

# Slide animations and transitions

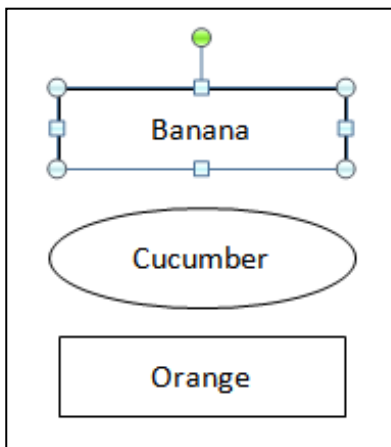
## Microsoft PowerPoint 2007

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.

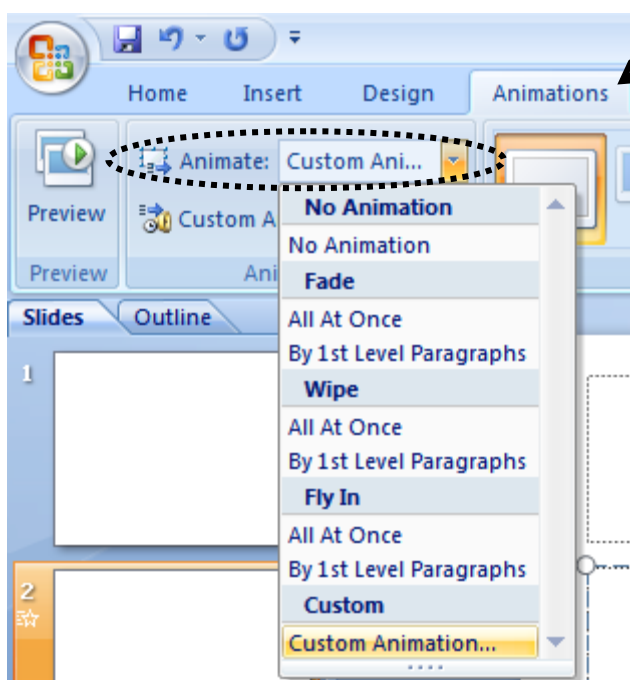
### Applying Animations

1. Select the slide in which you wish to apply an animation
2. Select an object or placeholder on your slide



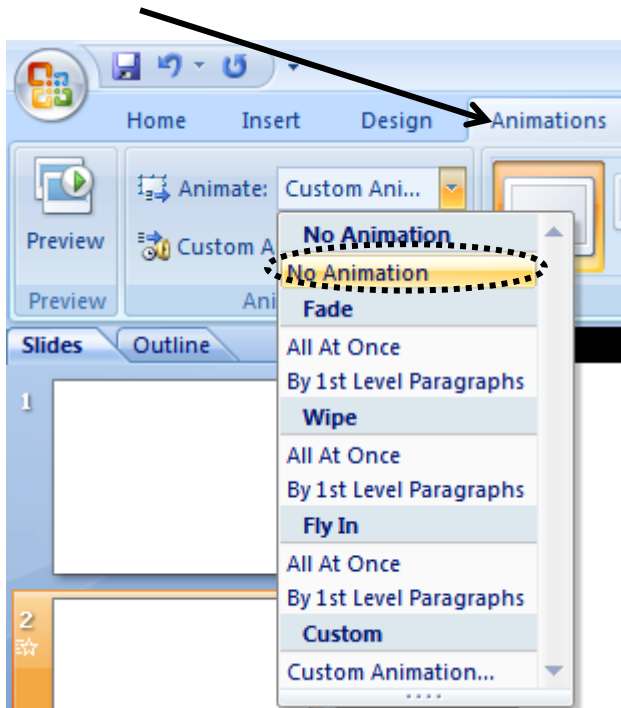
3. Go to **Animations** > **Animate** > Select an animation from the drop down box

Click on the animation you wish to apply



## Removing Animations

1. To remove an animation, select the object you wish to remove the animation from






2. Go to **Animations > Animate > 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.

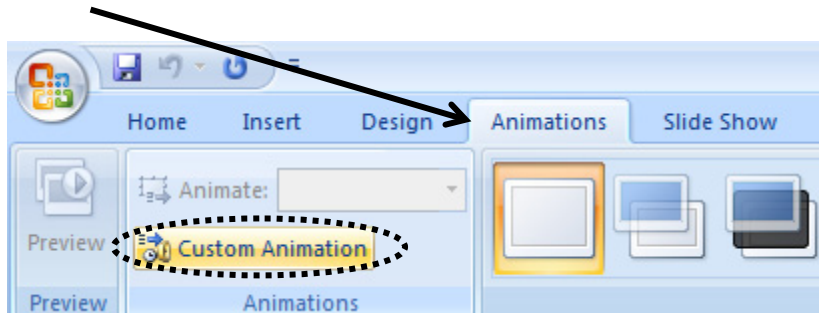
### Custom Animation Type

There are three main types of animation.

