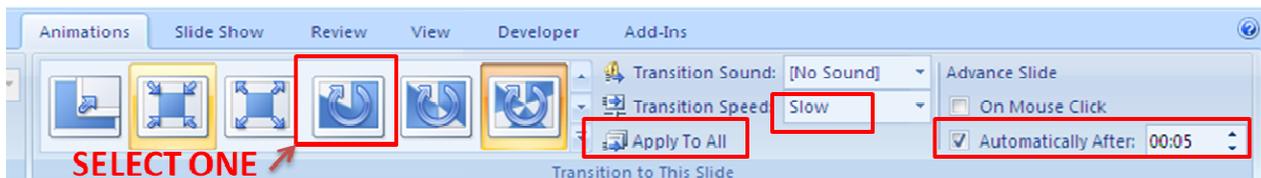## Automatic Settings

When viewing a slide show in PowerPoint, the show is set to remain on one slide until you click the mouse button and advance it to the next. This is the setting you want to use if you are using PowerPoint to present information to your students as it keeps you in control of the pace of the slides. However, there is another option. PowerPoint can be set to advance from slide to slide after a specified length of time, without the need to click the mouse button. This is the setting you want to use if you want the slide show running by itself, perhaps in the background at an event.

To set automatic settings...

1. Click the ANIMATIONS tab. On the ribbon, you will see "Advance Slide" on the far right

2. Uncheck "on mouse click" and check "automatically after"

3. You now need to determine the length of time that you want the slide to remain on screen during the show. Timings should be based on how long it will take viewers to capture the information presented on the slide (shorter time for picture slides, longer if viewers have to read text). Use the little up and down arrows to set the number of seconds you'd like slide to remain on screen (00:05 = 5 seconds).

4. At this time, you may also want to select a Transition. Be sure to change the transition speed to SLOW.

5. Then click APPLY TO ALL to apply both the timing and transition to all slides.

6. Click the SLIDE SHOW tab. Be sure there is a check next to the option to "use rehearsed timings."

7. Click the SET UP SLIDE SHOW icon and place a check next to "Loop continuously until esc." Click OK to close the box.

Now all that's left to do is to begin the slide show. From the SLIDE SHOW tab select FROM BEGINNING, and sit back and watch while PowerPoint takes you through each slide.