

# Advanced PowerPoint 2010

You can animate the text, pictures, shapes, tables, SmartArt graphics, and other objects in your Microsoft PowerPoint 2010 presentation to give them visual effects, including entrances, exits, changes in size or color, and even movement.

## Overview of animating text and objects


Animation is a great way to focus on important points, to control the flow of information, and to increase viewer interest in your presentation. You can apply animation effects to text or objects on individual slides, to text and objects on the slide master (slide master: The main slide that stores information about the theme and layouts of a presentation, including the background, color, fonts, effects, placeholder sizes, and positions.), or to placeholders on custom slide layouts.

There are four different kinds of animation effects in PowerPoint 2010:

- Entrance effects. For example, you can make an object fade gradually into focus, fly onto the slide from an edge, or bounce into view.
- Exit effects. These effects include making an object fly off of the slide, disappear from view, or spiral off of the slide.
- Emphasis effects. Examples of these effects include making an object shrink or grow in size, change color, or spin on its center.
- Motion Paths (motion path: The path that a specified object or text will follow as part of an animation sequence for a slide.). You can use these effects to make an object move up or down, left or right, or in a star or circular pattern (among other effects).

You can use any animation by itself or combine multiple effects together. For instance, you can make a line of text fly in from the left while it grows in size by applying a Fly In entrance effect and a Grow/Shrink emphasis effect to it.

## Add animation to an object

1. To add an animation effect to an object, do the following:
2. Select the object that you want to animate.
3. On the Animations tab, in the Animation group, click the More  button, and then select the animation effect that you want.



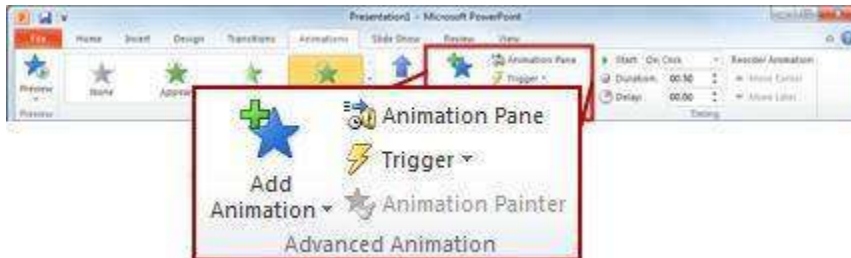
## NOTES

- If you do not see the entrance, exit, emphasis, or motion path animation affect that you want, click **More Entrance Effects**, **More Emphasis Effects**, **More Exit Effects**, or **More Motion Paths**.
- After you have applied an animation to an object or text, the animated items are labeled on the slide with a non-printing numbered tag, displayed near the text or object. The tag appears only in Normal view when the **Animations** tab is selected or the Animation task pane is visible

## Apply multiple animation effects to a single object

To apply multiple animations onto the same object, do the following:

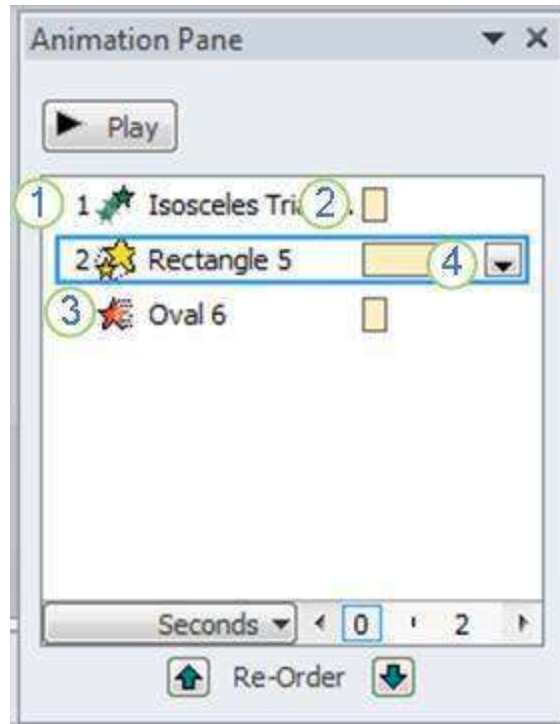
1. Select the text or object that you want to add multiple animations.
2. On the **Animations** tab, in the **Advanced Animation** group, click **Add Animation**.



