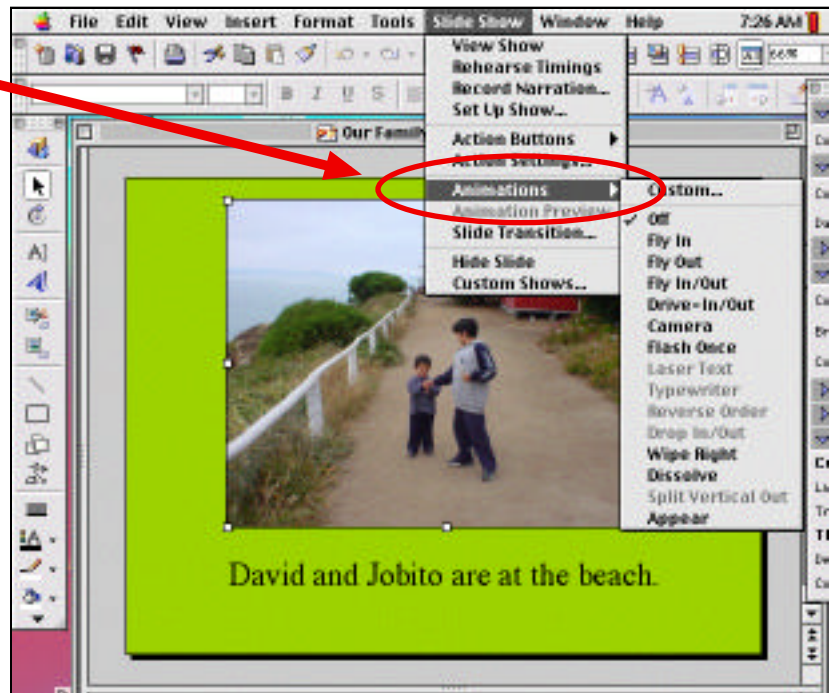


12. Animations involve more choices and customization. Here are some of the possible choices:

In this example, the photo has been selected, and then at the Animations choice, only items in black are available for this object.

You can select **Custom** at any time, See the example below for choices there.



13. Once you get into **Custom**, these are some of the dialog boxes you will see:

This is the first screen. The highlighted item in the box on the upper left is the item whose animation you are effecting.

Handles appear on the Preview.



In this example, the way in which the photo, called "Picture Frame" moves in is changed.

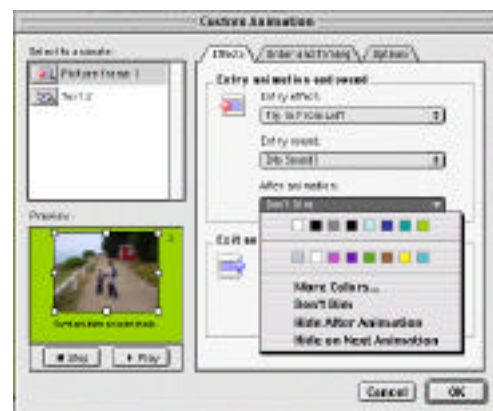


In this shot, you can add and change the sound that occurs when the item moves into the slide.



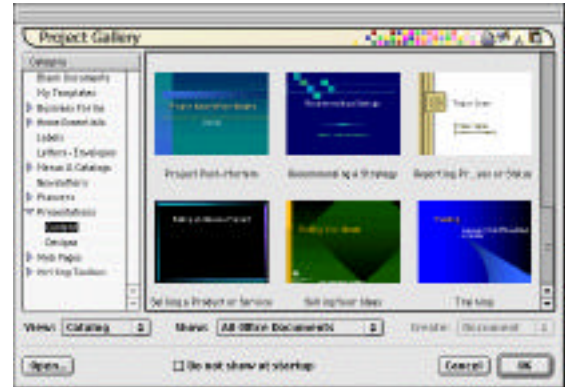
(This is where you should remember the axiom, *Less is more*, and also, whether the effect is needed at all.)

This screen shows some of the effects that you can use after the animation has occurred. This is a good feature to use to keep information on the slide, but allow the viewer to focus on the newer content added.



## 14. Using Templates

You can shorten the time it takes to come up with a well-designed layout for a presentation by using one of the many templates included in the program.

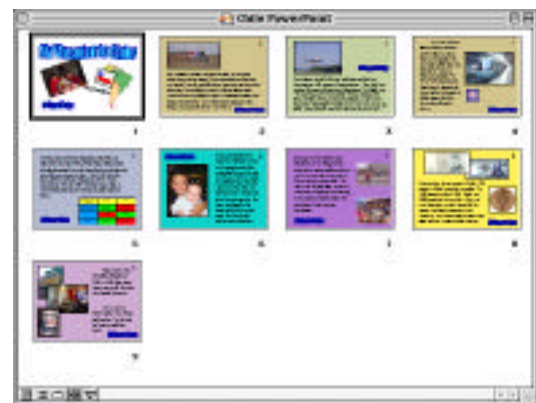


Just be sure to use one that is appropriate for the audience, i.e: formal, fun, colorful, plain, etc...

