


Project PP-3: Using Animations, Transitions, and Sounds

In this project, you'll apply what you've learned to add animations, transitions, and sounds to a PowerPoint presentation.

Requirements: This project requires Microsoft PowerPoint.

Project file: PrjPP-3.pptx



1. Copy the file PrjPP-3.pptx to your Project folder using the Copy It! button on this page in the BookOnCD.
2. Start Microsoft PowerPoint.
3. Open the file PrjPP-3.pptx from your Project folder.
4. On the first slide, change the subtitle text "The time is right!" to size 44, bold, and italic.
5. Add the Uncover transition to the second slide.
6. Suppose you want the second slide to appear from the bottom of the first slide instead of from the right side, which is the default. Use the Effect Options pull-down list to achieve your desired effect.
7. Add the Shred transition to the third slide.
8. Add the Drum Roll transition sound effect to the same slide.
9. Add the Fly In animation (coming from the left) to the bulleted list on the third slide in the presentation. (Hint: Use Effect Options to specify the direction.)
10. Notice that the bullets appear in two groups. Suppose you want the bullet items to appear one at a time when the presenter clicks the mouse. Click the arrow button of the Start box in the Timing group and select On Click.
11. View the presentation to see how the transition and animation effects work together. Click the mouse, press Enter, or click the right-arrow button to display each bullet item.
12. Do you think the combination of the Drum Roll sound effect and the Shred transition is more distracting than effective? Perhaps selecting a less flashy transition would be better. Switch back to Normal View and change the transition on the third slide to something more subdued.
13. View the presentation once more to see if you're satisfied with the new combination of transition and animation effects. If not, go back and select another transition for the third slide.
14. When you're done, switch to Slide Sorter View. You should see  Play Animations icons under slides 2 and 3, as shown on the next page.

- Using Animations, Transitions, and Sounds (continued)



15. Save your presentation in your Project folder using the file name PrjPP-3 XXXXX 9999, where XXXXX is your name or student ID number and 9999 is your class section number.