

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.

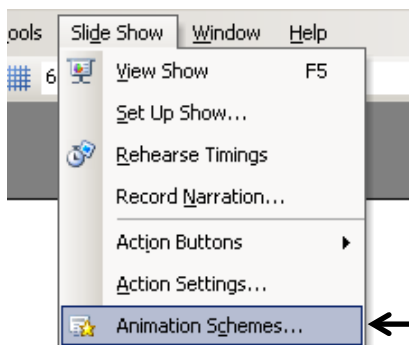
Animation scheme types

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.

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

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**

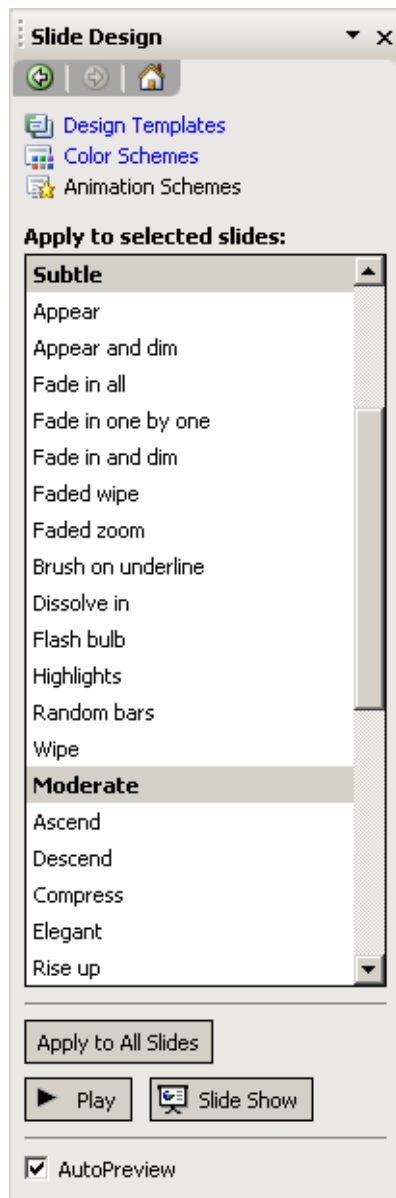


Tip: Task Pane

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

Task Pane > Slide Design – Animation Schemes

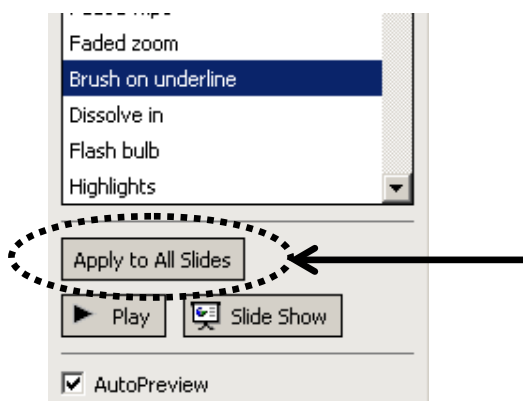
3. Select animation scheme
(Each time you select a preset scheme you should see a preview of the animation effect on your slide)



Click an animation scheme and see the preview!

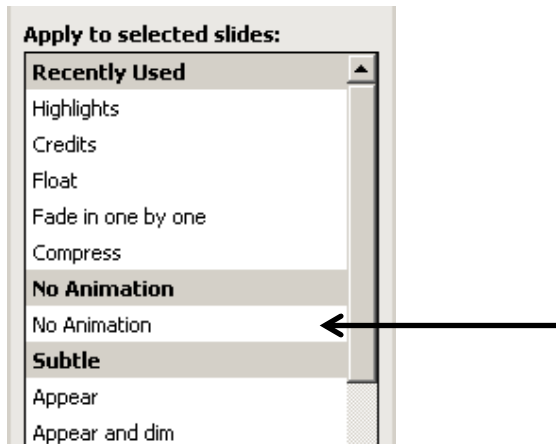
Applying Animation Schemes to all slides

Click **Apply to All Slides** after you apply an animation scheme to any slide.



Removing Animation Schemes

Select **No Animation**






Custom animations

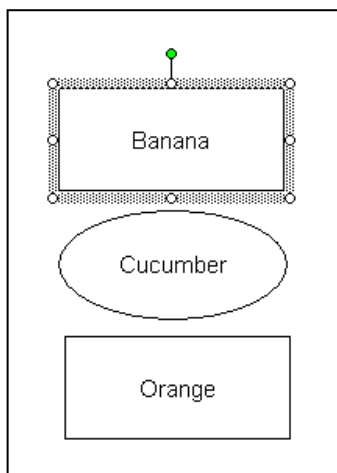
As well as applying preset animations to your slides, you can also use custom animations to define exactly which animation you want to use, for which object, at what point.

