

**Course
&
Test Series**

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking &
Insurance**

 **Central Govt.
Service**

 **State Govt.
Services**

 **LAW
Entrance**

 **MBA
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Adding Timings to Transitions on a Slide in Power Point

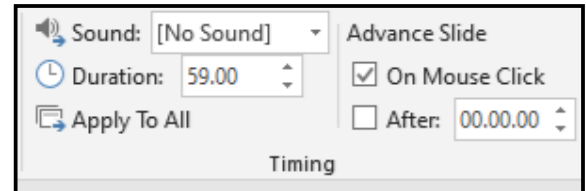
Microsoft Power Point

Module 26 - Adding Timings to Transitions on a Slide in Power Point

To add timings to transitions on a slide in PowerPoint, follow these steps (works in most modern versions of PowerPoint):

Step-by-Step:

1. Open Your Presentation
 - Launch PowerPoint and open the presentation you want to edit.
2. Select the Slide
 - Click on the slide you'd like to apply the transition timing to.
3. Go to the "Transitions" Tab
At the top of the screen, click the "Transitions" tab.
4. Choose a Transition Effect (if not already chosen)
Select a transition style (e.g., Fade, Push, Wipe) from the list.
5. Set the Timing
 - In the "Timing" group (on the right side of the ribbon):
 - Duration: Set how long the transition itself should take (e.g., 01.00 = 1 second).
 - After: Check this box to automatically advance the slide after a certain number of seconds. Enter the time (e.g., 5.00 for 5 seconds).
 - Optionally, uncheck "On Mouse Click" if you want the slide to advance only after the set time.
6. Apply to All (Optional)
If you want the same transition and timing on all slides, click "Apply To All."
7. Preview
Click "Preview" on the left to see how the transition looks with the timing.



Add Sound to a Transition in PowerPoint:

1. Open Your Presentation
Open the PowerPoint file you want to work with.
2. Go to the Slide
Click on the slide where you want to add the sound during the transition.
3. Go to the "Transitions" Tab
Click the "Transitions" tab in the ribbon at the top.
4. Pick a Transition Effect
Choose a transition effect if you haven't already (e.g., Fade, Push).
5. Add a Sound

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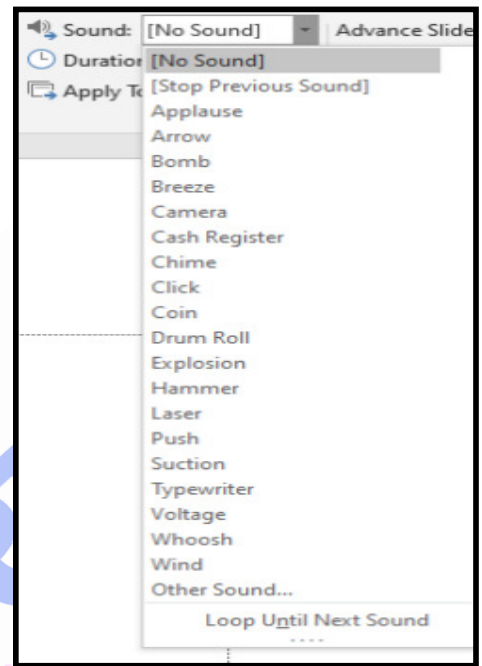
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Adding Timings to Transitions on a Slide in Power Point

- In the “Timing” group on the right, find the “Sound” drop-down menu.
 - Click it, and you’ll see a list of built-in sounds like Chime, Drum Roll, Whoosh, etc.
 - Choose one from the list.
 - If you want to use a custom sound:
 - Scroll down and click “Other Sound...”
 - Browse and select a .wav file from your computer.
6. Preview the Sound
- Click “Preview” to test how the sound and transition work together.
 - Apply to All (Optional)
 - Click “Apply To All” if you want the same sound and transition on every slide.



Custom Sounds

- You can also add your own audio file for transitions:
- Go to Transitions > Sound > Other Sound...
- Select a .WAV file from your computer.
- If your audio file is in .mp3 or another format, you’ll need to convert it to .wav.

Assignment


Make 4-slide PowerPoint Presentation on “Smartphones”

Slide 1: Introduction to Smartphones

Title:
Smartphones: Transforming the Way We Live
(Bold, Font Size 36, Color: Dark Blue)

Content:

- A smartphone is a mobile device with **advanced computing capabilities**.
- Combines the functions of a **phone**, **camera**, **internet browser**, and more.
- First introduced in the early 1990s, smartphones have become *essential tools* for modern life.

-  **Formatting Tips:**
- Use *italicized gray font* for “essential tools”
 - Use **bold green** for key terms like *phone*, *camera*, *internet browser*

Slide 2: Key Features of Smartphones

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Title:

What Makes a Phone Smart?

(Bold, Color: Navy Blue)

Content (Bullet points):

- Touchscreen interface
- Internet connectivity (Wi-Fi, 4G, 5G)
- **Apps** for productivity, gaming, and communication
- **GPS navigation** and location services
- *High-quality* cameras with smart sensors

 **Formatting Tips:**

- **Bold orange** for "Apps" and "GPS navigation"
- *Italic light gray* for "High-quality"

Slide 3: Impact on Daily Life

Title:

Smartphones & Society

(Bold, Color: Teal)

Content:

- **Communication:** Instant messaging, video calls
- **Learning:** Online courses, educational apps
- **Work:** Emails, remote meetings, cloud tools
- *Entertainment:* Music, videos, games
- *Social Connection:* Social media platforms

 **Formatting Tips:**

- Use **bold purple** for section headers: *Communication, Learning, Work*
- Use *italic dark gray* for "Entertainment" and "Social Connection"


Slide 4: Responsible Usage

Title:

Using Smartphones Wisely

(Bold, Color: Red)

Content:

1. Limit screen time to avoid digital fatigue
2. Use **privacy settings** and secure passwords
3. Be aware of **digital addiction**
4. Balance *real-life interactions* with online time
5. Avoid using phones while driving or crossing roads 

 **Formatting Tips:**

- **Bold red** for warnings like "Limit screen time", "Avoid"
- *Italic dark blue* for "real-life interactions"

Instructions to Add Slide Transitions with Timings in PowerPoint:

1. Click on any slide.
2. Go to the Transitions tab.

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3. Choose a transition (e.g., Fade, Push).
4. In the **Timing** section:
 - o Check "After" and set the time (e.g., 00:05 for 5 seconds).
 - o Uncheck "On Mouse Click" if you want it to advance automatically.
5. Click "Apply To All" to use the same timing on all slides, or set individually.

