Microsoft Power Point 2007:
Advanced Slide Design: Transition and Animation

By default, PowerPoint requires you to advance your own presentation slides, which gives you more control but requires that you always be near your mouse.

The transition and animation features of PowerPoint enable you to enhance your presentation too match your style.

**Transitions**

**Demo**
You may add animated transitions between slides to enhance the look and feel of your presentation.

⇒ In the **Normal View** or **Slide Sorter View**, click on the slide into which you want a transition. This means that if you want a transition from slide 1 to slide 2, you would click on slide 2.

⇒ To add the transition, click on **Animations tab** and the toolbar appears below:

![Animations toolbar](image)

⇒ Preview the transitions by clicking once on the transition images.

⇒ Select a transition by double-clicking on its name. You can change (select a different) transition simply by clicking on another transition title.

⇒ You can adjust the speed of the transition by selecting “fast, medium, or slow” from the **Speed** drop-down menu.

⇒ You can add a sound to accompany the transition. Sound may enhance transition; however, exercise discretion in adding sounds because they have the potential to be distracting.

⇒ You can apply to all slides for a more uniform style.

**Custom Slide Show Animations**

You can control how and when text, graphics, and other objects appear on your PowerPoint slides. For example, you can make graphics or text items appear one at a time and add visual or sound effects. Animation can aide in focusing attention during a presentation and add emphasis to important points. Still, animation should be used in purposefully to **enhance** your presentation, rather than just to make it more “interesting.” Pointless animation can detract from a presentation.

⇒ To add an effect to one of the objects, either text or image, click on that object and select **Animations / Custom Animation**.

⇒ **Add Effect** button at the top of **Task Pane** will appear active.
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⇒ The **Custom Animation task pane** will appear as shown.

⇒ Select an Effect from the drop-down menu. For example, I will select **Entrance** and then select **Fly In** from the submenu.

⇒ Once you add an effect the other buttons in the Task Pane will be accessible as shown.

⇒ Once you have added animations to several objects, they will appear in **Task Pane** in chronological order. If you want to change the order of animations, you can click and drag an item to a different pace in the list; alternatively, you can click on the item and use the **Reorder** buttons toward the bottom of the Task Pane.

**Animation Options**

Within this task pane, you have several options for timing of animation.

⇒ To access these options, click on the animated item in the task pane; a downward arrow will appear with a menu of options.

⇒ You have three options for activating your animation. The choice is really dependant on your presentation style.

⇒ If you select the **Timing** option from this menu, the following dialog window will appear (see next page).

⇒ Again, your choices are dependant on your style. The **after previous** setting will give you the most automated sequence, thus not making you as reliant on your mouse.

⇒ After you select the setting for **Start**, **Delay**, and **Speed** press **OK**.
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- **Start** - select how you want to start the animation, (on click, with previous, after previous).

- **Delay** – allows you to adjust the delay time between animations or actions.

- **Speed** – indicates the speed of animation.

### Text Animation

Text animation allows you to add animation to your text by word or by letter. It can be a useful function for adding emphasis to certain parts of your presentation.

⇒ In **Normal** view, begin by animating your text with an **entrance, emphasis, exit** or **motion path** effect (explained on page 3).

⇒ In the **Custom Animation** list, click once on the text item that you want to animate.

⇒ Click on the gray box with downward arrow, and click **Effect Options**.

This window gives you several animation options for your text. Again, choose carefully as too much can be time consuming in the design process and also be distracting to your audience.

The **Effect** tab allows you to further animate your text.

⇒ **Settings** allows you to change the directions of the effect.

⇒ Enhancements are just that: you can add even more animation in the form of sound, color, or very specific timing. For instance, if you want to animate a word by letter, click **By letter** in the drop-down list under **Animate text**.
⇒ When you have a bulleted list, click on the Text Animation tab; select By first level paragraphs from the Group text drop-down list, as shown. This will animate your list bullet by bullet.