Subject Name: Presentation Skills

1ˢᵗ Class, First Semester

Subject Code: UOMU011017

Academic Year: 2024-2025

Lecturer: Mr. Mahir Rahman

Email: mahir.rahman@uomus.edu.iq

Lecture No.: 8
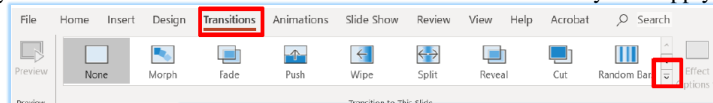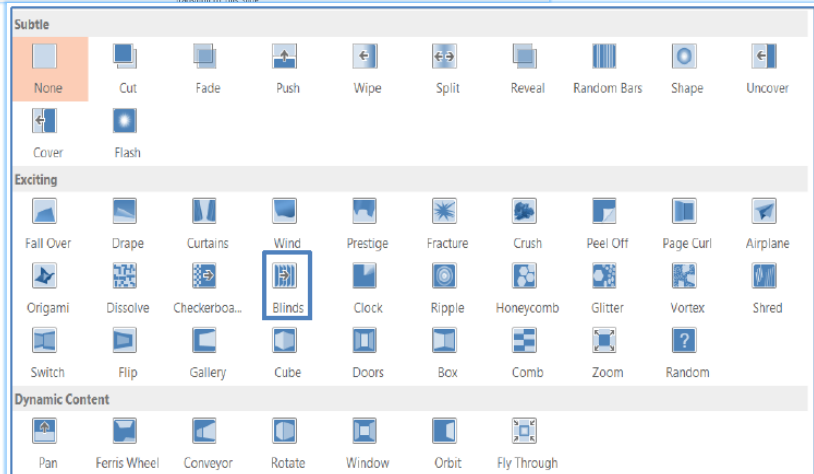
Lecture Title: Transition and Animation.

Slide transition:

Transitions are visual special effects that you see when you move from one slide to the next. Working in Normal or Slide Sorter Views allow you to set transitions for a slide. The Transition ribbon allows you to apply slide transitions.
.

1. Go to slide one.

2. Click on the Transition tab and then click on the drop-down arrow located in the Transition to This Slide group to view the transition categories.

Slide transition:

Transitions are visual special effects that you see when you move from one slide to the next. Working in Normal or Slide Sorter Views allow you to set transitions for a slide. The Transition ribbon allows you to apply slide transitions.

.

3. In the Exciting selection, click on the Blinds button. The selected slide will demonstrate this effect as you make

your choice. Click on the Preview button located on the Transition ribbon to demo the effect again.

4. To apply your selection to all slides, click on the Apply to All button, located in the Timing group.

5. Notice the transition indicator icon on the left-hand side of the thumb print slide in Normal View.

Note: You can also apply sound and timing speed to the selected transition from the **Timing** group located on the **Transition** ribbon. Click on the drop-down arrow in the **Sound** box to choose a sound. Click on the up or down arrow in the **Duration** box to set the timing on the transition.
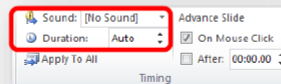
Text animation:

Bulleted text animation refers to the progressive display of bulleted items. Bulleted items, by default, appear at the same time on a slide. When text animation is applied, bulleted list items can appear on the slide one at a time or can have motion as they display on the screen. Select the Animation ribbon to apply animation to slide text..

.

1. Confirm that you are in Normal View (View, Normal).

2. Go to slide two.

3. Click inside the Text Placeholder and select the text area.

4. Click on the Animation tab and then click on the drop-down arrow located in the Animation group to view the

animation categories as seen above.
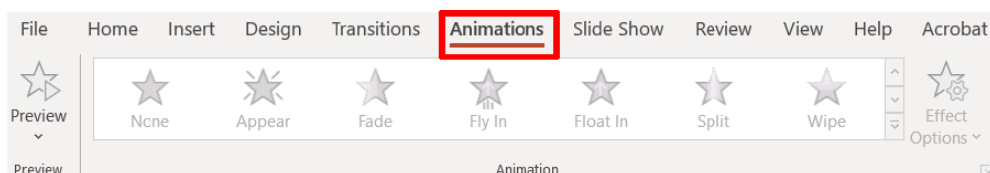
Text animation:

5. In the Entrance section, click on the Fade button.

6. Notice the animation indicator icon on the left-hand side of the thumbprint slide in Normal View.

7. Go to slide five, and select the Title Placeholder.

8. Click on the Animation tab and then click on the drop-down arrow located in the Animation group to view the animation categories.

