



PowerPoint 2007: 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 in your presentation. **Custom animations** can be applied to either 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 to display the next. You can also use transitions to draw a contrast between different sections of your presentation

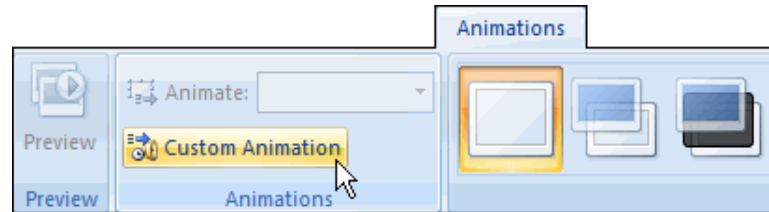
Tip: Animation distraction

*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 are detracting from it.*

Applying Custom Animations

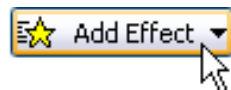
PowerPoint's custom animations allow you to tailor animation effects so that they best highlight the content on each slide.

- From the **slides tab**, select the slide to which you wish to add your custom animation
- In the **Animations** section of the **Animations** ribbon, click on **Custom Animation**. A Custom Animation task pane will appear on the right of the screen

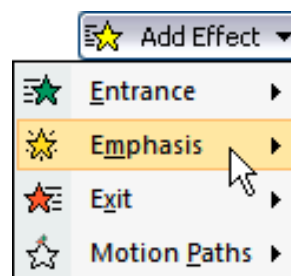


Adding a Custom Animation to Your Slide

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

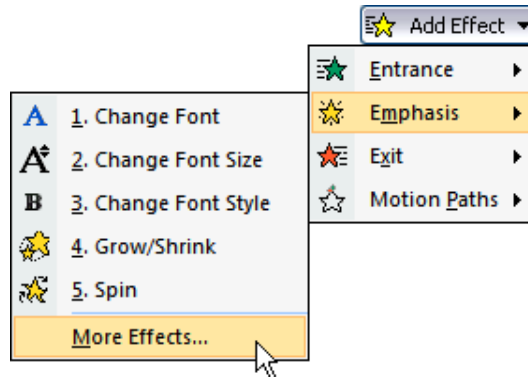


- From the drop-down menu that appears, select the type of animation you would like to apply



If you want to ...	Click on ...
Animate the entry of objects onto your slide.	Entrance
Use animation to emphasize text on your slide.	Emphasis
Animate the exit of objects from your slide.	Exit
Move an object on your slide from one location to another.	Motion Paths

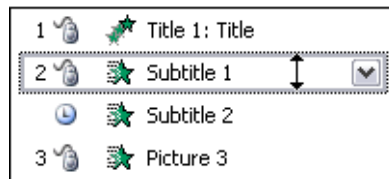
- From the menu of animation effects that appears, click on the desired effect. Click on **More Effects** to view more options



- PowerPoint will apply the custom animation to the selected object, and will display a preview of the animation in the slide pane
- To preview all of the animations together, click on **Play** at the bottom of the Custom Animation task pane



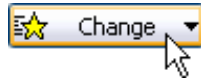
*Tip: In the **Custom Animation** task pane, PowerPoint will list all of the custom animations for a slide in the order in which you added them.*



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**

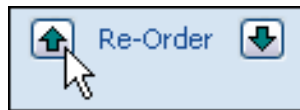


- From the drop-down menu that appears select a new custom animation
- PowerPoint will apply the new animation to your selected object, replacing the animation that you had previously chosen for that object
- A preview of your new animation will appear in the slide composition pane

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 occur. To reorder your animations:

- In the task pane's list of animations, click on the animation effect whose position you wish to change
- To move the effect to an earlier position, use the up-facing arrow below the animation list



- To move an effect to a later position, use the down-facing arrow below the animation list.
- As you make your changes, PowerPoint will display the adjusted animations list in the task pane.
- To preview the order of all of the animations on a slide, click on the **Play** button at the bottom of the Custom Animation task pane.

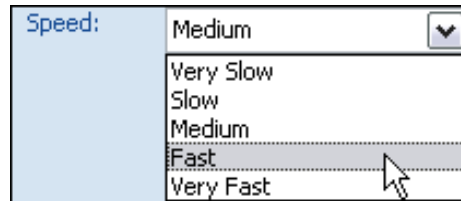


Tip: Each click of an arrow button will move your animation up or down by one position in the animation list. You may need to click on an arrow button more than once to get your animation where you want it in the list.

