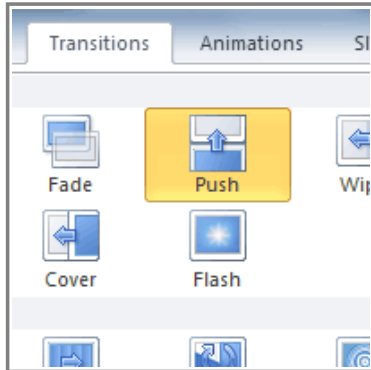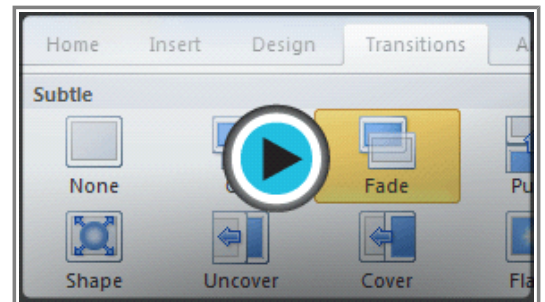Applying Transitions

Introduction

Transitions are motion effects that, when in Slide Show View, add movement to your slides as you advance from one slide to another. There are many transitions to choose from; each one allows you to control the speed, and even add sound.

In this lesson, you will learn how to **apply** and **customize** slide transitions.

Applying Transitions

Watch the video to learn how to apply transitions to your slides.

Watch the video (3:28). Need help?
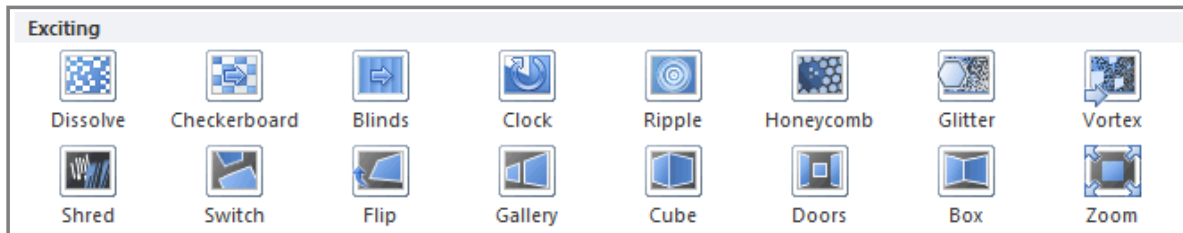
About Transitions

You can apply different transitions to some or all of your slides to give your presentation a polished, professional look. There are **three categories** of unique transitions to choose from, all of which can be found on the **Transitions** tab:
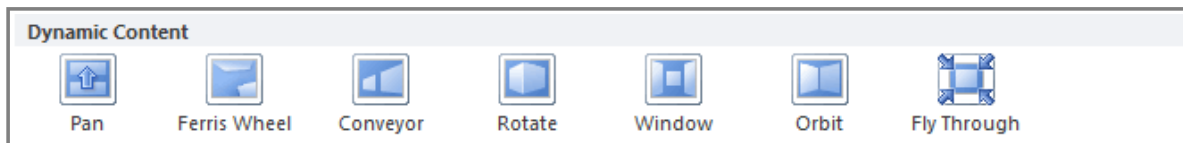
ᴵ **Subtle** (slight transitions)
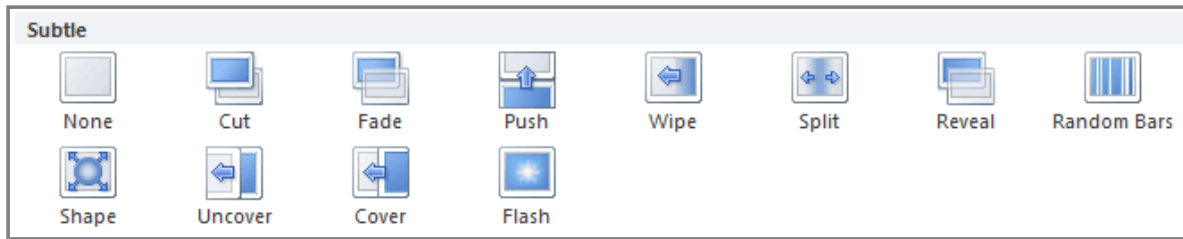
Subtle transitions

- **Exciting** (strong transitions)
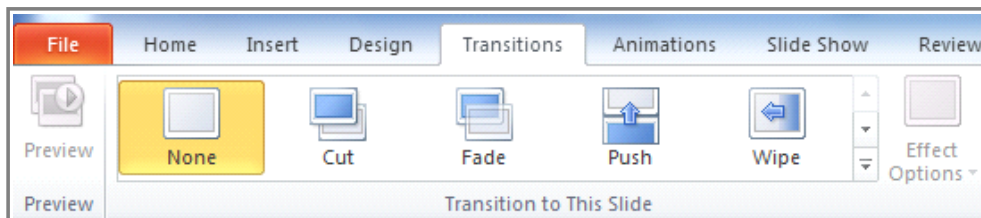

Exciting transitions

- **Dynamic Content** (strong transitions that affect only the content, such as text or images)


Strong transitions

To Apply a Transition:

1. Select the **slide** you wish to modify.
2. Click the **Transitions** tab.
3. Locate the **Transition to This Slide** group. By default, **None** is applied to each slide.