-  **Entrance** How the object enters the slide
-  **Emphasis** The emphasis that happens to the object selected. (When the object is already on the slide)
-  **Exit** How the object exits from the slide

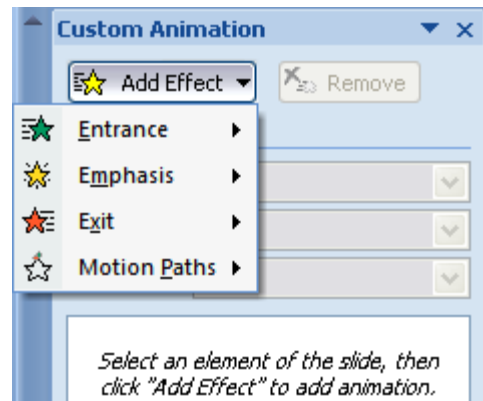
(If you are intending to apply an animation to all slides, select the appropriate slide master, **View > Slide Master**)

1. **Animations > Custom Animation**





- The Custom Animation task pane will open in on the right side of your screen.
- Select the object you wish to add a custom animation to.
- On the task pane click **Add Effect** > choose animation type: *Entrance, Emphasis, Exit*

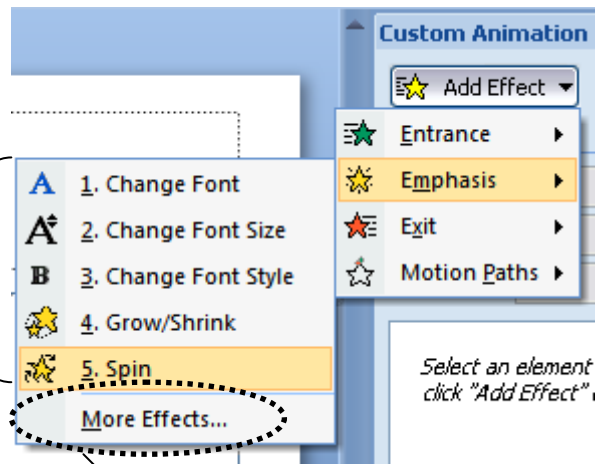


**Tip: Selecting a placeholder / object**  
 Click on the borderline, not on the small white circle. Your mouse pointer should have four arrows when you mouse over to the borderline.

- Choose an effect

Note: If you use too many animations your audience may feel motion sick. **Keep it simple.**

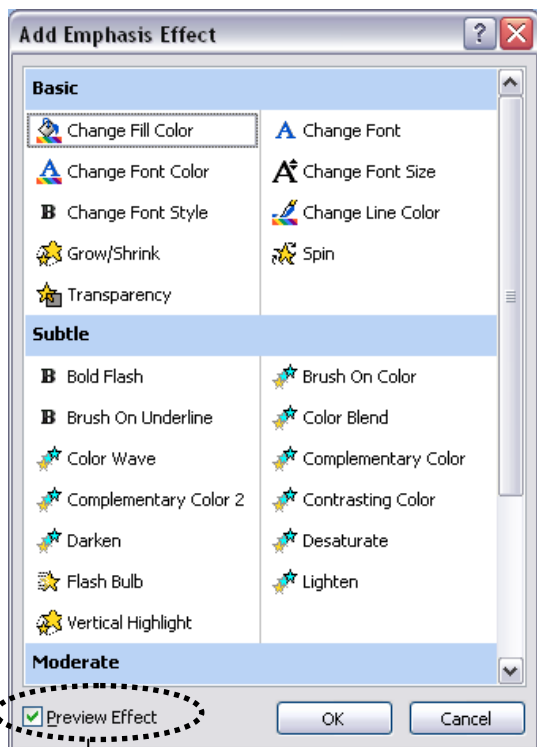
Click one to select the effect



**More Effects** shows you all effects available.

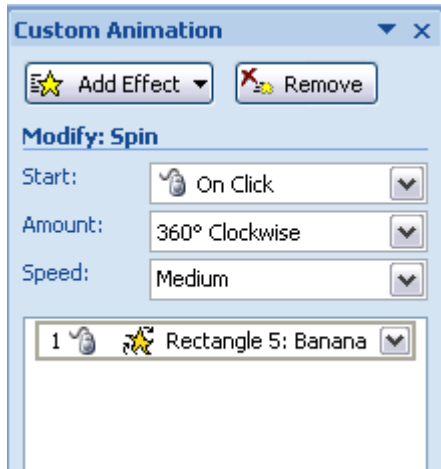
Click an effect and see the preview. Select the one you would like, click **OK**.