Changing the Speed of Entrance and Exit Animations

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

- From the list of animations, click on 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**

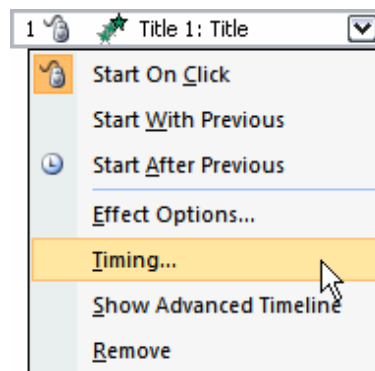


- From the drop-down menu that appears, select the speed at which you wish your animation to occur
- PowerPoint will apply the new speed to your animation, and a preview will appear in the slide composition pane

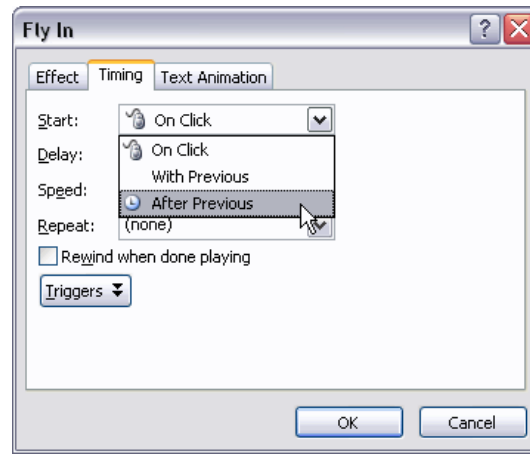
Adding a Timed Delay between Animations

By default, you will begin each successive animation on your slide by clicking your cursor. However, PowerPoint allows you to customize the time between your animation and the previous PowerPoint action, so that the effect happens automatically. 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, select **Timing**



- From the **Timing** tab, click on the down-facing arrow next to the box labeled **Start**
- From the drop-down menu that appears, select **After Previous**



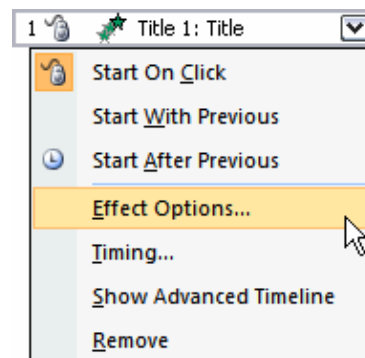
- To increase the time delay between the previous animation and the animation you have selected, click on the up-facing arrow next to the **Delay** box. The time delay will increase by .5 seconds with each click.



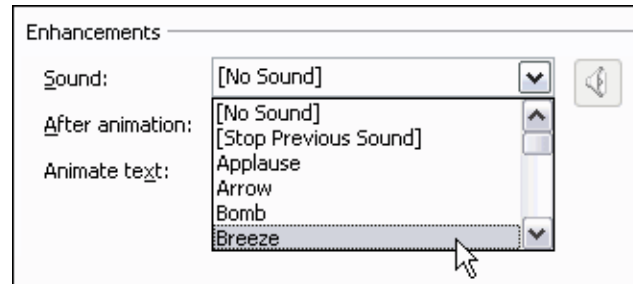
- To save the delay value you entered, click on the button labeled **OK**
- PowerPoint will apply the timed delay to your animation, and a preview will appear in the slide composition pane

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, select **Effect Options**



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



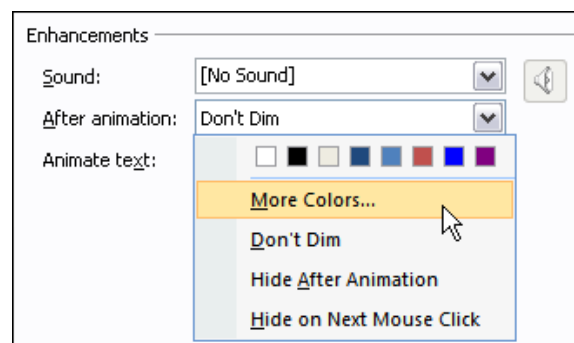
- Once you have selected your sound, click on the button labeled **OK**
- PowerPoint will apply the sound effect to your animation, and a preview will appear in the slide composition pane.

Tip: In order to hear a sound preview, make sure your speakers are on.

