



PowerPoint 2003: Animation Learning Guide

What kinds of animations can I use?

PowerPoint offers two different kinds of animations:

- **Text and object animations** control the way in which content appears on your slides. Effective use of animations can help you emphasize important points and crucial content in your presentation. There are two kinds of animations:
 - Each **animation scheme** applies a combination of animation effects to the title and content appearing on a slide. Only one **animation scheme** can be applied to each of your slides.
 - **Custom animations** can be applied either to an individual object or to an individual text box. Multiple **custom animation effects** can be applied to each of your slides.
- **Slide-to-slide transitions** animate the advance from one slide to the next in your PowerPoint presentation. You can use **slide-to-slide transitions** to effectively hide one slide and display the next. You can also use transitions to draw a contrast between different sections of your presentation.

***Tip:** Animations and transitions can enhance the appearance of your presentation and can help you capture the interest of your audience. However, overuse of these effects can distract your audience from your content. Use animations and transitions judiciously and **always** ask yourself whether your effects are focusing attention on your content or detracting from it.*

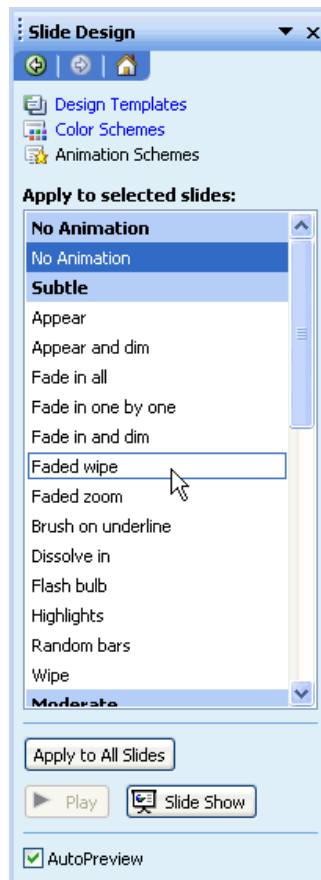
Applying animation schemes

PowerPoint's animation schemes are a quick way to add motion to your slides, but the motion from some schemes can easily distract learners from your content. Animation schemes can only be applied to text. To apply an animation scheme:

- From the **slides tab** located on the left side of your screen, click on the thumbnail of the slide to which you wish to apply the animation scheme.
- Click on the down-facing arrow at the top of the **task pane** located on the right side of your screen.



- From the drop-down menu that appears, choose **Slide Design – Animation Schemes**.
- The task pane's **Slide Design** view will appear.
- From the **Apply to selected slides** list located at the top of the **Slide Design** task pane, select the animation scheme you wish to apply to the text of your selected slide.



- PowerPoint will apply the animation scheme to your text, and a preview of the animated effects will appear in the slide composition pane.

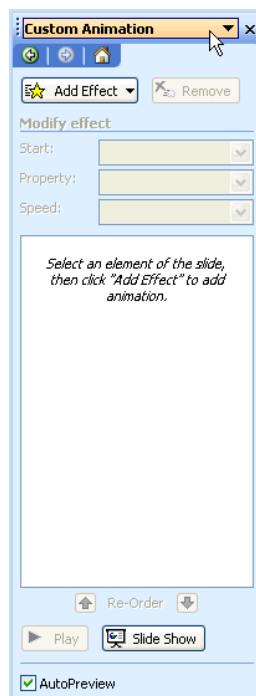
Tip: At any point while you are creating your slide, you can see all of the animations you have applied in order by clicking on the **Play** button at the bottom of the task pane.



Creating custom animations

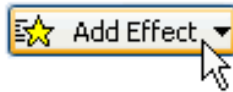
While PowerPoint's animation schemes make it easy to add motion and excitement to your slides, they don't offer a great deal of flexibility for animating different content on your slides. PowerPoint's custom animations allow you to tailor the animation effects so that they best highlight the content on each slide.

- From the **slides tab** select the slide to which you wish to add your custom animation.
- Click on the down-facing arrow at the top of the task pane.
- From the drop-down menu that appears, choose **Custom Animation**.
- PowerPoint will display the **Custom Animation** task pane view.

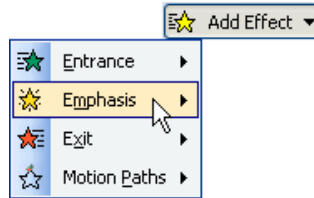


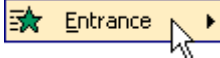
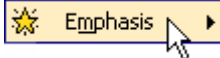
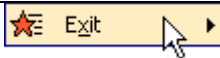
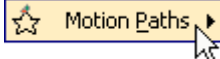
Adding a custom animation to your slide

- On your slide, click on the first object that you wish to animate.
- On the task pane, click on the button labeled **Add Effect**.



