

# PowerPoint: Animations

Using Animations to emphasize  
your PowerPoint

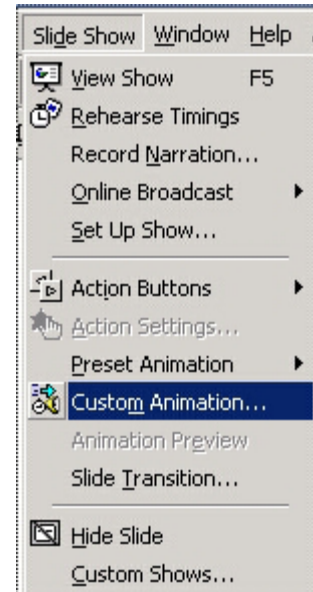
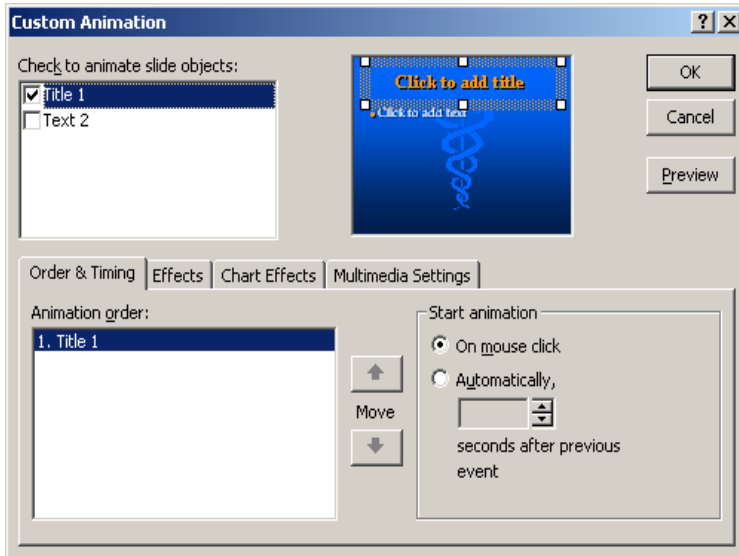
Email: [training@vpha.ufl.edu](mailto:training@vpha.ufl.edu)

TECH SKILL SOLUTIONS FOR THE HEALTH SCIENCE CENTER

Last modified March 31, 2003

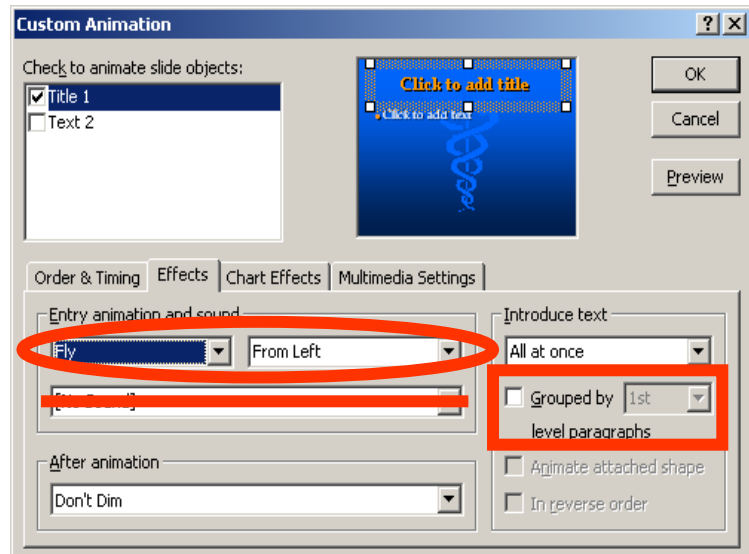
## Custom Animation

1. Select **Slide Show|Custom Animation** from the menu bar.
2. Select the object on the slide that will be animated from the **Check to animate slide objects** list.



3. Under the **Effects** tab, select the animation type (or select "No Effect" to turn an animation off) and direction from the drop-down menus and select a sound if you wish.
4. Select an **After animation** effect if the text should change colors after the animation executes.

