

NCI Technologies presents:

Microsoft® Office PowerPoint® 2003 Training



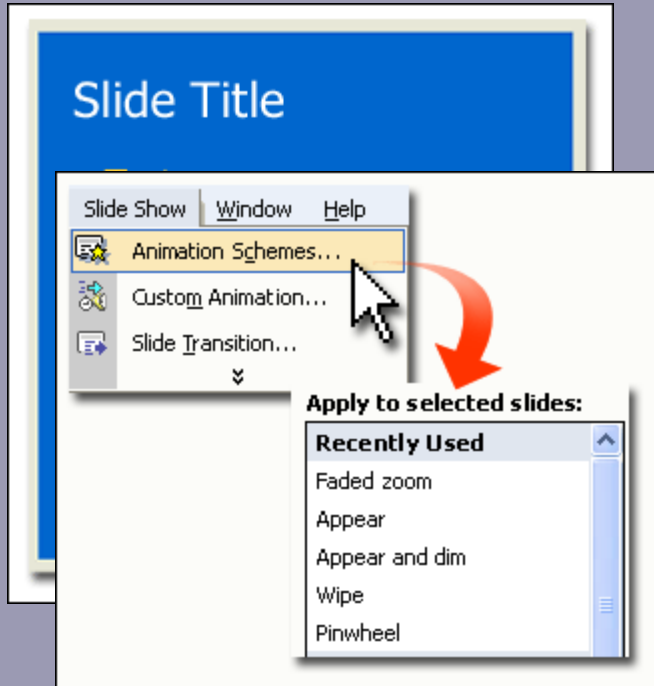
Preset and custom animation

Course contents

- Overview: Add emphasis with animations
- Lesson 1: Preset animation schemes
- Lesson 2: Custom animation
- Lesson 3: Custom effects for text and pictures

Each lesson includes a list of suggested tasks and a set of test questions.

Overview: Add emphasis with animations



Make text and pictures fly in, bounce, and zoom out using animation in PowerPoint.

Apply preset animation schemes, or create animation sequences of your own.

This course covers both the simplest way to add animations and the more detailed, customized way.

Preset and custom
animation

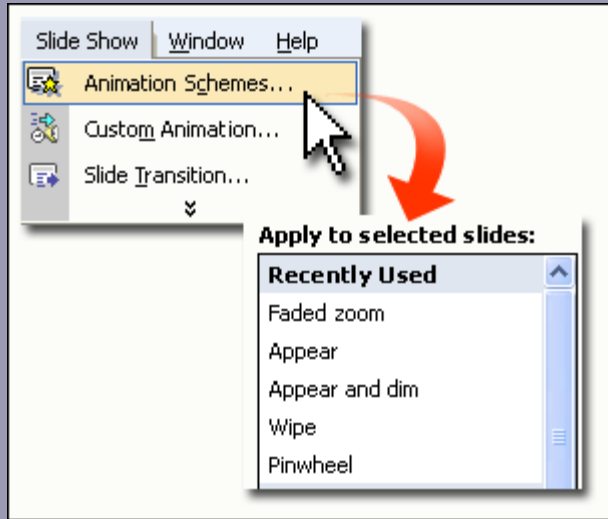
Course goals

- Apply consistent, lively animation effects to text using preset schemes.
- Use custom animation to change preset effects or to create animation sequences of your own.
- Animate text by word, letter, or line and add dimming and sound effects.
- Use entrance and exit effects to fade pictures in and out with items in a bulleted list.

Lesson 1

Preset animation schemes

Preset animation schemes



Applying an animation scheme

This lesson discusses the easiest way to add animations, which is to use a preset, or ready-made, animation scheme.

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.

Preset and custom animation

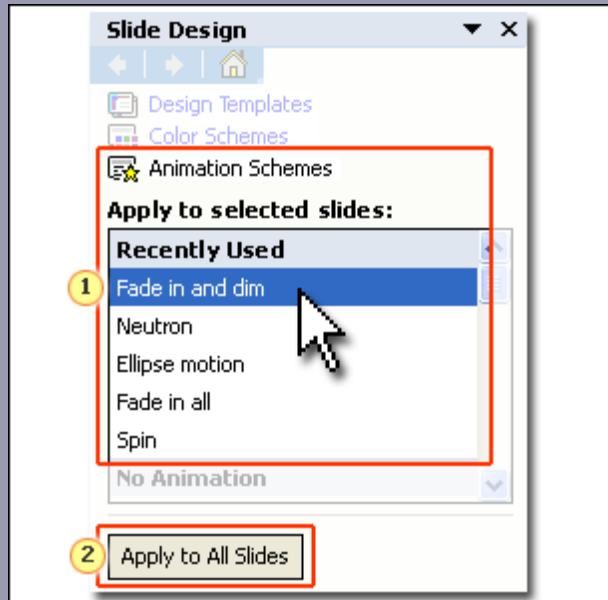
What's a scheme?



List with animation
scheme applied

A preset animation scheme ties together several types of animation effects that complement each other. Instead of applying each effect, you just apply one scheme to get the whole range.

How to apply one



The **Slide Design** task pane

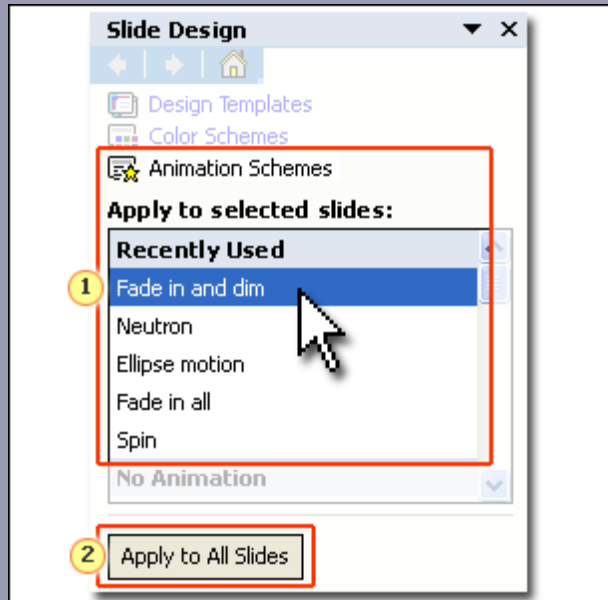
Animation scheme options are within the **Slide Design** task pane.

