



PowerPoint 2008 for Mac: Animation Learning Guide

Types of Animations

PowerPoint offers two different types of animation to improve your presentation.

Text and Object Animations

Text and object animations control the way 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 Transitions

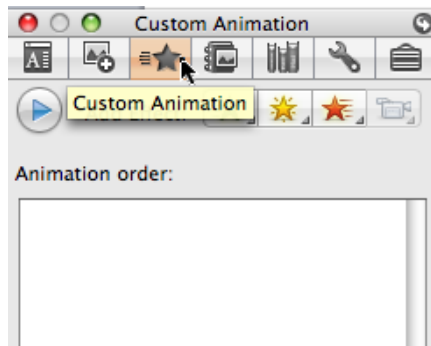
Slide-to-slide transitions animate the advance from one slide to the next in your PowerPoint presentation. You can use **slide-to-slide transitions** to effectively hide one slide and display the next. You can also use transitions to draw a contrast between different sections of your presentation.

***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.*





Creating an Animation Scheme

PowerPoint's animation schemes are a quick way to add motion to your slides. Animation schemes can only be applied to text. To apply an animation scheme:

- From the **Slides** pane on the left side of your screen, click on the thumbnail of the slide to which you wish to apply the animation scheme.
- Highlight the text that you wish to animate.
- From the **Standard** toolbar, click on the **Toolbox** button. From the **Toolbox**, click on the **Custom Animation** button.



- Use the drop-down menu of the **Add Effect** buttons to add an effect to your text.

Button	Effect
	How the object or text enters
	How the object or text appears
	How the object or text exits
	Control the functioning of sounds or video

- You can see what animation you chose by viewing the **Animation order** area of the **Toolbox**.
- 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 located in the upper left-hand corner of the **Custom Animation** pane.



Modifying your Custom Animations

Removing an Animation

- From the **Toolbox**, click on the **Custom Animation** button.
- Click on the animation you want to replace in the **Animation order** pane.
- Click on the button marked by an **X** to delete your animation.



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:

- From the **Toolbox**, click on the **Custom Animation** button.
- In the area labeled **Animation order**, a list of all your animations will appear.
- Click to select the animation you wish to move.
 - Click on the up-facing arrow if you want to place your animation earlier in your slide.



- Click on the down-facing arrow if you want the animation to appear later in the slide.



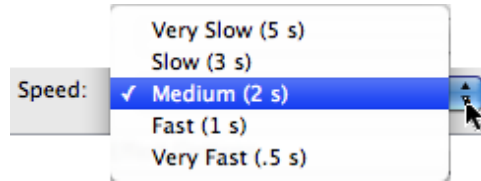
- Click on the button labeled **OK** to apply your changes.

***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 to appear in the list.*

Changing the speed of entrance and exit animations

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

- From the **Toolbox**, click on the **Custom Animation** button.
- Click on the down facing arrow next to the box labeled **Speed**.

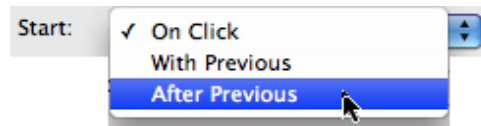


- From the menu that appears, select the speed you wish to use.
- PowerPoint will apply the new speed to your animation, and a preview will appear in the slide composition pane.

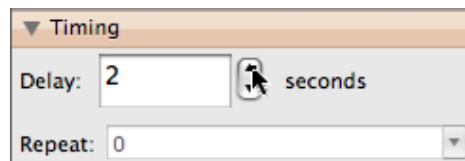
Adding a Timed Delay between Animations

By default, you will begin each successive animation on your slide by clicking your 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 **Toolbox**, click on the **Custom Animation** button.
- Click on the effect you wish to delay.
- Click on the down-facing arrow next to the box labeled **Start**.
- From the drop-down list that appears, select **After Previous**.



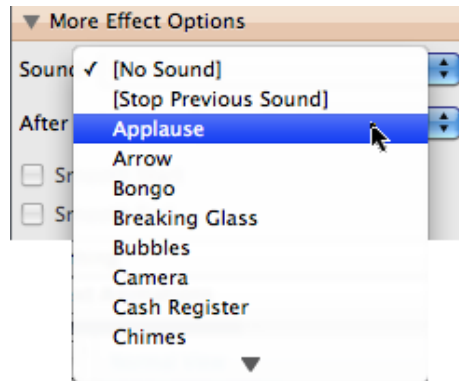
- To increase the time delay between the previous animation and the animation you have selected, click on the **Timing** tab of the **Custom Animation** pane.



