

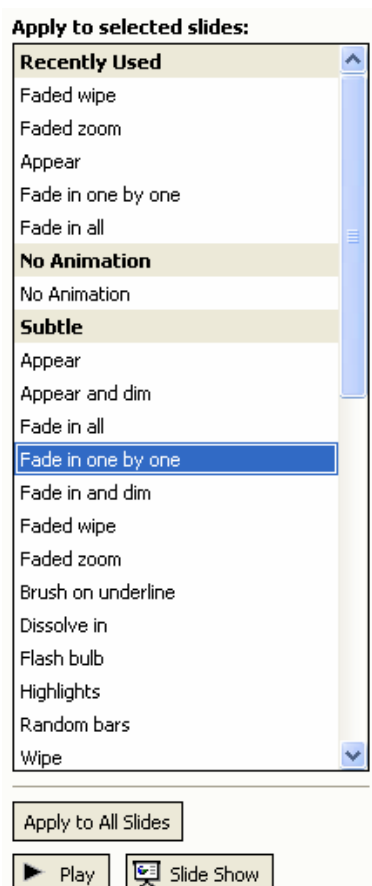
MODULE 3 SETTING UP AND PRESENTING SLIDE SHOW

1. Inserting Animation

There are two options for inserting animation. If we want to set up a transition between slides, either for individual slides or for the whole presentation, we can use the animation scheme. But if we want to animate one or several specific object(s), we can use the custom animation option.

a. Animation Scheme

We can select the animation scheme from the Slide Show icon on the menu bar. After we select it, the task pane will show various kinds of animation schemes.



Picture 1

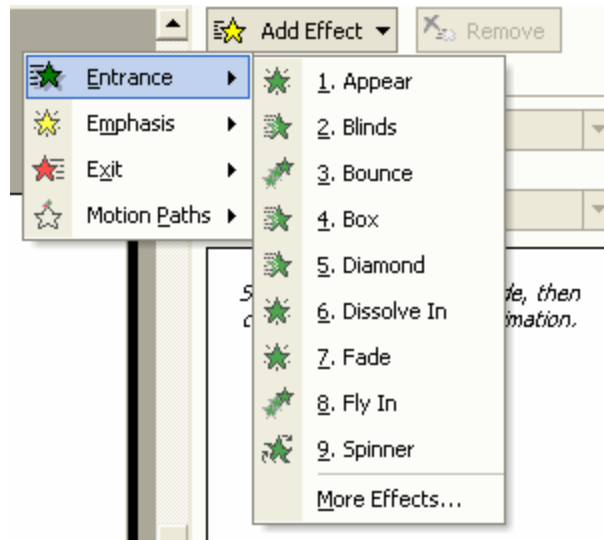
Animation scheme provides us with various types of animations, ranging from subtle, moderate and exciting animation. Furthermore, each category provides many options for animation (see picture 1).

Every time we click on any option, it will show us what happen if we use it. We can re-play it by clicking on *Play* button on the bottom of the task pane. We can also see it in the Slide Show view.

We can choose a single animation for each slide, or apply it to all slides. Note that when we use the animation scheme, we cannot modify its properties (e.g. timing and movement) as we wish. If we want to set our own pace for the animation, we should use custom animation.

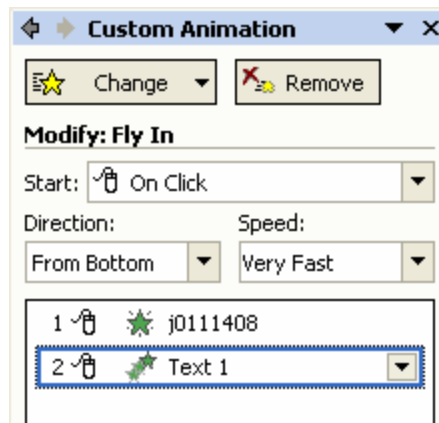
Custom Animation

With custom animation, we have high flexibility in setting our own animations. First, we should choose the object(s) we would like to animate. Choosing several objects will result in having these objects animated at exactly the same time. Next, we can select the custom animation option from the Slide Show on the menu bar. The task pane will show the options for the custom animation (see picture 2)



