



Center for Teaching & Learning

Microsoft PowerPoint 2: Adding Bells & Whistles

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Introduction

In MS PowerPoint I, we learned about PPT etiquette (do's and don'ts), using the Outlining feature to create a presentation, how to change layouts, how to add pictures & organizational charts, as well as how to work in the master slide.

In MS PowerPoint II, we will look at adding transitions, animations, charts, & narration. We will also cover creating a self-running presentation and customizing toolbars and menus. This class assumes that you already know how to start PowerPoint and save your projects. We also assume that you know the basics of using PowerPoint.

Adding Transitions

Slide transitions are the animation-like effects that occur in Slide Show view when you move from one slide to the next during an on-screen presentation. You can control the speed of each slide transition effect, and you can also add sound.

Choose from a Gallery of Slide Transitions

Microsoft Office PowerPoint includes many different types of slide transitions, including (but not limited to) the following: cut, fade, push, wipe, split, reveal, random bars, shape, uncover, cover. To view additional transitions, click the arrow down tab on the far right.



Applying Transitions to Your Slides

- In the ribbon at the top of the page, click the **Transitions** tab
- Click on the desired transition
- To add the same Transition to all of your slides, click **Apply To All** (located on the right hand side of the screen in the Timing group)

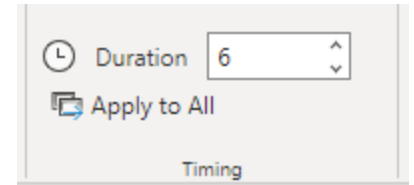
To preview your slide Transitions

- Click the preview icon on the left



Setting Timings for Transitions

1. Go to the Transitions tab in the Timing group.
2. Type in how long you'd like the transition to last in the **Duration** box
3. In the Advance Slide section to the right, you can decide if you want the transition/slide change to begin with your mouse click or after the previous slide having been shown for a certain amount of time.



TIP: If you want the next slide to appear either when you click the mouse or automatically after the number of seconds that you enter — whichever comes first — select both the On Mouse Click and the Automatically After check boxes.

Adding Animation

To begin to add animation you choose the item you want to animate and then go to the “**Animation**” tab on your Ribbon.

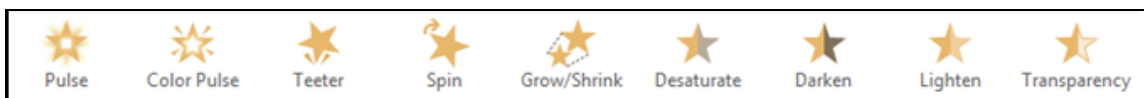
This will give you some basic animations you may set for that chosen item. You may also choose to add specific animations for the item's entrance into the slide, to highlight the item already within the slide, or for the item's exit from the slide.

To do this you would click on the Animation Icon, and click the dropdown arrow to see the animations that are listed for the three different areas that you can add animation to.

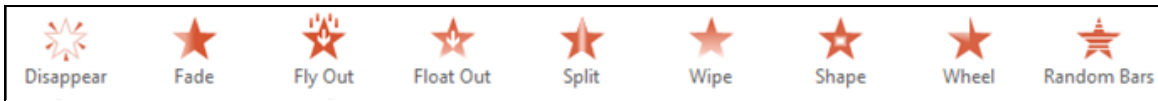
1. Entrance



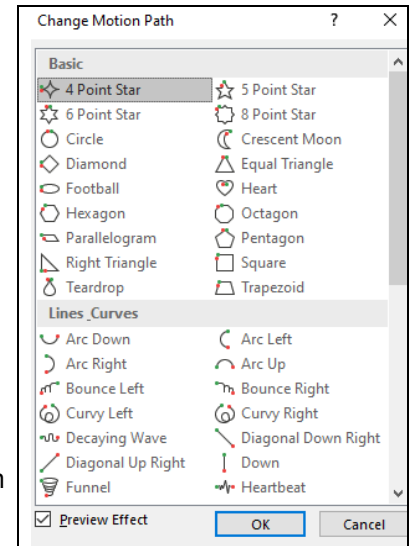
2. Emphasis



3. Exit

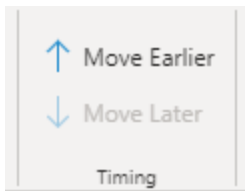


There are More Options for each of these animation styles as well as Motion Paths. With the Motion Paths option you may use a prearranged shape that PowerPoint provides, or you may draw your own path that you would like your item to travel.



