

ADDING ANIMATION TO SLIDES

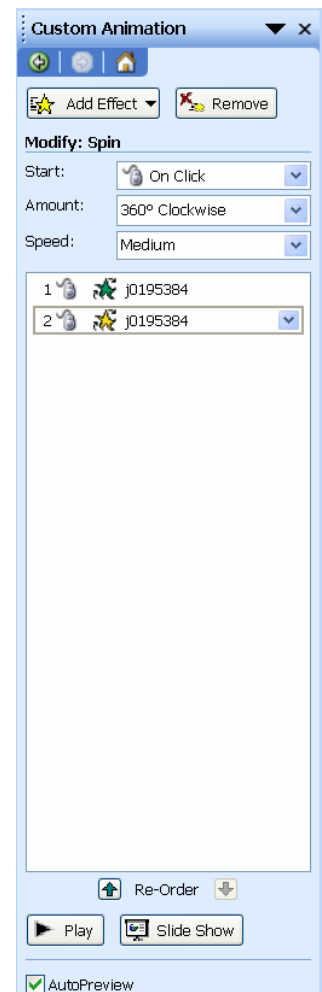
Animation is a way to add motion to the bulleted items or image in a presentation. Animation can be applied to all the slides in a presentation at one time or to each slide individually.

- ❖ Select **Slide Show** on the **Menu Bar**.
- ❖ Click **Animation Schemes** from the list that appears.
- ❖ The **Slide Design Task Pane** will display with the **Animation Schemes** displayed.
- ❖ Under **Apply to selected slides**, the following categories will appear:
 - Recently Used
 - No Animation
 - Subtle
 - Moderate
 - Exciting
- ❖ Choose an **Animation Scheme** from one of the categories.
- ❖ Click the **Play** button to see what the scheme will look like.
- ❖ To apply the **Animation Scheme** to all the slides in the presentation, click the **Apply to All Slides** button.
- ❖ Click **Slide Show** to see the presentation with the Animations applied.

Custom Animation

Custom Animation is used to change the Animation for individual slides or objects in a slide. There are several options that are available when using Custom Animation. Custom Animation applies to only the slide where the insertion point is located or to the slides that have been selected individually.

- ❖ Do one of the following:
 - Click **Slide Show** on the **Menu Bar** and then select **Custom Animation**.
 - If the **Slide Design Task Pane** is displayed, click the drop-down arrow next to **Slide Design** and select **Custom Animation**.
- ❖ Click the placeholder that the animation is to be applied to.
- ❖ Click the **Add Effect** drop-down arrow and choose one of the effect options. These are:
 - **Entrance** – This option animates the item when the slide is displayed during a presentation.
 - **Emphasis** – With this option, a special emphasis is added to the placeholder or image.
 - **Exit** – To add an animation that will show when moving to the next item, click this option.
 - **Motion Paths** – This option provides a path on the slide which the bulleted item or image will follow when the mouse button is clicked during a presentation.
- ❖ A number will appear next to the animated object in the slide. This indicates the order of the animation effect.
- ❖ Once a **Custom Animation** has been added to the placeholder, it will appear in the list under **Amount** and **Speed**.



- ❖ When one of the items in this list is selected, the **Add Effect** button will display the word **Change** instead of **Add Effect**. Click this option to make a change in the type of custom animation.
- ❖ The title for the item in the corresponding **Custom Animation** list on the **Task Pane** is created with text from the slide.
- ❖ If a **Motion Path** is drawn and/or applied to the slide, the outline will appear on the slide in **Normal** view. The lines that appear for this path do not show when the slide show is presented.
- ❖ To make changes to a particular animation, click the animation scheme and then click the drop-down arrow next to it.
- ❖ To change the **Speed** that determines how fast the scheme will appear and disappear, click the **Speed** drop-down arrow and choose one of the options. The options here are: **Very Slow**, **Slow**, **Medium**, **Fast**, and **Very Fast**.

- ❖ It is also possible to change the Animation Scheme that was applied to the placeholder in the slide. Click the drop-down arrow at the right of each of these. The options here are:
 - **Start on Click** - The Animation event begins on the click of the mouse on the slide.
 - **Start with Previous** - The Animation sequence begins at the same time as the previous item in the list. One click executes two (2) animation effects.
 - **Start After Previous** - The Animation sequence begins immediately after the previous item in the list when the item finishes playing. No additional click is required to make the next sequence start.
 - **Effect Options** - This option is used to customize the animation effect. There are several options available under this selection, such as Timing. The dialog box tabs will change depending on the type of placeholder that was animated.
 - **Effect Tab** - Use this tab to add a sound to the animation or to decide what will happen after each animation.
 - **Timing Tab** - This tab allows for customization of the trigger event as well as the speed in which the animation will work.
 - **Text Animation Tab** - This option is used to group text in different ways, such as grouping all bulleted points in a placeholder to enter at the same time, set each bullet to enter singly, or to set bulleted points to enter together with their subpoints.
 - **Timing** - This option is used to customize the triggering of animation events as well as the speed in which the animation will work.
 - **Show Advanced Timeline** - This option is used to show a timeline in the Task Pane.
 - **Remove** - Use this option to remove the Custom Animation from the placeholder.
- ❖ Remove any animation effect by clicking the animation effect in the list and then clicking the **Remove** button.
- ❖ There are several other Custom Animation actions that may be changed, such as Timing and Effect Options.