Picture 2

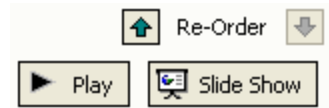
We can choose one of these options for the object's entrance, for adding emphasis to the object, and for the object's exit or motion paths. There are other options for the animation's properties, including: how we would like to start the animation (by clicking the mouse, by coming in together with the previous object, or by specifying the timing), the speed, and the special properties for a specific animation (e.g. the Fly In animation in picture 3 has the direction property, where we can choose the direction of the movement). After we pick an animation for the object, the task pane will outline the order in which the animations will occur. Picture 3 shows that the first animation will be object j0111408 (ClipArt), followed by Text 1. The mouse button picture next to objects in the outline indicates that the object will appear when we click on the mouse.



Picture 3

As with the animation scheme, custom animation has *Play* and *Slide Show* buttons to allow us to preview our animation. These buttons can be found at the bottom

of the task pane (see picture 4). A *Re-Order* button allows us to arrange the order of our animation. re-ordering of our animation can also be done by clicking on the up or down arrows beside the *Re-Order* icon. If we want to use this option, we must click on one animation first to specify the animation we would like to move, and activate the *further modify* options for the given animation. For example, Picture 3 (above) shows that we have activated our second custom animation. Since we only have two kinds of animations at the moment, the arrow beside the *Re-Order* button on picture 4 only gives us one active arrow, (up arrow marked by the green color).



Picture 4

2. Working in Slide Sorter View

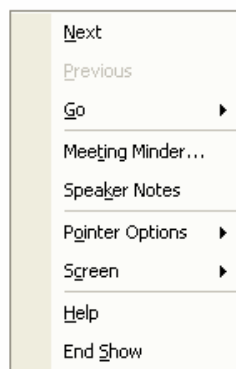
After finishing our presentation, it may be the case that we wish to change the order of our slides, or delete unused slides. These actions can be done easily when working in the slide sorter view. This view can be chosen by clicking on the slide sorter icon (📄) or choosing *File → Slide Sorter*. This action enables us to see all our slides on one active screen. We can move any slide by dragging and dropping our slide to our desired location. We can also delete any slide by clicking on the slide and pushing the delete button on our keyboard.

3. Controlling Slide Show Presentation

We can view our slides in the format of a slide show presentation by clicking on the *slide show* icon, choosing from the menu bar, or hitting F5. We can move back and forth from one slide or action to another by hitting the left-right arrows on our keyboard, or the up-down arrows, or by clicking on our mouse. When we place our mouse at the bottom left corner of the screen, we will see a little icon (see picture 5). If we click it, a dialog box will appear (see picture 6)