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.

Preset and custom
animation

How to apply one



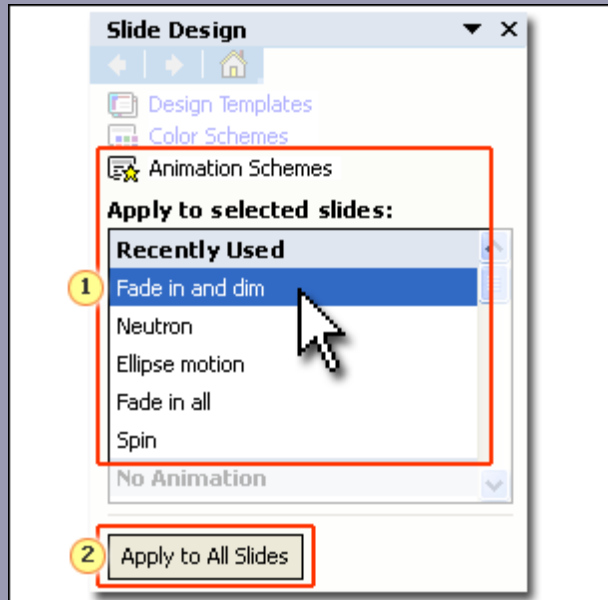
See the illustration at left.

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**.

The **Slide Design** task pane

Preset and custom
animation

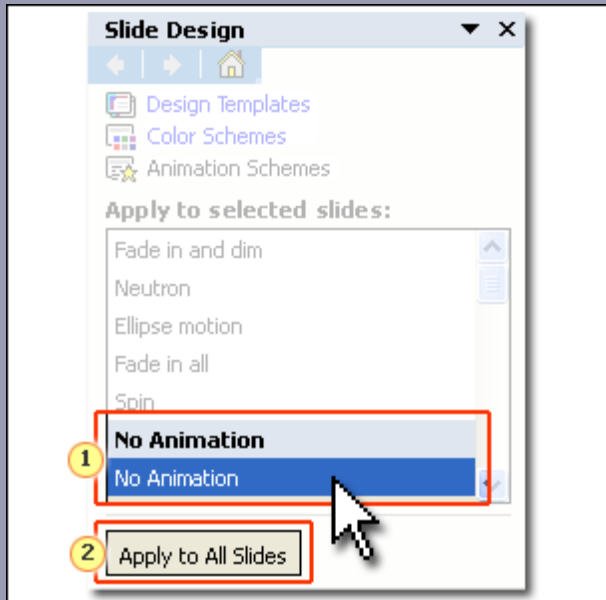
How to apply one



The **Slide Design** task pane

- 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.

How to remove one



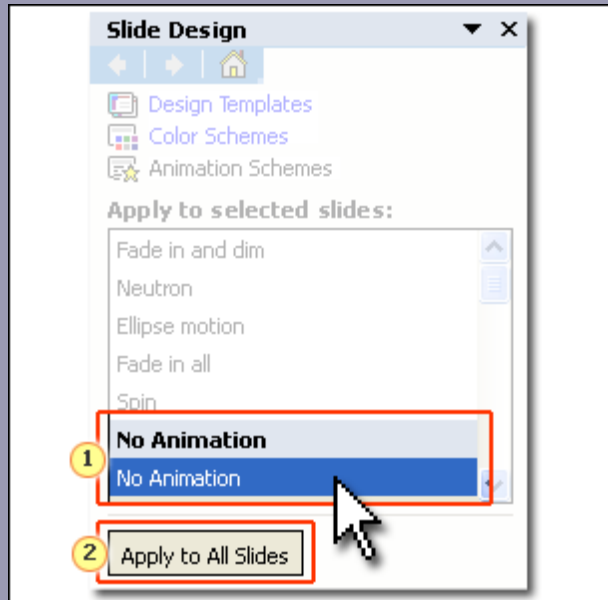
The **No Animation** command

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.

Preset and custom animation

How to remove one



The **No Animation** command

Points to keep in mind:

- Schemes are designed for text that's within default text placeholders—the hatchmarked boxes you see in any of the text layouts in PowerPoint.
- Schemes don't work for **text boxes** (shapes you add from the **Drawing** toolbar); these require custom animation.

Preset and custom
animation

Suggestions for practice

1. Apply a scheme to an entire slide show.
2. Change the scheme for title slides.
3. Remove all schemes.

[Online practice](#) (requires PowerPoint 2003)

Test 1, question 1

What's the easiest and most consistent way to add an animation scheme to an entire presentation? (Pick one answer.)

1. Apply the scheme using the **Apply to All Slides** button in the task pane. This covers all the slides you've created plus any new ones you add.
2. Create your slides, select them all, and click a scheme in the task pane.

Test 1, question 1: Answer

Apply the scheme using the **Apply to All Slides** button in the task pane. This covers all the slides you've created plus any new ones you add.

If you add the scheme right from the beginning, you don't have to think about it again: Each new slide will inherit it.

Test 1, question 2

Where do you go in PowerPoint to apply preset animation schemes? (Pick one answer.)

1. **Custom Animation** task pane, opened from the **Slide Show** menu, **Custom Animation** command.
2. **Slide Design** task pane, opened from the **Slide Show** menu, **Animation Schemes** command.

Test 1, question 2: Answer

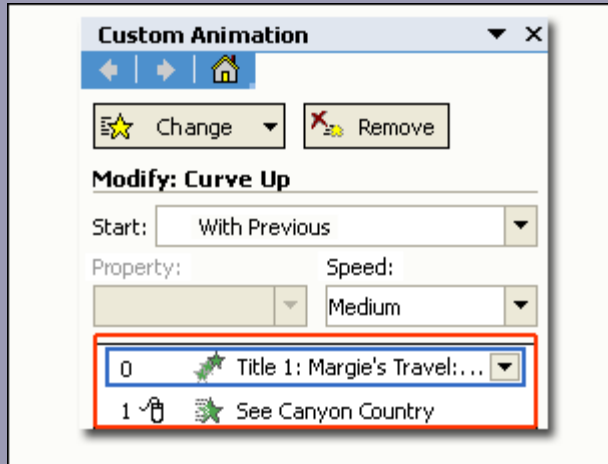
Slide Design task pane, opened from the **Slide Show** menu, **Animation Schemes** command.

