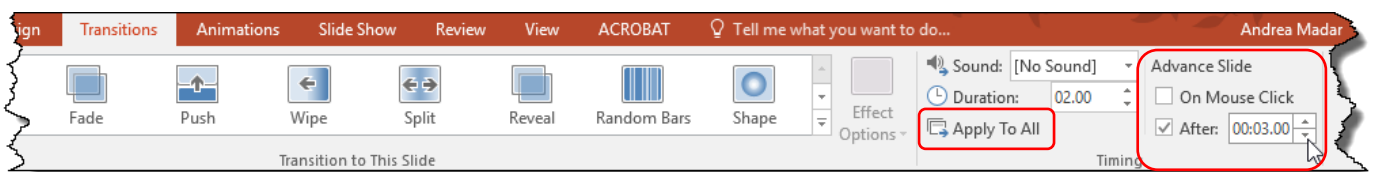


Applying Timings to Slides

It is possible to produce a self-running presentation by applying timings to slides so that they advance automatically.

It is **not** recommended that you use this feature when you are delivering a presentation to an audience, unless you have carefully rehearsed the timings, and you are not accepting questions or other interruptions during your presentation.

1. Click the **Transitions** tab.

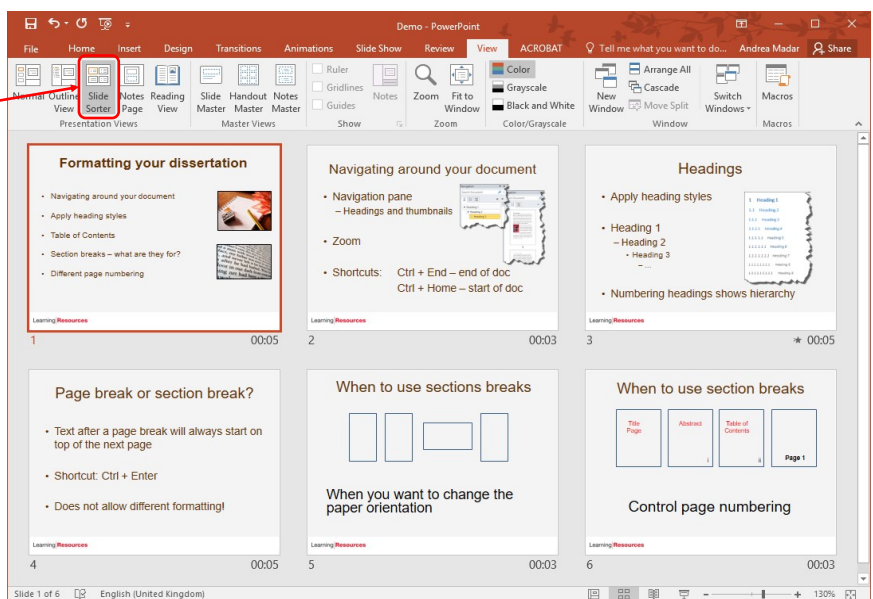


2. Untick **On Mouse Click** and tick **After:**, located in the **Timing** group.
3. Type in the number of seconds you want the slides to be on the screen for. Click **Apply to All** to set this timing for every slide. View your slide show by pressing the **F5** key.

Note:

To apply different timings to each slide or to apply timings to some slides but not all, it is necessary to move to each slide in turn and type in the appropriate time.

4. To view the timings for each slide, click the **View** tab then click **Slide Sorter**, located in the **Presentation Views** group. This view displays the slides with their timings.



5. To set the presentation to freeze on the final slide, click the **Transitions** tab, select the last slide, untick **After:** and re-select **On Mouse Click**.