

Microsoft PowerPoint 2010 Animations

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2.0 hour

This workshop assumes completion of "PowerPoint: Basics" or equivalent experience. This workshop will cover preset animation schemes, custom animation and custom effects for text and pictures. Topics include automating your presentation, animating text, graphics, and a discussion of narrating a presentation.

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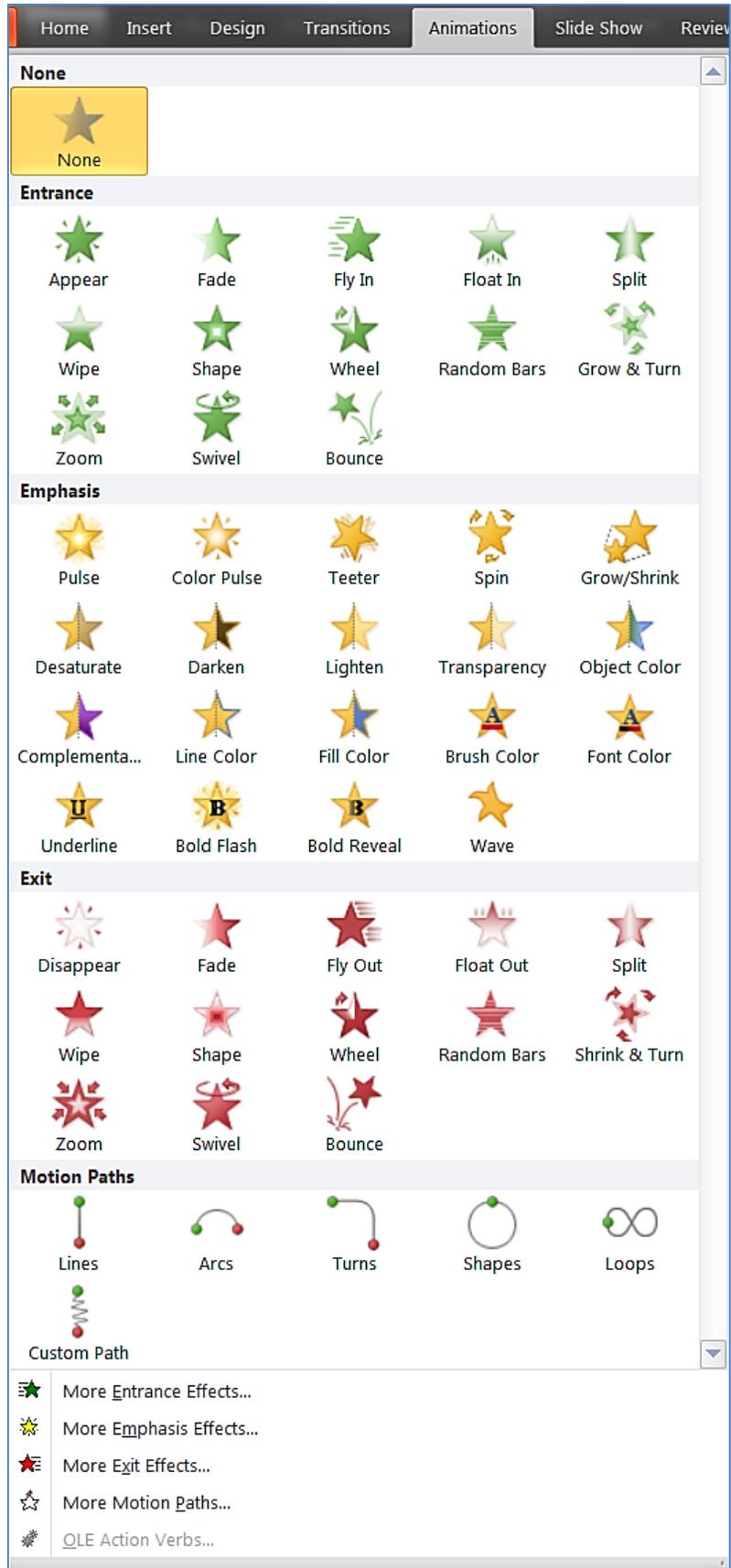


