

# Section 5

# Slide Shows

**By the end of this Section you should be able to:**

**Create and Edit Action Buttons/Hyperlinks**

**Create and Edit Custom Shows**

**Run a Custom Show**

**Apply Slide Transitions**

**Apply Timings**

**Set up a Slide Show**

**Use Various Techniques while Running a Show**

To gain an understanding of the above features, work through the **Driving Lessons** in this **Section**.


For each **Driving Lesson**, read the **Park and Read** instructions, without touching the keyboard, then work through the numbered steps of the **Manoeuvres** on the computer. Complete the **Revision Exercise(s)** at the end of the section to test your knowledge.

## Driving Lesson 39 - Action Buttons

### **P** Park and Read

**Action buttons** can be added to allow rapid and easy navigation between slides during the presentation using **hyperlinks**. Action buttons also allow movement to other presentations, files, web sites and various other destinations.

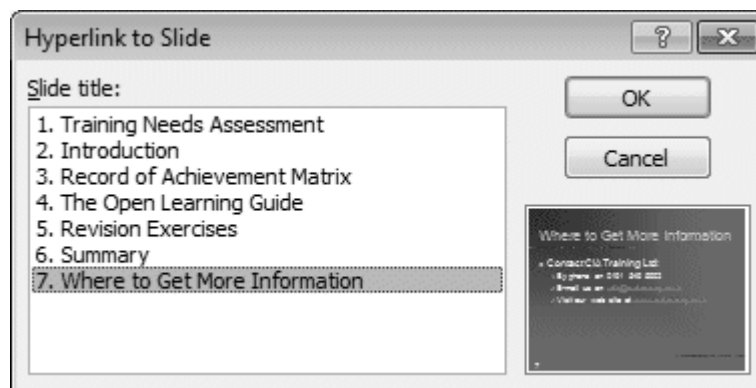
### Manoeuvres

1. Open the **Training** presentation and save it as **Training2**.
2. Select slide **4, The Open Learning Guide**.
3. To create an action button that links to slide **7**, click the **Shapes** button on the **Home** tab, look in the **Action Buttons** section of the list and select the **Information** action button, .
4. Click and drag the shape of the button on the bottom left side of the slide.



*If a message appears about saving the presentation, select **Yes**.*


5. The **Action Settings** dialog box appears. Ensure that the **Mouse Click** tab is selected. Click the **Hyperlink to** option, scroll down the drop down list and select **Slide....**
6. A list of slides in the presentation is displayed, select slide **7 Where to Get More Information**.




7. Click **OK**, and then **OK** to close the dialog box.
8. Click the **Slide Show** tab and select **From Current Slide** to see the slide as it will appear in the presentation.
9. When the cursor appears, click the action button. The presentation moves to the **Where to Get More Information** slide.

continued over

## Driving Lesson 39 - Continued

10. The presentation will continue from its new position (there is no automatic return to the original slide). Click until the show is ended.
11. With slide 7 displayed in **Normal View**, draw a **Custom** action button, , which will link to a separate presentation.
12. In the **Action Settings** dialog box, select **Hyperlink to** and then **Other PowerPoint Presentation**.
13. Select **CiA Seminar** from the list.
14. Click **OK** and ensure **Hyperlink to Slide** shows **Slide 1** highlighted and then click **OK**.
15. Click **OK** to create the link and with the button selected type **CiA** so it is labelled.



16. View the slide show and test the button. Click to view the **CiA** show. End the **CiA** show to return to the **Training2** show.
17. Press <Esc> to end that show and return to **Normal View**.
18. At the bottom left of slide 5 draw a **Document** action button, . This will link to a *Word* document.
19. From **Action Settings** select **Hyperlink to** then **Other File**.
20. Choose the **Sample** file and click **OK** then **OK** again.
21. Add the text **Sample** to the button. Enlarge the button if necessary.
22. Run the show and after the text has loaded click the **Sample** action button. *Word* starts and opens the document. Close *Word*, without saving if prompted and end the show.
23. Right click on the **Sample** button and select **Edit Hyperlink**. To remove the hyperlink from an action button, select **None** from **Action on click** and click **OK**.



Alternatively, right click on the button and select **Remove Hyperlink**.