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

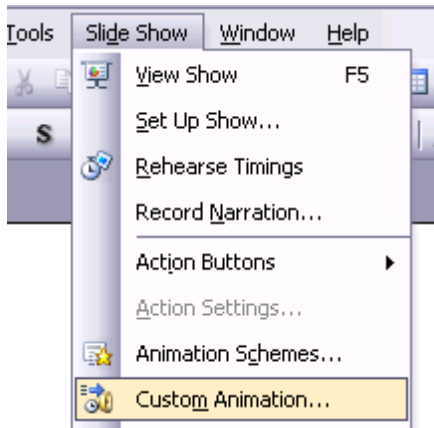
1. Select an object or placeholder on your slide



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.**

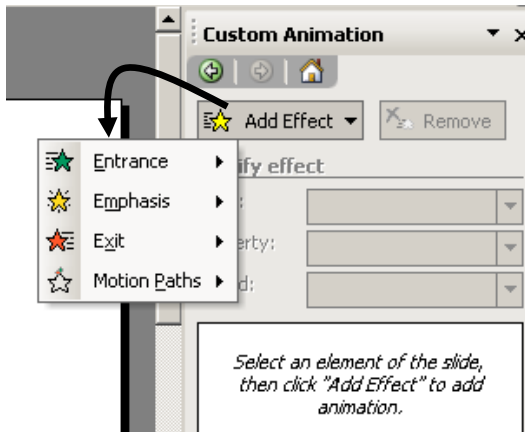


Tip: Task Pane

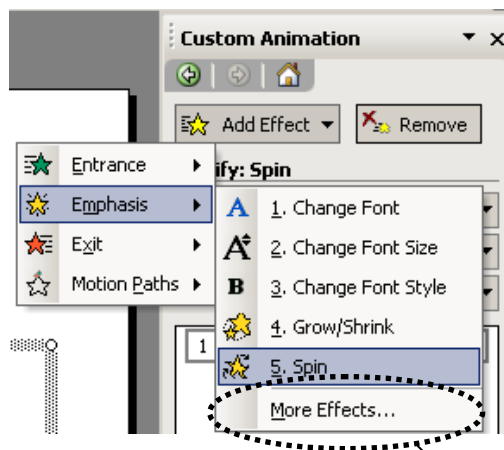
This option is also available from the task pane. (If you don't see it, View > Task Pane)

Task Pane > Custom Animation

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

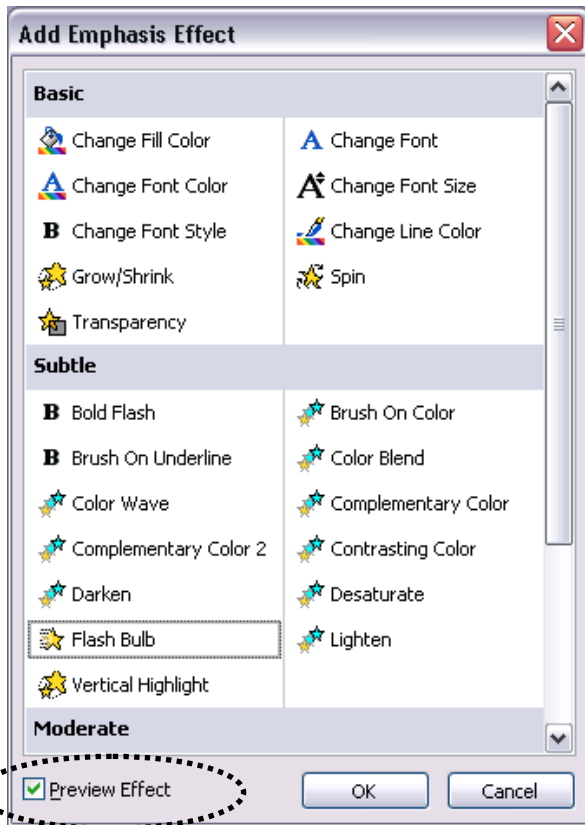


2. Choose an effect



Click one of them to select an effect

More Effects shows you the full list of animations. See next page



Here are all effects for Emphasis

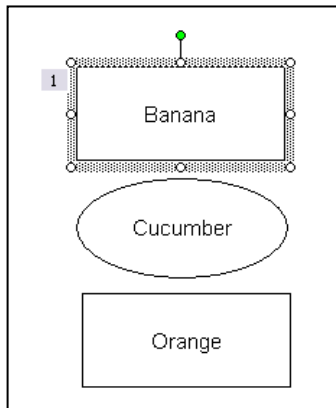
Click an effect and see the preview. Once you find which one you would like, click **OK**.