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, select **Effect Options**.
- From the **Enhancements** area of the **Effect** tab, 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 on the button labeled **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 cursor, click on **Hide on Next Mouse Click**
- Once you have selected an after-effect for your object, click on the button labeled **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 select **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 select **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 select **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 on the button labeled **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-hand corner of the **Custom Animation** task pane, click on the button labeled **Remove**



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

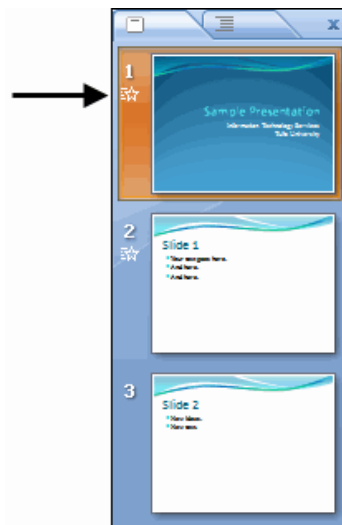
Applying Slide-to-Slide Transitions

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 **Animations** ribbon
- In the **Transition to This Slide** section, scroll through all of the animation choices, and click on an animation to select it



- 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.

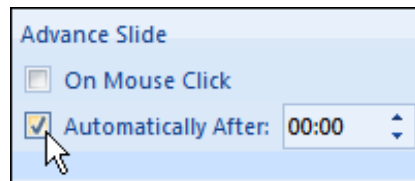


Tip: If you select a group of slides, the same slide-to-slide transition will be applied to each slide in that group. To apply a different transition between each slide, you must select the slides individually and apply each transition separately.

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 on your cursor. 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:

- On the right side of the **Animations** ribbon, in the **Advance Slide** area, click on the checkbox labeled **Automatically After**



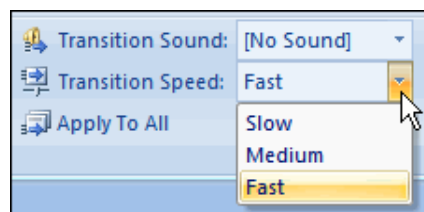
- In the box that appears next to the **Automatically After** label, enter the amount of time you want to elapse between the display of one slide and the advance to the next slide. Be sure to enter this time in PowerPoint's time format (i.e. 0:02 represents 2 seconds).

***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.

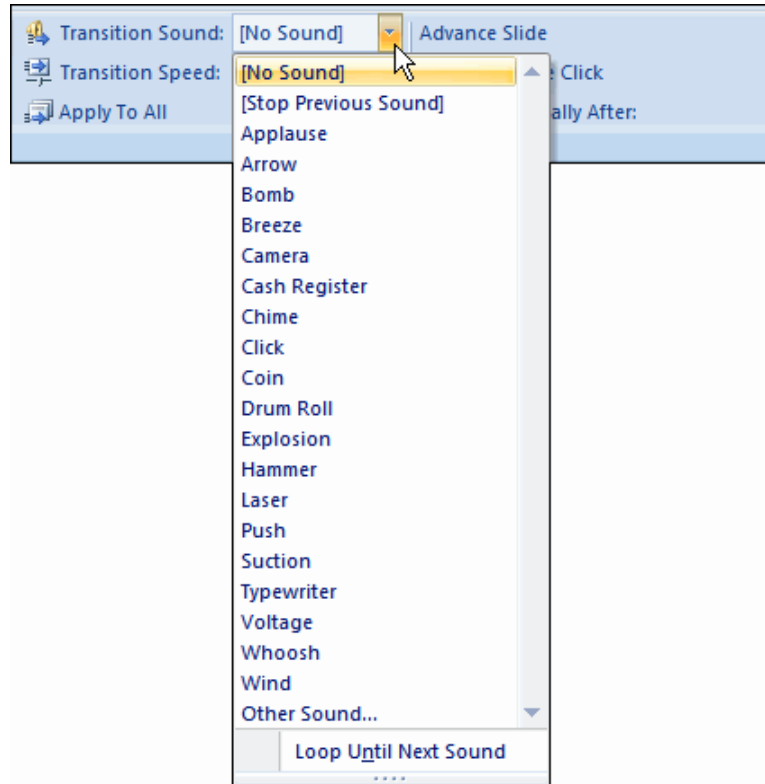
- In the **Animations** ribbon, click on the down-facing arrow next to **Transition Speed**



- From the drop-down menu that appears, select 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 **Animations** ribbon, click on the down-facing arrow next to **Transition Sound**
- 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 **Transition Sound** box