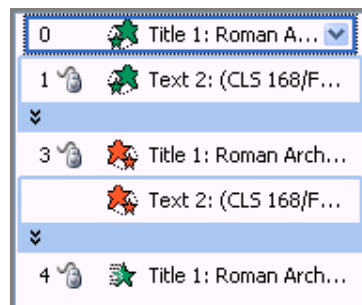
- From the drop-down menu that appears, choose an animation to apply.



| If you want to ... | Click on ... |
|---|---|
| Animate the entry of objects onto your slide |  |
| Use animation to emphasize text on your slide. |  |
| Animate the exit of objects from your slide. |  |
| Change the direction in which an object enters or exits your slide. |  |

- PowerPoint will apply the custom animation to your selected object, and display a preview of the animation in the slide composition pane.

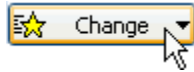
Tip: In the **Custom Animation** task pane PowerPoint will list your custom animations in the order in which you added them to your slide.



Modifying your custom animations

Replacing an animation

- From the list of animations in the **Custom Animation** task pane, click on the animation you wish to modify.
- Click on the button labeled **Change**.

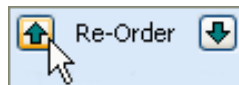


- From the drop-down menu that appears choose a new custom animation.
- PowerPoint will apply the new animation to your selected object, replacing the animation that you had previously chosen for that object.
- A preview of your new animation will appear in the slide composition pane.

Changing the order of a slide's animations

After you have added animations to your slide, you can change the order in which your animations take place. To reorder your animations:

- In the task pane's list of animations, click on the animation effect whose position in the list you wish to change.
- To display the animation earlier, click on the button labeled with an up-facing arrow beneath the animation list. Continue clicking on the button until the effect is in the correct position in the animation list.



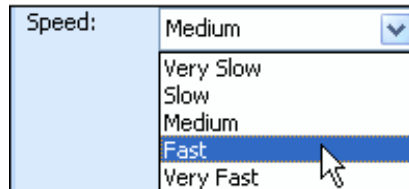
- To display the animation later, click on the button labeled with a down-facing arrow beneath the animation list.
- As you make your changes, PowerPoint will display the adjusted animations list in the task pane.

Tip: Each click on an arrow button will move your animation up or down by one position in the animation list. You may need to click on an arrow button more than once to get your animation where you want it in the list.

Changing the speed of entrance and exit animations

When you add an entrance or exit animation, PowerPoint automatically performs the animation at a default speed that depends on the animation you have chosen. To customize the speed of your animation:

- From the list of animations click on the name of the animation whose speed you wish to modify.
- In the **Modify** area of the **Custom Animation** task pane, click on the down facing arrow next to the box labeled **Speed**.

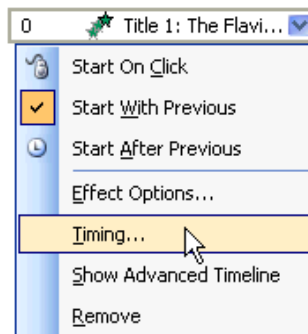


- From the drop-down menu that appears choose the speed at which you wish your animation to occur.
- PowerPoint will apply the new speed to your animation, and a preview will appear in the slide composition pane.

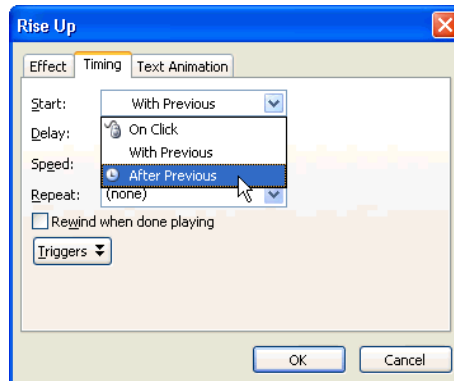
Adding a timed delay between animations

By default, you will begin each successive animation on your slide by clicking the button of your mouse. However, PowerPoint allows you to customize the time between your animation and the previous PowerPoint action. To add a timed delay between your animations:

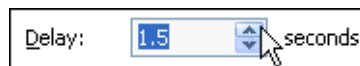
- From the list of animations, click on the animation to which you wish to add a timed delay.
- Click on the down-facing arrow that appears next to the description of the animation.
- From the drop-down menu that appears choose **Timing**.