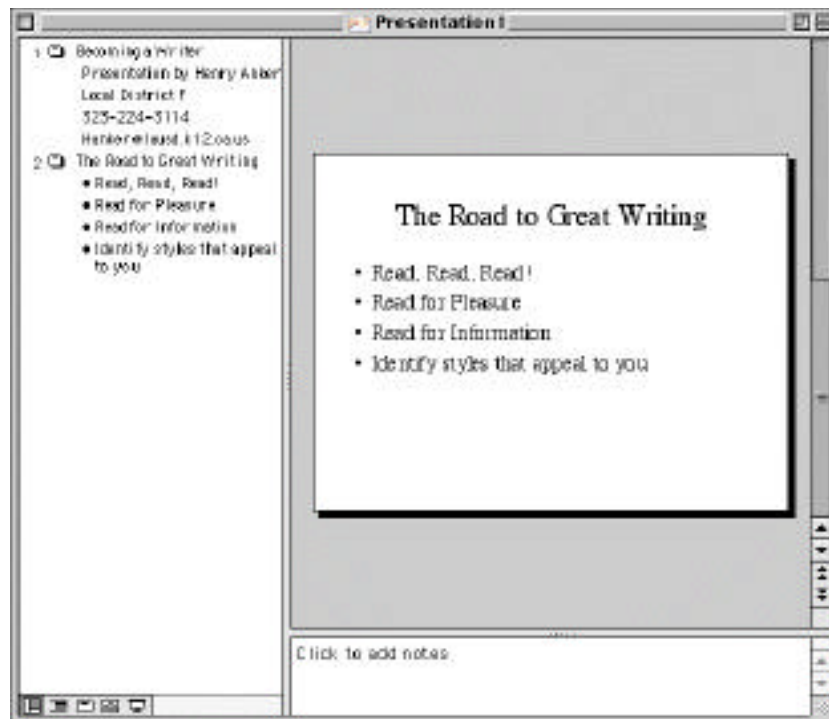
## 15. The New Slide layout template comes up each time you want to create a new slide.



## 16. There are many ways to view your work. This screen shot shows the *slide sorter*. The slide sorter allows you to see your slides in “*thumbnail*” view. You can rearrange slides just by moving them between any two other slides. You can delete or duplicate slides here as well. You can shift-click multiple slides to move or delete many at once.

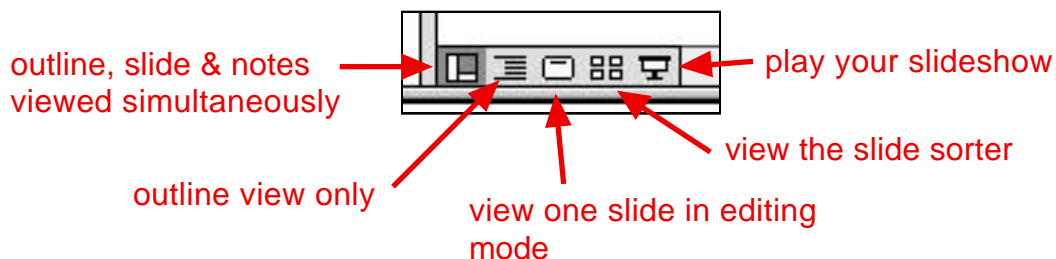


17. Another way to work with your presentation is with the *outline view*. This view allows you to enter the majority of your text in order, and according to the importance of one item in relation to another.





As you enter text into the Outline area on the left, the text appears in the corresponding slide as well. Pressing return creates a new slide or bullet item, while pressing tab will indent the line to be dropped down to the right of the line above.

18. Viewing your work (see the captions below)



These buttons are found in the lower left corner of the main window in PowerPoint. These views are also accessible from the **View** menu.

