MS PowerPoint 2007 Animation

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Microsoft PowerPoint 2007 Animation
2.0 hours

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.

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Animation

Animation effects give motion to text, pictures, and other content on your slides. Besides adding action, they help you steer audience 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

A typical scheme for a bulleted list will have the text enter line by line and dim each line when a new line enters. Two such schemes in PowerPoint are called Fade in and dim and Appear and dim.

**Preset Animation Schemes**

A scheme is a polished sequence of effects that you can apply to several slides or to your whole show with just a couple of mouse clicks. A scheme also gives you consistency because the same effects are used on every slide. And a scheme isn't set in stone; it's easy to remove, replace, or customize. Applying an animation scheme involves little more than choosing a menu command and selecting a scheme from a list. It's a big time-saver and makes for quick results.

The images above show options for title and body text preset animation schemes.
Adding an Animation Scheme to a presentation

Animation scheme options are within the *Slide Design* task pane. To open the task pane:
- Click *Animation Schemes* on the Slide Show menu.
- Use the Slides tab to select the slides to which you want to apply a scheme.

1. Click a scheme in the task pane to apply it to slide thumbnails you have selected.
2. To apply the scheme to all the slides, go a step further and click **Apply to All Slides**.

This applies the scheme to all slides by placing it on the slide master, and will apply the scheme to new slides as you add them too.
To use a different scheme than the one that's applied, click another scheme in the task pane, and then click **Apply to All Slides**.
For individual slides, select them on the Slides tab, and then click a different scheme.

**To remove a scheme, do either of the following:**
1. Select *No Animation* to remove the scheme from thumbnails you've selected.
2. Click **Apply to All Slides** to remove the scheme from all slides.

**Points to keep in mind:**
Schemes are designed for text that's within default text placeholders—the hatch marked boxes you see in any of the text layouts in PowerPoint (see faint lines around “Click to add title” and “Click to add subtitle” in the image below). Schemes don't work for text boxes (shapes you add from the Drawing toolbar); these require custom animation.
Custom Animation

Imagine you've applied your animation schemes and you're pretty happy with them, but you'd like to make a few specific modifications or additions. Use custom animation to make changes. You can also do things like alter the speed and direction of an effect. For instance, you want to change just the title effect on one slide; you want to animate a piece of art; and you'd like some effects to play automatically.

The animation scheme applied in the picture to the right appears as itemized effects (shown in the red outline) that you can customize.

To make specific changes to scheme effects, open the Custom Animation task pane from the Slide Show menu (see image to left).

The picture on the right shows the task pane, with these elements:

1. Effects list. This shows the animation effects that make up the scheme, itemized by what they apply to on the slide.
2. A number indicates the effect's playing order. "0" and "1" mean the title plays first, on display of the slide, and the subtitle plays next.
3. A mouse icon means this effect starts with a mouse click.
4. Star symbols indicate the type of effect; green stars, shown here, indicate that entrance effects were used (when you hover, a ScreenTip gives the effect's name).

Change or Add an Effect
To replace one effect with another:
1. Select the effect you want to change.
2. In the Modify section, you see settings for the applied effect (here, that's Curve Up). Change any of these.
3. To replace the applied effect with another, choose a different effect on the Change menu.
**Start 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** starts an effect automatically with the start of the previous effect.
- Select the effect.
  1. In the Modify area, the setting (With Previous) shows up in the Start box.
  2. Since the title effect is the first effect on this slide, *With Previous* will just make it play automatically when the slide displays. An effect with these conditions is given 0 as the order number.

To modify the effect to play automatically after the title, set it to start **After Previous**. It then plays after the title is done.

1. The selected subtitle effect was originally set to play on mouse **click** (mouse icon).
2. To change it to play automatically after the title effect, choose **After Previous** from the **Start** list.

**Direction and Speed**
Some effects come in from a certain direction. For example, the Wipe effect moves from left to right. When it is applied, the **Direction** list becomes available with other options for the direction.
1. Direction 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.
**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.