24. Hyperlinks can also be applied to text or graphical objects - you don't always have to use action buttons. Display slide 7 and select the text **Information**.

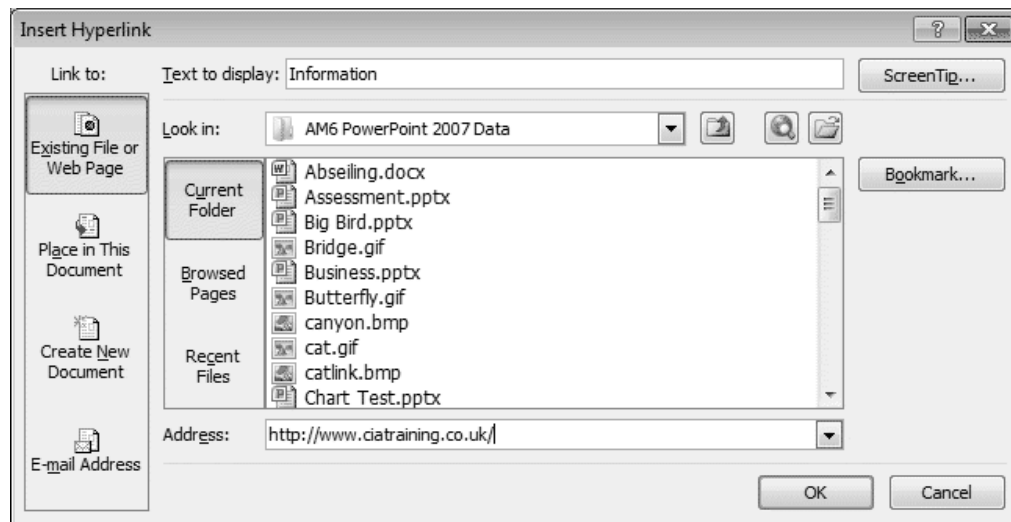
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## Driving Lesson 39 - Continued

25. Display the **Insert** tab and click the **Hyperlink** button from the **Links** group.



26. Make sure **Existing File or Web Page** is selected on the left and type **www.ciatraining.co.uk** in the **Address** box. *PowerPoint* adds the necessary components to make this a valid web address.



27. Click **OK**. The text **Information** is displayed in a different colour to indicate it is a hyperlink.
28. Run the show from slide **7**. Move the cursor over the **Information** text. The cursor changes to a hand.
29. Click on the text. If an Internet connection exists, your browser application will start and the **CiA Training** home page will be displayed.
30. Close the browser window and end the slide show.



*Hyperlinks can be removed from objects by right clicking and selecting **Remove Hyperlink**.*

31. Save the presentation and leave it open.

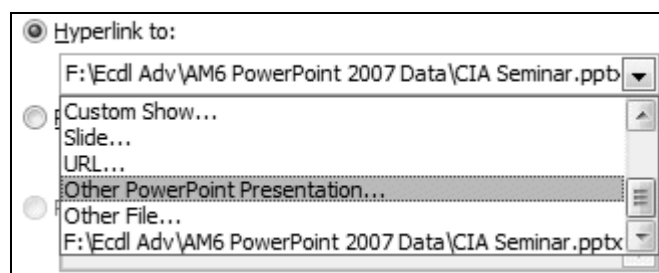
# Driving Lesson 40 - Editing an Action Button

## **P** Park and Read

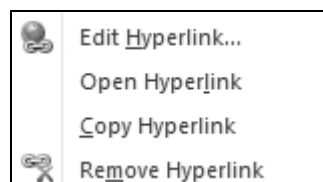
It is possible to change the destination of an action button or any hyperlink, after creating it. This may be necessary for example if a web address (**URL**) or a file location changes.

## Manoeuvres

1. On slide **7** right click on the **CiA** action button, (take care not to click on the text content, you need to click part of the button itself).
2. Select **Edit Hyperlink**. The current hyperlink destination is shown.
3. To change the link to a different presentation, click the **Hyperlink to** drop down list.



4. Click on **Other PowerPoint Presentation**.
5. Select the **Holiday Choice** presentation from the data files and click **OK**, then **OK** again to accept **Slide 1** as the destination of the link.
6. Click **OK** in the **Action Settings** dialog box.
7. View the slide show for this slide and when the text has loaded click the button to view the linked presentation.
8. End both shows.
9. On slide **7** right click on the word **Information**.