Scroll down to see the rest of the effects.



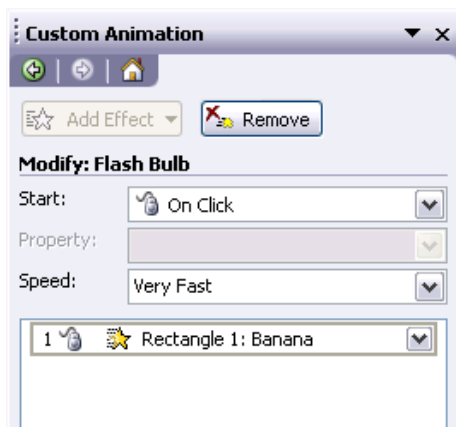
As long as this option is ticked, you can see the animation preview.

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.



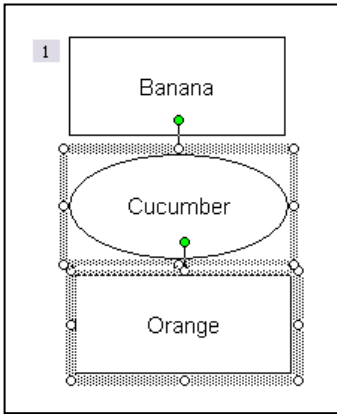
NOTICE: Check on the Task Pane!

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.

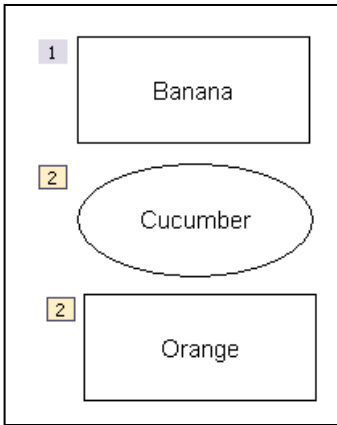
1. Select all objects/placeholders that you wish to apply/modify animations on.



Tip: Selecting multiple objects together

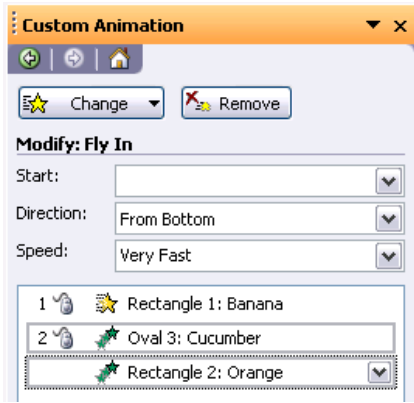
Hold **SHIFT** key when you select objects/placeholders. SHIFT key keeps your selection sequentially.

2. Apply custom animation

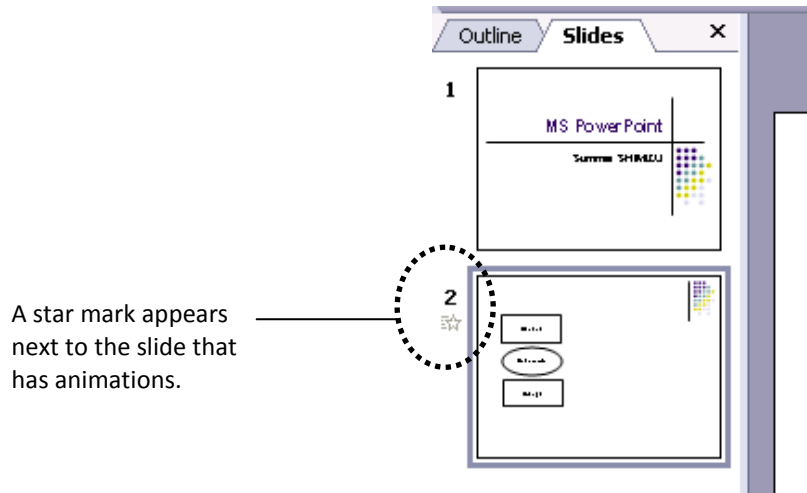


NOTICE: Animation order number

The second custom animation number appears on both objects that you selected.