Setting Timings for Animations

1. When you have more than one animation on one slide, you will see this in the top right of your Ribbon:

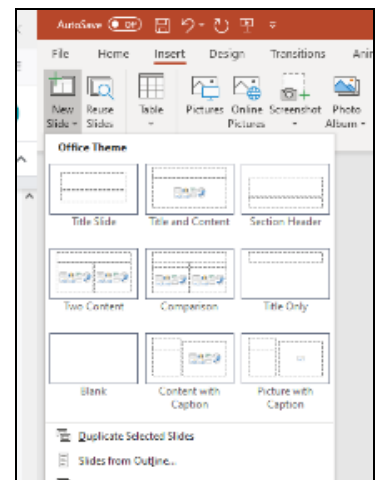


2. This is where you can manually set the timings for each animation.
 - a. Click the drop-down menu that by default says On Click.
 - i. This will give you the option if you want the current animation to move earlier or later than the other animations on the slide
 - b. By changing the time for Delay this will add or decrease the time between one animation and the next.

Adding Charts to Your Slides

For this slide, we'll be creating a bar chart that shows what type of jam people like on their peanut butter sandwiches. On the Home tab, select the Slide Layout button.

1. From the Home tab, click **New Slide** and select the “**Content with Caption**”

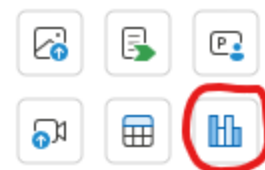


layout.

2. Click on the “**Click to add title**” text box and type: Why use strawberry jam?
3. Click below the title on “**Click to add text**” and type: “100 Children and adults were surveyed to find out what goes best with peanut butter. 33 Selected grape jelly, 11 honey, 46 strawberry jam and 10 sliced bananas.”

Making a Graph to Show Your Data

1. In the right side of your slide, click the bar chart icon (circled in red) to insert a graph
2. Select one of the column charts
3. An Excel spreadsheet will automatically pop up. If it doesn't, click

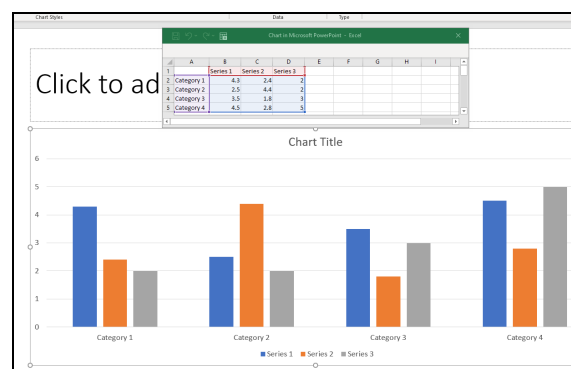


the data icon



and then click **select data**

- a. The data in the spreadsheet created the bar graph in PowerPoint.
 - b. You will need to enter your data into the Excel spreadsheet for the graph to update and reflect your entries
4. Click-on the box with “Category 1” and type in Grape, then “Category 2” with Honey, “Category 3” with Strawberry, and “Category 4” with Banana.
 5. Click on “Series 1” and type in Best. Delete Series 2 and Series 3 as well as the data below these columns.
 6. Click-on the cell in column B next to Grape and enter 33, then enter 11 in column B by Honey, 46 by Strawberry, and 10 by Banana.
 7. Close out of the Excel spreadsheet.
 8. If you ever want to edit your data, complete steps 1-3 to get back into the Excel spreadsheet.



1		Best	
2	Grape	33	
3	Honey	11	
4	Strawberry	46	
5	Banana	10	



TIP: As you are changing the labels and numbers, you'll see the graph that appeared with this datasheet changing to reflect the changes. This is an interactive graph. You can delete extra columns as needed.

