

## **FORMATTING SLIDES**

Once you have written your presentation, you can place your key points on slides using presentation software. Follow these steps to prepare your presentation slides.

- Select a template or background that is appropriate for every slide.
- Select a layout such as text copy or bulleted or numbered lists.
- Use the edit, copy, and paste commands to add text to your presentation slides.

## **FORMATTING THE PRESENTATION**

After you finish preparing the slides for your presentation, you may want to change the method by which each slide appears on the screen or the way individual points are displayed on the screen. In presentation software, moving from one slide to another is known as transition. Transition is accomplished by following these steps:

- Select the slides you want to control by the transition method.
- Select a transition method such as Cover Right or Wipe Left.
- Run through the slide show to determine whether or not you are satisfied with the transition.

Slide presentations can also be formatted so that each point you make on an individual slide appears individually on the screen. To structure your slides this way, follow these steps:

- Select the slides to be controlled by a build effect.
- Select a build effect style such as Fly From Left.
- Run through the slide show again to determine whether or not you are satisfied with the build effect.