

PowerPoint 2007: Animations

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PowerPoint 2007: Animations

Add transitions between slides

Slide transitions are the animation-like effects that occur in Slide Show view when you move from one slide to the next during an on-screen presentation. You can control the speed of each slide transition effect, and you can also add sound.

Choose from a gallery of slide transitions

PowerPoint 2007 includes many different types of slide transitions, including (but not limited to) the following:



- | | |
|---------------------|-----------------------|
| 1 No transition | 6 Checkerboard Across |
| 2 Blinds Horizontal | 7 Checkerboard Down |
| 3 Blinds Vertical | 8 Comb Horizontal |
| 4 Box In | 9 Comb Vertical |
| 5 Box Out | |

To see more transition effects, in the Quick Styles list, click the **More** button , as shown in the diagram above.

Add the same slide transition to all of the slides in your presentation

1. On the left side of the slide window, in the pane that contains the Outline and Slides tabs, click the **Slides** tab.
2. Select the slide thumbnails of the slides that you want to apply slide transitions to.
3. On the **Animations** tab, in the **Transition To This Slide** group, click a slide transition effect.
To see more transition effects, in the Quick Styles list, click the **More** button .

4. To set the slide transition speed between the current slide and the next slide, in the **Transition To This Slide** group, click the arrow next to **Transition Speed**, and then select the speed that you want.
5. In the **Transition To This Slide** group, click **Apply to All**.

Add different slide transitions to the slides in your presentation

1. On the left side of the slide window, in the pane that contains the Outline and Slides tabs, click the **Slides** tab, and then click a slide thumbnail.
2. On the **Animations** tab, in the **Transition To This Slide** group, click the slide transition effect that you want for that slide.

To see more transition effects in the Quick Styles list, click the **More** button .

3. To set the slide transition speed between the current slide and the next slide, in the **Transition To This Slide** group, click the arrow next to **Transition Speed**, and then select the speed that you want.
4. To add a different slide transition to another slide in your presentation, repeat steps 2 through 4.

Add sound to slide transitions

1. On the left side of the slide window, in the pane that contains the Outline and Slides tabs, click the Slides tab, and then select the slide thumbnails that you want to add a sound to.
2. On the **Animations** tab, in the **Transition To This Slide** group, click the arrow next to **Transition Sound**, and then do one of the following:
 - To add a sound from the list, select the sound that you want.
 - To add a sound not found on the list, select **Other Sound**, locate the sound file that you want to add, and then click **OK**.
3. To add sound to a different slide transition, repeat steps 2 and 3.

Change all of the slide transitions in your presentation

1. In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
2. On the **Home** tab, click a slide thumbnail.

3. On the **Animations** tab, in the **Transition To This Slide** group, click a different slide transition effect.
To see more transition effects on the Quick Styles list, click the **More** button .
4. To re-set the slide transition speed, in the **Transition To This Slide** group, click the arrow next to **Transition Speed**, and then select the speed that you want.
5. In the **Transition To This Slide** group, click **Apply to All**. 

Change some of the slide transitions in your presentation

1. In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
2. On the **Home** tab, click the thumbnail of the slide that you want to modify the slide transition for.
3. On the **Animations** tab, in the **Transition To This Slide** group, click a different slide transition effect for that slide.
To see more transition effects on the Quick Styles list, click the **More** button .
4. To re-set the slide transition speed, in the **Transition To This Slide** group, click the arrow next to **Transition Speed**, and then select the speed that you want.
5. To change another slide transition, repeat steps 2 through 4.

Remove all of the slide transitions from your presentation

1. In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
2. On the **Home** tab, click a slide thumbnail.
3. On the **Animations** tab, in the **Transition To This Slide** group, click **No Transition**.
4. In the **Transition To This Slide** group, click **Apply to All**.

Remove some of the slide transitions from your presentation

1. In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
2. On the **Home** tab, click the thumbnail of the slide that you want to remove the slide transition from.
3. On the **Animations** tab, in the **Transition To This Slide** group, click **No Transition**.
4. To remove a slide transition from another slide in your presentation, repeat steps 2 through 4.

