

Job Aid: PowerPoint 2003: Slide Transitions



Slide transitions are a great way to give your PowerPoint presentation a nice change between slides. Getting the right transition can make your presentation appear to be a continuous flow of information.

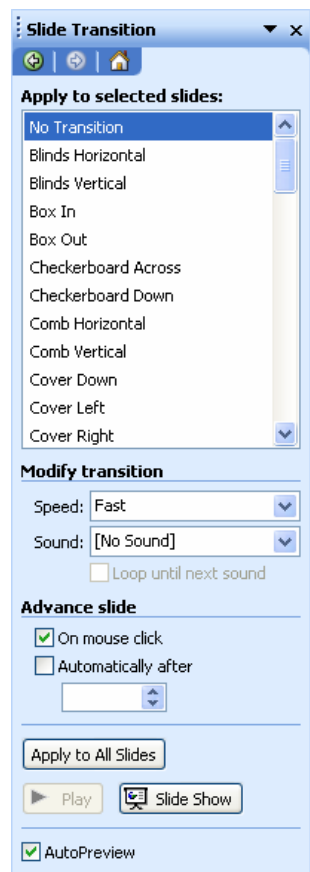


Open an existing PowerPoint presentation.

1. Click **Slide Show > Slide Transition**, or right-click on the slide you want to create a transition for, and select **Slide Transition**.



Note: This opens the Slide Transitions pane.



2. Select a transition from the list.
3. Select the **Speed** and **Sound** for the transition.
4. Under the **Advanced Slide** header, you can select if you want to change slides using a mouse click, or after a given amount of time.

5. Click the **Play** button to see the transition occur on your currently selected slide.
6. Click the **Slide Show** button to see how your presentation would look with the selected transition.
7. To apply the transition to all slides in your presentation, click the **Apply to All Slides** button.



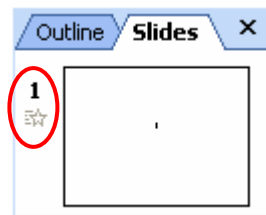
Tip: If you do not want to apply the transition to all slides, but do want to apply it to the currently selected slide, click the small **x** (x) on the top of the Slide Transition pane. If you want to remove the transition, select **No Transition** from the top of the list, and then click the small **x** to close the pane.



Note: Having the **AutoPreview** box at the bottom of the pane checked off will show you the transition in your current slide when you select one.



Note: When a slide has a transition, an icon appears next to the slide number in the Slides Pane.



Tip: In the slide sorter view (**View > Slide Sorter**), you can see which slides have transitions assigned to them, as well as whether or not the slides have a set amount of time between transitions.