Preset and custom
animation

Lesson 2

Custom animation

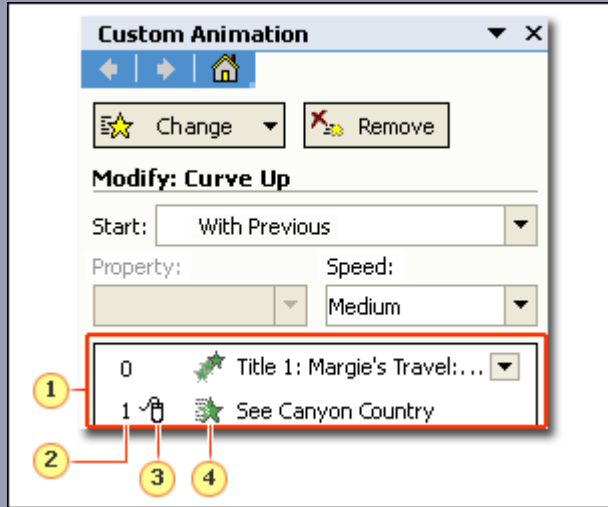
Custom animation



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 like these. You can also do things like alter the speed and direction of an effect.

The Custom Animation task pane

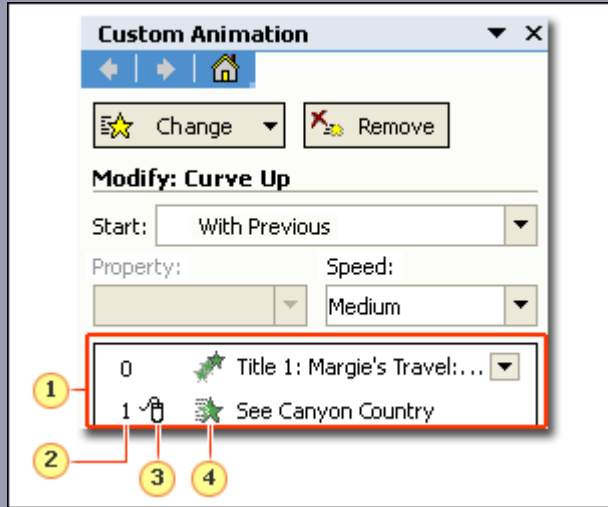


To make specific changes to scheme effects, open the **Custom Animation** task pane from the **Slide Show** menu.

The **Custom Animation** task pane

Preset and custom
animation

The Custom Animation task pane

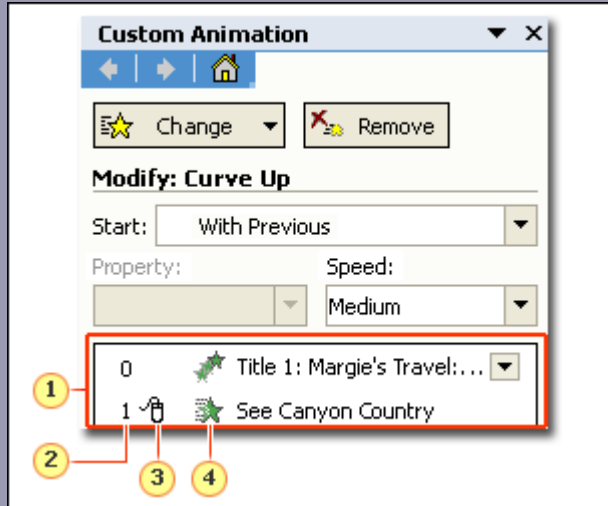


The **Custom Animation** task pane

The picture on the left 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.

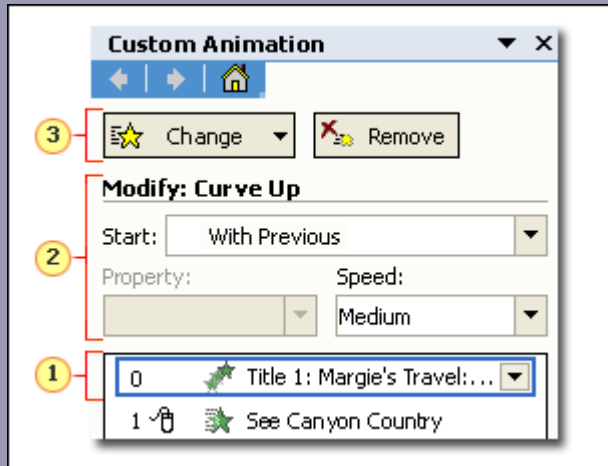
The Custom Animation task pane



The **Custom Animation** task pane

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

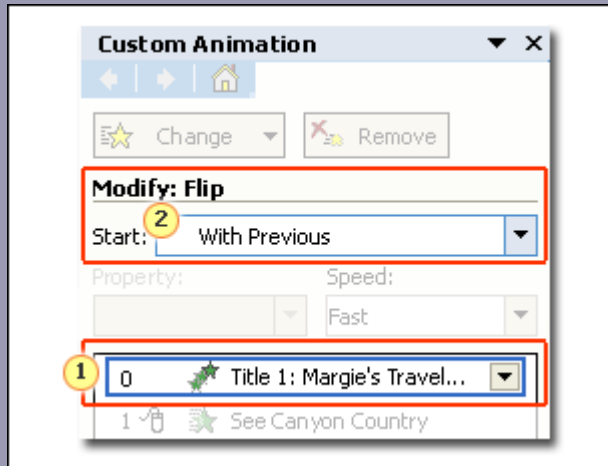


Changing an animation effect

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



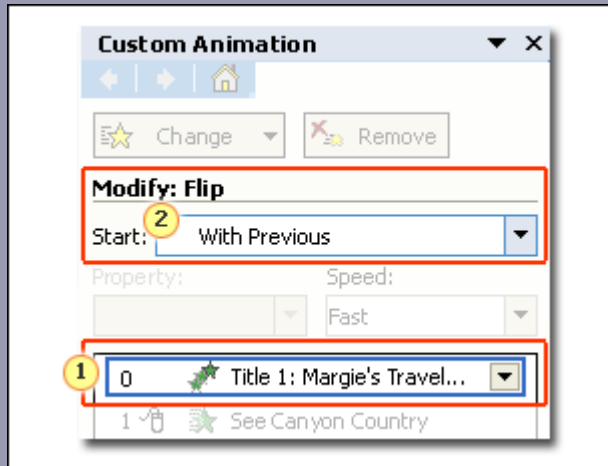
Seeing the start setting for an effect

There are three ways to start an effect:

- On Click
- With Previous
- After Previous

Preset and custom animation

Start the effect: With Previous



Seeing the start setting for an effect

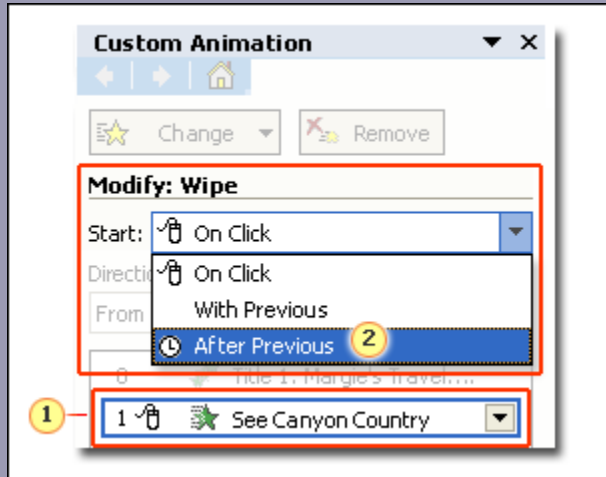
With Previous starts an effect automatically with the start of the previous effect.

See the image at left.

1. Select the effect.

2. In the **Modify** area, the setting (**With Previous**) shows up in the **Start** box.

Start the effect: After Previous

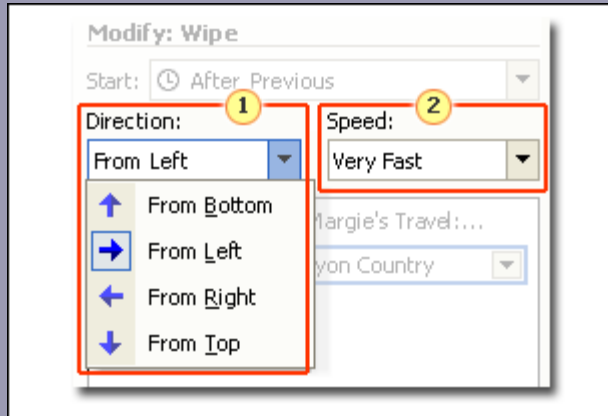


Changing the start setting

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.

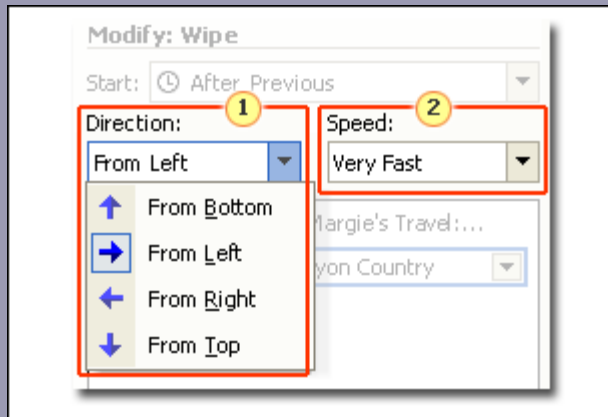
Direction and speed



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.

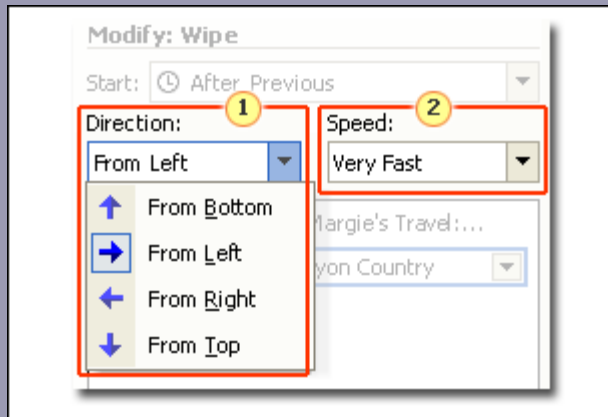
Preset and custom
animation

Direction and speed



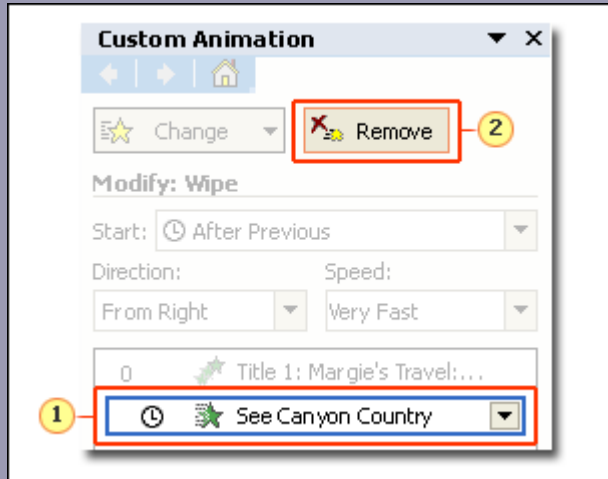
1. Direction options for the **Wipe** effect that's applied to the subtitle.
2. For the effect to play faster or slower, choose a new **Speed** option.

Direction and speed



Speed choices range from **Very Slow** to **Very Fast**. You can build in slight delays between effects that you have starting at the same time if you make one of them **Fast** and one of them **Medium**.

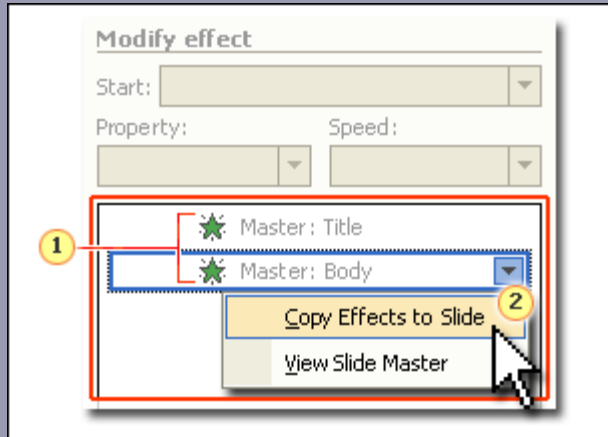
Remove effects



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.

