Using Highlighted Text for Visual Cues (PowerPoint 2013)

You can use duplicate slides to highlight text, animate an object, or add transparent layovers on images as visual cues. This allows you to focus on important points, control the flow of information, and add interest to your presentation. Remember making animations by drawing an object page by page and then flipping through them quickly? In this project, we will use the same basic idea. All we need to do is duplicate a slide, make a slight change on the duplicate, and add a transition between slides.

Creating a Non-bulleted Slide

First, we will need to set up the overall layout design for our slide.

1. Open a new presentation.
2. From the Home menu tab, select Layout and then Title Only.
3. In the title text box, type a title for your slide.
4. From the Insert menu tab, select the Text box icon and then click just below your title.
5. Type a sentence or short paragraph.
6. Highlight all of the text you just typed, then select font size 28.

In the next steps, we will copy the slide, then change the font color on some of the text. When we play back the show, it will seem as though the text “highlights.”

Creating a Duplicate Slide

1. From the Slide Outline on the left side of the screen, select your slide by clicking on it.
2. Right-click on the slide and select Duplicate Slide or Home → Copy and Paste.
3. A duplicate slide is inserted.
4. On this duplicate slide, highlight a portion of the text you would like to emphasize (for example: a key sentence, a few words, or a single statistic or keyword).
5. Change the color of the highlighted text to red.
6. Click on the Slide Show menu tab. This brings up the menu bar for setting up and starting a slideshow.
7. Click on From Beginning. The text turns to red when we click.

For a more subtle effect, we will change the slide transition to fade.
1. Click on the **Transitions** menu tab.
2. Select the third transition shown, **Fade**.
3. To adjust the speed of the transition, change the duration of the transition. Higher numbers mean slower (longer) transitions.

![Transitions Menu Tab](Image)

Watch the show again. This time, the red text fades in slowly.

You can use this same slide duplication trick to animate or highlight objects.

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FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology-related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.

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**Website:** [http://www.hartford.edu/fcld/](http://www.hartford.edu/fcld/)

*Information Technology Services (ITS)*

ITS Help Desk – Computing Center  
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