- **Color palette** - Select one of the color swatches or click **More Colors** for a larger selection. The text will change to the selected color when the mouse is clicked during the slide show.
- **Don't Dim** - This option erases all After Animation effects.
- **Hide After Animation** - Text will be immediately erased after the animation is completed.
- **Hide on Next Mouse click** - The text will be erased when the mouse is clicked.



5. Choose the style of displaying the text under the **Introduce text** section. The drop-down menu provides options for displaying the characters for each bulleted item. Select "All at once" for the text to appear immediately, "by Word" for the text to appear one word at a time, or "by Letter" for a typewriter effect that displays one letter at a time.

6. Select if you would like each level of your text to animate separately by choosing the appropriate **Grouped by** level.
7. Click the **Order & Timing tab** to alter the order that the objects appear on the slide. Highlight the object in the **Animation order** box and click the **Move** arrows to move the object's position within the animation sequence. Under **Start animation**, choose "On mouse click" to activate the animation by clicking the mouse or "Automatically" for the animation to execute after a set number of seconds.

## To Animate Text on a Slide in PowerPoint (2000)

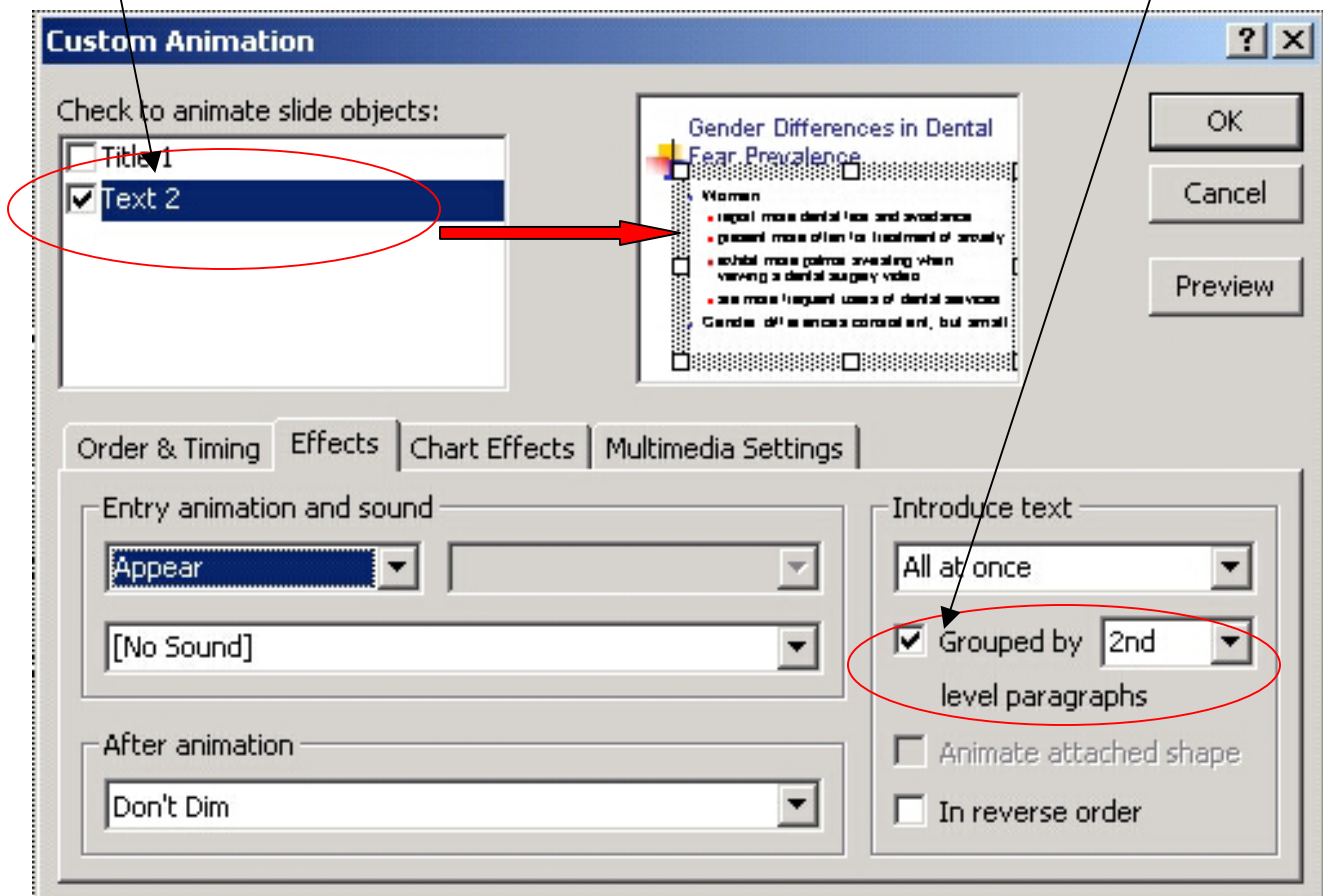
Click on

- SLIDE SHOW and then
- CUSTOM ANIMATION

If you want the text to animate—check the box next to “TEXT 2” (you should see a box appear around the text)

PowerPoint knows to animate text based on ‘paragraphs’ or when you press the ENTER key and bullets. What this means is that on the slides that you want the text to animate line by line, you have to press the ENTER key at the end of the line that you want to animate.

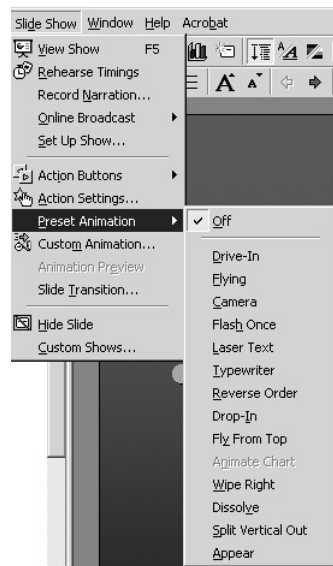
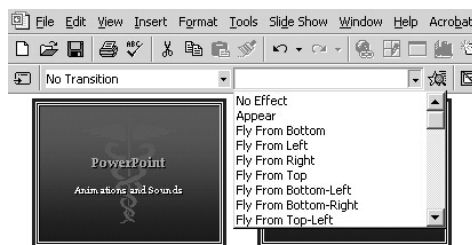
If you press the tab key so that some of the lines are indented, like in the picture below, and you want those indented lines to also animate, then you have to change the “GROUPED BY” box to 2<sup>nd</sup>



# Animations and Sounds

- Basic Animation
- Custom Animation
  - Order and Timing
  - Effects
- Create
- Record Narration/Timing.

## Regular Animation



# Custom Animation



**Custom Animation** [?] [X]

Check to animate slide objects:

