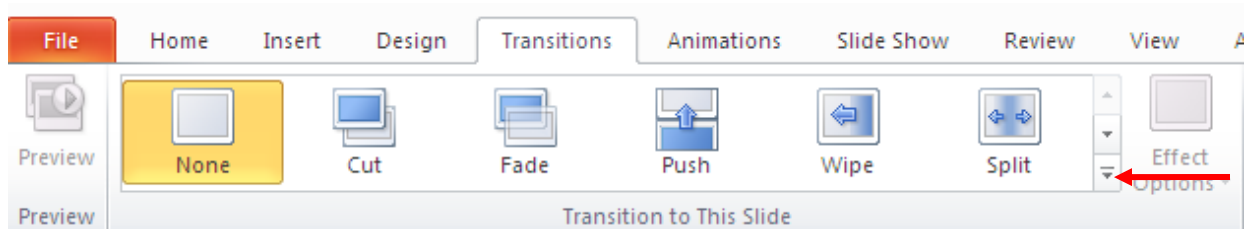


Slide Transitions

Transitions are effects that are in place when you switch from one slide to the next.

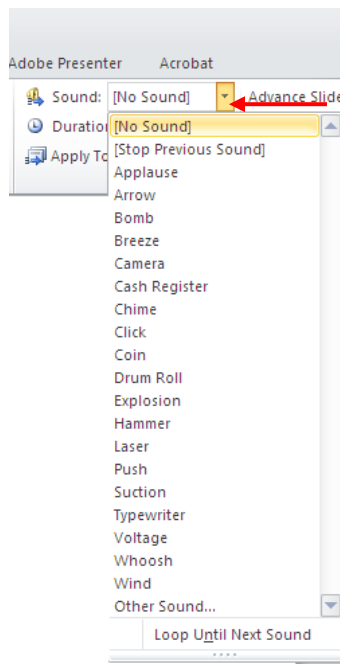
To add slide transitions:

- Select the slide that you want to transition
- Click the **Transitions** tab
- Choose the appropriate animation or click the **Transition** dialog box

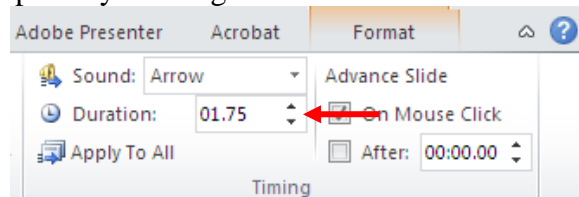


To adjust slide transitions:

- Add sound by clicking the arrow next to **Sound**

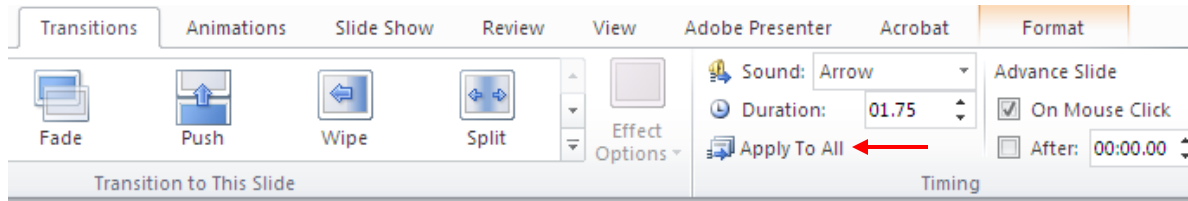


- Modify the transition speed by clicking the arrows next to **Duration**



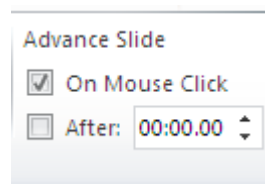
To apply the transition to all slides:

- Click the **Apply to All** button on the **Transitions** tab



To select how to **advance a slide**:

- Choose to **Advance on Mouse Click**, or
- Automatically after a set number of seconds

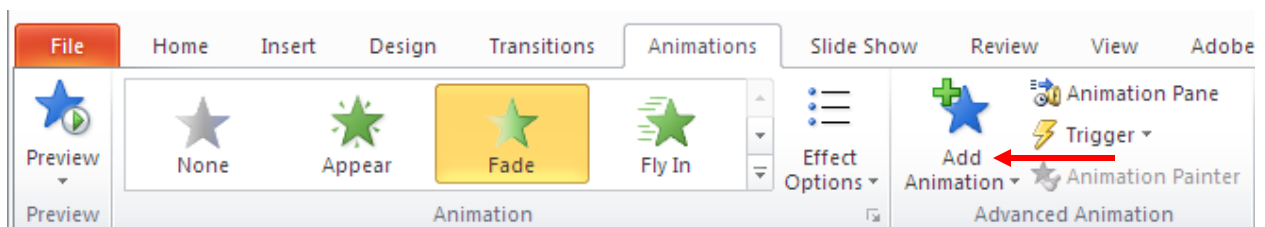


Slide Animation

Slide animation effects are predefined special effects that you can add to objects on a slide.

To apply an animation effect:

- Select the object
- Click the **Animations** tab on the Ribbon
- Click **Add Effect**
- Choose the appropriate effect



Animation Preview

To preview the animation on a slide:

- Click the **Preview** button on the **Animations** tab

