



Microsoft Office Virtual Learning

# Applying Transitions Microsoft PowerPoint & Google Slides

**April 16, 2020**



Lesson: April 16, 2020

**Objective/Learning Target:**

Students will understand how apply transitions to their slides in Microsoft PowerPoint and Google Slides



## Let's Get Started:

If you are using a computer with Microsoft Office,  
[click here](#) (Go to slide 4)

If you are using a computer without Microsoft Office,  
[click here](#) (Go to slide 20)



# Applying Transitions with Microsoft Office PowerPoint

Watch Video: [Apply Transitions](#)



# Introduction

If you've ever seen a PowerPoint presentation that had special effects between each slide, you've seen **slide transitions**. A transition can be as simple as fading to the next slide or as flashy as an eye-catching effect. PowerPoint makes it easy to apply transitions to some or all of your slides, giving your presentation a polished, professional look.



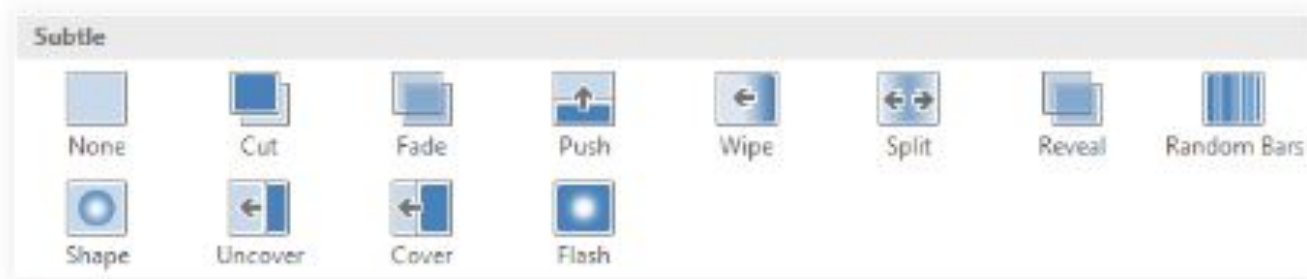
# About Transitions

There are **three categories** of unique transitions to choose from, all of which can be found on the **Transitions** tab.

Transitions are best used in moderation. Adding too many transitions can make your presentation look a little silly and can even be distracting to your audience. Consider using mostly subtle transitions, or not using transitions at all.

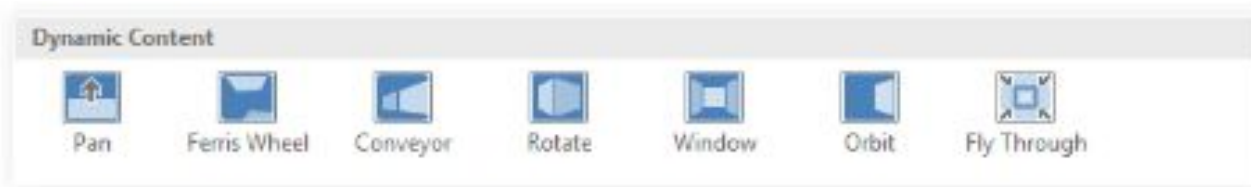
# About Transitions

- **Subtle:** These are the most basic types of transitions. They use **simple animations** to move between slides.



# About Transitions

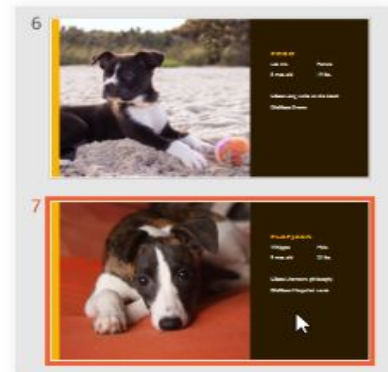
- **Dynamic Content:** If you're transitioning between two slides that use similar **slide layouts**, dynamic transitions will move only the **placeholders**, not the slides themselves. When used correctly, dynamic transitions can help **unify** your slides and add a further level of polish to your presentation.





# Practice: Apply a Transition

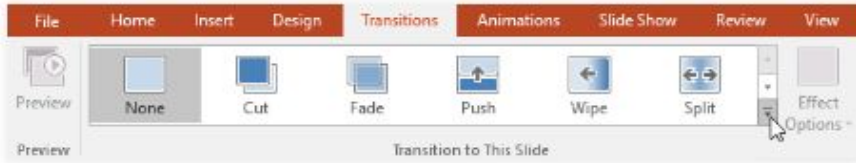
1. Select the **desired slide** from the **Slide Navigation** pane. This is the slide that will appear **after** the transition.



