

## Using Animation

Animation refers to the movement and sound accompanying text or slides as they are introduced. Using animation with your bulleted lists and slides can often add excitement to your presentation by displaying text at crucial moments and making smooth transitions between topics

### The Animation Schemes Task Pane

The Animation Schemes task pane provides easy application of animation effects to your slides. To open the Animation Schemes Task Pane:

- From the Slide Show menu, select Animation Schemes...
- OR
- From the Other Task Panes pull-down list, select Slide Design - Animation Schemes
  - The Slide Design - Animation Schemes task pane appears.

The animation schemes are organized by type of animation: subtle, moderate or exciting. Each scheme includes a combination of a specific animation for the title of the slide and the body of the slide and maybe even a slide transition. To see what is being applied to these elements of the slide, simply hold your mouse over the desired choice and the alternate text will tell you what effects will be being applied for that scheme.

### Adding Animation to Slides

Adding animation to your bulleted lists and slides can increase interest and excitement by displaying text at crucial moments and making smooth transitions between topics. You can add animation while in the Normal or Slide Sorter views.

Adding Animation to Slides: In the Normal View

- With your presentation open, from the View menu, select Normal
- Select the slide to which you want to apply animation
- Open the Slide Design - Animation Schemes task pane
- Click the desired animation scheme you want to apply
- For a list, refer to The Animation Schemes Task Pane.
- To have your selection automatically preview when you make a selection, select AutoPreview
- To have the selected animation scheme applied to all the slides in your presentation, click APPLY TO ALL SLIDES
- To remove animation, select No Animation

Adding Animation to Slides: In the Slide Sorter View

- With your presentation open, from the View menu, select Slide Sorter
- The Slide Sorter toolbar appears.
- Select the slide to which you want to apply animation
- From the Slide Sorter toolbar, click DESIGN
- The Slide Design task pane appears.
- At the top of the Slide Design task pane, click Animation Schemes
- The Slide Design - Animation Schemes task pane appears.
- Click the desired animation scheme you want to apply
- For a list of available schemes, refer to The Animation Schemes Task Pane.

- To have the selected animation scheme applied to all the slides in your presentation, click **APPLY TO ALL SLIDES**
- To remove animation, select **No Animation**

### **Custom Animation**

If you want an effect not listed in the Animation Schemes list, the Custom Animation option may help.

- With your presentation open, from the View menu, select **Normal**
- Click the mouse within the slide you wish to animate
- From the Slide Show menu, select **Custom Animation...**

OR

- From the Other Task Panes pull-down list, select **Custom Animation**
- The Custom Animation task pane appears and each line of text appears with a number before it.
- In the selected slide, select the area or text box you would like to animate
- From the Add Effect pull-down list, select desired effect from the submenus
- To remove custom animation, select desired area and click **REMOVE**
- From the Start pull-down list, select when you want the slide animation to be activated
- From the Speed pull-down list, select what speed you want applied to the animation
- **OPTIONAL:** To have your selection automatically preview when you make a selection, select **AutoPreview**
- **Adding Transitions to Slides**
- From the Slide Show menu, select **Slide Transition...**

OR

- From the Other Task Panes pull-down list, select **Slide Transition**

OR

- In the Slide Sorter View, from the Slide Sorter toolbar, click **TRANSITION**
- The Slide Transition task pane appears.
- Under **Apply to selected slides**, select your desired transition
- Under **Modify transition**, from the Speed and Sound pull-down lists, make the desired selections
- To remove a transition from your slide, select **No Transition**

## **Objects: Layering, Duplicating, and Grouping**

Objects can be text characters, images, charts, or any other similar element that you work with in PowerPoint.

### **Selecting Objects**

- When working with your slides, you must select the objects you want to manipulate. To select an object, simply click on it. Once an object is selected, you can layer, duplicate, or group it.
- Hold down the **[Shift]** key
- Click on each of the objects you want to work with
- Deselecting one object:
- Hold down the **[Shift]** key

- Click the object you want to deselect

### Working with Groups of Objects

When you are preparing your slides, you may need to work on a number of objects at the same time.

Selecting two or more objects creates a group. When working with grouped objects, the changes you make are applied to all of the objects in the group.

### Grouping Objects

- Select the object(s) you want in the group
  - On the Drawing toolbar, from the Draw pull-down list select Group
- OR
- Right click the selection » select Grouping » Group
  - The handles for the individual objects disappear and handles appear around the group of objects.
  - Make any necessary changes to the group of objects

### Ungrouping Objects

- Select the group by clicking on one of the group's objects
  - On the Drawing toolbar, from the Draw pull-down listing select Ungroup
- OR
- Right click the selection » select Grouping » Ungroup

### Aligning Groups

- If you have a group of objects in your presentation, you can align the entire group without having to move each object individually.
- Select the objects you want to align
- On the Drawing toolbar, from the Draw pull-down list, select Align or Distribute » the type of alignment you want

## Objects: Shading, Shadows, and 3-D Effects

You can create or alter your slides in PowerPoint by manipulating objects.

