After completing this lesson, you will be able to:

- Annotate slides during a slide show.
- Set slide transitions.
- Animate slide text.
- Animate slide objects.
- Hide a slide during a slide show.

Annotating Slides During a Slide Show

To draw an annotation in slide show

1. Click the Slide Show button.

2. Right-click anywhere on the screen, point to Pointer Options, and then click Pen.

3. Draw an annotation and then press E to erase annotations.

Setting Slide Transitions

To apply a slide transition effect

1. Click the Slide Sorter View button and then select a slide.

2. On the Slide Sorter menu, click Slide Transition to open the Slide Transition task pane.

3. Under Apply to selected slides, click a transition effect.

4. Click the transition symbol below the slide to preview the effect.

Animating Slide Text

To apply an animation scheme to a slide

1. Click the Slide Sorter View button and then click a slide.

2. On the Slide Show menu, click Animation Schemes.

3. In the Slide Design task pane, under Apply to selected slides, click an animation scheme.

Animating Slide Text

To animate title text

1. In Normal view, select a slide.

2. On the Slide Show menu, click Custom Animation.

3. Click the slide title and then click Add Effect in the Custom Animation task pane.

4. Point to an effect category and then click an effect.

Animating Slide Objects

To animate slide objects

1. Select the object that you want to animate.

2. On the Slide Show menu, click Custom Animation to open the Custom Animation task pane.

3. In the Custom Animation task pane, click Add Effect, point to an effect category, and click an effect.

Hiding a Slide During a Slide Show

To hide a slide during a slide show

1. Click the Slide Sorter View button.

2. Select the slide that you want to hide.

3. On the Slide Sorter toolbar, click the Hide Slide button.