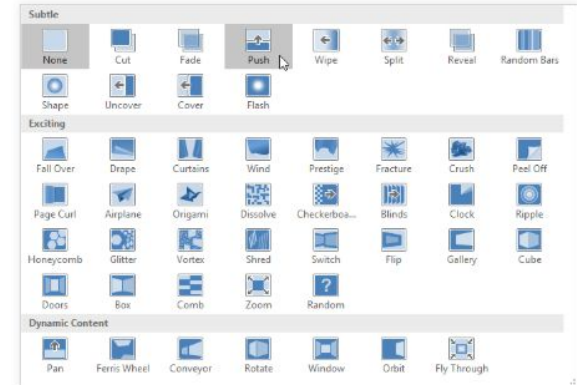
2. Click the **Transitions** tab, then locate the **Transition to This Slide** group. By default, **None** is applied to each slide.

# Practice: Apply a Transition

3. Click the **More** drop-down arrow to display all transitions.



4. Click a **transition** to apply it to the selected slide. This will automatically preview the transition.



# Practice: Apply a Transition

You can use the **Apply To All** command in the **Timing** group to apply the same transition to all slides in your presentation. Keep in mind that this will modify any other transitions you've applied.



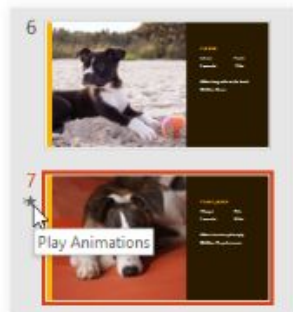
Try applying a few different types of transitions to various slides in your presentation. You may find that some transitions work better than others, depending on the content of your slides.

# Practice: Preview a Transition

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



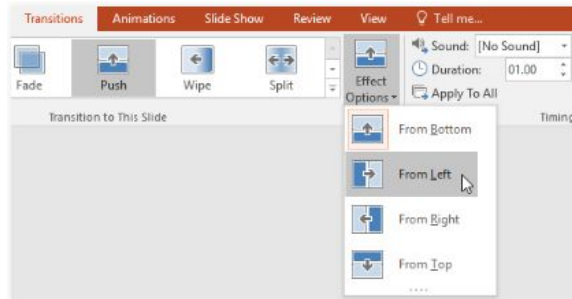
2. Click the **Play Animations** command in the **Slide Navigation** pane.



# Practice: Modifying Transition Effect

You can quickly customize the look of a transition by changing its direction.

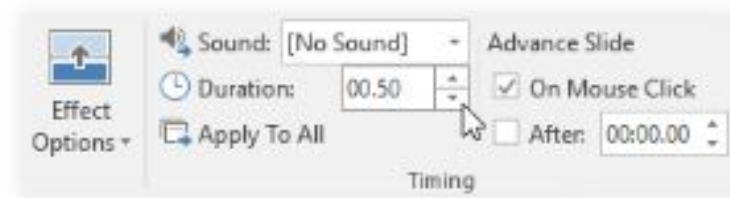
1. Select the **slide** with the transition you want to modify.
2. Click the **Effect Options** command and choose the desired option. These options will vary depending on the selected transition.



3. The transition will be **modified**, and a **preview** of the transition will appear.

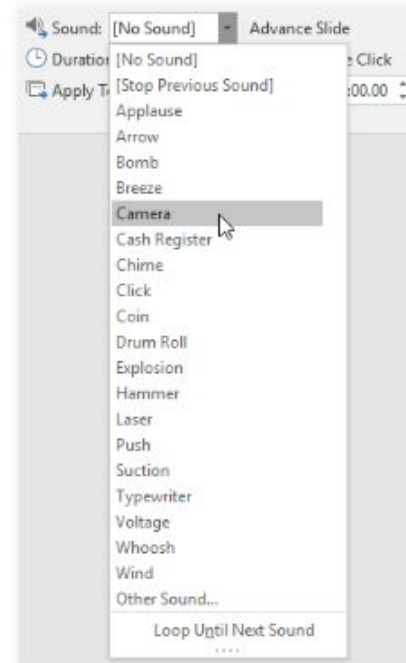
# Practice: Modifying Transition Duration

1. Select the **slide** with the transition you want to modify.
2. In the **Duration** field in the **Timing** group, enter the **desired time** for the transition. In this example, we'll decrease the time to half a second—or 00.50—to make the transition **faster**.