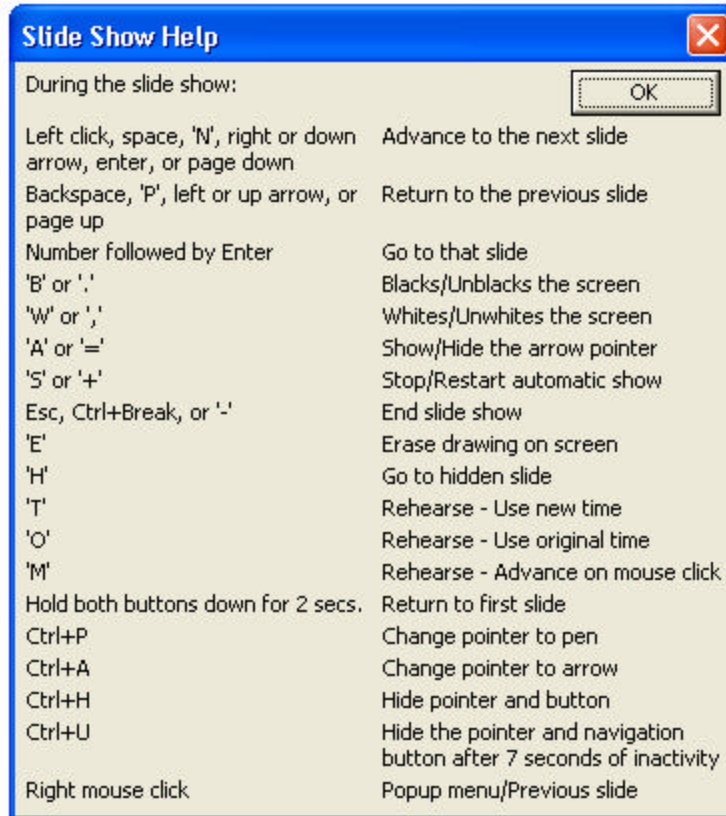
Picture 5



Picture 6

This dialog box provides us with the option to move to the next slide or to go back to the previous slide in the slide show. It also allows us to go to a specific slide in our slide show. The dialog box also gives us access to such options as meeting minder, speaker notes, choose pointer option and screen options. Regarding the pointer option, the default option is an arrow, which can be hidden or used as a pen option. The pen option comes in several colors, and allows us to doodle on the screen. The pen will disappear when we move to the next slide.

In addition to these commands, we have keyboard shortcuts for each command. If we press F1 while we view our show, the following picture will pop up (see picture 7). It will show us the list of keyboard shortcuts followed by the description of each shortcut.



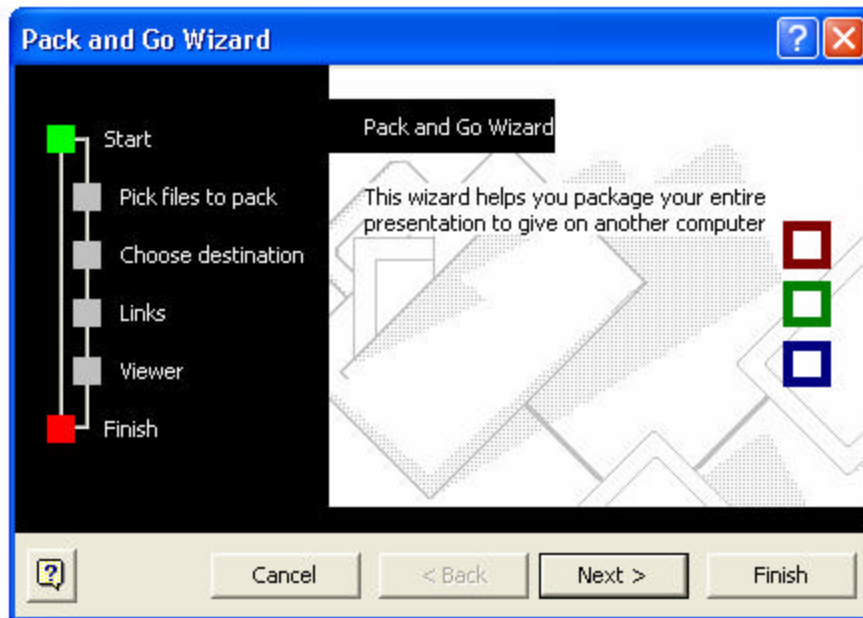
Picture 7

Being familiar with these functions is important, especially if we are presenting something important. For example, in the middle of our presentation we might realize that time does not permit us to present all of our slides. In this case, we can simply jump to our more important slides by typing the slide number + Enter (see picture 7). This will allow us to keep the presentation flowing (without making our presentation seem sloppy as we quickly click past slides until we reach our desired slide).