Transition to This Slide group

4. Click the **More** drop-down arrow to display all the transitions.
5. Click a **transition** to apply it to the selected slide. This will automatically preview the transition as well.
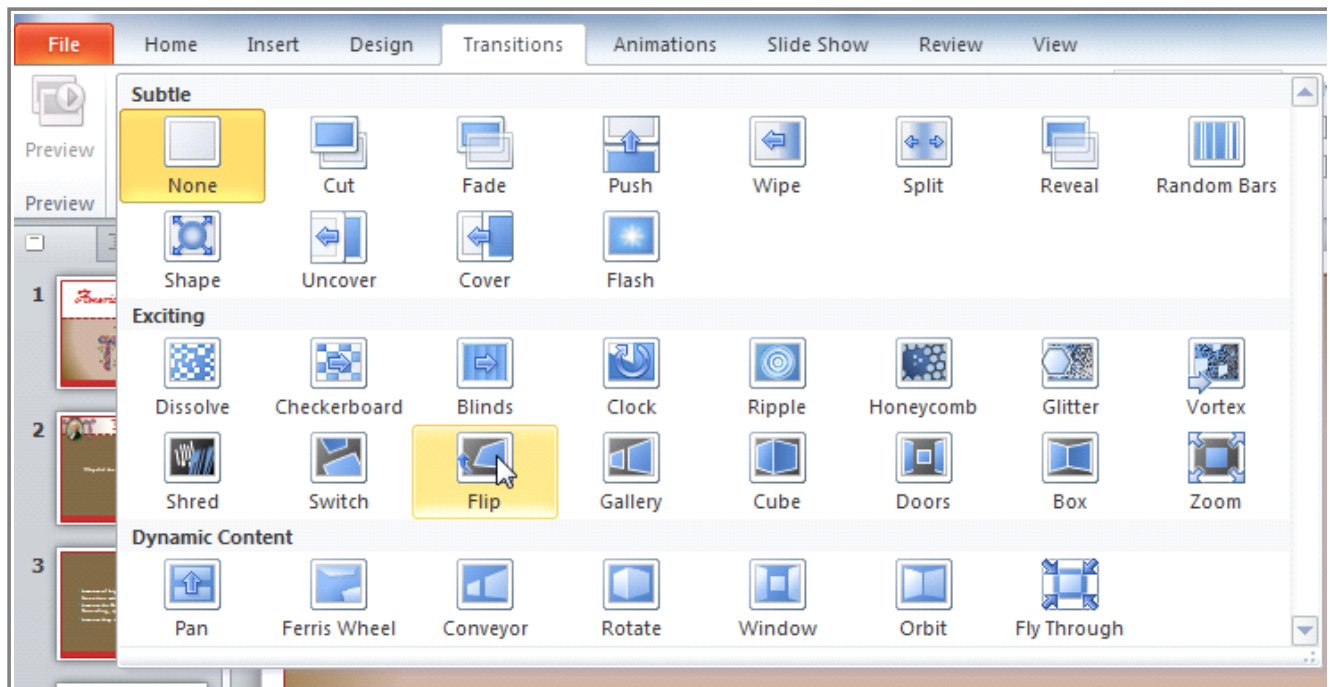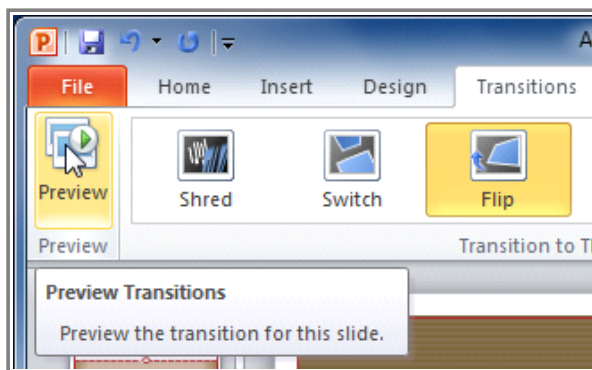
Choosing a transition

⚠️ When working with transitions, the **Apply To All** command in the **Timing** group can be used at any time to make your presentation uniform. Use this command with caution. Not only does it apply the **same transition** to every slide; it also applies the settings in the **Timing** group, which you may not want to be the same throughout your presentation.

To Preview a Transition:

You can **preview** the transition for a selected slide at any time, using either of these two methods:

ı   Click the **Preview** command on the **Transitions** tab.