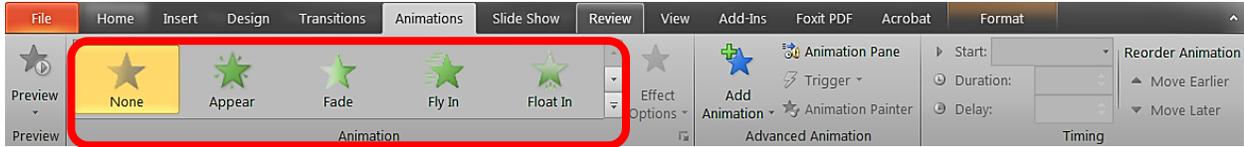
Animation Types

Animation effects give motion to text, pictures, and other content on your slides. Besides adding action, they help you steer audience's focus, emphasize important points, transition between slides, and maximize slide space by moving things on and off. Used well, animation effects bring flair, spice, and surprise to your presentations.

The general types of effects used, in different variations, are as follows:

- **Transition** - the slide is revealed using an effect like a wipe or a checkerboard pattern
- **Entrance** - such as text fading in or flying in
- **Emphasis or dimming** - Emphasis calls attention to a bullet point by making the text stand out; dimming de-emphasizes a bullet point once you've moved on
- **Exit** refers to a fly out, fade out, bounce out, and the like
- **Motion path** traces a pattern for an object to follow. Ellipse and Neutron are two schemes that use motion paths





Add an Effect

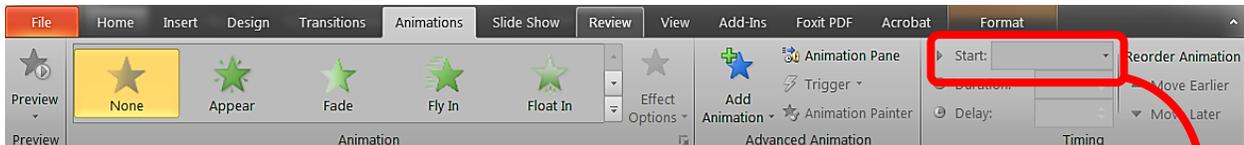
1. On the slide, select the object you want to animate
2. Click on the Animation Tab
3. Choose an animation from the Animation drop-down box

Change an Effect

1. On the slide, select the animated object you want to change
2. Click on the Animation Tab
3. Choose a new animation from the Animation drop-down box

Remove Effects

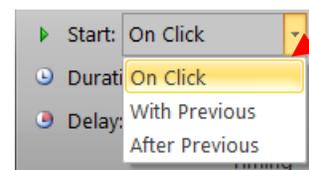
1. On the slide, select the animated object you want to remove the effect from
2. Click on the Animation Tab
3. Choose a **None** from the Animation drop-down box



Starting the Effect

There are three ways to start an effect:

- **On Click** - when you click the mouse
- **With Previous** - see below
- **After Previous** - see below



With Previous

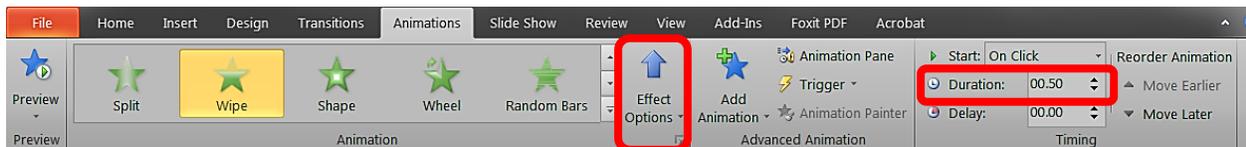
With Previous starts an effect automatically with the start of the previous effect.

1. Select the effect.
2. In the **Timing** area, the setting, choose **With Previous** in the Start box.
 - You can use With Previous after another Animation so that both Animations start at the same time
 - You can also use this Timing after a slide Transition so that the Animation starts as soon as the new slid is visible.

After Previous

After Previous starts an effect automatically when the previous effect is complete.

1. Select the effect.
2. In the Timing area, the setting, choose After Previous in the Start box.
 - You can use After Previous after another Animation so that when the previous animation ends this one starts.
 - Using this Timing after a slide Transition has the same effect as With Previous.



Direction and Duration

Some effects come in from a certain direction. For example, the Wipe effect moves from bottom to top and a Duration of ½ a second. When it is applied, the *Direction* list becomes available with other options for the direction.

1. Effect options for the Wipe effect that's applied to the subtitle.
2. For the effect to play faster or slower, choose a new Speed option.