# Practice: Add Sound to Transitions

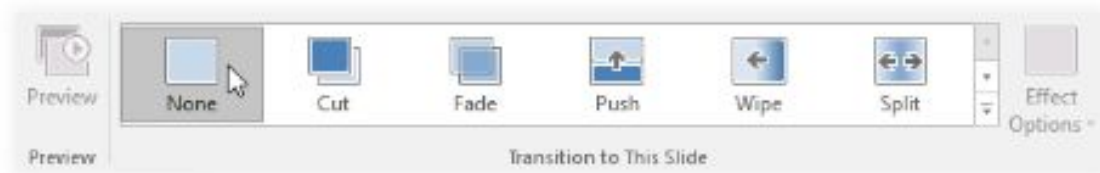
1. Select the **slide** with the transition you want to modify.
2. Click the **Sound** drop-down menu in the **Timing** group.
3. Click a **sound** to apply it to the selected slide, then preview the transition to hear the sound.



Sounds are best used in moderation. Applying a sound between every slide could become overwhelming or even annoying to an audience when presenting your slide show.

# Practice: Remove a Transition

1. Select the **slide** with the transition you want to remove.
  
2. Choose **None** from the **Transition to This Slide** group. The transition will be removed.





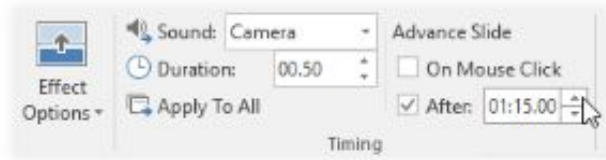


# Advancing Slides

Normally, in Slide Show view you would advance to the next slide by clicking your mouse or by pressing the spacebar or arrow keys on your keyboard. The **Advance Slides** setting in the **Timing** group allows the presentation to advance **on its own** and display each slide for a specific amount of time. This feature is especially useful for **unattended presentations**, such as those at a trade show booth.

# Practice: Advance Slides Automatically

1. select the slide you want to modify.
2. Locate the **Timing** group on the **Transitions** tab. Under **Advance Slide**, uncheck the box next to **On Mouse Click**.
3. 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 and 15 seconds, or 01:15:00.



4. Select another slide and repeat the process until all slides have the desired timing. You can also click the **Apply to All** command to apply the same timing to all slides.



# CHALLENGE!

1. Open a blank or already completed PowerPoint presentation
2. With the first slide selected, apply a **Push** transition from the **Subtle** category.
3. Change the **Effect Options** to push **From Right**.
4. Change the **Duration** to 2.00.
5. Set the slides to **Automatically Advance** after **3 seconds**, or 00:03.00.
6. Use the **Apply to All** command to apply your changes to every slide.
7. Using the **Slide Show** button at the bottom of your window, play your slideshow. Each slide should advance automatically



# Adding Transitions with Google Slides

Watch Video: [Adding Transitions](#)



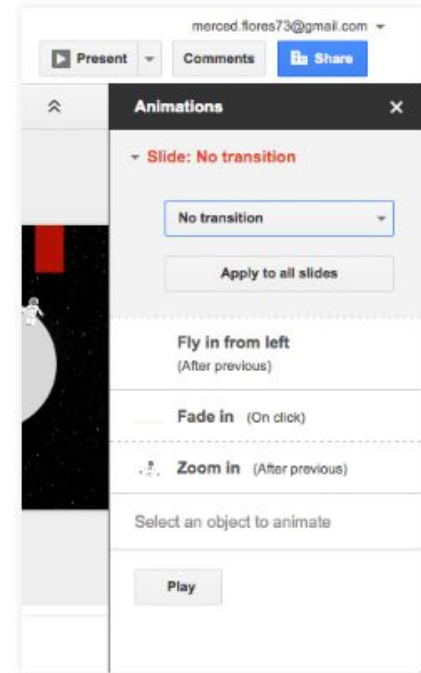
# Introduction

Presentations don't have to be a series of static slides. You can add **animations** to objects on slides or **transitions** to entire slides. A **transition** can be as simple as fading to the next slide, or it can be a more flashy effect. Any object can be **animated**, making it move or fade in or out of the slide. Google Slides makes it easy to apply these effects to some or all of your slides, adding emphasis or polish to your presentation.

