



# Microsoft PowerPoint

## Animations and Transitions



An **animation** is a visual and/or sound effect added to text or objects on a slide.

A **transition** specifies how the slide show display will look as you move from one slide to another.

An **animation scheme** is a pre-designed set of animation and transition effects.

**NOTE:** If you plan to apply both an animation scheme and custom animation or transition to your slides, apply the animation scheme first. An animation scheme will replace custom animations and transitions that were applied previously.

### Animation Schemes

An animation scheme will apply one animation to the title placeholder, another animation to the text placeholders and a transition may also be applied to the slide.

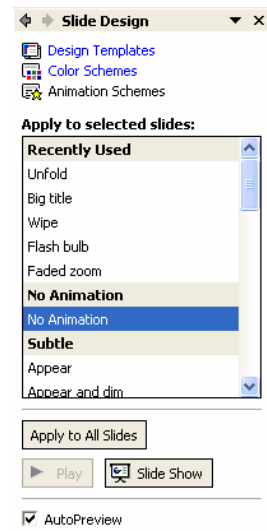
Point to an animation scheme and a yellow pop-up will be displayed that specifies what effects are applied for that scheme. For example, if I select the FLOAT scheme, I know these animations and transition will be applied:

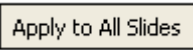
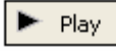
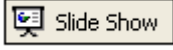
Slide Transition: Comb Horizontal  
Title: Float  
Body: Descend

You can apply a scheme to one slide or to your entire presentation at once.

To apply an animation scheme:

- Click SLIDE SHOW > ANIMATION SCHEMES on the menu bar
- Or
- Display the SLIDE DESIGN – ANIMATION SCHEMES task bar



- ✓ Click on an animation scheme to apply it to the current slide,
- ✓ Click on an animation scheme and click  to apply it to your entire presentation
- ✓  will show the animations in the current slide
- ✓  will start the slide show from the current slide
- ✓ When  AutoPreview is checked, you will see a preview automatically when you add or change effects.


The Animation Schemes are grouped by:

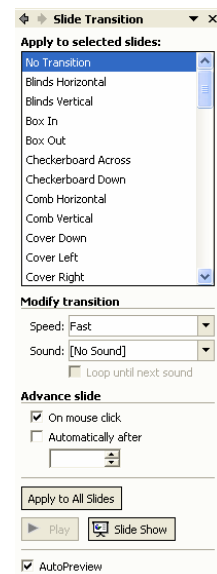
- Recently Used
- No Animation
- Subtle
- Moderate
- Exciting

## Transitions

If you applied an ANIMATION SCHEME, it may have included a transition.

To apply a transition:

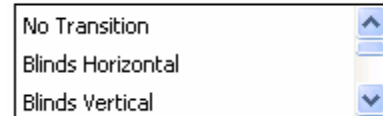
- Click  Transition on the 'Slide Sorter View' toolbar
- Or
- Click SLIDE SHOW > SLIDE TRANSITION on the menu bar
- Or
- Display the SLIDE TRANSITION task bar

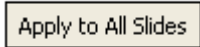
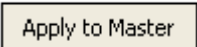


## Slide Transition


1. Select the transition required.
2. Select the speed of the transition and sound desired.
3. Select when the transition is to occur

### Apply to selected slides:



- ✓ The selected transition will be applied to the current slide
- ✓ If you want the same transition for your entire presentation, , click 
- ✓ If you have a master and want the transition on all new slides, click 
- ✓ The 'Play' and 'Slide Show' buttons and 'AutoPreview' box work as specified above under Animation Schemes.

### Advance slide

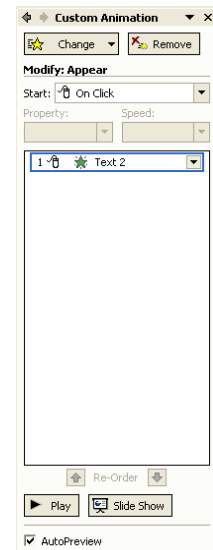
- On mouse click
- Automatically after 
- Loop until next sound

## Custom Animations

You can apply animation effects on a slide-by-slide basis. In Custom Animation, you can add or delete animations on a slide and modify animations applied to a slide by 'Animation Schemes.'

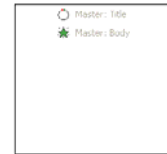
### To apply custom animations:

- Click SLIDE SHOW > CUSTOM ANIMATION on the menu bar  
Or
- Display the CUSTOM ANIMATION task bar  
Or
- Right-click on an object on the slide and select CUSTOM ANIMATION from the options list

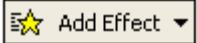
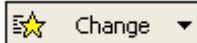


## Custom Animation Task Pane

**NOTE:** If you have applied an animation scheme to this slide, the master information will be displayed in the task pane. Point to an entry and click. A down arrow will appear on the right. **Click the down arrow and select ‘Copy Effects to Slide’ to modify the scheme animations.**



The top left button in the task pane will be either:

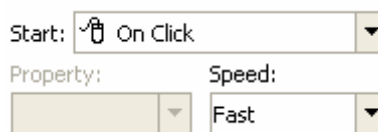
-  indicates that you’ve clicked on an item on the slide and want to add a new animation to it.
-  indicates that an animation is already applied and you’ve clicked on the animated item in the list in the task pane.

The name of the button is only needed to identify the type of action you’re taking. Regardless of the name on the button, click the button to display four types of animations:






PowerPoint has added many animation effects including **motion paths** which are pre-drawn paths that animated items will follow.

\* Select an animation and then specify the variable information available for the particular animation in the 3 boxes at the top of the task pane:





- **START** – when the animation will start – the drop down list has 3 options: ‘on click’ – starts with the click of the mouse  
‘with previous’ – starts at the same time as the prior animation  
‘after previous’ – starts when the prior animation has finished
- **PROPERTY** – the name of this field and the options available will change based on the animation selected
- **SPEED** – the speed or duration of the animation

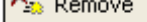
The list in the task pane shows animations currently in effect. Each line has:



- Number to indicate the order in which the animations occur and corresponds to a number on the slide
- An icon that represents the timing of the animation:
  - \*  'Start on click' - Animation begins on the click of the mouse on the slide
  - \* (space)  'Start with previous' - Animation begins at the same time as the previous item in the list
  - \*  'Start after previous' - Animation begins immediately after the previous item in the list is finished playing - no additional click is needed to start this
- Icon that represents the type of animation
- Label with some part of the text from the item on the slide



\* Point to an item in the list and a yellow pop-up will display explaining the icons


If there is more than one animation in a placeholder,  will indicate there are more items. Click on this bar to expand the animation list in the placeholder. Click  to compact the list.

\* To **delete** an animation, click on the item in the list and click the  button.

\* To **change the order** of an animation, click on the item in the box and click one of these buttons  Re-Order  to move it up or down in the list. Items in the list will be automatically renumbered as needed.

\* For **additional options** such as 'effects,' 'timing,' 'text animation' and to display an 'advanced timeline' that allows timing edits, click the down arrow at the end of the item in the task pane list.

✓ The 'Play' and 'Slide Show' buttons and 'AutoPreview' box work as specified above under Animation Schemes.

when you click on 'Play,' a timeline  will be displayed to show the timing for the animation in seconds.