### Shading Objects

Once you have drawn objects with PowerPoint's drawing tools or selected a shape from the AutoShape menu, you can enhance them with special shading effects

#### Shading Objects: Shading the Fill Colour

- Select the object or group of objects you want to shade

- From the Format menu, select AutoShape...
- The Format AutoShape dialog box appears.
- Select the Colours and Lines tab
- From the Colour pull-down listing, select desired colour
- From the Colour pull-down listing, select Fill Effects...
- The Fill Effects dialog box appears.
- Select the Gradient tab
- Under Colours, select One colour, Two colours, or Preset
- Adjust the colour using the Dark and Light scroll bar
- OR
- From the Colour 1 pull-down list, select appropriate colour
- NOTE: The Dark and Light scroll bar is not an option if you have two colours or a preset. For information on the More Colours option, see Using the Colours Dialog Box.
- Adjust the Transparency as desired
- In the Shading styles section of the dialog box, select the style of shading you want
- As you select, the Variants and Sample sections automatically adjust.
- In the Variants area, select the variant you want
- To close the Fill Effects dialog box, click OK
- To close the Format AutoShape dialog box, click OK

### **Adding 3-D or Shadows**

You can enhance your objects by adding 3-D or shadow effects.

#### Adding 3-D

- Lines, most AutoShapes, and freeform objects can be given a 3-D appearance. With 3-D, you can change depth, colour, rotation, angle, direction of lighting, and surface texture.
- Select the object or group of objects you want to appear 3-D
- On the Drawing toolbar, click 3-D STYLE
- Select the desired 3-D effect

#### Customizing 3-D

- Select the object or group of objects you want to customize
- On the Drawing toolbar, click 3-D STYLE
- Click 3-D Settings...
- The 3-D Settings toolbar appears.
- Use the 3-D Settings toolbar to make desired changes

### **Adding Shadows**

You can add a shadow to any object, even text. The size, direction, and colour of shadows can also be modified to fit your needs.

- Select the object or group of objects you want to shadow
- On the Drawing toolbar, click SHADOW STYLE
- Select the desired shadow effect

#### Customizing Shadows

- Select the object or group of objects you want to customize

- On the Drawing toolbar, click SHADOW STYLE
- Click Shadow Settings...
- The Shadow Settings toolbar appears.
- Use the Shadow Settings toolbar to make the desired changes

## **Inserting Sounds**

Sounds can make your presentation more interesting and surprising. If you decide to insert sounds, make sure they are appropriate and do not distract the audience.

### Inserting Sounds: From Gallery

- View the appropriate slide in Normal view
- From the Insert menu, select Movies and Sounds » Sound from Clip Organizer...
- The Insert Clip Art task pane appears with all choices displayed.
- To search for clips by category, click MODIFY
- In the Search text box, type the desired category or search criteria
- Under Results should be, make sure only Sounds is selected
- Click SEARCH
- Select the appropriate sound
- An alert box appears asking if you want your sound to automatically play during the slide show.
- If you want your sound to play automatically, click YES
- OR
- If you want to start your sound by clicking the mouse, click NO
- A sound icon appears on your slide.

### Inserting Sounds: From File

- View the appropriate slide in Normal view
- From the Insert menu, select Movies and Sounds » Sound from File...
- The Insert Sound dialog box appears.
- Navigate through files and select the appropriate sound
- Click OK
- An alert box appears asking if you want your sound to automatically play during the slide show.
- If you want your sound to play automatically, click YES
- OR
- If you want to start your sound by clicking the mouse, click NO
- A sound icon appears on your slide.

## **Diagrams**

Adding diagrams to your slide show can enhance its effect on your audience. Diagrams can group related information and make it easier to explain throughout the course of the presentation.

### **Adding Diagrams**

- From the Insert menu, select Diagram...

OR

- From the Drawing Toolbar, click INSERT DIAGRAM OR ORGANIZATION CHART
- The Diagram Gallery dialog box appears.
  
- Select the type of diagram that would best fit your slide show
- Once you have decided on a diagram, click OK
- The diagram appears on the slide.

### **Moving Diagrams**

After selecting a diagram, you may wish to move that diagram to better fit the slide..

- Select the diagram
- Position the mouse over the diagram border
- The pointer turns into a four-headed arrow.
- Click and drag the diagram to the desired location

### **Resizing Diagrams**

You may wish to manipulate your diagram after positioning it on your slide

- Resizing Diagrams: Mouse Option
- Select the diagram to be resized
- Position the mouse over one of the handles
- When the mouse is moved over the handle, the pointer will change.
- Click and drag until you have reached the desired size
- Release the mouse button

### **Changing Diagram Style**

Colour schemes and borders are automatically applied when you choose the slide design you want. One way to change the colour and border of your diagram is to choose another slide design. However, AutoFormat offers a few additional colour options for your diagrams as well as numerous border designs.

- With the diagram selected from the Diagram toolbar, click AUTOFORMAT
- The Diagram Style Gallery dialog box appears.
- From the Select a Diagram Style list, select the desired style
- A preview of the changed diagram appears to the right of the list.
- To apply the new design, click APPLY
- To keep the original design, click CANCEL

### **Changing the Diagram Type**

If you find that the diagram you have chosen doesn't fit the information you are trying to convey, PowerPoint gives you the option of changing the type of diagram without having to recreate the entire diagram.

With the diagram selected from the Diagram toolbar, click CHANGE TO

A list of the diagram options is displayed along with a picture of each.  
Select the new diagram you would like to have in the slide show  
The diagram is changed on the slide.

Exercise 1:

- In a blank presentation slide
- Insert a car picture from clipart.
- Move the picture to the left part of the slide.
- Insert custom animation fro the picture ( fly from right)
- Insert a relevant sound and preview your work

Exercise 2:

- Represent the following graph with a diagram in power point.
- Change your you pyramid diagram to a target one
- You DO NOT have to sketch the arrows nor to include the explanatory text like Faster or Cost per megabyte