# About Transitions

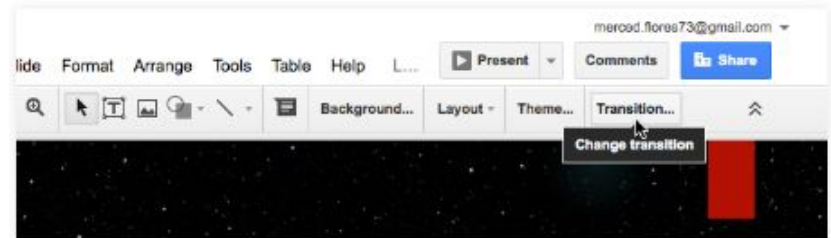
Google Slides has one pane to manage all of your transitions and animations. The **Animations pane** will allow you to configure the transition and all animations for the current slide.

Transitions and animations are best used in moderation. Adding too many of these effects can make your presentation look a little silly and can even be distracting to your audience. Consider using mostly subtle transitions and animations—or not using them at all.

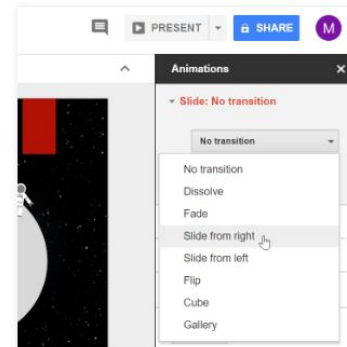


# Practice: Apply a Transition

1. Select the desired slide, then click the **Transition** command on the toolbar.

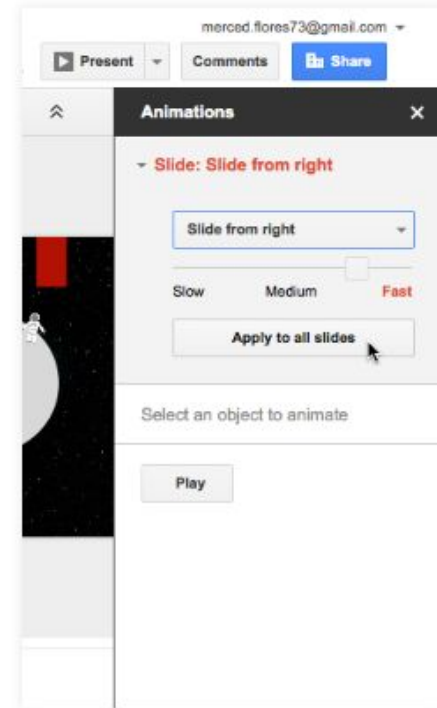


2. The **Animations** pane will appear. Open the drop-down menu at the top of the pane, then select a transition.



# Practice: Apply a Transition

3. The transition will be applied to the current slide. You also can adjust the speed of the transition or apply the same transition to all slides.





# Practice: Modifying Transition Duration

1. Once you select your transition, slide the slider between **Slow**, **Medium**, and **Fast** to adjust the duration of your Transition

Slide Transition

▼  Dissolve

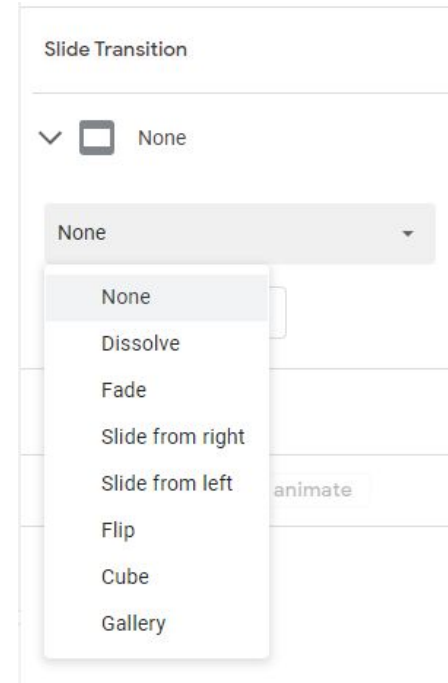
Dissolve ▼

Slow Medium Fast

Apply to all slides

# Practice: Remove a Transition

1. Select the **slide** with the transition you want to remove.
2. Select the **Transition** command in the tool bar.
3. The **Animations** pane will appear. Open the drop-down menu at the top of the pane, then select **None**





# CHALLENGE!

1. Open a blank or already completed Google Slides Presentation
2. With the first slide selected, apply a **Dissolve** transition
3. Change the **speed** to **Medium**
4. Use the **Apply to All** command to apply your changes to every slide.
5. Using the **Slide Show** button at the bottom of your window, play your slideshow.

For More Resources:

Google Slides:

<https://edu.gcfglobal.org/en/googleslides/adding-transitions-and-animations/1/>

Microsoft PowerPoint:

<https://edu.gcfglobal.org/en/powerpoint2016/applying-transitions/1/>