

Jazzing Up PowerPoint Presentations with Animations

This document provides instructions for applying animations in Microsoft PowerPoint 2007.

Opening Comments about Animation

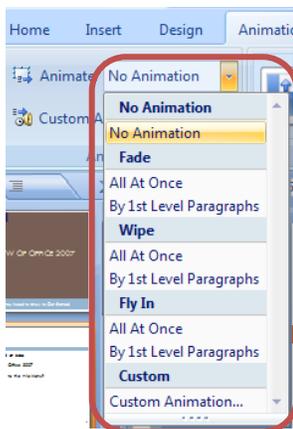
Animation applied to text or objects in your presentation gives them sound effects or visual effects, including movement. You can use animation to focus on important points, to control the flow of information, and to increase viewer interest in your presentation.

You can use the built-in animation effects in PowerPoint 2007, or you can create your own custom effects.

1. Animations can help add interest and keep our audience focused.
2. Animations are easy to use; they are also easy to misuse.

Applying Built-In Animation

1. To apply built-in animation, select the text or object that you want to animate.
2. Go to the **Animations** tab, in the **Animations** group, and select the animation effect that you want from the **Animate** list.



Applying Custom Animation

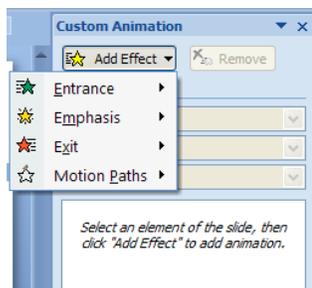
To gain more control over how and when effects are applied, you can create and apply a custom animation. You can apply more than one animation, so you can make a line of text fly in, and then make the text fly out. Custom animations are created in the **Custom Animation task pane**.

The **Custom Animation task pane** shows important information about an animation effect, including the type of effect, the order of multiple effects in relation to each other, and a portion of the text of the effect.

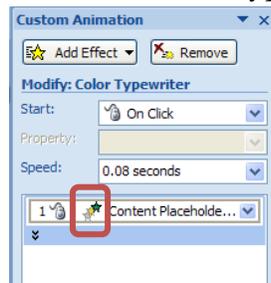
1. To apply a custom animation, select the text or object that you want to animate.
2. Go to the **Animations** tab, in the **Animations** group, and select **Custom Animation**.
This brings up an animation task pane on the right side of the window.



3. Click the **Add Effect** button and select an effect.



- a. There are four types of effects:
 - i. Entrance – Use to make the text or object enter the screen
 - ii. Emphasis – Use to add an effect to text or objects already visible on the screen
 - iii. Exit – Use to make the text or object leave the screen
 - iv. Motion Paths – Use to make the text or object move in a specified pattern
- b. Icons indicate the type of effect chosen.

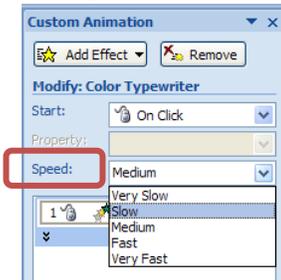


4. The timing of the animation effects can be modified. Choices include:
 - a. Start On Click – The animation effect begins when you click the slide
 - b. Start With Previous – The animation effect begins at the same time as the previous effect

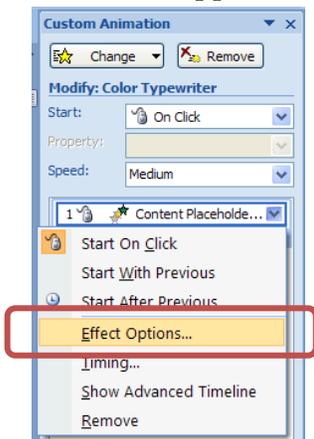
- c. Start After Previous – The animation effect begins immediately after the previous effect finishes playing



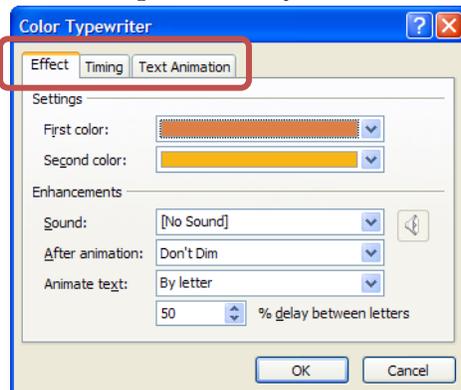
- 5. The speed of the effect can be adjusted as well.