 Notice there is an option here to **Remove** the hyperlinks from this text.

10. Select **Edit Hyperlink**.

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## Driving Lesson 40 - Continued

11. Highlight the text in the **Address** box and type **www.ecdl.com**. Click **OK**.
12. Run the show from slide 7. Click on the **Information** text. If a connection exists your browser application will start and the **ECDL** home page will be displayed.



*The appearance of the web page was correct at time of writing. It may change over time.*

13. Close the browser window and end the slide show.
14. On slide 7, right click on the **CiA** button and select **Remove Hyperlink**.
15. Run the show from slide 7. Click on the **CiA** button text. The button no longer contains a hyperlink and there will be no action.
16. End the show.
17. Close the presentation without saving.

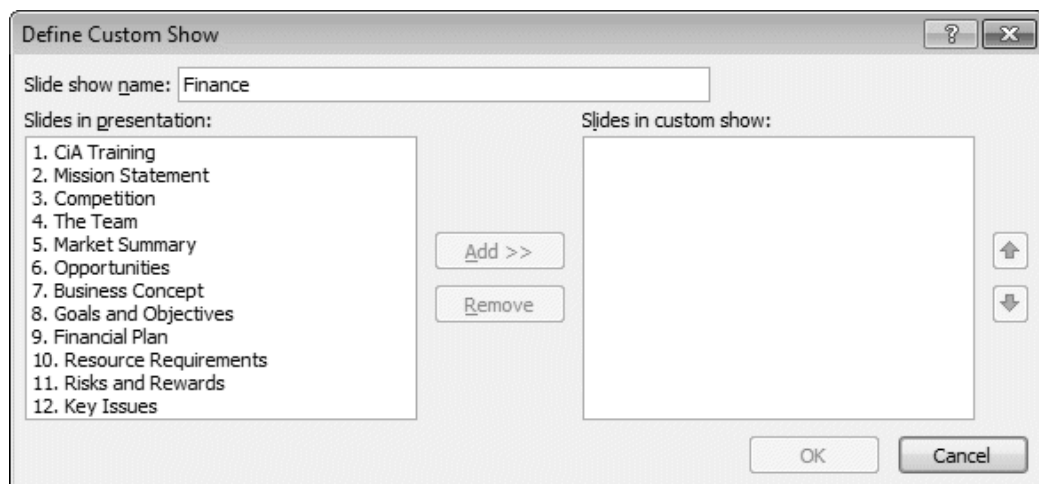
# Driving Lesson 41 - Custom Shows

## **P** Park and Read

Custom shows allow different parts of one presentation to be shown as different shows to different audiences without the need for creating multiple versions of the same presentation. For example, an audience of salespeople could see a presentation without seeing those slides relating to administration and training, and finance staff could be given the same presentation, but without the sales and training slides. A custom show can be set up so that certain slides can be missed out when necessary.

## Manoeuvres

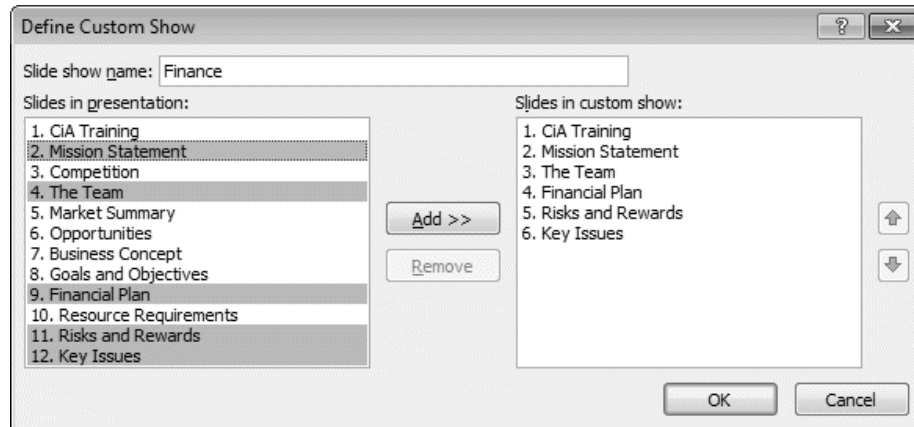
1. Open the **Business** presentation.
2. On the **Insert** tab, select **Header & Footer**, check the box to include **Slide number** and click **Apply to All**.
3. Save the presentation as **Custom**.
4. The presentation is to be shown to two departments of the same company: **Finance** and **Marketing**. To avoid the creation of two separate presentations, two custom shows are to be created, each showing a different selection of slides.
5. On the **Slide Show** tab, select **Custom Slide Show** then **Custom Shows** to display the **Custom Shows** dialog box. Click the **New** button to open the **Define Custom Show** dialog box.
6. Name the custom show **Finance** as this is the show to be given to that department.