19. Using  

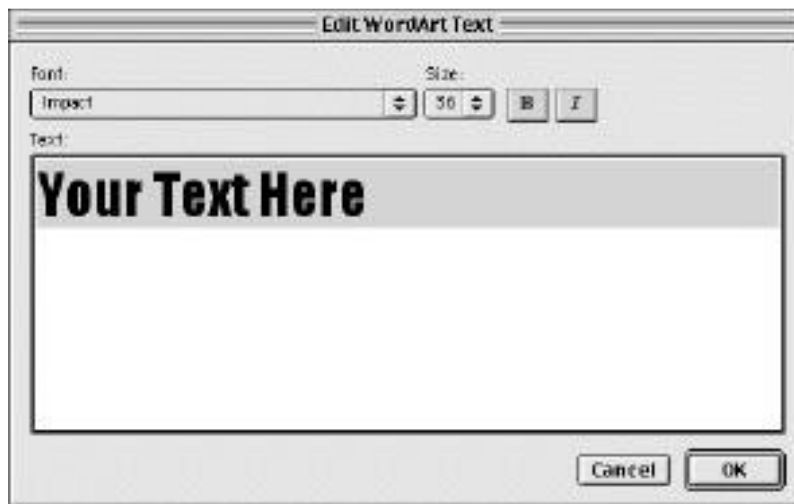
Word Art is easy to access and works well for heading text or other special text elements. *Try not to overuse Word Art.*

Click on the Word Art icon in the toolbar. The Word Art Gallery opens where you can choose the special appearance the word(s) will have. (You can resize Word Art text on the slide once it's there.)



Click **OK** for your choice.

The window opens where you can enter your text. You can copy/paste text into this window.



Click **OK**, and your text appears as Word Art on the slide. If you change your mind, you can delete it and repeat the process with another style of Word Art.

## 20. Using ClipArt

PowerPoint has lots of clipart images you can use to help focus (or dress up) your presentation.

*Just remember who your audience is, and how likely it is that they have seen such, possibly tired, images before. Think about how you would feel viewing your presentation.... Are the images you are adding making the presentation better?*

To access the ClipArt, pull down the **Insert** menu to **Picture** and then to **Clip Art...**

See the screen shot that follows:



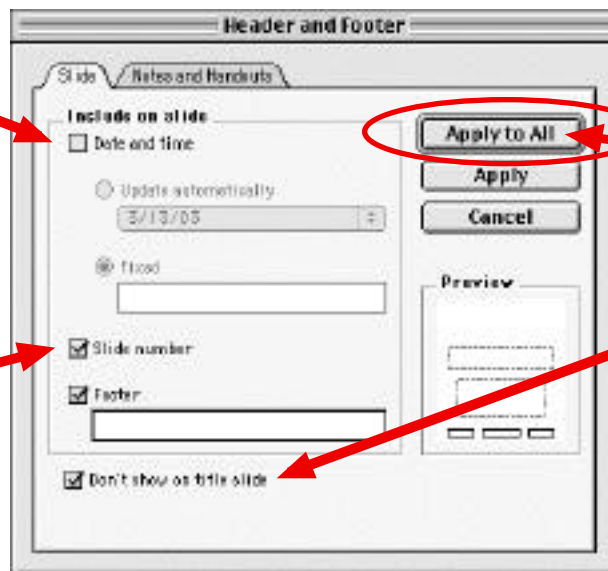
## 21. Adding Page Numbers

Page numbers must be added to slides in the Header & Footer.

To use Header & Footer, pull down the **Insert** menu to **Header & Footer**. Here is the dialog box that appears:

Remove the check for Date and Time if you don't want those items to appear on your presentation.

Place a check in the box for Slide Number.



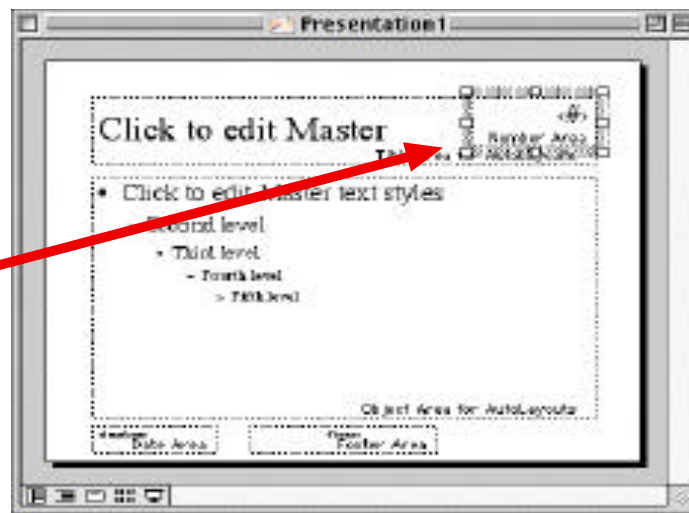
Click the apply to All button if you want the page number on all slides.

Click here to keep the Title Slide (first slide) from displaying a page number.

To alter the standard appearance of the page number, pull down the **View** menu to **Master** and then over to **Slide Master**. You will see the Master Slide items displayed.

You work with these items as any other item, but whatever you do will affect all the slides.

Here, I have moved the text box that holds the slide number from the lower right to the upper right. I have also clicked on the frame and changed the size of the text.



To return to your normal view of slides, go to the **View** menu and choose **Normal**.