Animating text and objects

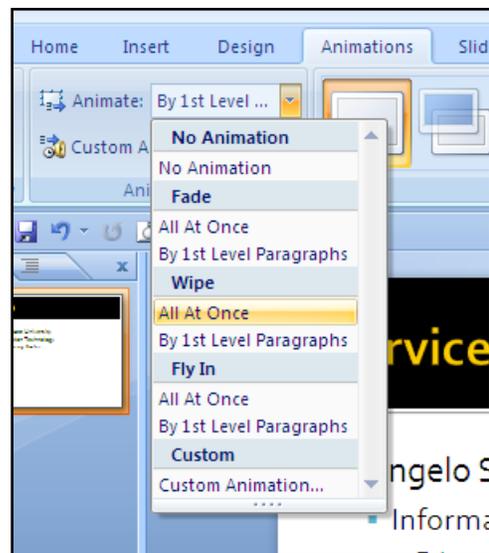
Animate the text or objects in your presentation to give them sound effects or visual effects, including movement. You can use animation to focus on important points, to control the flow of information, and to increase viewer interest in your presentation.

You can use the built-in animation effects in PowerPoint 2007, or you can create your own custom effects. You can apply animation effects to individual slides, to the slide master, or to custom slide layouts.

Apply a built-in animation effect to text or an object

To apply a built-in animation effect in PowerPoint 2007, do the following:

1. Select the text or object that you want to animate.
2. On the **Animations** tab, in the **Animations** group, select the animation effect that you want from the **Animate** list.



Create and apply a custom animation effect to text or objects

To gain more control over how and when effects are applied, you can create and apply a custom animation. For example, you can make text grow or shrink, spin or shimmer, and you can set an animation so that you hear the sound of applause when a picture is revealed. You can apply more than one animation, so you can make a line of text fly in with or without sound, and then make the text fly out. You can use emphasis, entrance, or exit options in addition to preset or custom motion paths.

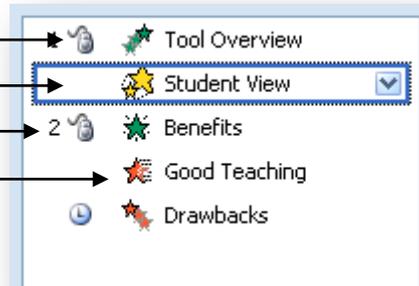
You create custom animations in the **Custom Animation** task pane. The **Custom Animation** task pane shows important information about an animation effect, including the type of effect, the order of multiple effects in relation to each other, and a portion of the text of the effect.

Icons indicate the timing of the effect

Select an item in the list

Numbers indicate the order

Icons represent the type of effect



- **Icons indicate the timing of the animation effect** in relation to the other events on the slide. Choices include the following:
 - **Start On Click** (mouse icon, shown here): The animation effect begins when you click the slide.
 - **Start With Previous** (no icon): The animation effect begins at the same time as the previous effect in the list starts playing (that is, one click executes two or more animation effects).
 - **Start After Previous** (clock icon): The animation effect begins immediately after the previous effect in the list finishes playing (that is, no additional click is required to make the next animation effect start).
- **Select an item in the list** to see the menu icon (down arrow), and then click the icon to reveal the menu.
- **Numbers indicate the order** in which animation effects play. Numbers also correspond to the labels associated with animated items in Normal view with the **Custom Animation** task pane displayed.
- **Icons represent the type of animation effect.** In this example, it is an **Emphasis** effect.

Animated items are noted on the slide by a non-printing numbered tag. This tag corresponds to the effects in the **Custom Animation** list, and the tag is displayed to the side of the text or object. The tag appears only in Normal view with the **Custom Animation** task pane displayed.

To apply a custom animation effect in PowerPoint 2007, do the following:

1. Select the text or object that you want to animate.
2. On the **Animations** tab, in the **Animations** group, click **Custom Animation**. 
3. In the **Custom Animation** task pane, click **Add Effect**, and then do one or more of the following:
 - To make the text or object enter with an effect, point to **Entrance**, and then click an effect.
 - To add an effect, such as a spin effect, to text or an object that is already visible on the slide, point to **Emphasis**, and then click an effect.
 - To add an effect that makes text or an object leave the slide at some point, point to **Exit**, and then click an effect.
 - To add an effect that makes text or an object move in a specified pattern, point to **Motion Paths**, and then click a path.
4. To specify how the effect is applied to your text or object, right-click the custom animation effect in the **Custom Animation** list, and then click **Effect Options** on the shortcut menu.
5. Do one of the following:
 - To specify settings for text, on the **Effect**, **Timing**, and **Text Animation** tabs, click the options that you want to use to animate the text.
 - To specify settings for an object, on the **Effect** and **Timing** tabs, click the options that you want to use to animate the object.

