Creating a Slideshow in PowerPoint 2007

You can use PowerPoint animations to cause images to appear, move, and disappear either “on click” or as part of a sequence of events. This allows you to focus on important points, control the flow of information, and add interest to your presentation. Using these options, you can also create a slideshow set to music. In this project, we will have three slides fade from one to another as music plays in the background. First, we will insert the image files, animate them so they fade slowly from one to the other, then add music in the background. Believe it or not, we can do all of this on one slide – our images will be layered on top of one another.

Important: The following steps need to be completed in the exact order if you want the slideshow to work correctly. If you view your slideshow and it does not work the way you expected, your best bet may be to start over.

Creating a ‘blank’ slide

First, we will need to set up the overall layout design for our slide. From the Home tab, click on Layout and then select Title and Content. In the title box, type a title for your slideshow.

Insert image from file

1. Click on the picture icon in the content area.
2. Browse to the folder where your images are stored.
3. Select the image you would like to use.
4. Click Insert.
5. Click and drag on the handles to make your shape smaller or larger.
In the next steps, we will use Animation to make the image fade in and out on the slide. You can manage the order and timing of the animations using a separate window called the Animation Pane.

**Custom Animating the Image**

1. Select the picture by clicking on it.
2. Go to Animations and then click on Custom Animation in the menu bar. The Custom Animation Task Pane opens.
3. Click on Add Effect. Select Entrance and then Fade as the animation type. You may have to select More Animations to find Fade.
4. The fade effect now appears listed in the Custom Animation Task Pane and labeled number one as it is the first animation that will occur.
5. Set the animation speed to Very Slow.
6. Play the animation.

Now, we will add an exit effect to make it slowly fade away.

1. Make sure the picture is still selected.
2. In the Custom Animation Task Pane, click on the Add Effect button.
3. Choose Exit and then Fade.
4. Set the speed to very slow. Now we have two numbered animations listed in our task pane.
5. Set the Start trigger to After Previous, so the fade out happens right after the fade in effect.
6. Click Play to preview the animation.

Now, let’s watch the entire slideshow. Click on Slide Show menu tab. This brings up the menu bar for setting up and starting a slideshow. Click on From Beginning. The picture fades in and out when we click.

Now, we will add the second picture and animate it.

**Inserting an Image using the Insert Menu**

1. Click on the Insert menu tab.
2. Click on the Picture.
3. Browse to the folder where your images are stored.
4. Select the image you would like to use.
5. Click Insert.
6. Click and drag on the handles to make your shape the same size as the first.
7. Make sure your picture is still selected.
8. Click on Animation → Custom Animation. In the Task Pane click on Add Effect.
9. Choose Entrance and then Fade as the animation type.
10. Set the animation speed to very slow.
11. Change the Start trigger to *With Previous*.
12. Click on **Add Effect** in the Custom Animation Task Pane.
13. Set the speed to very slow and the Start trigger to *After Previous*.
14. **Play** the animation sequence.

Follow these same steps to add a third picture. Notice that all the slides are layering one on top of the other, but they appear individually during the presentation, smoothly fading from one to the other.

### Adding Music

1. Click the **Insert** menu tab.
2. From the menu options, click **Insert Sound → Sound from File**.
3. Browse to the folder where your sound is stored and double-click on the audio file you want to use.
4. A dialog box will appear, asking you when to play the audio clip—**Automatically** or **When Clicked**. Select **Automatically**.

   ➢ Click **Automatically** to make your sound or movie play when you show the slide. If there are other media effects on the slide, such as an animation, the sound or movie plays after that effect.
   ➢ Click **When Clicked** to play your sound or movie when you click it. This setting is known as a trigger because you have to click something specific (as opposed to just clicking the slide) to play the sound or movie.

5. A ‘horn’ icon appears on the page. If you left click and drag it, the horn can be moved to any place on the slide—or off the slide so it is hidden from your audience. Move it off the slide into the margin; we don’t want it showing during the presentation.

**File Formats that work with PowerPoint:** mp3 / midi / windows media audio / windows audio / AIFF / and some select others

**Note:** You cannot set a clip to begin at any point other than zero seconds. If you want a song to begin 20 seconds into the song, it needs to be cut down using Audacity or other audio editing software. PowerPoint cannot cue up the track. PowerPoint will play the song from the beginning until the end. You can end a song early by clicking the horn icon on screen or by going to the next slide.
In setting it to play automatically, we essentially animated it. Notice that is shows up as the final animation in our list of animations. As it is now, the music will start to play after all the images have come and gone. To fix this, we need to move the music animation to the top of our list of animations.

Here are the steps for moving the music animation to play as the slideshow starts:

1. Select the horn icon. Notice that this also selects the animation in the Custom Animation Task Pane.
2. Click on the up arrow labeled Re-Order.
3. Continue clicking the up arrow until the music animation is the first item in our animation list.
4. Change the start trigger to With Previous, so the music begins as the slide show begins.

Note: Reorder can also be used to change the order of the animations, but make sure you change both the entrance and the exit animations of any picture you move.

We need to set the music file to stop playing at the end of all our slides. To do so:

1. Return to the Custom Animation Task Pane and select the music animation.
2. From the dropdown menu attached to the animation effect, select Effect Options.
3. Set Stop Playing to After Current Slide.
4. If desired, select the third tab in the window, Sounds Settings, and adjust the sound volume.
5. Click OK.

We have one last change to make:

1. Return to your Custom Animation Pane.
2. Select the second animation – the entrance for the first picture.
3. Change this start trigger to With Previous so that it will begin appearing as the music plays.

Now watch your presentation. The first picture should appear as soon as the music begins, and each picture will fade in and out one after another. The music will end when you advance to the next slide.
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