- From the window that appears click on the **Timing** tab.
- Click on the down-facing arrow next to the box labeled **Start**.
- From the drop-down menu that appears choose **After Previous**.



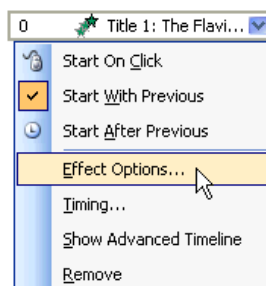
- To increase the time delay between the previous animation and the animation you've selected, click on the up facing arrow next to the **Delay** box.



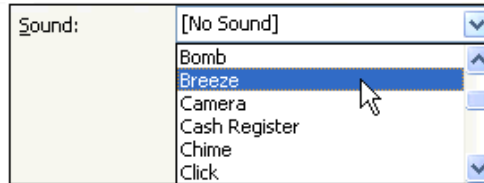
- To save the delay value you entered, click **OK** in the lower right corner of the window.
- PowerPoint will apply the timed delay to your animation, and a preview will appear in the slide composition pane.

Adding a sound effect to an animation

- From the list of animations in the **Custom Animation** task pane, click on the animation to which you wish to add a sound effect.
- Click on the down-facing arrow that appears next to the description of the animation.
- From the drop-down menu that appears choose **Effect Options**.



- From the window that appears click on the **Effect** tab.
- In the **Enhancements** area click on the down-facing arrow next to the **Sound** box.
- From the drop-down menu that appears select the sound you want to accompany your animation.

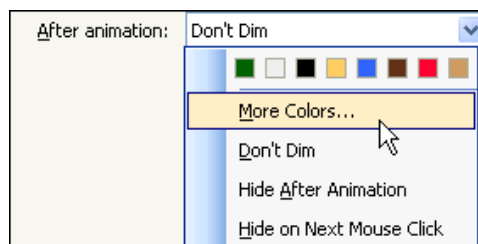


- Once you have selected your sound, click **OK**.
- PowerPoint will apply the sound effect to your animation, and a preview will appear in the slide composition pane.

Adding an after-effect to an animation

By default, the animated effect will not change the appearance of your object. However, you can choose to hide or change the color of an object after its animation is complete.

- From the list of animations in the **Custom Animation** task pane, click on the animation to which you wish to add an after-effect.
- Click on the down-facing arrow that appears next to the description of the animation.
- From the drop-down menu that appears choose **Effect Options**.
- From the window that appears click on the **Effect** tab.
- In the Enhancements area click on the down-facing arrow next to the **After animation** box.



- To change your object to a standard color after its animation, click on one of the colored squares in the drop-down menu.
- To change your object to a custom color after its animation click on **More Colors**.
 - PowerPoint will display the **Colors** window.
 - Click on the **Standard** tab.
 - Click on the color you want to apply to your object after its animation.
 - Click **OK** to finalize your color selection.
- To automatically hide your object immediately after its animation, click on **Hide After Animation**
- To hide your object when you click your mouse button, click on **Hide on Next Mouse Click**.
- Once you have selected an after-effect for your object, click **OK**.
- PowerPoint will apply the after-effect to your object, and a preview will appear in the slide composition pane.

Tip: Removing an after-effect from an animation

To remove an after-affect that you have selected:

- *Click on the down-facing arrow next to the animation whose after-effect you wish to remove.*
- *From the drop-down menu that appears choose **Effect Options**.*
- *From the window that appears click on the **Effect** tab.*
- *In the **Enhancements** area, click on the down-facing arrow next to the box labeled **After animation**.*
- *From the drop-down menu that appears choose **Don't Dim**.*

Customizing text animations

PowerPoint allows you to specify the way in which your animations affect each line of text on your slide. To customize your text animations:

- From the list of animations in the **Custom Animation** task pane, click on the text animation you wish to customize.
- Click on the down-facing arrow that appears next to the description of the animation.
- From the drop-down menu that appears choose **Effect Options**.
- From the window that appears, click on the **Text Animation** tab.
- Click on the down-facing arrow next to the box labeled **Group text**.
- Use the drop-down menu that appears to group and animate the text on your slide.

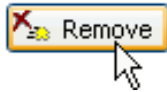
| To animate ... | Choose... |
|---|--------------------------------|
| The contents of your text box as a single unit | As one object |
| One major bullet, along with its sub-bullets, at a time | By 1st level paragraphs |
| One bullet (major or sub-bullet) at a time | By 2nd level paragraphs |

- Click **OK** to save the changes to your text animation.
- PowerPoint will apply the modified animation to your text, and a preview will appear in the slide composition pane.