Copy effects from master to slide

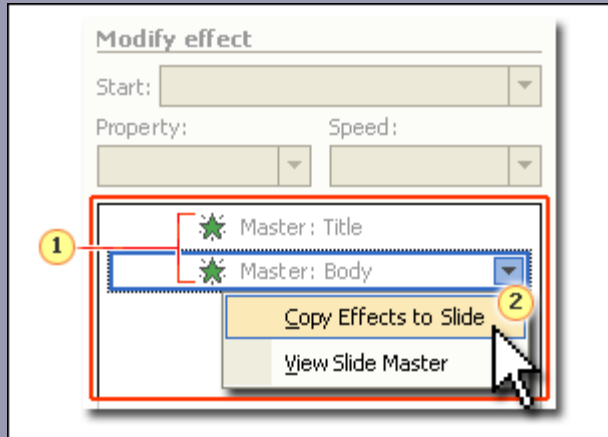


Effects applied to the master, not the slide

Here are some important points about customizing a preset animation scheme:

If you apply a preset scheme to all slides, the scheme effects are put on the slide master, which is a kind of style template for all your slides.

Copy effects from master to slide

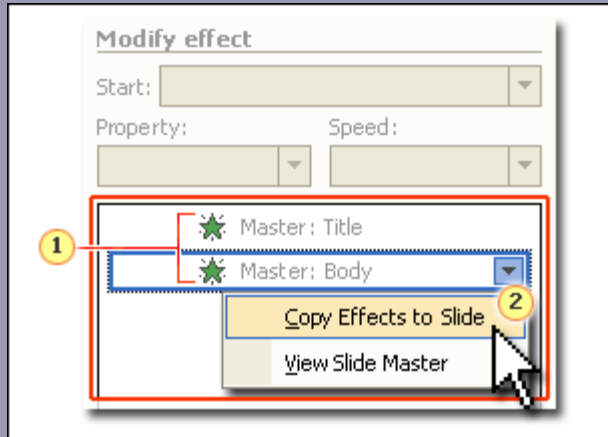


Effects applied to the master, not the slide

By contrast, if you apply a scheme to selected slides, the scheme effects apply only to the slides themselves and aren't put on the master. They can be modified directly when you open the **Custom Animation** task pane.

Preset and custom
animation

Copy effects from master to slide



Effects applied to the master, not the slide

See the image at left.

1. The light gray effects "Master: Title" and "Master: Body" in the **Custom Animation** task pane represent effects on the slide master.
2. To modify the effects, click one of the effects in the list, display its drop-down menu, and click **Copy Effects to Slide**. You can then modify the effects for the slide.

Suggestions for practice

1. Change the effect for title text.
2. Add effects.
3. Make effects automatic.
4. Change speed and direction.
5. Bonus step: Copy effects from the slide master and modify one bullet point.

[Online practice](#) (requires PowerPoint 2003)

Test 2, question 1

Using custom animation, how do you replace an animation effect that's been added to a slide with a different animation effect? (Pick one answer.)

1. On the slide, click the item whose effect you want to replace, click the **Change** button in the **Custom Animation** task pane, and choose a different effect from the menu.
2. Select an item's effect in the task pane effects list, click the **Change** button in the task pane, and choose a different effect from the menu.

Test 2, question 1

Using custom animation, how do you replace an animation effect that's been added to a slide with a different animation effect? (Pick one answer.)

3. Click the item's effect in the task pane effects list, click **Remove**, select the item on the slide again, and use **Add Effect** in the task pane to apply a different effect.

Test 2, question 1: Answer

Select an item's effect in the task pane effects list, click the **Change** button in the task pane, and choose a different effect from the menu.

You must click the item's effect in the effects list, or the effect's order number on the slide, to get the **Change** button and change the effect.

Test 2, question 2

Which option do you choose if you want the first animation effect on a slide to play automatically when the slide displays? (Pick one answer.)

- 1. Start After Previous.**
- 2. Start With Previous.**
- 3. Start On Click.**

Test 2, question 2: Answer

Start With Previous.

This setting applied to the first effect on the slide has the result of starting the effect when the slide displays.

Test 2, question 3

How do you make the first bulleted item's effect play at the same time as the title effect? (Pick one answer.)

1. Set that effect to start **With Previous**.
2. Set the effect to **On Click**, and then click it as the title effect is playing.

Test 2, question 3: Answer

Set that effect to start **With Previous**.

By setting the effect to start **With Previous**, the first bulleted item's effect will play at the same time as the title effect.

Lesson 3

Custom effects for text and pictures

Custom effects for text and pictures

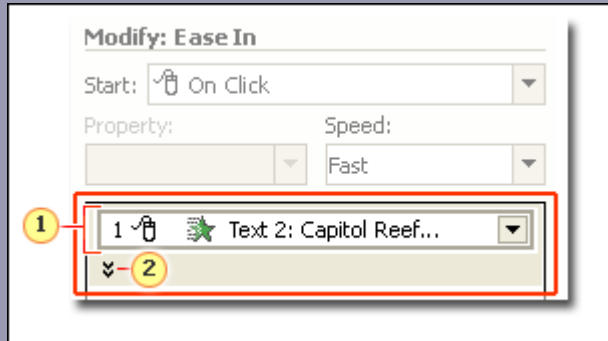


While a preset animation scheme is an efficient way to put effects in a slide show, it's certainly not the way you have to begin. You can also do all of your animating the "custom" way.

Text interspersed with pictures

Preset and custom animation

Animate a list

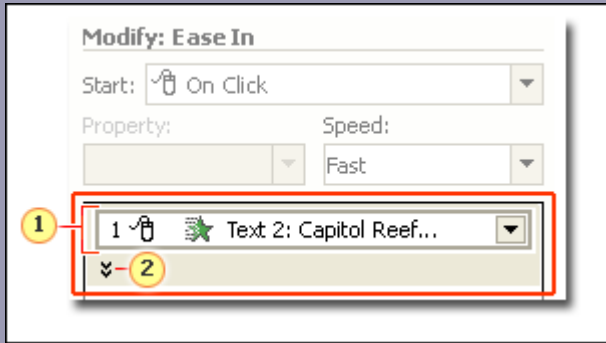


A collapsed list of effects

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.