Scroll down to see the rest of the effects.



As long as this option is ticked, you can see the preview of effect. Keep choosing effects until you find the one you like then **OK** or cancel.

6. Done!

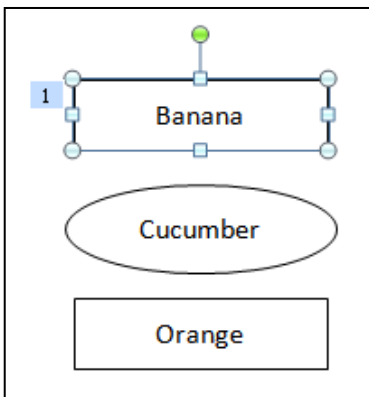


**NOTICE:**  
A number appears next to the custom effect object. This is the order of your custom animations when you do a slide show.

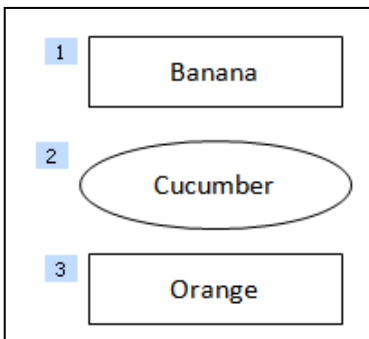
Repeat steps and create custom animations on your slides.

**Applying the same animation and effects to multiple objects/placeholders.**

1. Select all objects/placeholders that you wish to customise the same

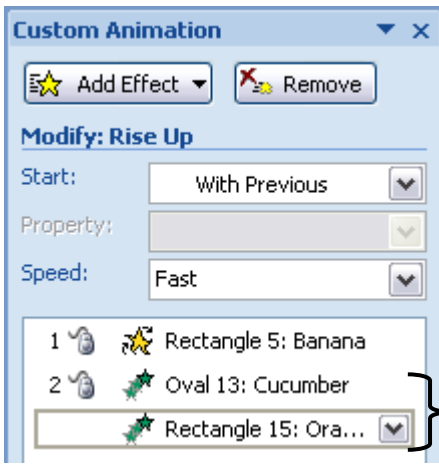


2. Apply custom animation



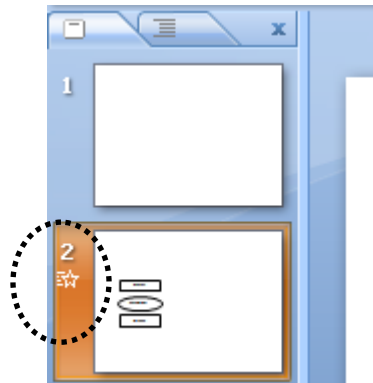
**Tip: Selecting multiple objects**  
Hold down the **Ctrl** key and select each object you would like to apply the same animation to.

**NOTICE: Animation order**  
The custom animation order number appears on both objects that you selected.



These two act at the same time.

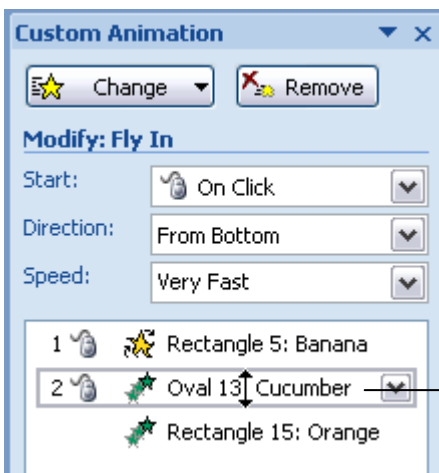
A star mark appears next to the slides that have animations and/or transitions applied.



### Modifying animations

You may wish to change the type of effect after you apply animation. **Use the task pane**

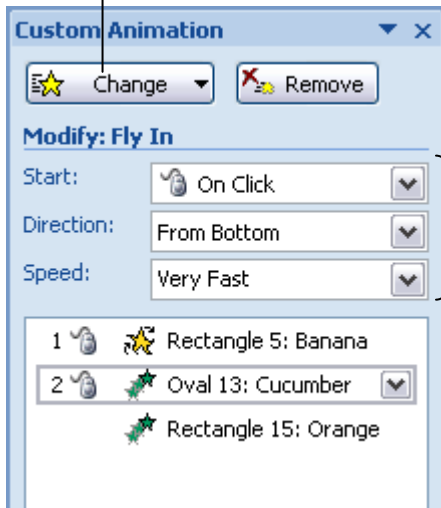
1. Select the animation to be modified.