- Title 1
- Text 2

Click to add title  
Click to add text

OK  
Cancel  
Preview

Order & Timing | **Effects** | Chart Effects | Multimedia Settings

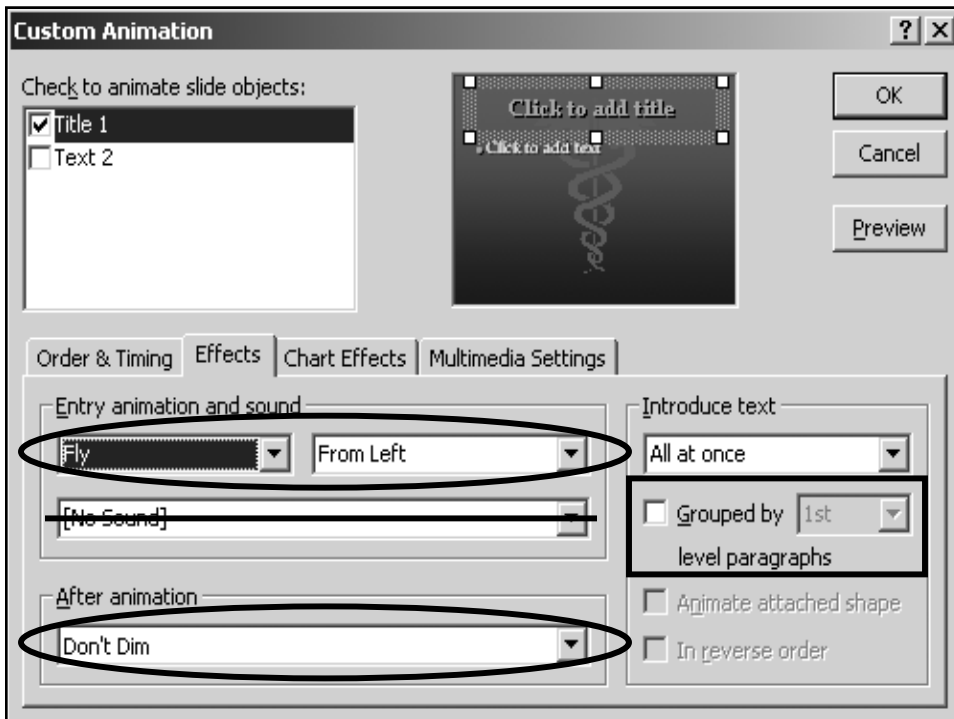
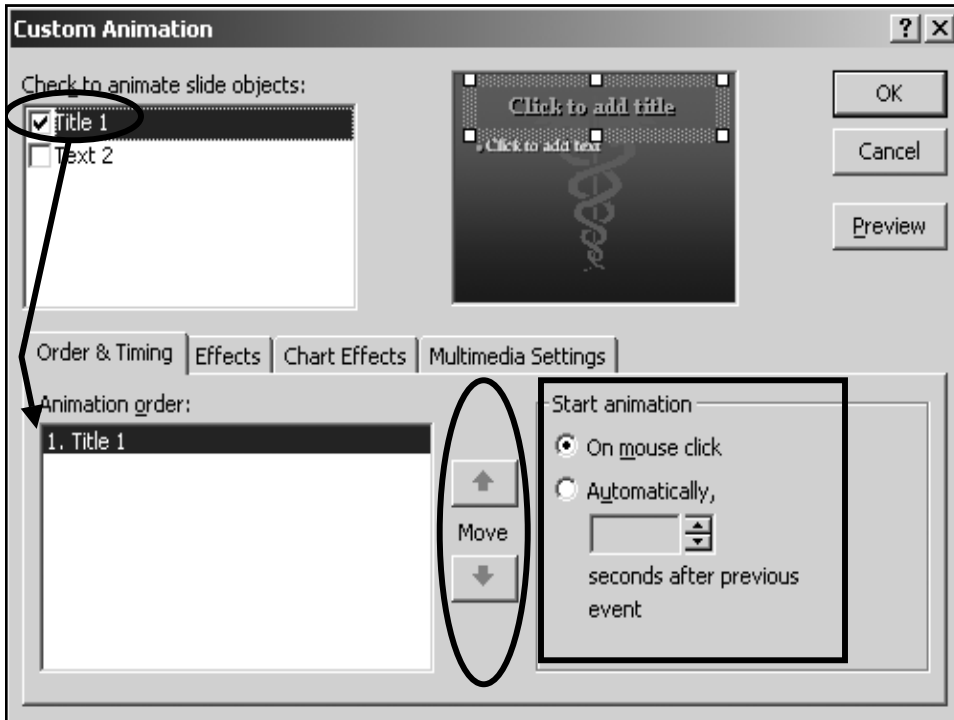
Animation order:

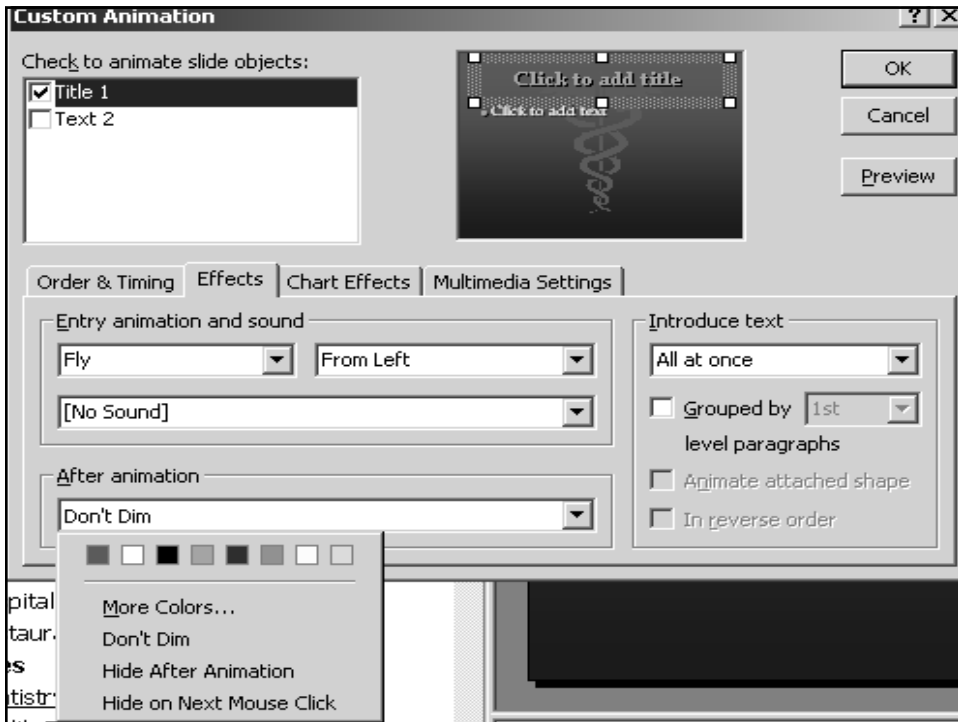
Start animation:

- On mouse click
- Automatically,  
[ ] [ ]  
seconds after previous event

Move

↑  
↓





## Animation and Sounds

- Custom Animation
- Created
  - Text
  - Images
  - Auto shapes
- Record Narration.



Thank You  
For  
Your Time



## IT Center Training

email: [itctraining@vpha.health.ufl.edu](mailto:itctraining@vpha.health.ufl.edu)

web: <http://itctraining.health.ufl.edu>

phone: 352-392-3900

## IT Center Training

- ◆ Facility
- ◆ Staff
- ◆ Accomplishments
  - Web Site
  - Workshops
  - Numbers
- ◆ Current Projects
- ◆ Future Direction

## Facility

- ◆ Communicore C3-13
- ◆ 8:00 am to 4:00 pm
- ◆ Available for Faculty and Staff Training



HSC IT Center Training

## Facility

- ◆ 15 Computer Training Stations
- ◆ 1 Teacher Station
  - Projector
  - Smart Board
  - Laptop hookup
  - Document Camera
  - VCR
- ◆ 1 Recording/Streaming Station

HSC IT Center Training

# Staff

- ✓ Pandora Cowart Training Specialist
- ✓ Randy Graff Training Coordinator
- ✓ Evan Hochman Web Trainer
- ✓ Steve Johnson Pharmacy Trainer
- ✓ Andy Kellenberger Web/Pharmacy Trainer

# Accomplishments: Website

- ◆ Training News
- ◆ Registration
- ◆ Computer Challenge
- ◆ Resources

The screenshot shows the HSC IT Center website. At the top, there is a navigation bar with links for Home, Search, Help Desk, Services, and Training. Below this, there are several sections:

- View Schedules and Register**: A link with a calendar icon.
- Sign up for E-mail Updates**: A link with a lightbulb icon.
- View and Download Workshop Handouts**: A link with a document icon.
- Create Blackboard Course**: A link with a Blackboard logo.
- Go to Blackboard Website**: A link with a Blackboard logo.

There is also a section for **COMPUTER CHALLENGE** with the text: "The IT Center provides computer training free of charge to all University of Florida faculty and staff."