Preset and custom
animation

Animate a list

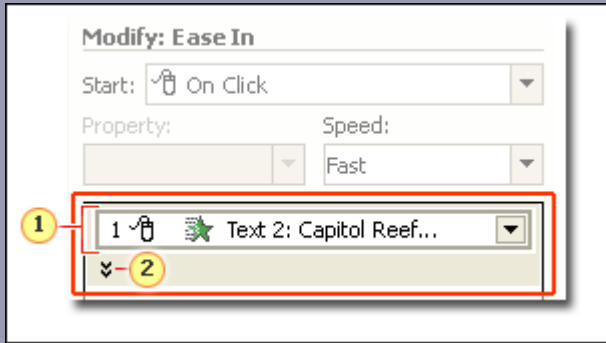


A collapsed list of effects

The effect you've applied to the bulleted list shows up in the task pane effects list as a collapsed list, shown at left.

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.

Animate a list

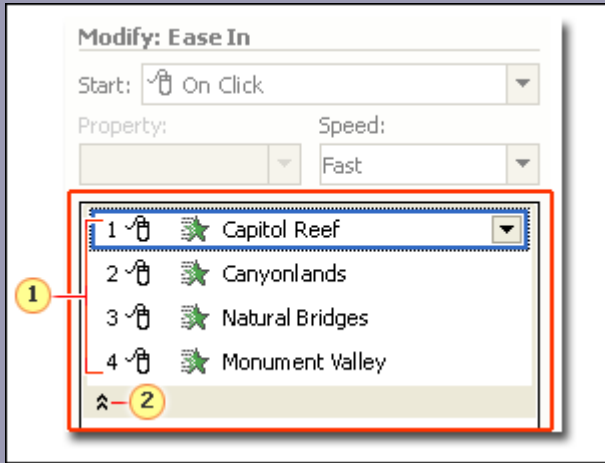


A collapsed list of effects

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.

Animate a list



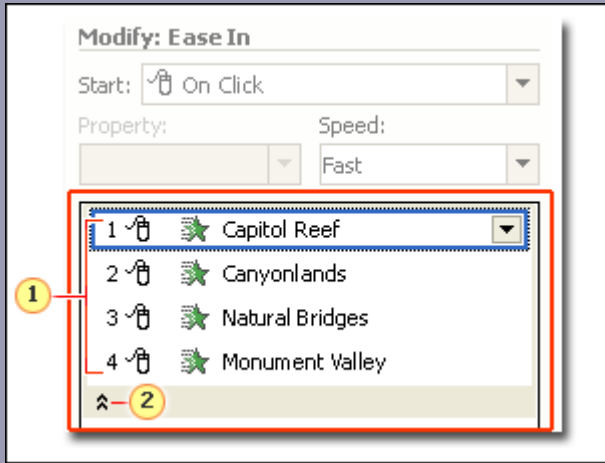
An expanded list of effects

The image at left 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.

Animate a list



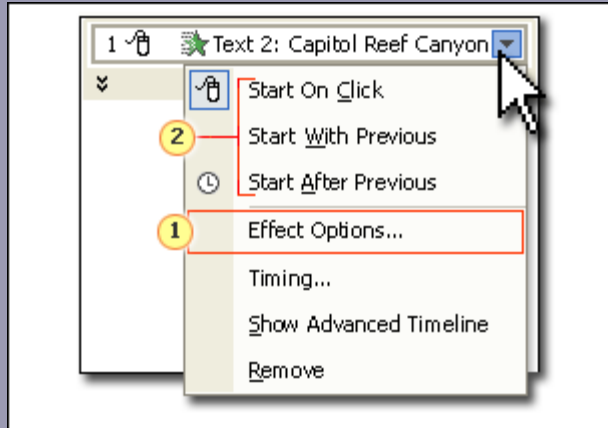
An expanded list of effects

Other ways to animate lists:

- Apply effects to the list one bulleted item (paragraph) at a time. Do this if you want a different effect for each bulleted item.
- 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.

Preset and custom animation

Discover more options for effects

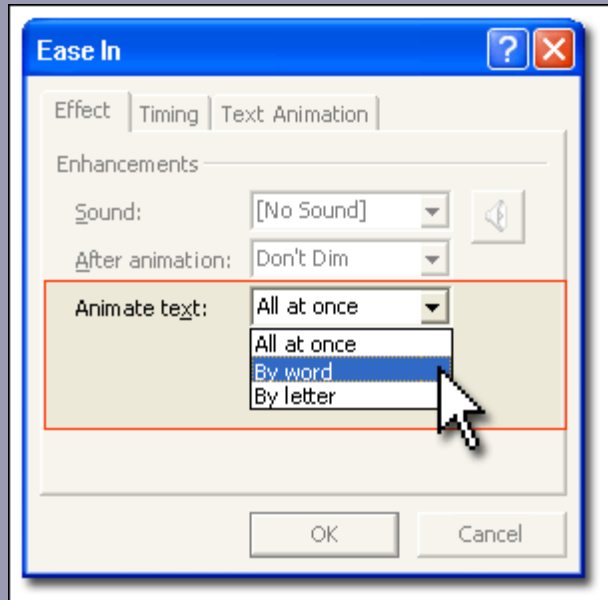


Effect Options command

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.