Removing an animation

You can choose to remove one of your custom animations:

- From the list of animations in the **Custom Animation** task pane click on the animation you wish to remove.
- In the upper right corner of the **Custom Animation** task pane, click on the **Remove** button.



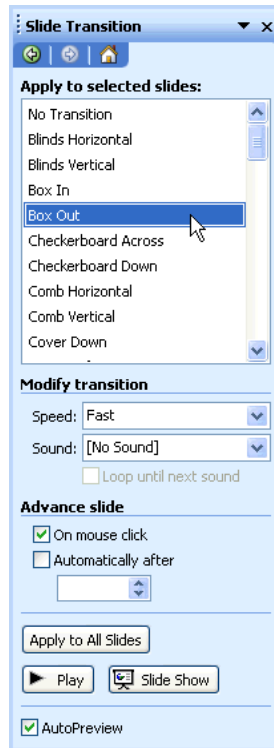
- PowerPoint will remove the animation's description from the **Custom Animation** list.

Applying slide-to-slide transitions

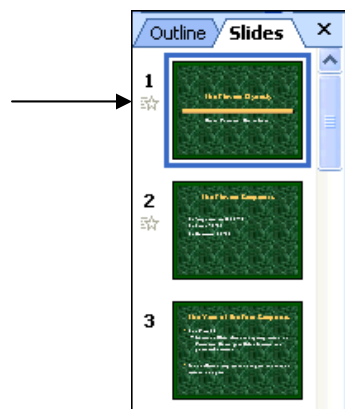
In addition to the animations you chose for the objects on each slide, you can also animate the transitions from one slide to another. To apply slide-to-slide transitions:

- From the **slides tab** select a slide or a group of slides to which you wish to apply a slide transition.
- Click on the down-facing arrow at the top of the task pane.
- From the drop-down menu that appears, choose **Slide Transition**.

- From the list at the top of the **Slide Transition** task pane view, choose a transition to apply to the slide you selected.



- PowerPoint will apply the transition to your selected slide, and a preview will appear in the slide composition pane.
- Once you have applied a slide transition to a slide, PowerPoint will display a gray star next to the image of that slide in the slides tab.

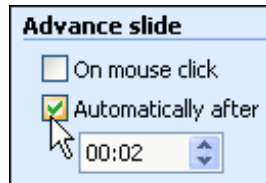


Tip: If you select a group of slides, the same transition will be applied to each slide in that group. To apply a different transition to each slide you must select the slides individually and apply each transition one at a time.

Applying a timed slide advance

Once each object animation has taken place on a slide, you will usually advance to the next slide by clicking the mouse button. However, you can choose to advance automatically to the next slide once PowerPoint has displayed your current slide for a specific amount of time. To apply an automatic slide advance:

- In the **Advance slide** area located at the bottom of the **Slide Transition** task pane, click on the checkbox labeled **Automatically after**.



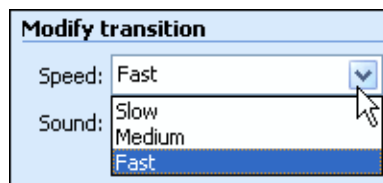
- In the box that appears beneath the **Automatically after** label, enter the time you want to elapse between the display of one slide and the advance to the next slide. Be sure to enter this time in PowerPoint's time format (i.e. 0:02 represents 2 seconds).

*Tip: Be sure to uncheck the **On mouse click** checkbox so that PowerPoint will only advance after the timed interval. Otherwise, an unintended mouse click might send you to the next slide before you are ready to present that content.*

Changing the speed of a slide transition

PowerPoint allows you to control the speed at which one slide transitions to the next.

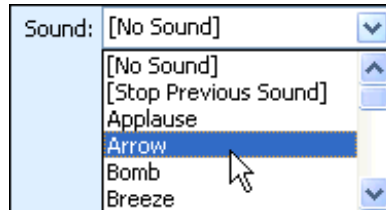
- In the **Modify transition** area of the **Slide Transition** task pane, click on the down-facing arrow next to the box labeled **Speed**.



- From the drop-down menu that appears, choose the speed you wish to apply to your slide transition.
- PowerPoint will apply the new speed to your slide transition, and a preview of it will appear in the slide composition pane.

Combining a sound effect with a transition

- In the **Modify transition** area of the **Slide Transition** task pane, click on the down-facing arrow next to the **Sound** box.
- From the drop-down menu that appears, choose the sound that you want to accompany your slide transition



- PowerPoint will apply the sound to your slide transition, and a preview of the transition with the sound will appear in the slide composition pane.

Tip: *If you do not want a sound to be played during the transition, be sure that [No Sound] is displayed in the Sound box.*