## View a list of animations currently on the slide

You can view the list of all the animations on the slide in the Animation task pane. The Animation task pane shows important information about an animation effect, such as the type of effect, the order of multiple effects in relation to one another, the name of the object affected, and the duration of the effect.

To open the Animation task pane, on the Animations tab, in the Advanced Animation group, click Animation Pane.



4. In the task pane, numbers indicate the order in which the animation effects play. The numbers in the task pane correspond to the non-printing numbered tags that are displayed on the slide.
5. Timelines represent the duration of the effects.
6. Icons represent the type of animation effect. In this example, it is an Exit effect.
7. Select an item in the list to see the menu icon (down arrow), and then click the icon to reveal the menu.

## Set the effect options, timing, or order for an animation

- To set the **effect options** for an animation, on the **Animations** tab, in the **Animation** group, click the arrow to the right of **Effect Options** and click the option that you want.
- You can specify the start, duration, or delay timing for an animation on the **Animations** tab.
  - To set the **start timing** for an animation, in the **Timing** group, click the arrow to the right of the **Start** menu and select the timing that you want.
  - To set the **duration** of how long the animation will run, in the **Timing** group, enter the number of seconds that you want in the **Duration** box.
  - To set a **delay** before the animation begins, in the **Timing** group, enter the number of seconds that you want in the **Delay** box.
- To **reorder** an animation in the list, in the **Animation** task pane, select the animation that you want to reorder, and on the **Animations** tab, in the **Timing** group, under **Reorder Animation**, either select **Move**

Earlier to make the animation occur before another animation in the list or select Move Later to make the animation occur after another animation in the list.

## Test your animation effect

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

- On the **Animations** tab, in the **Preview** group, click **Preview**.



## Five tips for creating animations in PowerPoint 2010

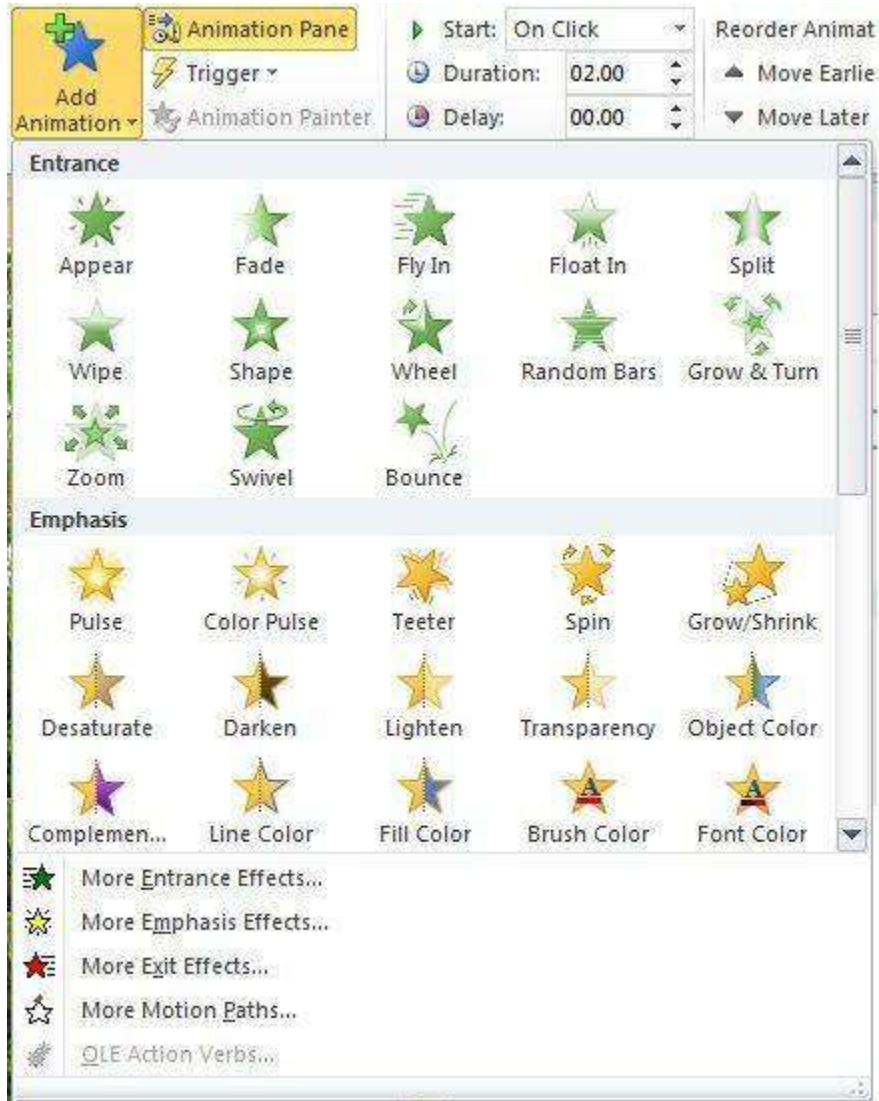
Takeaway: If you've struggled in the past with PowerPoint's animation tools, you may find the situation has improved with the latest version. Here are a few easy ways to create animation effects with PowerPoint 2010.