- Enter the delay value directly or use the arrows provided on the right.
- PowerPoint will apply the timed delay to your animation.

Adding a Sound Effect to an Animation

- From the **Toolbox**, click on the **Custom Animation** button.
- Click on the animation you wish to which you are adding a sound effect.
- Click on the **More Effect Options** tab below.
- From the drop-down menu that appears, select the sounds you wish to add to your animation.

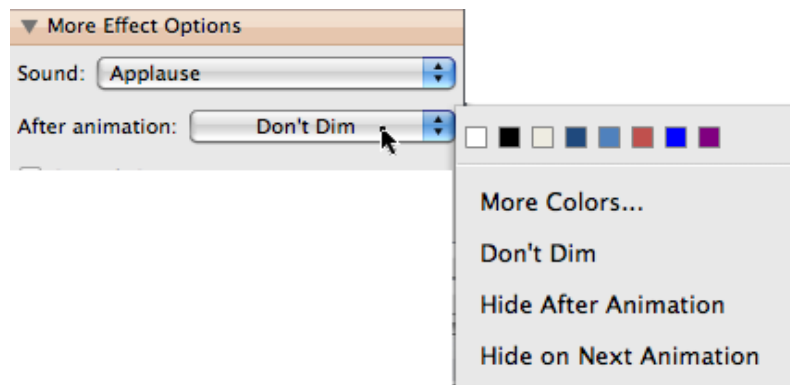


- PowerPoint will apply the sound effect to your animation, and a preview will appear in the slide composition pane.

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.

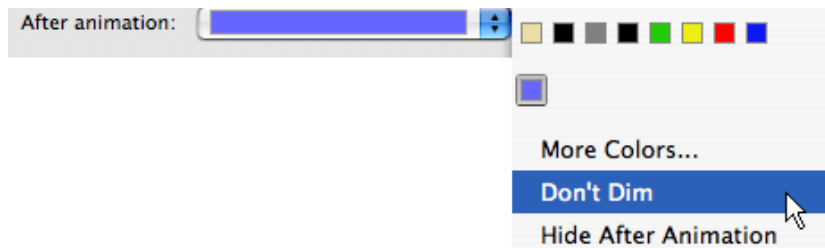
- From the **Toolbox**, click on the **Custom Animation** button.
- Click on the animation you wish to which you are adding an after-effect.
- Click on the **More Effect Options** tab and click on the **After animation** combo box.



- To change your object to a standard color after its animation, click on one of the colored squares from 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 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, select **Hide After Animation**
- To hide your object when you click your cursor, select **Hide on Next Animation**.
- PowerPoint will apply the after-effect to your object

Tip: Removing an After-Effect from an Animation

- Click on your animation from the **Custom Animation** pane and return to the **After animation** combo box.
- From the list 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** pane, click on the text animation you wish to customize.
- Click on the **Text Animations** tab.
- Use the **Group text** drop-down menu that appears to group and animate the text on your slide.

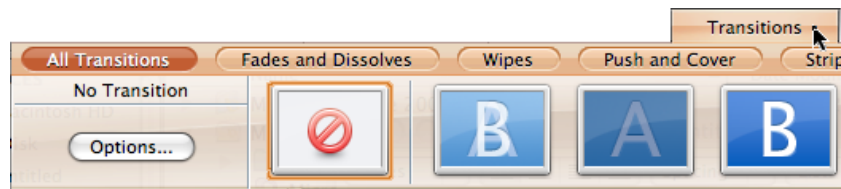
To animate ...	Choose...
The contents of your text box as a single unit	As one object
One major bullet, along with its sub-bullets, at a time	By 1st level paragraphs
One bullet (major or sub-bullet) at a time	By 2nd level paragraphs

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

Applying Slide Transitions

In addition to the animations you select 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** pane, select a slide or a group of slides to which you wish to apply a slide transition.
- From the ribbon below the **Standard** toolbar, click on the **Transitions** tab.
- From the list that appears, click on the thumbnail of the transition(s) you wish to apply.



- PowerPoint will apply the transition(s) to your selected slide.
- Click on the **Slide Show** button to preview your transitions.



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.*