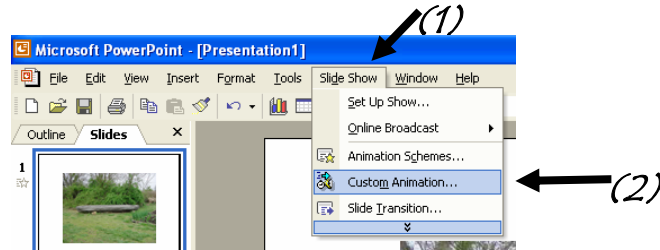


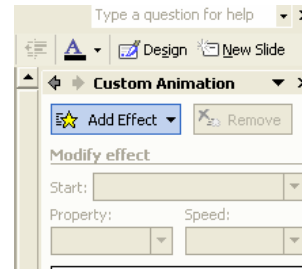
PowerPoint Animations

Adding Animations: (Movement of objects on a slide)

1. Move to *Slide Show* (1) and then move down to *Custom Animation* (2).

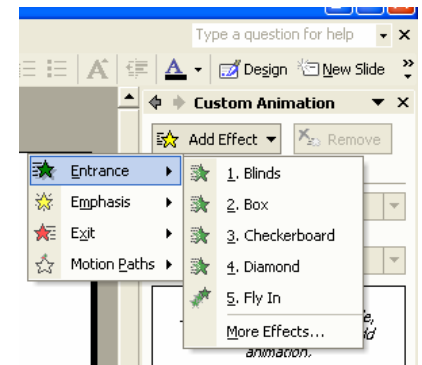


2. *Select* the item you want to animate by clicking on it. Then go to *Add Effect* on the toolbar that popped up on the right.



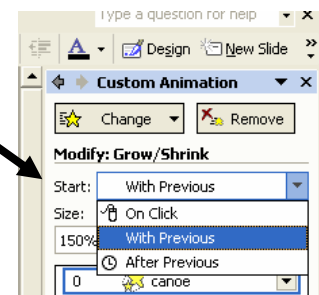
3. Click on the type of effect you want your object to do...

- **Entrance** = this will move the object when the slide first appears on the page
- **Emphasis** = this will emphasize the object in a variety of ways
- **Exit** = this will move the object as it transitions to the next slide
- **Motion Paths** = allows you to draw the path you want the object to move
- For each choice, you can move down to **More Effects** to see more options

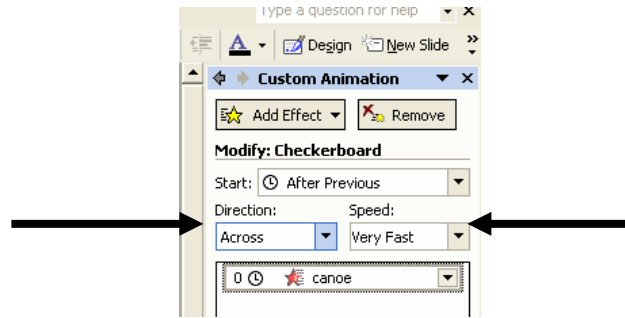


4. After you choose how you want the object to animate, click on the arrow next to **Start**, and choose when you want it to appear on your slide.

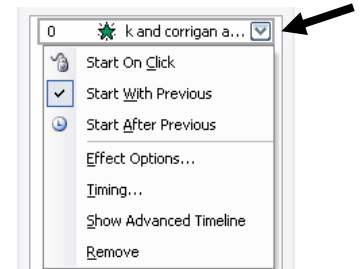
On Click – object will appear when you click the mouse
With Previous – object will appear automatically on the slide
After Previous – object will appear after the prior animation



