

On Your Own 21-2

1. Create a new presentation based on the **Five Rules** template in the Sample Templates category on the New tab in Backstage view. (If that template does not appear in the Sample Templates category, return to the Home category, click in the Search Office.com for templates box, type Five Rules, and then click the Start searching button to the right.)
 2. Watch the slide show in Slide Show view. Note that you do not need to manually advance the slide show until most of the slides have played. Note the five rules as they are presented so that you can list them later.
 3. In Normal view, examine the slides, transitions, and animations used in the presentation. For example, display Slide 9 in Normal view, change the zoom level of the Slide pane by zooming out so that you can see the end of the plant to the right of the slide. Click each object to select it, and then click the Animations tab to see the animation applied. (*Hint:* When Multiple is selected in the Animation group, more than one animation is applied to the object.
- Try clicking one of the animation sequence icons. If the Animation Pane opens, try examining the settings in it.) Or make the Transitions tab active, and then in the Slides tab, click Slides 10 through 14 and note the transition and effect (on the Effect Options menu) used for each slide.
4. Create a new presentation, and save it as **Building Presentations**.
 5. Type **Building Presentations** as the title and your name as the subtitle.
 6. Create a new Slide 2 using the Title and Content layout, type **Tips for Interesting Presentations** as the title. Then type the five rules given for creating an interesting presentation based on the principles in the Five Rules presentation you watched.
 7. Create a new Slide 3 using the Section Header Layout. Type **Animation Example** as the title.
 8. Create three new slides using the Blank layout.
 9. On Slide 4, search for clip art using the keyword **Cybart**, and insert one of the results. Copy this clip to Slides 5 and 6.

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10. On Slide 4, apply the Entrance animation Fly In.
11. Use the Add Animation button in the Advanced Animation group to add the Motion Path animation Loops to the clip. Change the start timing to After Previous.
12. Use the Add Animation button again to add the Exit animation Fly Out, use the Effect Options button to change the direction to To Right, and then change the start timing to After Previous.
13. On Slide 5, apply the Entrance animation Fly In to the clip, change the effect to From Left, and then change the start timing to After Previous.
14. Add the Motion Path animation Shapes, and then change the start timing to After Previous.
15. Add the Exit animation Fly Out, and then change the start timing to After Previous.
16. On Slide 6, apply the entrance animation Fly In to the clip, change the effect to From Top, and then change the start timing to After Previous.
17. Click the Add Animation button, and then click More Motion Paths command below the gallery. In the Add Motion Path dialog box, in the Lines & Curves section, click the Spring animation, and then click OK. Then change the start timing to After Previous.
18. Add the Exit animation Fly Out, change the effect to To Right, and then change the start timing to After Previous.
19. In the Slides tab, click Slide 4, press and hold the Shift key, and then click Slides 5 and 6. On the Transitions tab, in the Timing group, click the On Mouse Click check box to deselect it, and then click the After check box to select it.
20. Start the slide show from the beginning, and use the usual methods for advancing the slide show. Note that you do not need to manually advance the slide show after advancing past Slide 3 (“Animation Example”). (*Hint:* If the rest of the presentation does not advance automatically, return to Normal view, check that Slides 4, 5 and 6 are set to transition after zero seconds. Then on

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Slides 4, 5, and 6, select the clip, and then on the Animations tab, in the Advanced Animation group, click the Animation Pane button to open the Animation Pane. Click each item in the Animation Pane, and make sure the start timing in the Timing group

on the Animations tab is set to After Previous. The only animation that may be set to On Click is the first animation listed in the Animation Pane on Slide 4.)

21. Save the presentation, and then close it.