
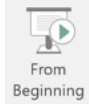


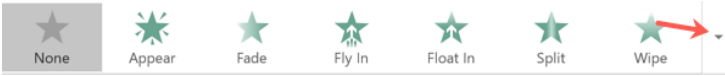
Practice Exercise: Adding Transitions and Animations to the Food and Nutrition Presentation

1. Open **Microsoft PowerPoint 2016** from the desktop.
2. Choose **File→Open**.
3. Click Browse, on the left, click **Desktop**, double-click **Student (BAS-LAN-SERVER shortcut)**, double-click **Alfred Miller's Classes**, double-click **Your Class**, double-click **Your Name**, double-click the file named **Food and Nutrition** from your student folder.

If you missed class or do not have it, ask your teacher for help.


4. Click on the **second slide**, hold down SHIFT and click slide 9. Slides 2-13 should have a red box around them.
5. On the toolbar, click **Transition→Transition to this Slide→Transitions**
. The arrows on the right of the transitions allow you to scroll or open a gallery to see all of them.
6. Click a **transition** (Cut, Fade, Push, Wipe, etc.) of your choice. A preview occurs.
7. Click **File→Save** to update the file and keep your changes.

8. Run the slide show, click **Slide Show→Start Slide Show→From Beginning** . Notice what happens when it changes from slide to slide.
9. Run through your show by clicking the mouse, page down, or the down to go to the next slide or page up or the up arrow to go back a slide. Continue through the presentation. Press **ESC** when done running your show.
10. Click on **Slide 2 - What is Food?**, click on the text box with the words **Anything that you eat, etc.**,

click **Animations→Animation** . Again, the arrows on the right of the animations allow you to scroll or open a gallery to see all of them.

11. Click on an **animation** of your liking. Be aware the ones that say **exit** means the text will go away after animating. Do not choose an exit animation.
12. Watch the preview of the animation.
13. Feel free to change the animation by clicking on a different animation.

14. Let's change the animation options for with the words **Anything that you eat, etc.** to animate


differently. Click **Animations**→**Animation**→**Effect Options** . Click on an option such as **As One Object** and view the preview. Experiment with the options until you have a result you like.

15. Make sure your cursor is in the text placeholder, click **Animations**→**Timing**→**Start On Click**

 and choose **After previous** (this will make the text appear automatically).

16. Click on the image on **Slide 2 - What is Food?**

17. Click **Animations**→**Animation**  and choose an animation for the image. If desired, change an option for the animation.

18. Make sure the image is selected, click **Animations**→**Timing**→**Start On Click**  and choose **After previous** (this will make the image appear automatically after the text).

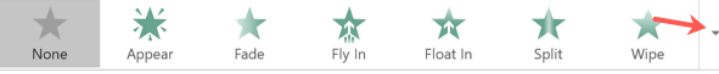
19. Click **File**→**Save** to update the file and keep your changes.

20. Run the slide show, click **Slide Show**→**Start Slide Show**→**From Beginning** .

21. Run through your show by clicking the mouse, page down, or the down to go to the next slide or page up or the up arrow to go back a slide. Notice the animations on the second slide. Press **ESC** when done running your show.

22. Click **Slide 3 - What is Nutrition?**


23. Click in the text placeholder with the text: **The food, vitamins, etc.**, click **Animations**→**Animation**

. Again, the arrows on the right of the animations allow you to scroll or open a gallery to see all of them.


24. Click on an **animation** of your liking. Be aware the ones that say **exit** means the text will go away after animating.

25. Watch the preview of the animation.

26. Feel free to alter or change the animation by clicking on a different animation, or click


Animations→**Animation**→**Effect Options** . Click on an option such as **As One Object** and view the preview. Experiment with the options until you have a result you like.

27. Let's have the animation start automatically. Make sure your cursor is in the text placeholder, click

Animations→**Timing**→**Start On Click**  and choose **After previous** (this will make the text appear automatically).

28. Click on the image on **Slide 3 - What is Nutrition?**

29. Click **Animations**→**Animation**  and choose an animation for the image. If desired, change an option for the animation.

30. Make sure the image is selected, click **Animations**→**Timing**→**Start On Click**  and choose **After previous** (this will make the image appear automatically after the text).

31. Now animate the **remaining slides** choosing any options that you desire. I recommend that you animate text and images.

32. Click **File**→**Save** to update the file and keep your changes.

33. Run the slide show, click **Slide Show**→**Start Slide Show**→**From Beginning** .

34. Run through your show by clicking the mouse, page down, or the down to go to the next slide or page up or the up arrow to go back a slide. Notice the transitions and animations on the slides. Press **ESC** when done running your show.

35. Try to fix any issues or make desired changes.

36. **Save** the changes.

If you want to turn in the assignment, you can upload files with the [Student Exercise \(Assignment\) Upload Form](#). Remember when you click upload, to choose the file from the folder where you saved it.