

## Modifying a slide show

By default the slide show will display all the slides in the same order as they appear in the slide sorter, using any transition between slides specified in the Presentation Wizard, and you need some keyboard or mouse interaction to move from one slide to the next.

Now is a good time to review the entire presentation and answer some questions. Run the slide show at least once (see “Running a slide show” on page 30) before answering them. You might want to add some questions of your own.

- 1) Are the slides in the correct order? If not, some of them will need to be moved.
- 2) Is the information well spaced and visible to members of an audience at the back of a large room? They may not be able to see information at the bottom of a slide, so you may need to design your presentation to fit the top three-quarters of the screen.
- 3) Would an additional slide make a particular point clearer? If so, another slide needs to be created.
- 4) Do some of the slides seem unnecessary? Hide or delete them.
- 5) Would custom animations help some of the slides? (Advanced technique.)
- 6) Should some of the slides have a different slide transition than others? The transition of those slides should be changed.

### Tip

If one or more slides seem to be unnecessary, hide the slide or slides, and view the slide show a few more times to make sure they are not needed. To hide a slide, right-click the slide in the Slides pane and select **Hide Slide** from the context menu. Do not delete a slide until you have done this; otherwise you may have to create that slide again.

Once you have answered these and your own questions, make the necessary changes. This is done most easily in the Slide Sorter view (see “Slide Sorter view” on page 21). Use the Slide Show menu to change the order of the slides, choose which ones are shown, automate moving from one slide to the next, and other settings. To change the slide transition, animate slides, and make other enhancements, use the various selections in the Task pane.

## Custom animations

If you wish to add a custom animation to a slide, do it now. Custom animations are found in the **Custom Animation** section of the Tasks pane. This is an advanced technique and is explained in *Chapter 9 Slide Shows*.

## Slide transitions

Your first slide show will probably have the same slide transition for all slides. Setting *Advance slide* to **On mouse click** is the default. If you want each slide to be shown for a specific amount of time, click **Automatically after** and enter the number of seconds. Click **Apply to all slides**.

Transition choices are found under **Slide Transition** on the Tasks pane. For more information about slide transitions see *Chapter 9 Slide Shows*.