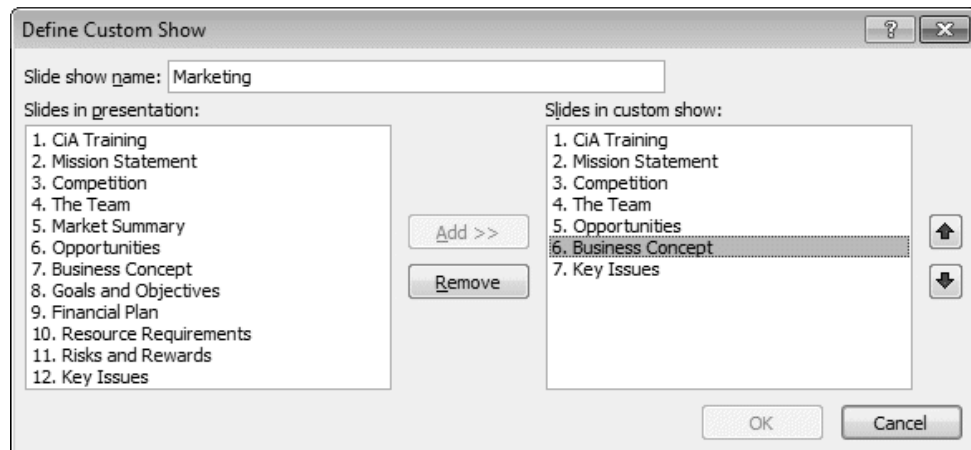
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## Driving Lesson 41 - Continued

7. The **Finance** people do not need to see all of the **Marketing** slides. Select the first slide, then click **Add**.
8. Select slide **2** and then hold down <Ctrl> as you select slides **4, 9, 11** and **12**. Click **Add** to add them to the custom show.



9. Click **OK** to return to the **Custom Shows** dialog box.
10. Create another custom show called **Marketing** (slides **1, 2, 3, 4, 6, 7** and **12**). Click **OK**.
11. To edit the **Marketing** department's show, select **Marketing** from the list in the **Custom Shows** dialog box and click **Edit**.
12. Click on slide **6 Business Concept** at the right of the dialog box.



13. Click **Remove**.
14. Slide **4 The Team** is to be moved after **Opportunities**. Select slide **4** from the right of the dialog box.
15. Click **Move Down**, .
16. Click **OK** and then **Close**.
17. Save the presentation and leave it open.

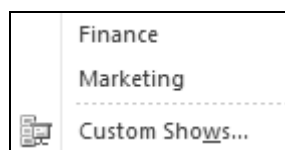
# Driving Lesson 42 - Running a Custom Show

## **P** Park and Read

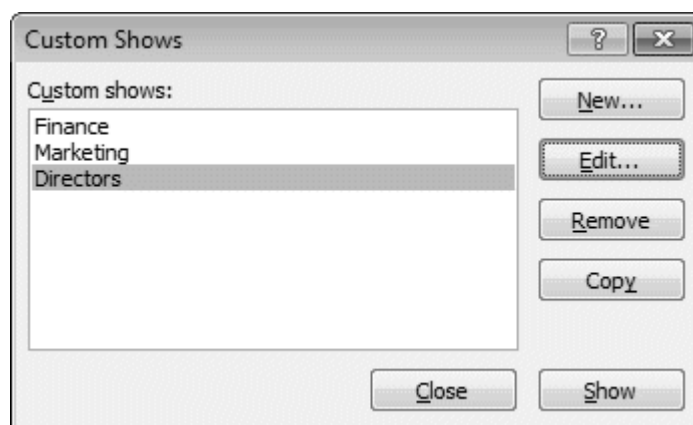
After custom shows have been created they can be run via the Ribbon, or more professionally by adding action buttons to the presentation.

