

PowerPoint Cheats

Slide Transitions

Slide Animation

Animation Preview

1. Hide Slide
2. Rehearse Timings
3. Summary Slide

Common Tasks

Your Best Friend-

Once the master is created, **NEW SLIDE** creates a new slide for content

Slide Layout changes the layout of objects (charts, graphs, pictures, text)

Design Template lets you put in MS templates

Slide ANIMATIONS – Sequence of THREE settings

1. Individual **Custom Animations**: what happen IN each slide
2. **Slide Transitions** – what happens from slide to slide
3. **Slide Show** – How the entire show will perform

1

2

3

Slide Show

View Show F5

Rehearse Timings

Record Narration...

Online Broadcast

Set Up Show...

Action Buttons

Action Settings...

Preset Animation

Custom Animation...

Animation Preview

Slide Transition...

Hide Slide

Custom Shows...

Rehearse Timings allows you to view your show and determine the time frame in which it plays- it will also allow you to modify the timings based on when you push on to the next slide.

Animation Preview allows you to preview your animations on the slide you have selected.