**Custom Effects for Text and Pictures**
While a preset animation scheme is an efficient way to put effects in a slide show, it's certainly not the way you have to begin. You can also do all of your animating the "custom" way.

The quickest way to animate a bulleted or numbered list is to click the list on the slide, and then add an effect from the **Custom Animation** task pane.

You can also click on the **Slide Show** menu and click **Custom Animation**.

The result is that the entire list gets the effect, and the bulleted items animate one by one (technically, paragraph by paragraph, since each bulleted item is a new paragraph).

The effect you've applied to the bulleted list shows up in the task pane effects list as a collapsed list.
1. In the task pane, the effect for a bulleted list is shown with the list collapsed. Changes apply to the entire collapsed list.
2. Expand arrows: Click them to expand the list.
Work with these collapsed effects in a couple of ways:
• Keep the list collapsed to make changes or apply options to all the effects at once.
• Use the expand arrows to display all the effects, and select individual effects to modify them.

The image at right shows the collapsed list expanded, and you see each effect.
1. The four effects in an expanded list. Click a specific effect to make changes only to it.
2. Collapse arrows: Click them to collapse the list.

**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.
• To select a bulleted item, select any letter or word in that paragraph. When you apply the effect, it will apply to the whole paragraph. Do this for every bulleted item. The items animate in sequence.
• The behavior described applies to lists within default placeholders (the hatch marked boxes for text that appear in the slide layout). But if you create a list in a shape you’ve applied, such as a text box, the results vary. For instance, if you just click the list in a text box and apply an effect, the whole list animates at once instead of line by line. To get items to animate in sequence, you have to select each one and apply an effect.

In the Custom Animation task pane, each effect in the effects list expands into a drop-down menu with more commands and options.
1. Effect options include animating by word or letter, dimming text, and adding sound.
2. Commands for how to start an effect appear here as well as at the top of the task pane.
• Note the Effect Options command on the menu. Effect options let you fine-tune and embellish effects.
• Note also that all the Start commands (On Click, and so on) appear again here for easy access.
Other options are to choose a sound and either hide or dim an element after it displays.

- **Sound.** If you want a sound to accompany an effect, choose one in the Sound box.
- **Dim or Hide.** The dim and hide effects are effective for directing audience focus.

1. Make a sound punctuate the entrance of bulleted items or just one culminating item.
2. The After animation list gives choices for dimming or hiding.
3. Click a color that a line of text will "dim" to when a subsequent line displays.
4. Alternatively, hide text after the effect for it plays.

Dimming vs. emphasis. So how is this dimming option different from using an emphasis effect, such as glowing or a color change, for text? Emphasis is geared for something that you want to stand out while dimming is for something you do not want to accentuate at this time.

An example: Your whole bulleted list is already shown, but you want each item to stand out when you come to that point. You apply an emphasis effect that turns the text another color (on mouse click) when you're ready to discuss that point.

**Intersperse pictures within a list**
The example on the right gives an idea of this sequence.
1. The first bulleted list item, "Capitol Reef," enters with a mouse click and is accompanied by a picture.
2. As the next bulleted item, "Canyonlands," is clicked to enter, the first picture exits (note the red stars). The supporting picture for "Canyonlands" comes in next.
3. And the process repeats: As the last bulleted list item, "Natural Bridges," appears, the second picture exits; the "Natural Bridges" picture follows.

So, what's generally occurring is that the first bullet enters the slide, and its picture enters under it. The second bullet enters while the first picture exits, and then the second picture enters. Finally, the third bullet enters while the second picture exits, and then the third picture enters.

To create the sequence, you'd apply the text effects first, then apply the picture effects, one by one, to each picture and order them in the task pane effects list.
SmartArt Animation

For animating SmartArt diagrams, apply the custom animation of your choice, double click on the SmartArt as listed in the right side Custom Animation frame and then click the third tab that reads SmartArt Animation. Here you can decide how the image is animated; group or individual parts, as well as choosing to display the SmartArt in forward or reverse order.