4. Pack-and-Go

Although we create our presentation on our own personal computer or laptop, sometimes we have to present our slideshow on another computer (e.g. in the conference). Transferring our presentation to another computer may be problematic, especially if the computers involved do not have the same settings, the same operational software and the same system. Additionally, we may use fonts, images, sounds, and other objects that are not available in the other computer. To deal with this potential problem, PowerPoint provides a specific tool called Pack-and-

Go. The purpose of this command is to pack our presentation (with all its contents and other associated files) so we can run it on another computer. When we want to use this command for the first time, we might need our Microsoft Office XP CD-ROM ready, because our computer might not have the Pack-and-Go feature installed. When we choose Pack-and-Go from the File menu, its wizard will show up (see picture 8)



Picture 8

This wizard will guide us through the following steps:

- a. Pick file(s) to pack
We can choose to pack only the active file or together with other files.
- b. Destination choice
We should specify the destination of where we want to save the new file. Note that using the Pack-and-Go feature will always result in having a new file with a default name: *PNGSETUP*. Therefore, we must choose a destination that does not contain previous *PNGSETUP* that we still need or want to use. Continuing to save the new output in the same destination with the previous *PNGSETUP* will result in the new file overwriting the existing file.
- c. Links
In this step, we can choose to include linked files and embed true type fonts. Since every computer is installed with its own features, we cannot expect that they share the same fonts, clip art or files (movies, pictures, animation, and sounds) that we need for our presentation. Therefore, some people might notice that when they run their presentation on other computer, the appearance looks different (e.g. different fonts, missing sound or movie). When we encounter this problem, the reason might be that the new computer does not have the source files that we need, and our presentation file did not save all the sources linked files from our previous computer. To make sure our presentation will work well

on different computers, we should click on both the *linked files* and *embed true type fonts* option.

d. Viewer

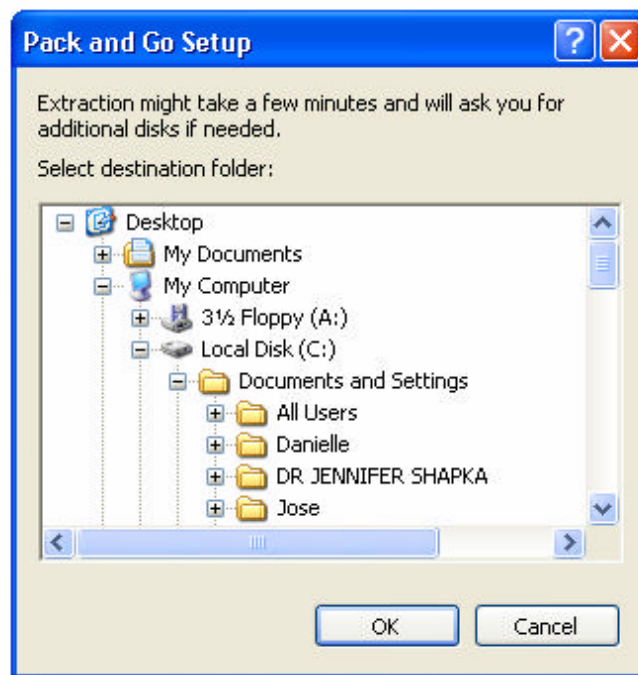
If we doubt that the computer we will be presenting on has Microsoft PowerPoint installed on it, it is important that we choose this option. This will include viewer software in our file.

After we finish packing our file(s), we will notice the icon below in our destination folder, when we browse for it in *My Computer* or *Windows Explorer*:



Picture 9

It is important to remember that this file cannot be opened directly from Microsoft PowerPoint. If we want to run the presentation from the *PNGSETUP* file, we have to unpack it first. We can do so by accessing *My Computer* or *Windows Explorer*. We should choose the folder that contains this file, and then double click on it. Picture 10 shows the extraction dialog box that will appear after we double click *PNGSETUP*. We have to choose the destination folder of where we want to keep our presentation file(s). After the extraction process is complete, we can open our presentation in PowerPoint.



Picture 10