## Manoeuvres

1. View slide 1 of the **Custom** presentation in **Normal View**, display the **Slide Show** tab and click **Custom Slide Show**.



2. To run the **Finance** show, select it from the list.
3. Click the mouse to advance the slides, noting which slides are displayed, and click to exit.
4. View the **Marketing** show in the same way.
5. To create a copy of the **Marketing** show, click **Custom Slide Show** and select **Custom Shows**.
6. Select the **Marketing** show and click **Copy**.
7. The new show **Copy of Marketing** appears below the others. Click on it and select **Edit**.
8. Change the name to **Directors** and click **OK**.



9. A copy is not actually needed. Select **Directors** and click **Remove**. Close the **Custom Shows** dialog box.

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## Driving Lesson 42 - Continued

10. It would be better to select the required show by using action buttons on the first slide. Insert an **Action Button:Custom** at the lower left of slide 1.
11. Select **Hyperlink to** and from the list select **Custom Show | Finance** then click **OK** and **OK** again.
12. With the button selected type in **Finance**. Click away from the button.
13. Repeat the above steps to create a button for the **Marketing** custom show at the right of the first button.
14. Resize and move the buttons as necessary.
15. Because slide 1 will now always be displayed in order to start the custom shows, you may want to remove it from each show sequence. To remove slide 1, click **Custom Slide Show**, and select **Custom Shows**.
16. Select the **Finance** show and click the **Edit** button.
17. Select slide 1 from the list on the right and click **Remove**. Click **OK**. Repeat these steps for the **Marketing** show and close the dialog box.
18. Run the full slide show, 12 slides will be displayed. Start the show again and use the **Finance** button to see the shortened custom show, advancing by clicking. This is easier than using the Ribbon. Notice the slide numbers at the bottom right of the slides.
19. Save the presentation and leave it open.

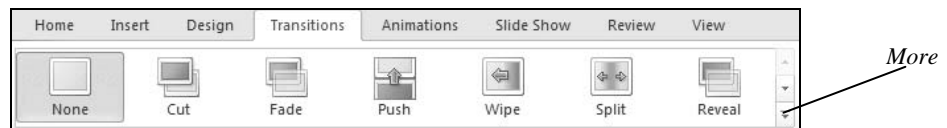
# Driving Lesson 43 - Applying Transitions


## **P** Park and Read


To add interest to a slide show, a transition can be applied to slides. This is a special effect, which controls how one slide changes to the next. Timings can be applied to the effects, so that they appear after a specified interval, or they can be displayed manually by clicking the mouse.

## Manoeuvres



1. In **Slide Sorter View**, select slide 1.
2. To create a transition effect, display the **Transitions** tab, and click the **More** arrow in the **Transitions** gallery.



3. Select any effect from the list of transition effects shown. A demonstration of the effect is shown.
  4. Try using some of the other effects to see what they do, then select **Dissolve**.
- 
5. Change the **Duration** to 4 seconds using the up spinner, located in the **Timing** group.
  6. In **Advance Slide** options, select **On Mouse Click**, then click **Apply To All**. All slides now have the **Dissolve** transition effect applied.

 Each slide can have a different effect if desired, although normally they would all be the same. To apply an individual effect, select the slide, choose an effect from the **Transition to this Slide Group**, but do not click **Apply to All**.

7. Select the first slide, then view the slide show. Click the mouse button to move through all the slides and notice the effects as the slides change.

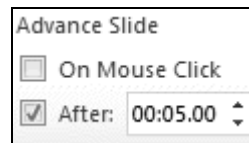
 A slide that has a transition applied has a  symbol underneath it in **Slide Sorter** view.

8. To apply timings to the transition effects select slide 1.
9. At the moment slide transitions do not start until the mouse is clicked. Select the **Transitions** tab. Under **Advance Slide**, remove the check from **On Mouse Click**, then check **After**.