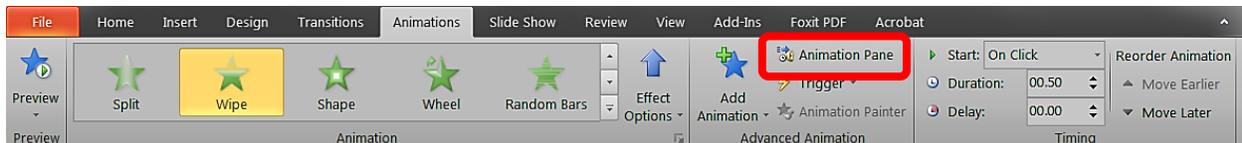
Other ways to animate lists:

1. Apply effects to the list one bulleted item (paragraph) at a time. Do this if you want a different effect for each bulleted item.
2. Animate the bulleted items all at once. If you select all the text in the bulleted list and apply the effect, the whole list animates at once

Remove Effects

To remove an effect you've applied, in the effects list:

1. Select the effect you want to remove.
2. Click Remove to clear the effect.



Animation Pane

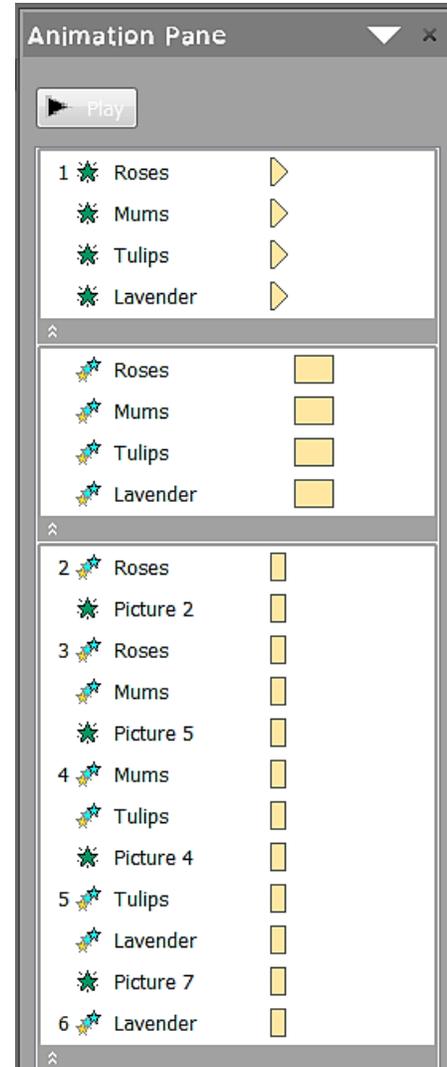
The Animation Pane is used to help organize animations within a slide. In the Pane you can change the order, and duration of the animations.

Break up a Bulleted List

To break up a bulleted list, first click on the grey bar underneath the group. It will have two white arrows pointing up. Now the order can be rearranged or other animations can be placed in between objects in the group.

Example:

1. Text - Appear
 2. Set Mums Appear to Start With Previous
 3. Set Tulips Appear to Start With Previous
 4. Set Lavender Appear to Start With Previous
-
5. Text – Add Animation - Object Color – Grey
 6. Set Roses Appear to Start With Previous & .75 Delay
 7. Set Mums Appear to Start With Previous
 8. Set Tulips Appear to Start With Previous
 9. Set Lavender Appear to Start With Previous
-
10. Text – Add Animation - Object Color – Reddish
 11. Text – Add Animation - Object Color – Grey
-
12. Expand Line under “Content Place”
 13. Move Grey Roses under Reddish Roses
 14. Move Grey Mums under Reddish Mums
 15. Move Grey Tulips under Tulips Roses
 16. Move Grey Lavender under Reddish Lavender
-
17. Picture 2 – Place and Fade
 18. Picture 5 – Place and Fade
 19. Picture 4 – Place and Fade
 20. Picture 7 – Place and Fade
-
21. Move Picture 2 between Roses
 22. Set to Appear With Previous
 23. Set Reddish Mums to Start With Previous
-
24. Move Picture 5 between Mums
 25. Set to Appear With Previous
 26. Set Reddish Tulips to Start With Previous
 27. Move Picture 4 between Tulips
 28. Set to Appear With Previous
 29. Set Reddish Lavender to Start With Previous
 30. Move Picture 7 between Lavender
 31. Set to Appear With Previous



When done, your Animation Pane should look like this.