You can alter the appearance of your graph by going up the ribbon at the top of your screen and selecting **Chart Design**. Here you can click **Change Colors** tab to change the colors and style of your graph.

The graph may need some adjusting, so all of the words show completely. To change the size of the graph box, click on the side, or corner, and drag until the graph is the desired size.





If you make any changes, click-away from the graph to “turn off” the box around the graph.

Once you have all of your data entered in the datasheet, you can create pie charts, line graphs, and other types of graphs simply by right clicking inside the ‘chart box,’ selecting Change Chart Type, and then choosing your new chart type.

Add Narration to a Presentation

Narration can enhance Web-based or self-running presentations. You can also use narration to archive a meeting, so that presenters or absentees can review the presentation later and hear any comments made during the presentation.

About Narration in a Presentation

You can record narration before you run a presentation. If you don't want narration throughout the presentation, you can record comments only on selected slides or turn off the narration so that it plays only when you want it to play.

When you add narration to a slide, a sound icon appears on the slide. As with any sound, you can either click the icon to play the sound or set the sound to play automatically. Voice narration takes precedence over other sounds, and only one sound can play at a time in a presentation. As a result, other sounds that are set to play automatically in a presentation are overridden by a narration and will not play. However, sounds that are set to play when clicked will still play when you click them. To record and hear a narration, your computer must be equipped with a microphone and speakers.

Automatic Slide Timings and Narration

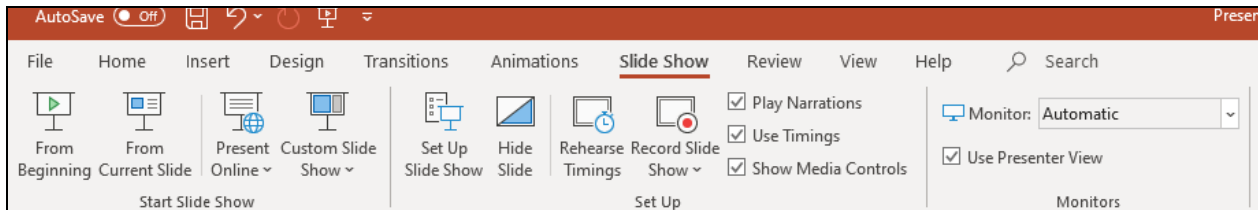
As you record your narration, Microsoft Office PowerPoint automatically records the amount of time that you take on each slide. You can choose to save these slide timings with the narration when you are prompted to do so, or you can set the slide timings manually. Slide timings are especially useful if you want the presentation to run automatically with your narration. You can turn the timings off when you don't want the presentation to use them.



TIP: Accompany the narration with slide notes. Because audiences have different needs and computer equipment, consider accompanying your narration with notes. Notes can benefit anyone who is hearing impaired or whose computer lacks a sound card. If you save your presentation as a Web page (.htm) file, the notes will appear beneath each slide as it is displayed. If you save the presentation as a presentation (.pptx) file, the audience can print the notes, or you can print the notes for them.

Record Narration

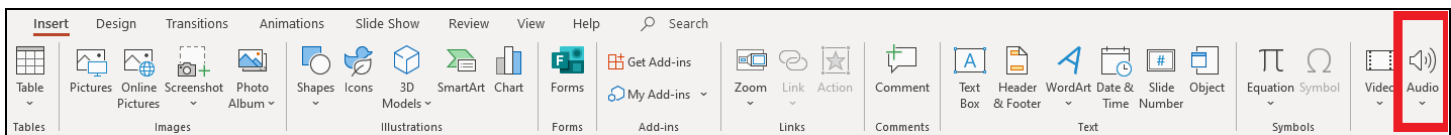
When you record a narration, you run through the presentation and record on each slide. You can pause and resume recording.