On the right side, there is a **TRAINING** section with three items:

- Access: Introduction to Forms and Reports**  
Date: December 9, 2002  
Time: 9:00 am to 10:30 am  
Description: This workshop requires completion of "Access: Basics", "Access: Tables & Relationships" recommended. Topics include using AutoForm, form wizards, AutoReport, report wizards, and creating simple forms and reports in design view using labels and text boxes.
- PowerPoint: Images**  
Date: December 10, 2002  
Time: 9:00 am to 10:00 am  
Description: This workshop assumes completion of "PowerPoint: Basics" or equivalent experience. Topics include inserting clip-art, images from the web, and scanning images.
- PowerPoint: Animations**  
Date: December 10, 2002  
Time: 10:00 am to 11:00 am  
Description: This workshop assumes completion of "PowerPoint: Basics" or equivalent experience. Topics include automating your presentation, animating text, graphics, and a discussion of animating a presentation.

At the bottom, there is an **Other Information** section with links for Home, Special Needs Services & Amenities, Floorplan, Equipment, Frequently Asked Questions, Comments About Training, Directions, and Other Training Resources. There is also a **Training Classes** section with links for Contact Us, Registration, and Handouts.

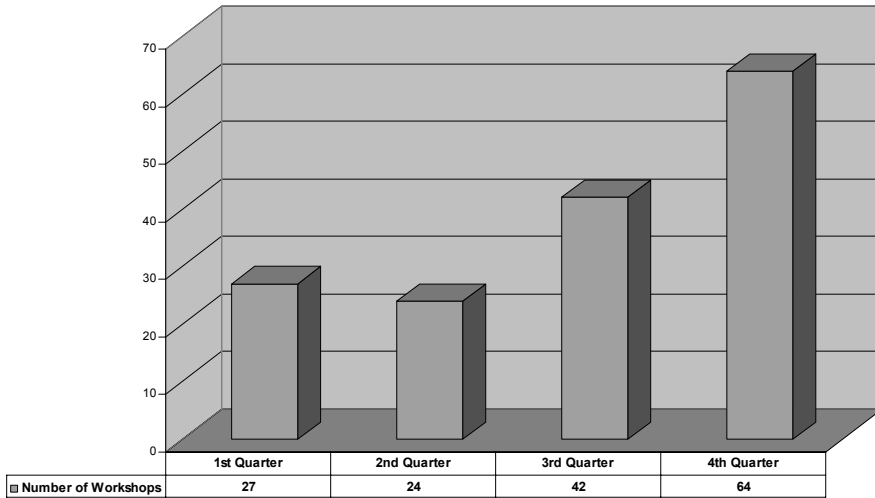
## Accomplishments: Workshops

- ◆ Basic
- ◆ Internet
- ◆ MS Office
- ◆ GroupWise
- ◆ Acrobat
- ◆ Palm

## January 2001 - December 2001

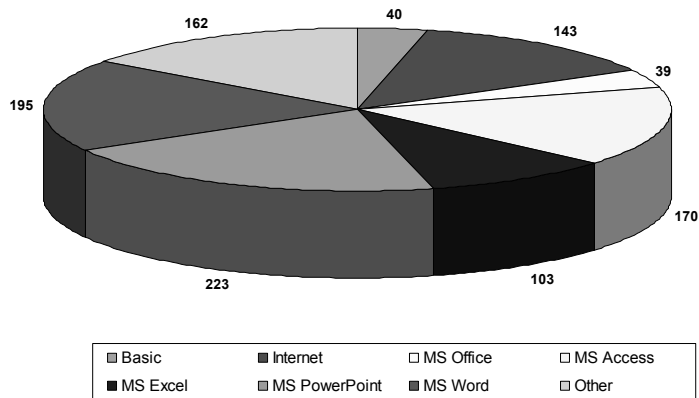
	Number of Students	Number of Workshops	Number of Students per Workshop
1st Quarter	198	27	7.33
2nd Quarter	168	24	7.00
3rd Quarter	266	42	6.33
4th Quarter	443	64	6.92
2001 Total:	1075	157	6.85