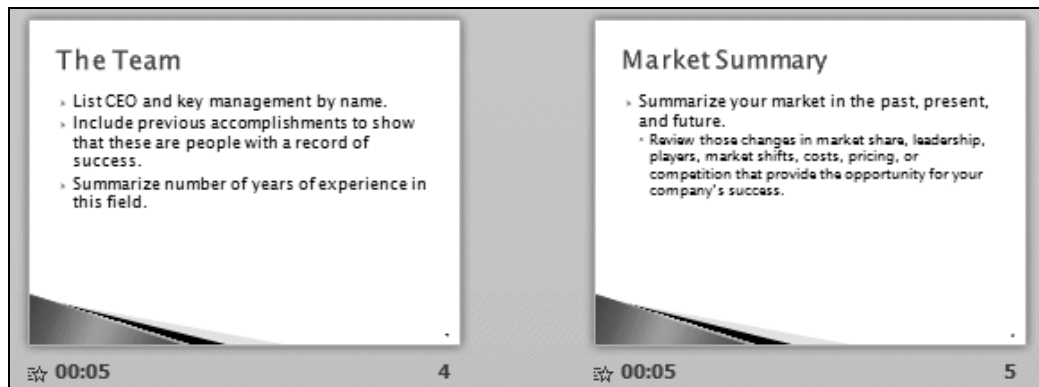
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## Driving Lesson 43 - Continued

10. Use the up spinner to increase the time to **5** seconds:



11. Click **Apply to All**. In **Slide Sorter View**, the transition timing for each slide is now shown underneath the slide image.



12. View the slide show. The slides advance every 5 seconds without the need for clicking. Using this option the slide show could be left to run without the need for a presenter, as a continuously running display for example.
13. When the show ends, remove the check from **After** and select **On Mouse Click** again. Click **Apply To All**. This has removed the transition timings.



*It is possible to select both **Advance Slide** options (mouse click and automatic) at the same time. Then each transition can be activated by using the mouse if required, but if this is not used within the set time, the transition will start automatically.*

14. Save the presentation and leave it open for the next exercise.

## Driving Lesson 44 - Applying Timings

### **P** Park and Read

Instead of applying timings to slide transitions, slide shows can also have timings applied to each slide separately. This means that enough time can be allowed to describe each particular slide. These timings are set up during a **Rehearsal**.

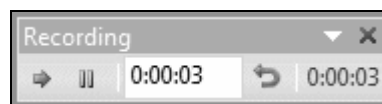


*If a presentation contains hyperlinks and action buttons it should be run manually, so that the links can be used.*

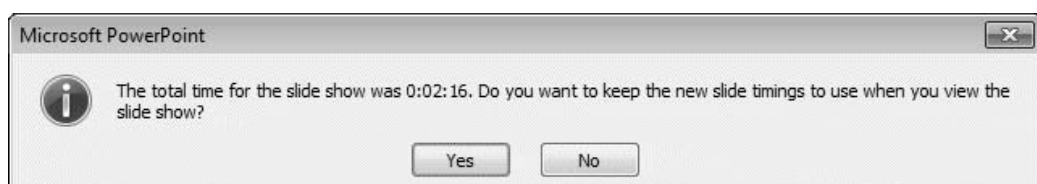


### Manoeuvres

1. In **Slide Sorter View**, select the first slide. To apply timings select **Slide Show** tab and select **Rehearse Timings** from the **Set Up** group.
2. The slide show begins, with the **Rehearsal** dialog box on the screen.



3. Allow enough time to talk about the slide then click the **Next** button, . The next screen appears with the time for the current slide reset to zero.
4. Pause the rehearsal by clicking , then restart it by using the **Resume Recording** button. Move to the next slide/effect.
5. View the entire presentation, clicking the **Next** button after the required time period for each slide until finished.
6. At the end of the rehearsal a dialog box appears showing the total time for the slide show and asking if the timings are to be saved for future use.



7. Click **Yes**. The individual times for each slide are now displayed. The total time for the slide show is made up of these times. The timings can be changed at any time by clicking the **Rehearse Timings** button again.
8. Individual timings can still be amended. Click on slide **3**. In the **Transitions** tab, increase the **Advance slide** time value by 5 seconds.
9. Save the presentation and leave it open.