Effects appear in the **Custom Animation** list in the order that you add them.

Add a sound to an animation

You must have previously added an animation effect to the text or object before adding a sound to the animation.

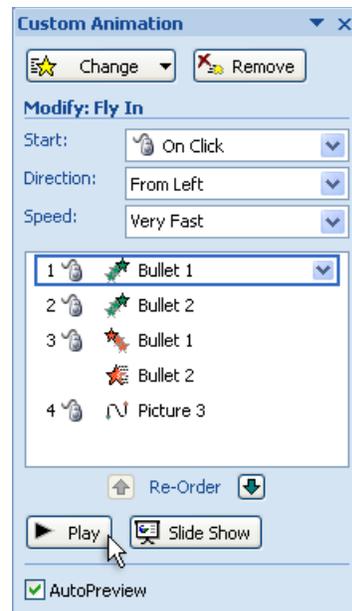
1. Click the slide that contains the animation effect to which you want to add a sound.
2. On the **Animations** tab, in the **Animations** group, click **Custom Animation**.

3. In the **Custom Animation** task pane, click the arrow to the right of the animation effect in the **Custom Animation** list, and then click **Effect Options**.
4. On the **Effect** tab, under **Enhancements**, click the arrow in the **Sound** list, and then do one of the following:
 - To add a sound from the list, click a sound.
 - To add a sound from a file, click **Other Sound**, and then locate the sound file that you want to use.

Test your animation effect

After you add one or more animation effects, to validate that they work, do the following:

- At the bottom of the **Custom Animation** task pane, click **Play**.



Change or remove an animation effect

Change the timing for an animation effect

A variety of timing options help to ensure that your animation flows smoothly and looks professional. You can set options for start times (including delays), speed, duration, looping (repeating), and automatic rewind.

Set options for start times

1. Click the text or object that contains the animation for which you want to specify start options.
2. On the **Animations** tab, in the **Animations** group, click **Custom Animation**.

3. In the **Custom Animation** list, right-click the animation effect, and then do one of the following:

- To start the animation effect when you click the slide, select **Start On Click**.
- To start the animation effect at the same time as the previous effect in the list (that is, one click executes two animation effects), select **Start With Previous**.
- To start the animation effect immediately after the previous effect in the list finishes playing (that is, you do not have to click again to make the next animation effect start), select **Start After Previous**.

If this is the first animation effect on the slide, it will be marked as "0" and will start as soon as the slide appears in the presentation

- To replay or repeat the custom animations that you apply to a given object, select **Timing**, and then on the **Timing** tab, select an option in the **Repeat** list.

Set a delay or other timing option

1. Click the text or object that contains the animation effect that you want to set a delay or other timing option for.

2. On the **Animations** tab, in the **Animations** group, click **Custom Animation**.



3. In the **Custom Animation** list, right-click the animation effect, select **Timing**, click the **Timing** tab, and then do one or more of the following:

- To create a delay between the end of one animation effect and the start of a new animation effect, enter a number in the **Delay** box.
- To set the speed with which the new animation effect plays, select an option in the **Speed** list.
- To repeat an animation effect, select an option in the **Repeat** list.
- To automatically return an animation effect to its original look and location after it plays, select the **Rewind when done playing** check box. For example, after the fly out exit effect plays, the item reappears on the slide in its original location.

Change or remove sound applied to an animation effect

1. On the **Animation** tab, in the **Animations** group, click **Custom Animation**.
2. Click the text or object that contains the sound that you want to change or delete.
3. In the **Custom Animation** list, right-click the associated animation effect, and then click **Effect Options**.
4. On the **Effect** tab, under **Enhancements**, click the arrow next to **Sound**, and then do one of the following:
 - To change the sound, click a new sound effect.
 - To remove a sound effect, click **[No Sound]**.

Remove one or more animation effects from your presentation

1. On the **Animation** tab, in the **Animations** group, click **Custom Animation**.
2. In the slide window, click the text or object with one or more animation effects applied to it that you want to remove.
3. In the **Custom Animation** list, click an animation effect, and then click **Remove**. To select more than one animation effect applied to a single instance of text or an object, press and hold CTRL while you click each animation effect that you want to remove.