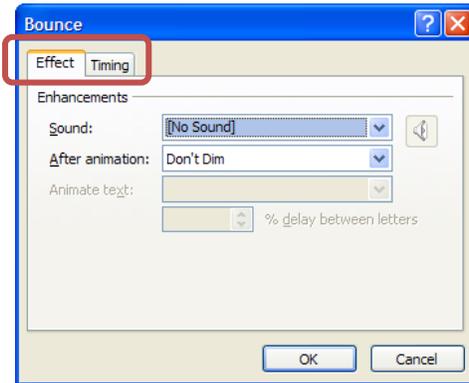
- 6. **Right-click** the custom animation effect and then click **Effect Options** to specify how the effect is applied to the text or object.



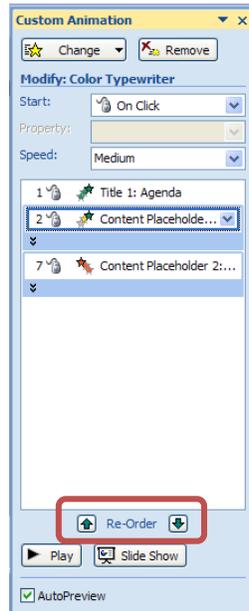
- a. To specify settings for text, on the **Effect**, **Timing**, and **Text Animation** tabs, click the options that you want to use to animate the text.



- b. To specify settings for an object, on the **Effect** and **Timing** tabs, click the options that you want to use to animate the object.

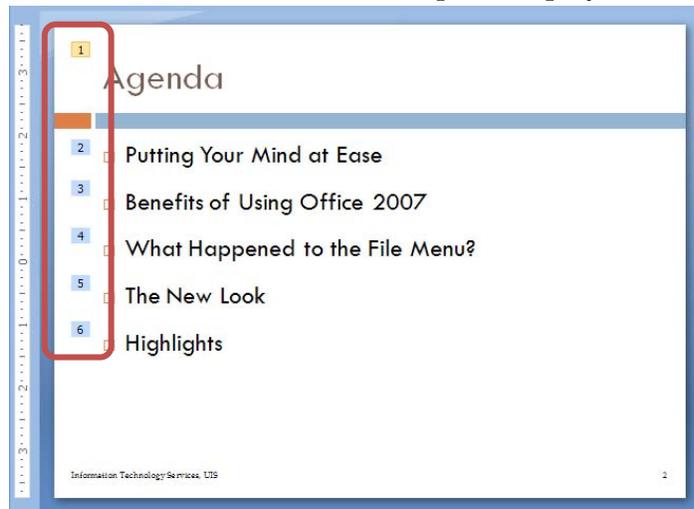


7. Effects appear in the Custom Animation pane in the order that you added them.
 - a. To change the order, select an animation effect and click the **Re-order arrows** at the bottom of the Custom Animation pane.

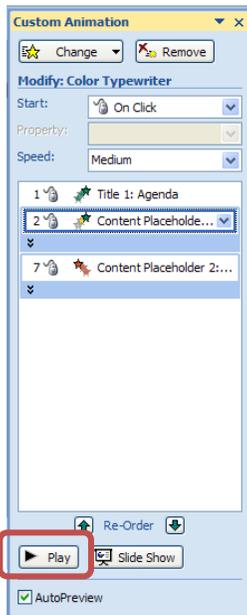


- b. Animated items are noted on the slide by a non-printing numbered tag. This tag corresponds to the effects in the Custom Animation list, and the tag is displayed to the side of the text or object. The tag appears only in Normal view

with the Custom Animation task pane displayed.



8. Click the **Play** button at the bottom of the Custom Animation pane to preview the animation.



9. To remove an animation effect, select the animation and click the **Remove** button.