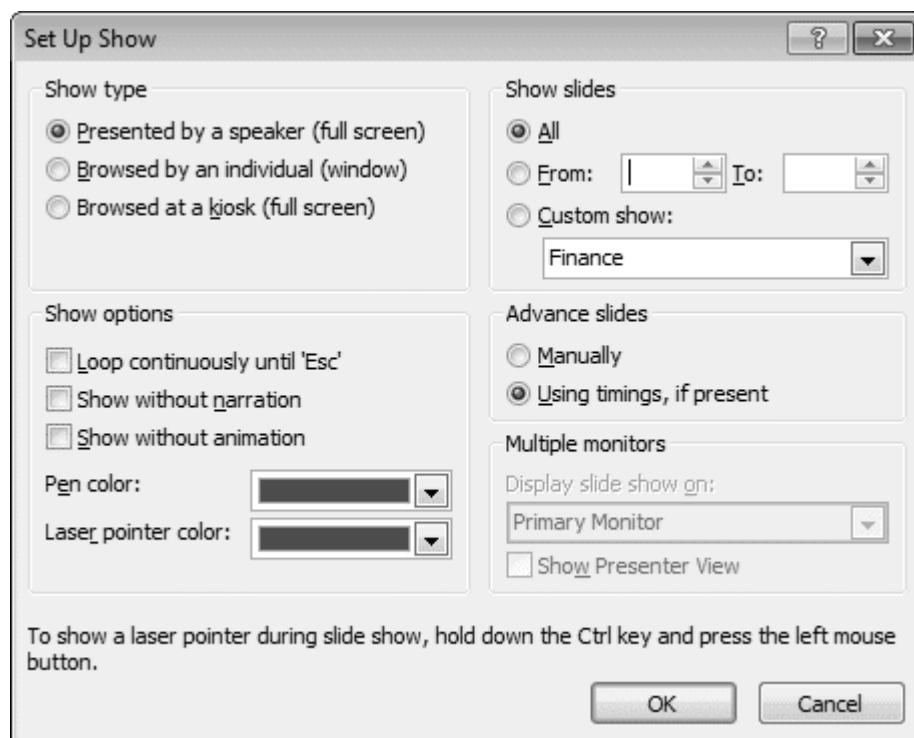
## Driving Lesson 45 - Setting up a Slide Show

### **P** Park and Read

A slide show can be set up to run in a few different ways. It can be run manually, by clicking the mouse, or automatically using timings. It can also be set up to loop, running continuously. Note that even when timings have been applied to a show, you should check to make sure that it has been set up to use these timings.

### Manoeuvres

1. To make sure the timings specified earlier are to be used when the show runs, display the **Slide Show** tab and select **Set Up Slide Show**.
2. In the **Set Up Show** dialog box under **Advance slides**, select the option **Using timings, if present**.

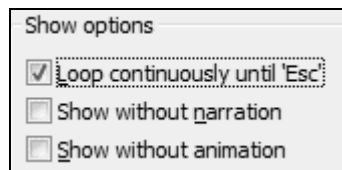


3. Click **OK**, then save the presentation. View the slide show, which will now play using the timings set in the rehearsal. There is no need to click the mouse.
4. Select the **Slide Show** tab and select **Set Up Slide Show**.
5. To disable the timings, select **Manually** under **Advance slides**. Click **OK**.
6. Click on the first slide and then view the show.

continued over

## Driving Lesson 45 - Continued

7. The first slide in the presentation appears. Click the mouse to move to the second slide.
8. Move through the rest of the slide show.
9. At the end of the show change the set up within the **Set Up Show** dialog box to use timings again, but don't click **OK** yet (the show could still be advanced using the mouse if desired).
10. To make the show run continuously, check **Loop continuously until 'Esc'**.



11. Click **OK**.
12. View the slide show again and when the end is reached, the show will start again.
13. Press <**Esc**> to end the slide show.
14. To stop the show looping, select **Set Up Slide Show** from the **Slide Show** tab and uncheck **Loop continuously....**
15. Click **OK**.
16. Save and close the presentation.
17. Open the presentation **Holiday Choice**.
18. Select the graphic on slide **1** and apply an **Entrance Animation** effect of **Fly In**.
19. Set **Direction** to **From Left** and use the **Timing** option so that it starts after the previous event with a delay of 3 seconds.
20. View the show for this slide only.
21. The show can also be run without animation. Select the **Slide Show** tab and click **Set Up Slide Show** button.
22. Under **Show options**, check **Show without animation** and click **OK**.
23. View the show for this slide again and notice how the picture is not animated.
24. Close the presentation without saving.