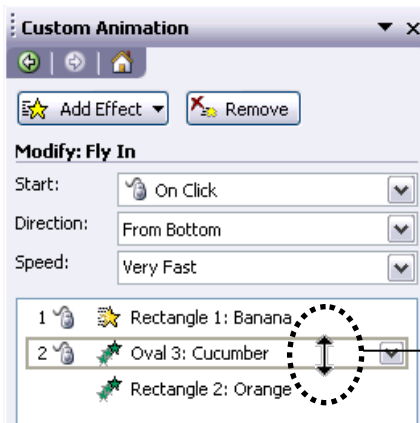
These two act at the same time. Animation number is 2.



Modifying animation

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

1. Select the animation to be modified.



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.

2. Click **Change**



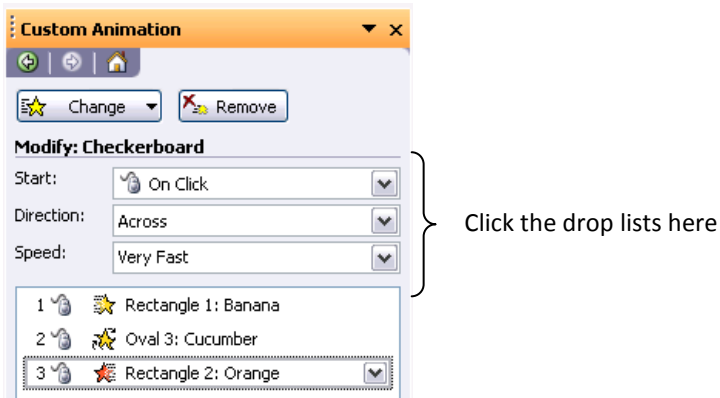
NOTICE:

The **Add Effect** button changes to the **Change** button.

3. Apply an animation as normal

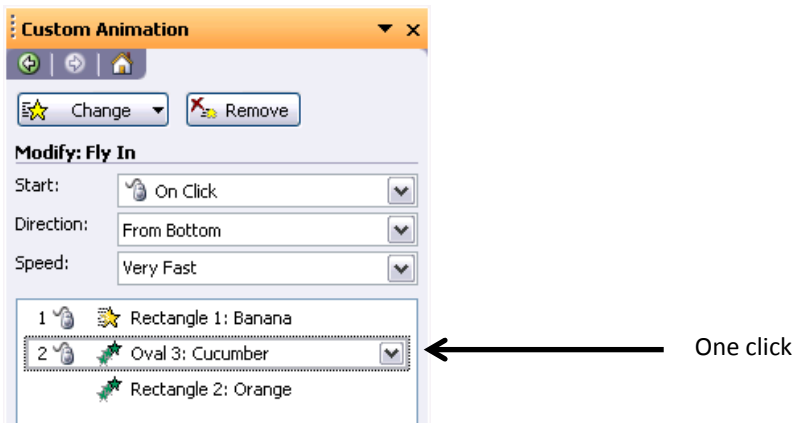
Changing how the effect starts and speed etc

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

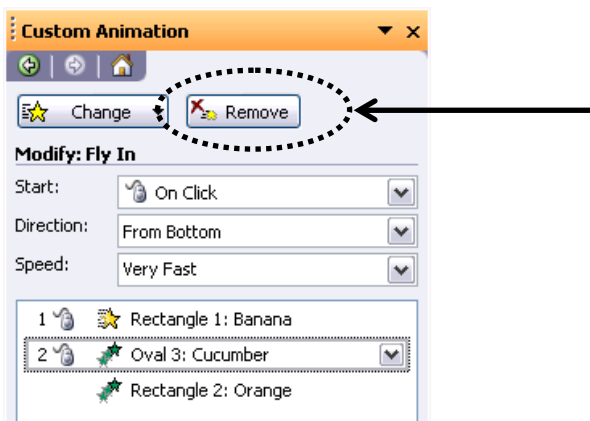


Deleting animation

1. Select animation that you wish to delete from the task pane



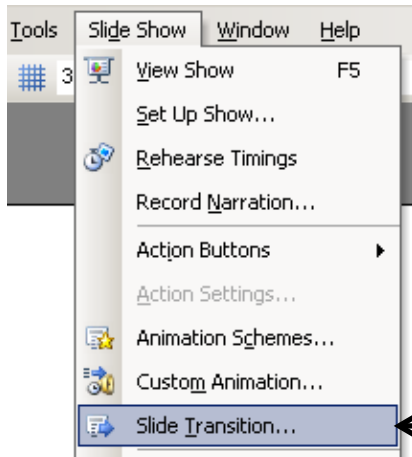
2. Press the **DELETE** key or click **Remove** from the task pane



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**



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.

Task pane

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.