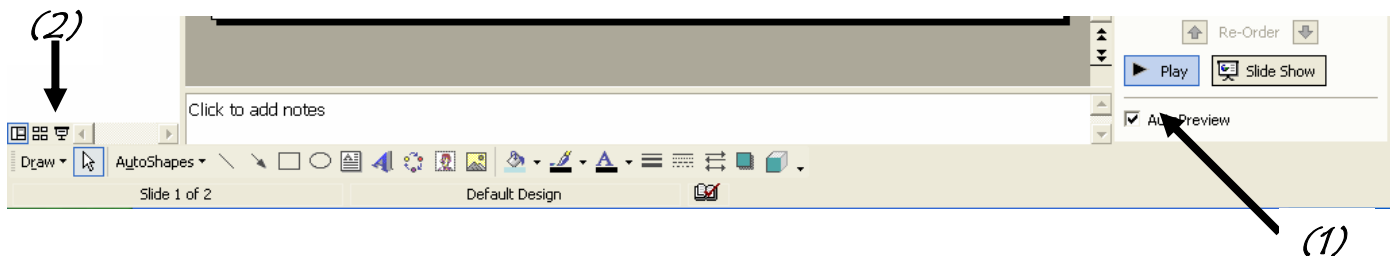
5. You can also change the *direction* and the *speed* of your animation by clicking on the arrow next to each choice and choosing a different option.



6. To change the *timing* of your animation, click on the arrow next to your animation and select *Timing*. This will allow you to animate objects exactly when you want them to appear in your slideshow.



7. When you have finished your animation, press *Play (1)* at the bottom of your screen to preview your work. You should also check it in *Slide Show mode (2)* by clicking on the icon on the bottom toolbar.

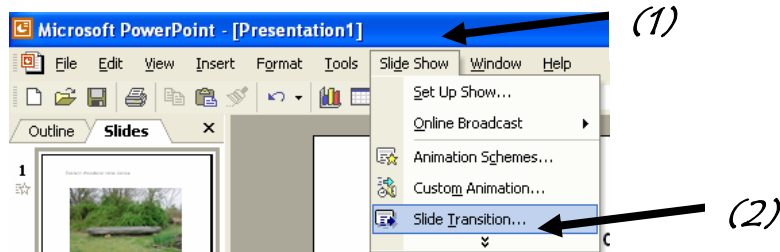


***Remember: Do NOT go overboard with the number of animations in your slideshow. Create animations that are purposeful and will help you when you are presenting.

PowerPoint Transitions

Adding Transitions: (Movement between slides)

1. Move to *Slide Show* (1) and then move down to *Slide Transition* (2).



2. A toolbar will pop up on the right side of your screen. Here you have several options...

A screenshot of the 'Slide Transition' task pane in PowerPoint. The pane is titled 'Slide Transition' and contains several sections: 'Apply to selected slides:' with a list of transition options (Uncover Left-Up, Uncover Right-Down, Uncover Right-Up, Wedge, Wheel Clockwise, 1 Spoke, Wheel Clockwise, 2 Spokes, Wheel Clockwise, 3 Spokes, Wheel Clockwise, 4 Spokes, Wheel Clockwise, 8 Spokes, Wipe Down, Wipe Left, Wipe Right, Wipe Up, Random Transition); 'Modify transition' with 'Speed' set to 'Fast' and 'Sound' set to '[No Sound]'; 'Advance slide' with 'On mouse click' checked and 'Automatically after' unchecked; and 'Apply to All Slides' button. At the bottom, there are 'Play' and 'Slide Show' buttons, and a checked 'AutoPreview' option. Four text boxes with arrows point to specific elements: 'Choose a transition' points to the 'Wedge' option; 'Choose a speed. Do NOT choose a sound.' points to the 'Speed' dropdown; 'Decide how to advance the slide. Choose "On mouse click" if you're presenting or your audience is reading the slide. Choose "Automatically after", if there is no reading involved.' points to the 'On mouse click' checkbox; and 'Click "Play" to preview the slide you just changed. Click "Slide Show" to preview the entire show.' points to the 'Play' button.

Choose a transition

Choose a speed.
Do NOT choose a sound.

Decide how to advance the slide. Choose "On mouse click" if you're presenting or your audience is reading the slide. Choose "Automatically after", if there is no reading involved.

Click "Play" to preview the slide you just changed. Click "Slide Show" to preview the entire show.