Slide animations and transitions

Microsoft PowerPoint 2003

Adding animations to your PowerPoint slides can help to capture the attention of your audience and highlight key points in your content. They can also help to ensure a smooth transition between your topics.

When a new slide appears, your audience tries to read the slide. If you start talking immediately, they may miss your explanations! Adding some movements on your slides helps your audience to be aware and motivated to your presentation. However, using too many animations can be distracting so be careful.

Animation scheme types

Using animation schemes is the easiest way to add effects to your slides. A preset animation scheme ties together several different animation effects and applies it to your selected slide, i.e., both animations and slide transitions.

<table>
<thead>
<tr>
<th>Subtle</th>
<th>Moderate</th>
<th>Exciting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appear</td>
<td>Ascend</td>
<td>Big Title</td>
</tr>
<tr>
<td>Appear and dim</td>
<td>Descend</td>
<td>Bounce</td>
</tr>
<tr>
<td>Fade in all</td>
<td>Compress</td>
<td>Credits</td>
</tr>
<tr>
<td>Fade in one by one</td>
<td>Elegant</td>
<td>Ellipse motion</td>
</tr>
<tr>
<td>Fade in and dim</td>
<td>Rise up</td>
<td>Float</td>
</tr>
<tr>
<td>Faded Wipe</td>
<td>Show in reverse</td>
<td>Neutron</td>
</tr>
<tr>
<td>Faded zoom</td>
<td>Spin</td>
<td>Pinwheel</td>
</tr>
<tr>
<td>Brush on underline</td>
<td>Unfold</td>
<td>Title arc</td>
</tr>
<tr>
<td>Dissolve in</td>
<td>Zoom</td>
<td>Boomerang and exit</td>
</tr>
<tr>
<td>Flash bulb</td>
<td>Grow and exit</td>
<td></td>
</tr>
<tr>
<td>Highlights</td>
<td>Tread and exit</td>
<td></td>
</tr>
<tr>
<td>Random Bars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wipe</td>
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</tr>
</tbody>
</table>

Animation Schemes

1. Select the slide in which you wish to apply an animation scheme
   (If you are intending to apply a preset animation to all slides, select any slide.)

2. Slide Show > Animation Schemes

   Tip: Task Pane
   
   This option is also available from the task pane. (If you don’t see it, View > Task Pane)
   
   Task Pane > Slide Design – Animation Schemes
3. Select animation scheme
(Each time you select a preset scheme you should see a preview of the animation effect on your slide)

Applying Animation Schemes to all slides
Click **Apply to All Slides** after you apply an animation scheme to any slide.
Removing Animation Schemes

Select No Animation

Custom animations

As well as applying preset animations to your slides, you can also use custom animations to define exactly which animation you want to use, for which object, at what point.

Custom animation type

There are three main types of animation.

- Entrance  How the object comes onto the slide
- Emphasis  The animation that happens to the object when it’s already on the slide.
- Exit  How the object disappears from the slide

1. Select an object or placeholder on your slide

Tip: Selecting a placeholder / object

Click on the borderline, not on the small white circle. Your mouse pointer should have four arrows when you mouse over to the borderline.
2. **Slide Show > Custom Animation.**

![Custom Animation Diagram]

**Tip: Task Pane**

This option is also available from the task pane. (If you don’t see it, View > Task Pane)

**Task Pane > Custom Animation**

3. **Click Add Effect** on the task pane > choose animation type: *Entrance, Emphasis or Exit*

![Add Effect on Task Pane]

**Select an element of the slide, then click “Add Effect” to add animation.**

2. **Choose an effect**

![Choose an Effect]

**Click one of them to select an effect**

**More Effects** shows you the full list of animations. See next page
4. Done!

Notice:
A number appears next to the custom effect object. This is the order of your custom animations when you do a slide show.

Notice: Check on the Task Pane!
Your animation details also appear on the task pane.

Repeat steps and create custom animations on your slides.
Applying the same animation and effects to multiple objects/placeholders.

1. Select all objects/placeholders that you wish to apply/modify animations on.

   Tip: Selecting multiple objects together
   Hold **SHIFT** key when you select objects/placeholders. **SHIFT** key keeps your selection sequentially.

2. Apply custom animation

   NOTICE: Animation order number
   The second custom animation number appears on both objects that you selected.

   These two act at the same time. Animation number is 2.
Modifying animation

You may wish to change the type of effect after you apply an animation.

1. Select the animation to be modified.

2. Click Change

3. Apply an animation as normal

NOTE: Double arrow pointer

Usually when the mouse pointer changes to two arrows, it means you can resize an object.

However, when you are selecting animation from the task pane in MS PowerPoint, the mouse pointer becomes two vertical arrows. Don’t worry – just click on the animation you would like to select. It will be selected.

NOTICE:

The Add Effect button changes to the Change button.
Changing how the effect starts and speed etc

1. Select the effect to be changed from the task pane
2. Click the drop box for each setting.

Deleting animation

1. Select animation that you wish to delete from the task pane
2. Press the **DELETE** key or click **Remove** from the task pane
Slide Transitions

Slide transitions are basically animations that are applied to a whole slide rather than the individual objects within a slide.

1. Select any of your slides
2. **Slide Show > Slide Transition**

   - Task pane appears to the right side of the screen. Click on each transition to see a preview of the effect.
   - You can apply the transition to all of your slides.

   **Tip: Task Pane**

   Task pane appears on the right side of the screen. This is handy while working on MS PowerPoint. You may wish to keep it on the screen.

   To view it, **View > Task Pane**. Click the drop box on the top of the task pane > **Slide Transition**

3. Task pane appears to the right side of the screen. Click on each transition to see a preview of the effect.

   - If you don’t wish to use a slide transition, you can select **No Transition**.

   - (1) Choose a transition
   - (2) You can change its speed - slow, medium, fast
   - (3) **On mouse click** – next slide appears after one click
     **Automatically after** – next slide appears automatically after a set time
   - (4) You can apply the transition to all of your slides.