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&
Test Series

Adding Transitions to a Slide in Power Point

Microsoft Power Point

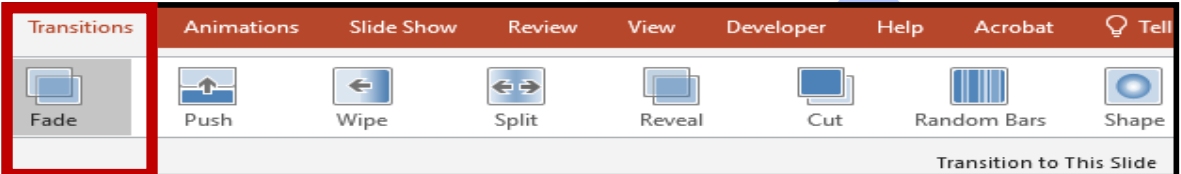
Module 25 - Adding Transitions to a Slide in Power Point

Transition

In PowerPoint, a transition refers to the visual effect that occurs when you move from one slide to the next during a presentation.

Purpose:

To make your presentation flow more smoothly or look more engaging.



Where to find it:

Go to the "Transitions" tab in the PowerPoint toolbar.

Types:

PowerPoint includes a variety of transitions, such as:

- Fade
- Push
- Wipe
- Morph
- Split etc.

How to Insert a Transition in PowerPoint?

1. Open your PowerPoint presentation
Make sure you're on the slide you want to apply the transition to.
2. Go to the "Transitions" tab
At the top menu bar, click on the "Transitions" tab.

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3. Choose a Transition

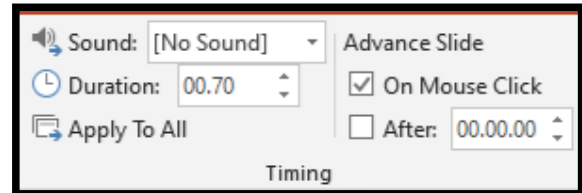
You'll see a bunch of options like:

- Fade
- Push
- Wipe
- Morph

Click on one to preview it.

4. Customize it (optional): On the right side of the Transitions tab, you can:

- Adjust the **duration**



Transition Timing Options

You can control how and when transitions happen:

Duration: Set how long the transition lasts (in seconds)

Advance Slide:

- On Mouse Click: Manual control
- After X Seconds: Automatic transitions (great for timed presentations or kiosks)

• Add a **sound (Sound Effects)**You can add a sound to your transition:

- In the “Sound” dropdown (in the Transitions tab), choose a built-in sound or upload your own.
- Be cautious with sound—too much can feel unprofessional unless it's for a fun or creative project.
- Choose to apply it on click or after a set time

5. Apply to all (optional)

If you want the same transition on all slides, click “Apply to All”.

6. Preview it

Click “Preview” on the left side to see how the transition looks.

How to Remove a Transition

1. Want to get rid of a transition
2. Go to the slide
3. Click the “Transitions” tab

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4. Select "None" from the transition gallery.

Difference between Animation and Transitions

Transition:

1. In PowerPoint, **transitions** - A transition is the visual effect that occurs when you move from one slide to another.
2. It applies to the entire slide and helps create a smooth or dramatic shift between slides.
3. Examples of transitions include **Fade, Push, Wipe, and Morph**, and you can find these in the "Transitions" tab.

Animation:

1. An **animation** controls how individual elements like **text, images, shapes, or charts** appear, move, or disappear **within a single slide**.
2. Animations can be used to emphasize points, make bullet points appear one by one, or add motion to objects.
3. They are found in the "Animations" tab and come in different types such as **Entrance, Emphasis, Exit, and Motion Paths**.

Helping tool (Format Tab)

To insert a shape in PowerPoint:

- Go to the "Insert" tab and click "Shapes".
- Select the desired shape and draw it on your slide by clicking and dragging.

Shape Style:

- **Shape Fill:** Change the color or gradient inside the shape.
- **Shape Outline:** Adjust the color and weight of the shape's border.
- **Shape Effects:** Add effects like shadows, reflections, glows, soft edges, etc.

WordArt Style:

To apply a WordArt style in PowerPoint, go to the "Insert" tab, click "WordArt", and choose a style. Then, type your text and customize the color, outline, and effects as desired.

Arrange:

- **Bring to Front:** Moves the selected object above all others.

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- Send to Back: Moves the selected object behind all others.
- Bring Forward: Moves the object one layer up.
- Send Backward: Moves the object one layer down.
- Align: Aligns multiple objects (left, center, right, top, middle, bottom).
- Group: Combines multiple objects so they act as one.
- Ungroup: Separates grouped objects.
- Rotate: Rotates or flips the selected object in various directions.

Assignment on Transition

Assignment Title: Understanding and Applying Transitions in PowerPoint

Objective:

To create a four-slide PowerPoint presentation showcasing different transition effects and their settings.

Slide 1: Title Slide

Content to Add:

Title: "Exploring Transitions in PowerPoint"

Subtitle: Presented by: [Your Name]

Insert an image or icon representing presentation or animation (optional)

Instructions:

Apply the "Fade" transition to this slide.

Set Duration to 2.00 seconds.

Use "On Mouse Click" to trigger the transition.

Insert Date, Time, and Slide Number in the footer.

Slide 2: What are Transitions?

Content to Add:

Heading: "What are Transitions?"

Text:

Transitions are visual effects that occur when moving from one slide to the next in a presentation. They help maintain audience attention and provide a smoother visual experience.

Instructions:

Apply the "Push" transition (from right).

Set Duration to 1.50 seconds.

Use "After 3 seconds" for automatic transition.

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Insert a relevant image (like an arrow or transition icon) using Insert > Pictures.

Slide 3: Types of Transitions

Content to Add:

Heading: "Types of Transitions"

Bullet Points:

Subtle (e.g., Fade, Wipe)

Exciting (e.g., Zoom, Shape)

Dynamic Content (e.g., Pan, Gallery)

Add images/icons for each type using Insert > Icons

Instructions:

Apply the "Zoom" transition.

Set Duration to 1.25 seconds.

Use "On Mouse Click" trigger.

Use bold formatting for keywords.

Insert slide number in footer.

Slide 4: Best Practices

Content to Add:

Heading: "Best Practices for Using Transitions"

Text:

Use consistent transition style throughout the presentation.

Avoid excessive or flashy transitions.

Consider your audience and purpose.

Instructions:

Apply the "Wipe" transition (from bottom).

Set Duration to 2.00 seconds.

Use "After 4 seconds" automatic transition.

Add an image showing a checklist using Insert > Screenshot of a checklist from Word or browser.



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