You can use duplicate slides to highlight text, animate an object, or add transparent layovers on images as visual cues. This allows you to focus on important points, control the flow of information, and add interest to your presentation. Remember making animations by drawing an object page by page and then flipping through them quickly? In this project, we will use the same basic idea. All we need to do is duplicate a slide, make a slight change on the duplicate, and add a transition between slides.

**Creating a Non-bulleted Slide**

1. First, we will need to set up the overall layout design for our slide.
2. From the **Home** menu tab, select **Layout** and then **Title Only**.
3. In the title text box, type a title for your slide.
4. From the **Insert** menu tab, select the **Text box** icon and then click just below your title.
5. Type a sentence or short paragraph.
6. Highlight all of the text you just typed, then select font size 28.

In the next steps, we will copy the slide, then change the font color on some of the text. When we play back the show, it will seem as though the text “highlights.”

**Creating a Duplicate Slide**

1. From the Slide Outline on the left side of the screen, select your slide by clicking on it.
2. **Right-click** on the slide and select **Duplicate Slide**.
3. A duplicate slide is inserted.
4. On this duplicate slide, highlight a portion of the text you would like to emphasize (for example: a key sentence, a few words, or a single statistic or keyword).
5. Change the color of the highlighted text to red.
6. Click on the **Slide Show** menu tab. This brings up the menu bar for setting up and starting a slideshow.
7. Click on **From Beginning**. The text turns to red when we click.

For a more subtle effect, we will change the slide transition to fade.

1. In the outline view, click on the first slide to select it.
2. Click on the **Animations** menu tab.
3. Select the second transition shown, **Fade Smoothly**.
4. Set the Transition Speed to **Medium**.
Animations Menu Tab

Watch the show again. This time, the red text fades in slowly.

You can use this same slide duplication trick to animate or highlight objects.

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**Getting Help with Technology at the University of Hartford**

**Faculty Center for Learning Development (FCLD)**
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology-related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.

**Phone:** (860) 768-4661
**Email:** fcld@hartford.edu
**Website:** [http://www.hartford.edu/fcld/](http://www.hartford.edu/fcld/)

**Information Technology Services (ITS)**
**ITS Help Desk – Computing Center**
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner, campus Facebook).

**Phone:** (860) 768-5999
**Email:** its@hartford.edu
**Website:** [http://uhaweb.hartford.edu/its/](http://uhaweb.hartford.edu/its/)

**Media Technology Services (MTS) – Harry Jack Gray Center E113**
MTS maintains and installs classroom equipment, such as projectors, Symposiums, and interactive white boards, delivers and sets up technology needed for classes such as laptops, overhead projectors, microphones, sound systems, DVD/VCRs, digital cameras, etc., and provides instruction on its use. MTS is also responsible for overseeing ECHO360 Lecture Capture classrooms and administers WebEx web conferencing accounts.

**Phone:** (860) 768-4643 (Main) or (860) 768-4662 (Tech Line)
**Website:** [www.hartford.edu/mts](http://www.hartford.edu/mts)