How to Automate a PowerPoint Presentation:

Automating Audio:
1. Create a PowerPoint slide with at minimum one text box and one picture and with recorded audio on the slide.
2. Click on the audio icon on the slide and then find the audio options menu that appears on the formatting ribbon at the top of the screen.
3. Select "Play in Background" or "Start Automatically" making sure that the audio will not loop continuously, nor play across your slides.
4. Then choose the option to hide your audio icon during the slide show presentation.
5. Next, go to the Animation menu and display the Animation Pane or click on "Reorder" to display the list of animations.
6. Make sure that the audio is first in this list.
7. Make sure that the audio is set to play "After Previous," rather than "On Mouse Click." You may need to display the Animation Pane or the Animation list in order to change this setting.
8. The next step will be to time the animations with the audio.

Automating Animations:
9. Click on the text box or picture which will be animated first, go to the upper right hand corner of the Animation menu and instruct your animation to start "with previous." (If you choose "after previous," the animation won't begin until the audio file has completed.)
10. Then type in the time for the desired duration of the animation.
11. To time the beginning of the animation with the appropriate moment in the audio recording, type in a time delay after listening to the audio. (In some versions of PowerPoint, you may need to click on the animation you are working on to get the option of timing before being able to set the delay time.) This step may take several attempts, as you will need to view the slide in presentation mode, over and over again, until you are satisfied with the timing of the animation against the audio.
12. Set the delay for each animation. By choosing "with previous," the delay time may correspond to the previous animation and then you can increase the time as needed. If not, just check the delay time of the previous animation, add on the estimated delay time and check against the audio.
13. Repeat until all of the animations on a slide play automatically at the desired time.

Automating Slide Transitions:
14. Before configuring the slide transitions, insert an additional slide by duplicating the current slide.
15. Then, to automate the slide transitions, go to the Transition menu and select "After," which will deselect "On Mouse Click."
16. Leaving the time at 0 seconds is sufficient to advance the slide to the subsequent slide once all of the audio and animations have completed.
17. Test the transition by playing the slide show to make sure that your slides advance automatically.
18. Creating a transition effect is optional.