## Driving Lesson 46 - Slide Show Techniques

### Park and Read

While running a show, you may need to pause to expand on a particular point, or indicate areas on a slide. There are various ways of controlling the show and being able to do just that.



### Manoeuvres

1. Open the presentation **Theatre**.
2. Display the **Slide Show** tab and start the slide show. Click to move to slide **2**. Right click on the screen to display a menu of options.



*Some of these options are also available as buttons (almost hidden) in the lower left corner of the screen.*

3. From the shortcut menu, select **Pointer Options | Pen**. You are going to annotate the slide.
4. Click and drag to draw a line beneath **newly refurbished**. This method could be used to emphasise a point as the show is presented.
5. Right click and select **Pointer Options | Eraser**. Click with the eraser on the line to remove the pen mark.
6. Right click and select **Pointer Options | Arrow**, then click to advance to slide **3**. Slides will only advance when the **Arrow** option is active.
7. At this point, you may wish to pause for questions. So there are no distractions, right click and select **Screen | Black Screen**. Right click and select **Screen | White Screen** for a different effect.



*In some versions of PowerPoint, **White Screen** is not available.*

8. Click to resume the show. To end the show at any time either press **<Esc>** or right click and select **End Show**.
9. Apply a transition effect of your choice to all slides, with automatic timing of **5** seconds.
10. When timings are applied the show can be paused during its progress. Start the slide show and let it continue to slide **3**.
11. Right click and select **Pause** to pause the show.
12. Right click again and select **Resume** to start it again. Let the show continue to the end and the click to exit.
13. Close the presentation without saving.

## Driving Lesson 47 - Revision

This is not an ECDL test. Testing may only be carried out through certified ECDL test centres. This covers the features introduced in this section. Try not to refer to the preceding Driving Lessons while completing it.

1. Open the **Kittens** presentation.
2. Create a custom show called **Information** consisting of slides **3, 4, 5** and **8**.
3. Create a second custom show called **Charity** consisting of slides **2, 6** and **7**.
4. Create an action button for each custom show on slide **1**, one at the bottom left of the slide and one at the bottom right.
5. View the slide show from slide **1** and use the action buttons to view each custom show in turn.
6. Use the **Pen** option to draw on slide **2** in the **Charity** custom show - underline **How to make a donation**.
7. Change back to the **Arrow** pointer option.
8. Pause the show by displaying a black screen, then restart it.
9. End the slide show. A message will ask if you want to keep your ink annotations, click **Discard**.
10. Save the presentation as **Shelter** and close it.

If you experienced any difficulty completing this Revision refer back to the Driving Lessons in this section. Then redo the Revision.

## Driving Lesson 48 - Revision

This is not an ECDL test. Testing may only be carried out through certified ECDL test centres. This covers the features introduced in this section. Try not to refer to the preceding Driving Lessons while completing it.

1. Open the presentation **CIA Seminar**.
2. Apply a **Cover** slide transition to all slides.
3. All transitions should be advanced **automatically** after **5** seconds, but also leave the **On Mouse Click** option selected.
4. Set the **Transition Duration** to **4 seconds**.
5. Set up the show to use timings and to loop continuously.
6. View the slide show. Use the mouse button on a few slides to override the timings and display a black screen while viewing slide **3**.
7. Continue the show.
8. After it starts for the second time press **<Esc>**.
9. Remove the option to loop continuously.
10. Rehearse timings for the show, advancing slide **1** after about **10** seconds and all others after about **15** seconds.
11. Keep the timings.
12. Save the presentation as **Seminar Complete**.
13. View the slide show again.
14. Close the presentation.

If you experienced any difficulty completing this Revision refer back to the Driving Lessons in this section. Then redo the Revision.

Once you are confident with the features, complete the Record of Achievement Matrix referring to the section at the end of the guide.