**NOTE:**

You can **change the order** of effects by dragging them up or down the list

2. Click **Change**



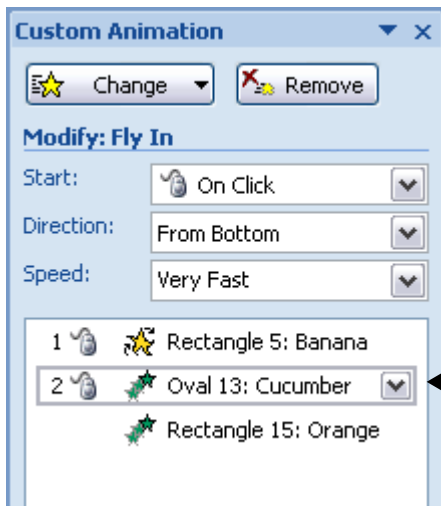
**NOTE:**

The **Add Effect** button is now the **Change** effect button.

Click the drop lists here to change the options

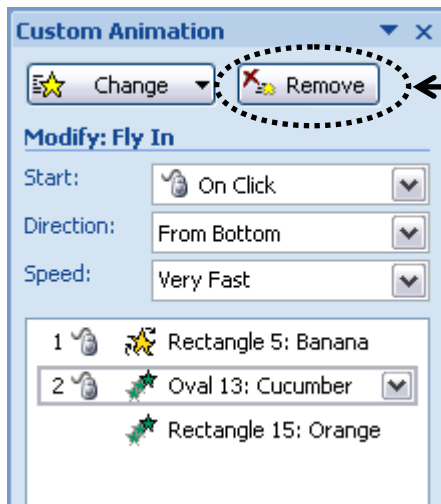
### Deleting custom animation

1. Select animation that you wish to delete from the task pane. Note: this will only delete the animation not the object.



One click

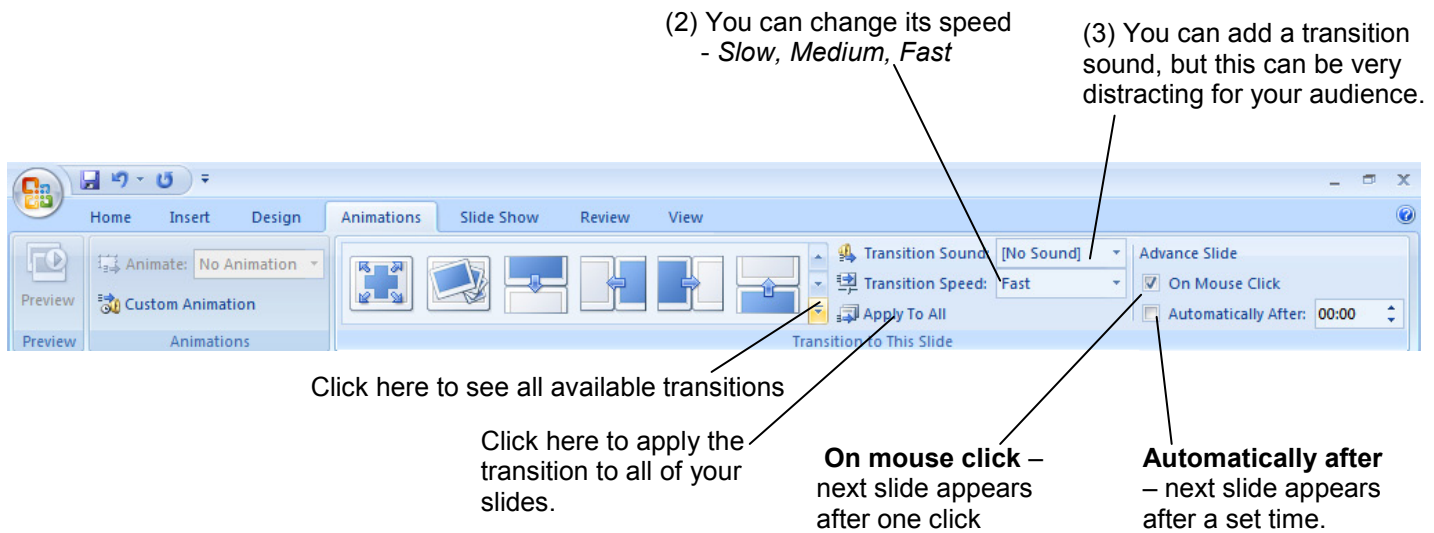
2. Click **Remove** or use the **DELETE** key.



# Slide Transitions

Slide transitions happen between slides.

1. Select any of your slides
2. Use the **Slide Transition** pane > **Animation** > choose **Slide Transition**.
3. Hover over each transition to see a preview.



If you don't wish to use a slide transition, you can select **No Transition**.

