Time a Presentation

Timings for slide shows can be set before rehearsing through the Slide Show, Slide Transitions menu, or they can be set automatically during rehearsal. If the timings are set before rehearsal, it is easier to work in Slide Sorter view where miniatures of each slide in the presentation are shown. Timing for one or more selected slides can be set by clicking Slide Transition on the Slide Sorter toolbar, and entering the number of seconds the slides are to appear on the screen. Different timings for each slide can be set - for example, the title slide can be set to appear for 10 seconds, the second slide for 30 seconds, the third for 45 seconds, and so on.

Rehearse Timings

† Click the Slide Show Tab.
† In the Set Up Group, click the Rehearse Timings button (see illustration below left).

† The Recording toolbar will appear (see illustration below).

† Set timings by completing one of the following procedures:
  † Press Enter after going through each slide.
  † Press the Next button on the Recording toolbar to move to the Next slide.
† To Repeat the timing on a slide, click the Repeat button on the Recording toolbar.
† To Pause the timing on a slide, press the Pause button on the Recording toolbar.
† To end the recording, right-click in the Slide and click End Show.
† A message will appear as shown in the illustration below.

† Click Yes.
† The presentation will open in Slide Sorter View with the times for each slide recorded below the slide.
Notes
- PowerPoint keeps track of how long each slide appears and sets the timing accordingly.
- If the slide is displayed more than once, the last timing is the one PowerPoint records.
- The timings can be accepted when the rehearsal is finished or can be reset.
- A good way to determine the length that each slide should display is to read the text in the slide at a speed that you anticipate others will be reading it.

Set Timing Manually
In addition to having the timing set automatically when recording a narration or when rehearsing timings, timing can be set manually.
- Display the presentation in Normal view.
- Click the Slide for which the timing is to be set.
- Click the Transitions Tab.
- In the Timing Group, under Advance Slide, click the After check box.

- Enter the Number of Seconds the slide is to appear on the screen.
- Repeat these steps for each slide for which timing is to be set.

TIP: To have the next slide appear either on a Mouse Click or automatically after the number of seconds specified, select both the On Mouse Click and the Automatically After check boxes.