

Session Overview:

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1. Review of PowerPoint Basics

2. Animations

- Animation Schemes
- Apply to all slides
- Create a custom animation
- Modify an existing effect
  - Entrance: to make the object enter with an animation
  - Emphasis: to add an animated effect that occurs as the slide is viewed
  - Exit: to make the object leave the slide with an animation
  - Motion Paths: to make the object move on a specific path
- Re-order effects
- Remove effects
- Change an effect
- Add a new effect

3. Transitions

- Select a transition and add it to a slide
- Add a transition to two or more slides
- Add a transition to all slides

4. Dos and Don'ts

- Use effects sparingly.
  - If there's a time where a transition really makes sense
  - In the middle of your presentation, to wake up your audience
  - On your biggest point, for emphasis