In previous versions of PowerPoint, animating elements on the screen was in equal parts (to me, at least) amusing and annoying. I loved it when the items did their little swirls or faded into view at just the right time. But I fussed and fumed over that one word bubble that would never arrive on cue. Now in PowerPoint 2010, the animation feature is easier — and goes farther — with just a few clicks of the mouse. Here's a small taste of these improvements.

### 1: Use ready-made animations

The Add Animation gallery presents simple animations you can easily apply to items on your slide. Simply click the element you want to animate, click the Animation tab, and click Add Animation. The gallery (**Figure A**) shows a number of simple animations that control the way objects enter, exit, appear, and disappear on your slides.

**Figure A**



The Add Animation gallery offers assorted ready-made animations you can apply to elements on your slide.

## 2: Set triggers

A trigger enables you to tie your animation to another action on the slide. You can create bookmarks in your presentation that trigger an animation to begin, or you can set the animation to start when you click the mouse. You can further control the trigger by indicating which action you will take to trigger the animation. Set a trigger for an animation by clicking the animated item and then clicking Trigger in the Advanced Animation group of the Animations tab.

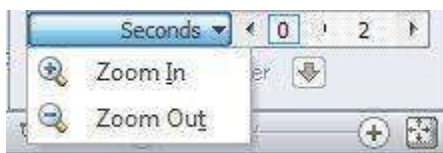
### 3: Use the Animation Painter

It's not unheard of to spend hours trying to get everything in your presentation animated perfectly. Getting things to move at the right speed, in the right order, and ending in the right sequence used to be a pretty tricky business. Now you can automate the animation sequences you like by using the Animation Painter. Available in the Advanced Animation group, the Animation Painter works like the Format Painter tool. You click the element with the animation you want to copy, click Animation Painter, and then drag the pointer over the item you want to receive the animation settings. PowerPoint does the rest.

### 4: Let the timeline help you out

The timeline appears at the bottom of the Animation Pane to help you see how the animations are unfolding on your slide. You can use the timeline to gauge the entry and exit of various items and to determine whether you want to change the time or sequence of events. Each individual animation also shows the length of time it requires by displaying a small time segment to the right of each animation entry. You can scroll along the timeline by clicking the arrows at either end or click the Seconds control to Zoom In or Zoom Out and change the increments of time you are working with (**Figure B**). This can help you fine-tune the animations so that the motion occurs precisely when you want it to.

**Figure B**



You can change the increments on the timeline to fine-tune the animation of elements on your slide.

### 5: See it all in the Animation Pane

The Animation Pane (**Figure C**) brings together all kinds of information and tools for you to use as you organize, order, and time the animation features you add to elements on your slides. Display the Animation Pane by clicking the Animation tab and choosing Animation Pane in the Advanced Animation group. The task pane lets you preview the animation (click Play), reorder animations, and see where they fall on the timeline. You can also access options related to each animation by clicking its arrow and choosing the tool you want to use. You can set options, control time, or even remove the animation if you like.

**This is a sample, click download link to get the full Tutorial**

**CLICK BELOW**