## HSC/ITC Workshops for 2001



HSC IT Center Training

## Students by Workshop for 2001



HSC IT Center Training

## Current Projects

- ✓ Pharmacy
- ✓ ENT Residents
- ✓ Blackboard
- ✓ CMS Advisory
- ✓ HSCISC Advisory
- ✓ IT Training Committee

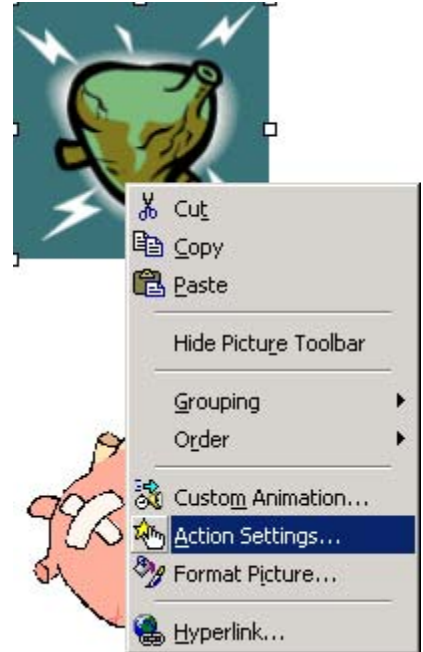
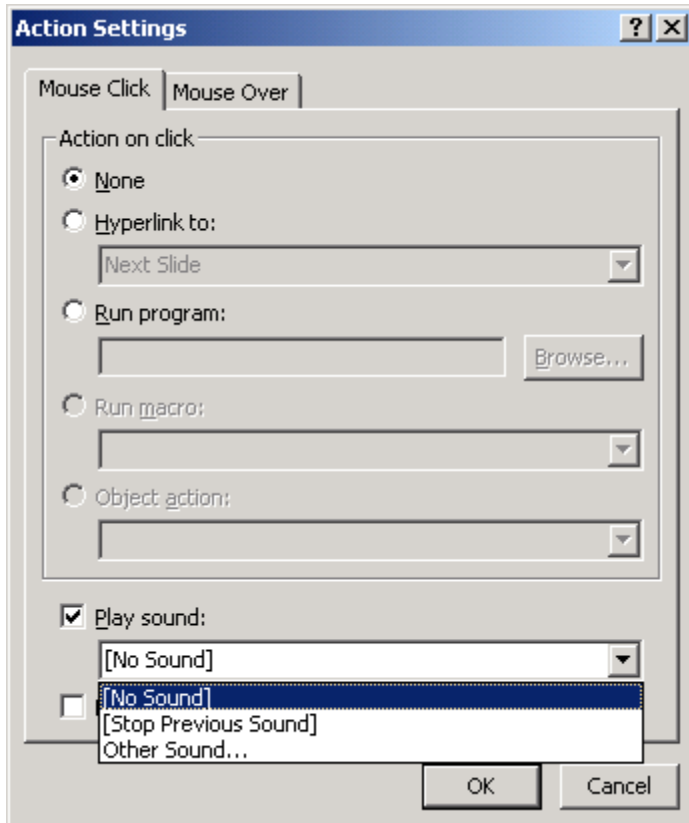
## Future Direction

- ◆ Ongoing workshop enhancement
- ◆ Collaboration with training entities
- ◆ MOUS Certification
- ◆ Streaming workshops

# Inserting sound into a PowerPoint presentation

Sound can be inserted into PowerPoint in a variety of ways. The method below works well when you want control over when a sound is played. Basically, you will click on an object causing the sound to be played. Be sure that where you are presenting there is a working audio system. Many times the audio is working, but the sound is muted—be sure to test this before you present.

1. Go to the slide where you want to have sound.
2. Decide what object you would like to click to have the sound play. If there is no object (picture, auto shape or text) create it first.
3. Right click on the object and choose Action Settings
4. Click the Play Sound box and choose Other Sound...



5. Browse to where the audio file is on your computer. It must be in the standard \*.wav format.
6. You will hear the sound begin to play.
7. Click the ok button.
8. Now, when you show your slide show, click on the image or text to have your sound play.