Preview command

ı   Click the star **Play Animations** icon. The icon appears on the **Slides** tab in the **left pane** beside any slide that includes a transition.
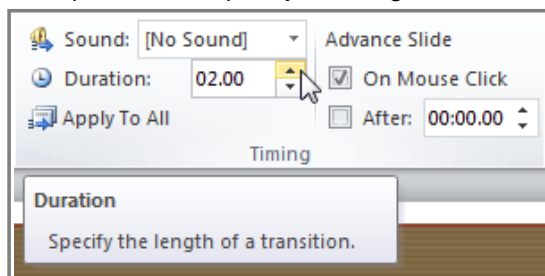
Play Animations icon

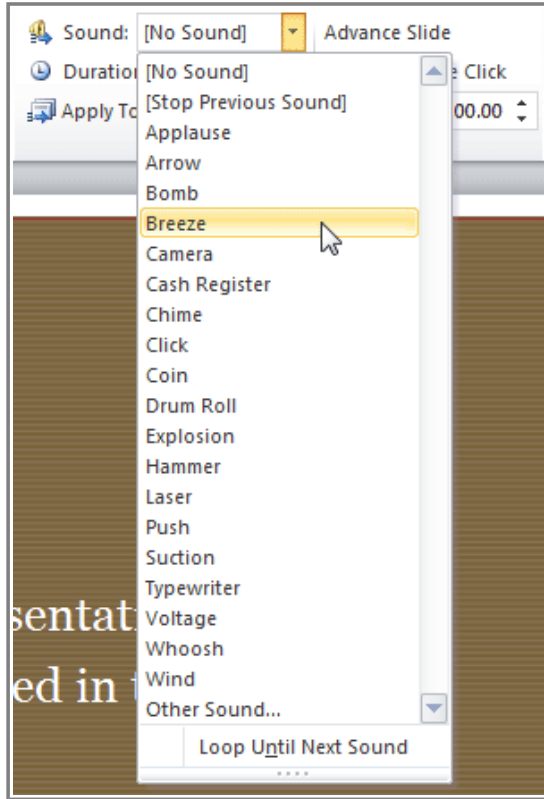# Modifying a Transition

To Modify the Duration:

1. Select the slide that includes the **transition** you wish to modify.
2. In the **Duration** field in the **Timing** group, enter the amount of time you want the transition to take. In this example, we will specify the length as 2 seconds, or 02.00.

Modifying the duration of a transition

To Add Sound:

1. Select the slide that includes the **transition** you wish to modify.
2. Click the **Sound** drop-down menu in the **Timing** group.
3. You will hear the sound and see a live preview of the transition as you hover over each sound.
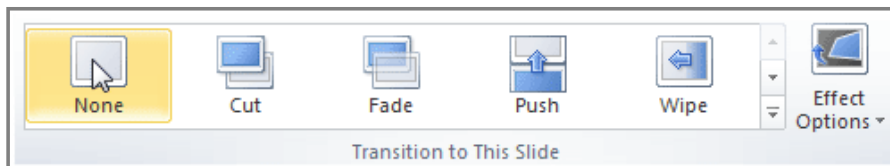

Adding sound to a transition

4. Click a **sound** to apply it to the selected slide.

To Remove a Transition:

1. Select the **slide** you wish to modify.
2. Choose **None** from the gallery in the **Transition to This Slide** group.

Removing a transition

3. Repeat this process for each slide you want to modify.

To remove transitions from **all slides**, select a slide that uses **None**, and click the **Apply to All** command.

Advancing Slides

To Advance Slides Automatically:

Normally, in Slide Show View, you would advance to the next slide by clicking your mouse (or pressing Enter on your keyboard). Using the **Advance Slides** settings in the **Timing** group, you can set your presentation to advance on its own instead, and display each slide for a specific amount of time. This is useful for unattended presentations, such as at a trade show booth.

1. Select the slide you wish to modify.
2. Locate the **Timing** group on the **Transitions** tab.
3. Under **Advance Slide**, uncheck the box next to **On Mouse Click**.
4. In the **After** field, enter the amount of time you want to display the slide. In this example, we will advance the slide automatically after 1 minute 30 seconds, or 01:30:00.
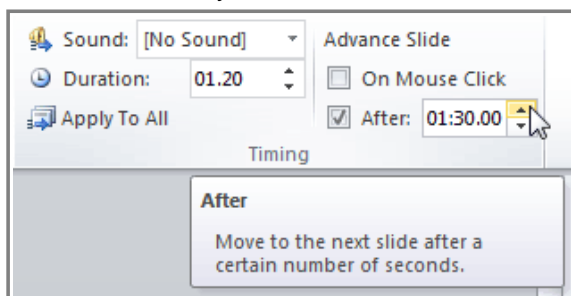
Advancing the slide automatically

5. Select another slide and repeat the process until all the desired slides have the appropriate timing.

Challenge!

1. Open an **existing PowerPoint presentation**. If you want, you can use this

2. Select a slide and apply a **transition**.
3. Change the transition **duration**.
4. Add a **sound** effect to the transition.
5. Apply this transition and its settings to **all slides**.
6. Apply a different transition to **one slide**.
7. **Remove** the transition.