1. In the **“Normal”** view, select the slide that you want to start the recording on.
2. On the **“Slide Show”** tab, in the **“Set up”** group, click **“Record Slide Show.”**
3. You can then choose to begin narration from the beginning of the presentation or from the current slide.
4. Next to the **“Record Slide Show”** button you can select if you want animation timings, narration, or media controls recorded.
 - Check or uncheck the options you want to use then click **“Start Recording”**.
 - This will begin your slide show. You will see a timer in the top left corner of the screen that is recording your timings. You can use the pause button on the timer to pause your recording.
 - Speak the narrative text into the microphone, and then click the slide to advance to the next slide. Follow this process for each slide that you want to add narration to.
 - When you have gone through all of the slides in your presentation, the show will end and you will see the audio icon on your slide which means the audio was successfully recorded. If you choose to record timings you will also see a star icon and time beneath your slide. This is the timing that was recorded for that slide.

Record Comments on a Slide

1. In the Normal view, click the slide that you want to add a comment to.
2. On the **“Insert”** tab, click the arrow under **“Audio”**, and then click **“Record Audio.”**



3. To record the comment, click **“Record”**, and start speaking.
 4. When you are finished recording, click **“Stop.”**
 5. In the **“Name”** box, type a name for the sound, and then click **“OK.”**
- A sound icon will appear on the slide.

Set the Slide Timings Manually

Office PowerPoint will automatically record your slide timings when you add narration or you can manually set the slide timings to accompany your narrations.

1. In the Normal view, click the slide that you want to set the timing for.
2. On the “**Slide Show**” tab, select the “**Rehearse Timings.**” Just like with the narration, your slideshow will begin with the timer in the top left corner. You may now let the desired time go by what you want to spend on each particular slide.



Turn the Slide Timings Off

If you later choose to not use the timings that you had recorded, turning off the slide timings does not delete them. You can turn the timings back on at any time without having to recreate them. However, when the slide timings are turned off, your slides will not automatically advance when you record a narration, and you will need to manually advance the slides. There are two ways to turn the timings off:

1. Uncheck the “**Use Timings**” under the “**Slide Show**” tab
2. In the Normal view, on the “**Slide Show**” tab, in the “**Set Up**” group, click “**Set Up Slide Show**”.
 - a. Under “**Advance slides**”, click “**Manually.**”



TIP: To turn the timings back on, under **Advance slides**, click **Using timings, if present.**

Other Features:

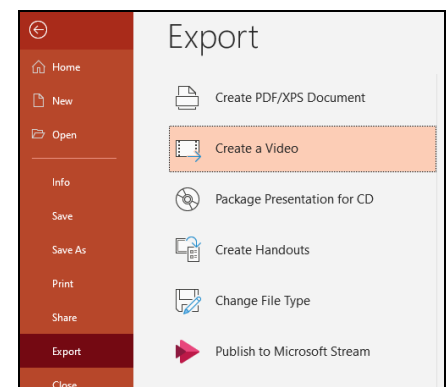
PowerPoint to Video Conversion

For Windows users:

- You can convert your Presentations into Videos. In order to create a video, click **File** and then **Export**.
- Select the “**Presentation Quality**” you desire to convert to.
- For powerpoints with timing and narration, select “**Use Recorded Timing and Narration**”
- Click “**Create Video**”
- Save to a desired folder.

For Mac users:

- Click “**File**” > “**Export**”.
- On the **File Format** menu, select the video format that you want (MP4 or MOV).



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- Select the video quality you want: “**Presentation Quality**”, “**Internet Quality**”, or “**Low Quality**”. The higher the video quality, the larger the file size.
 - If you have recorded timings and want to use them in the video you create from your presentation, make sure the box next to “**Use Recorded Timings and Narrations**” is checked. You can also choose to set the amount of time the video will spend on each slide if you don't have a set timing.
 - When you've made all your selections, choose “**Export.**”

Screen Capture Tool

PowerPoint includes a feature called Screen Capturing. Simply click the “**Insert,**” “**Screenshot**” option and select one of the available windows to capture the screenshot.

New to PowerPoint:

PowerPoint has new tools for more online interactions through PowerPoint such as meetings and comments. Some new features in PowerPoint are; new themes, 6 new chart types, and screen recording. You can find out more about new features on [Microsoft Office's web page](#).