9. In the Entrance section, click on an animation of your choice.

Note: You can apply timing to or delay the speed of the selected animation from the **Timing** group located on the **Animation** ribbon.
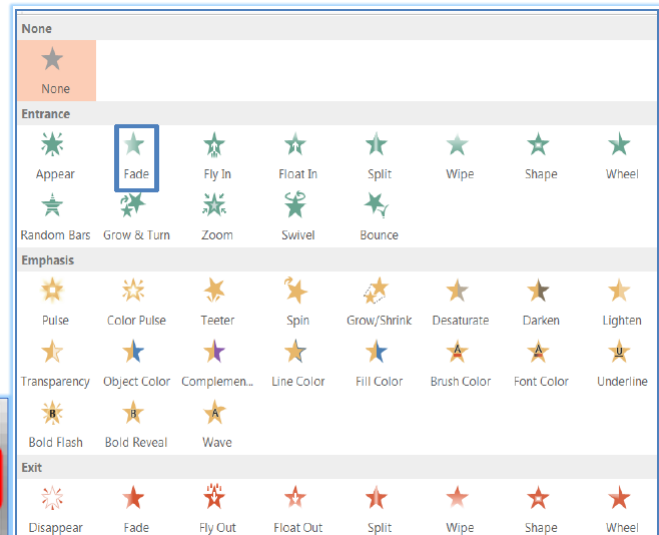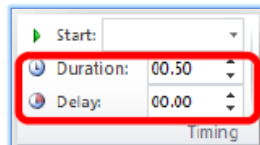

Illustration features:

Microsoft Office has multiple Illustration and Image features to enhance your document with numerous graphics, sound, and motion. PowerPoint allows you to insert Illustration and Image features such as Tables, Charts, SmartArt, Pictures, and Media Clips within the Text Placeholders.
.

1. Click on an Illustration and Image button to locate, format, and insert features into your
slide (These features can also be located on the Insert ribbon.).

2. The SmartArt is the newest feature in Microsoft Office. When you click on the SmartArt button, the Choose a SmartArt Graphic window will appear. You can enhance your slide presentation by incorporating text with various images.

3. Go to slide three and add a new Title and Content slide.

4. In this exercise, the instructor will guide you through the use of SmartArt and several other illustration features.
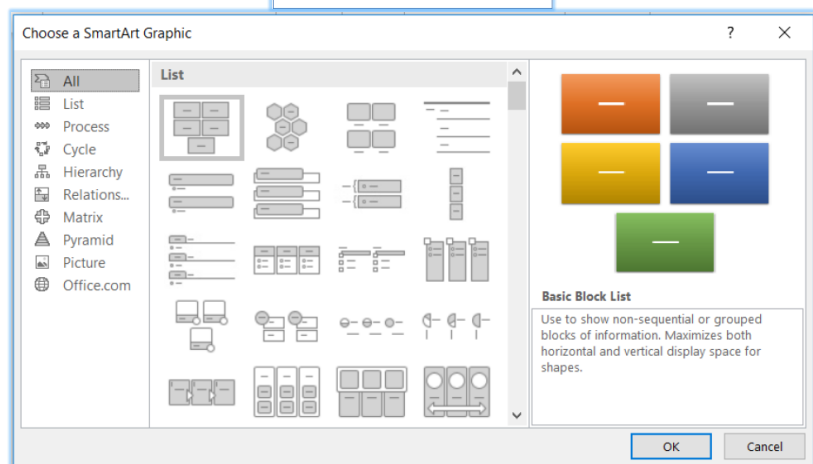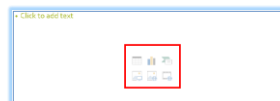
View Modes for Editing

The SmartArt has numerous graphical options to select from, but you can also create your own graphical slide by using Shapes. Select the Insert ribbon to view available shapes.

1. Confirm slide four is selected and then add a new Blank Layout slide.
2. The instructor will guide you through this exercise in creating shapes on the new slide that is illustrated on the next page.