Animate by word or by letter

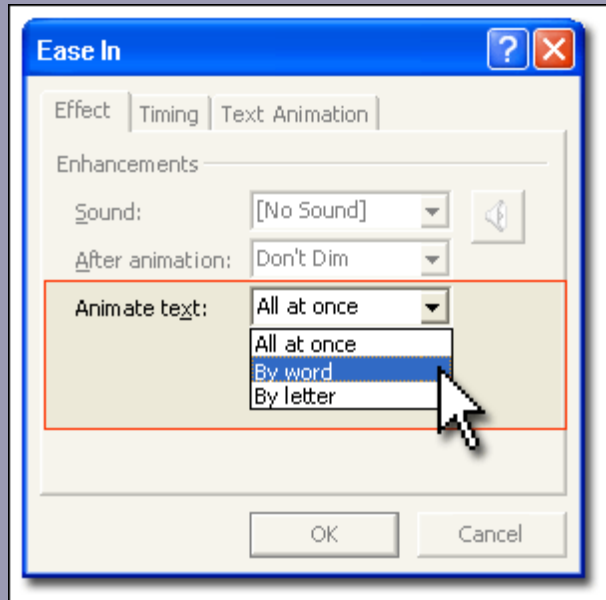


When you click **Effect Options**, a dialog box appears with choices for the specific effect. So, for an **Ease In** entrance effect for a bulleted list, you could refine the text entrance from **All at once** (line by line) to either of the following:

Text options for the **Ease In** effect

Preset and custom animation

Animate by word or by letter

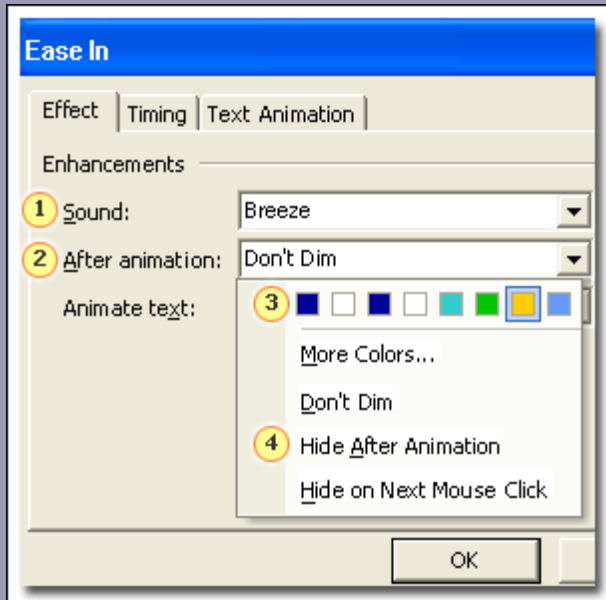


- **By word:** Each line enters word by word.
- **By letter:** Each line enters letter by letter; this works better for titles than for whole lists.

Text options for the **Ease In** effect

Preset and custom animation

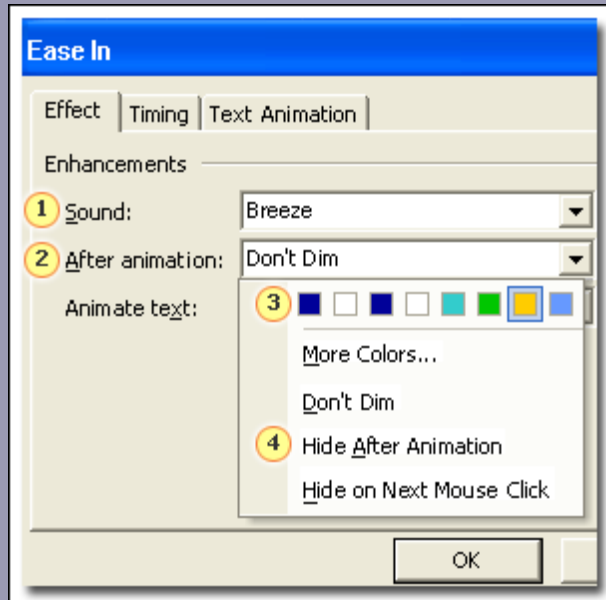
Add a sound; dim or hide text



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.

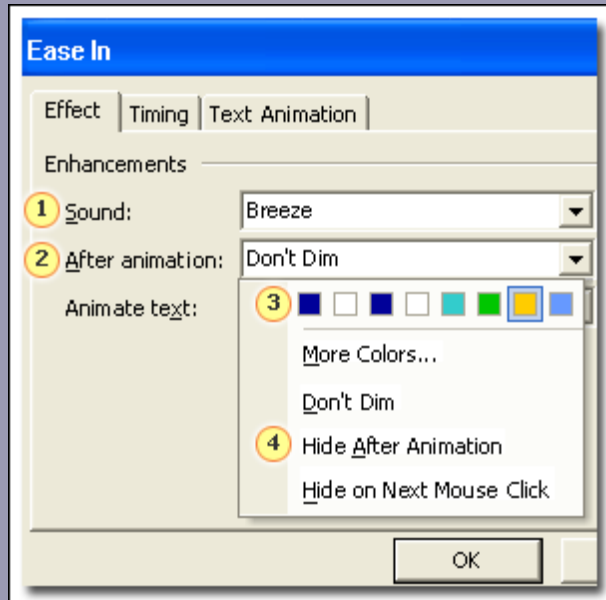
Add a sound; dim or hide text



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.

Preset and custom
animation

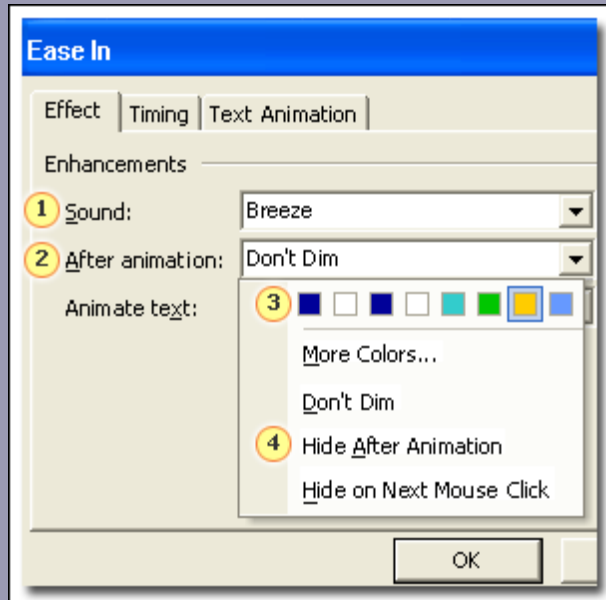
Add a sound; dim or hide text



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.

