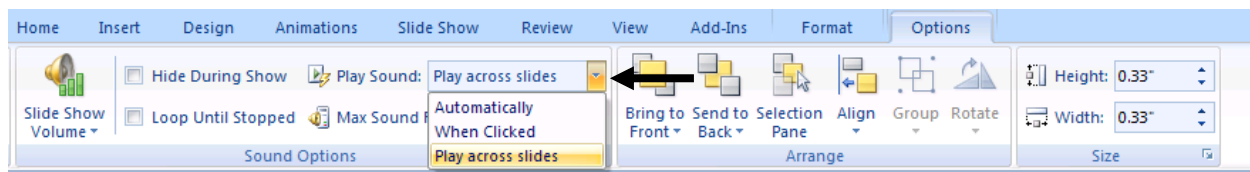
- Click on the **Sound** button on the **Insert** tab in the **Media** group.
- Choose **Sound from File**, **Sound from Clip Organizer**, **Play CD Audio Track**, or **Record Sound**

- Choose **Sound from File** to play a sound byte from the hard drive.
- Select a file from the list of displayed in the **Insert Sound** window.
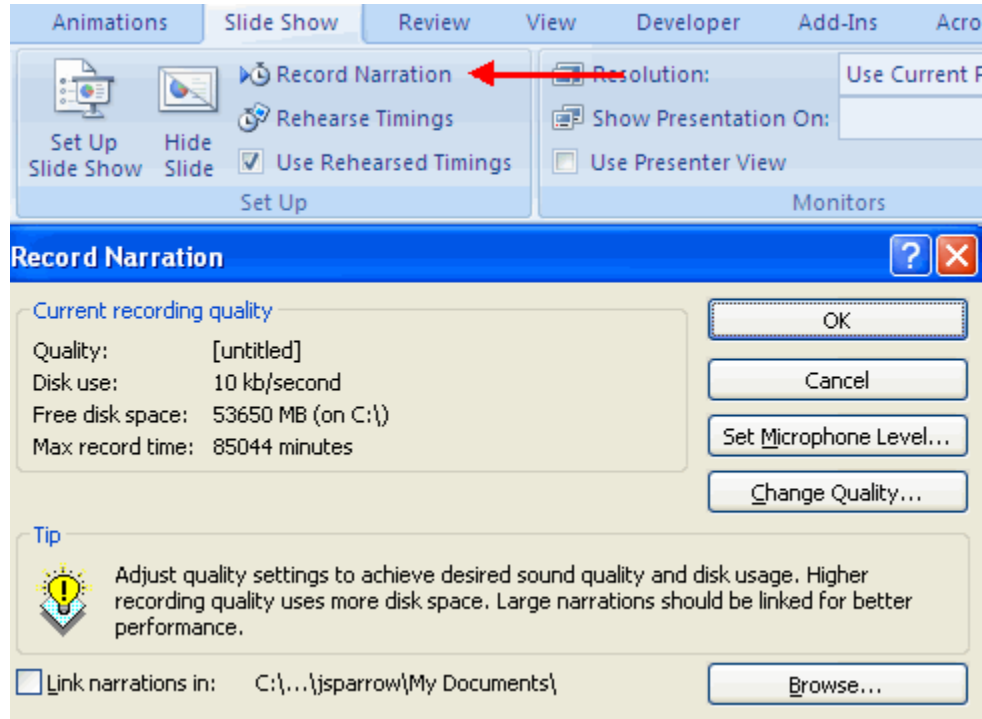
Playing Sound Across Slides

- Right-Click on the **Sound** icon on the slide.
- An **Options** tab will appear on the ribbon.
- In the Sound **Options** group, click on the drop down arrow of **Play Sound:**
- Choose **Play Across Slides**.
- Click on **F5** from the function keys on the keyboard to preview your show.

Record Narration

When you want to record a narration for the slides:

- From the **Slide Show** tab click on **Record Narration**.

- Click **Set Microphone Level** to check the levels of audio input.

Click **OK** to record the narration.

**You will have to click on the mouse to advance to the next slide for narration.
Once all the recording is finished, click on the mouse until the save prompt*.