Preset and custom
animation

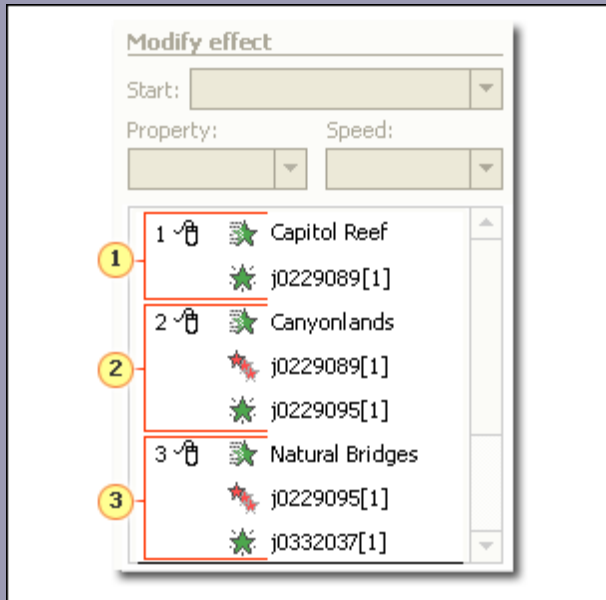
Add a sound; dim or hide text



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.

Preset and custom
animation

Intersperse pictures within a list

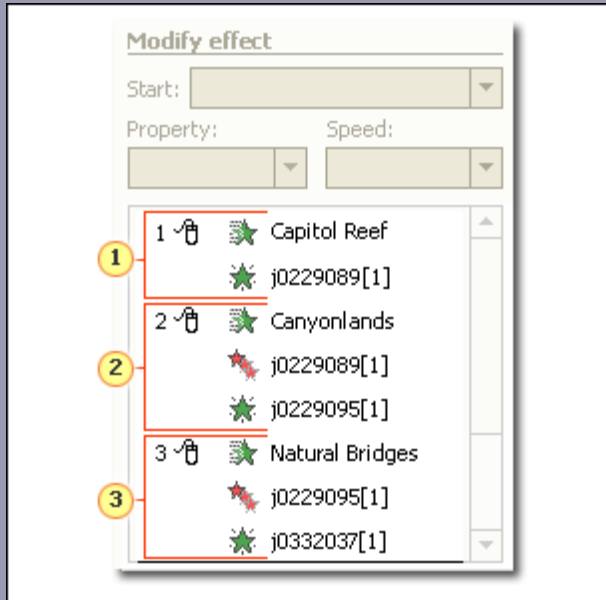


Exit effects let you replace one thing on a slide with something else, augmenting the available space on the slide.

Effects in the task pane list with pictures

Preset and custom animation

Intersperse pictures within a list

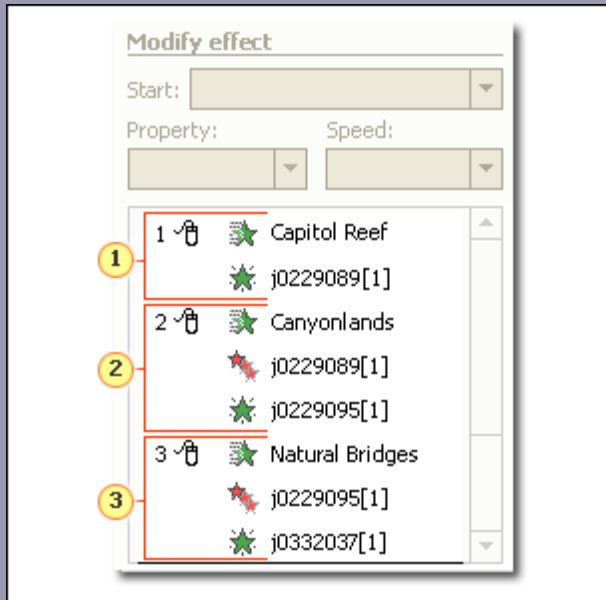


Effects in the task pane list with pictures

The example on the left 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.

Intersperse pictures within a list



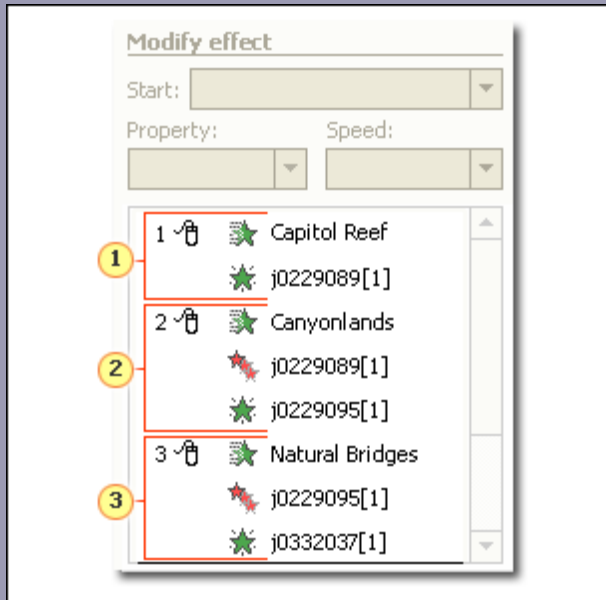
Effects in the task pane list with pictures

The example on the left gives an idea of this sequence.

3. And the process repeats: As the last bulleted list item, "Natural Bridges," appears, the second picture exits; the "Natural Bridges" picture follows.

Preset and custom animation

Intersperse pictures within a list



Effects in the task pane list with pictures

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.

Preset and custom animation

Suggestions for practice

1. Animate a bulleted list and add text enhancements.
2. Intersperse pictures in the text sequence.
3. Make the picture effects automatic.

[Online practice](#) (requires PowerPoint 2003)

Test 3, question 1

Where do you find the option to display a bulleted list word by word? (Pick one answer.)

1. In the **Effect Options** dialog box for any specific text effect.
2. On the **Add Effect** menu in the task pane.

Test 3, question 1: Answer

In the **Effect Options** dialog box for any specific text effect.

Click an effect in the task pane effects list, display its drop-down list, and click **Effect Options**. The dialog box with this option appears.

Test 3, question 2

Using custom animation, the quickest way to animate a bulleted or numbered list line by line is: (Pick one answer.)

1. Select the first line (technically, a paragraph), apply an effect, select the next line and apply an effect, and repeat for the whole list.
2. Drag to select all the text in the list, and then apply the effect.
3. Click the list, and add an effect.

Test 3, question 2: Answer

Click the list, and add an effect.

This applies the effect to the placeholder around the list and makes each paragraph play one at a time using the same effect.