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Exercise: Customizing animations

Note: You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

How to complete this exercise

To complete this exercise, you will need access to Microsoft PowerPoint.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

Log in to your Microsoft account. ↗

Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!
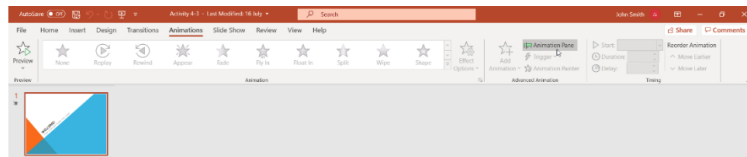
Let's get started!

The presentation that you have been working on includes a few animations and transitions. You would like to customize these effects.

1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.
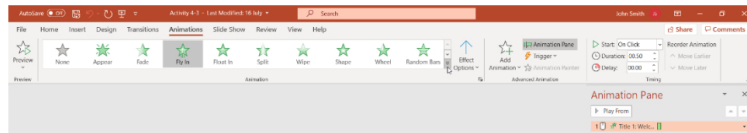
Exercise: Customizing Animations ↗

2. Ensure that slide one is displayed. Display the Animation pane by clicking **Animations → Animation Pane**:
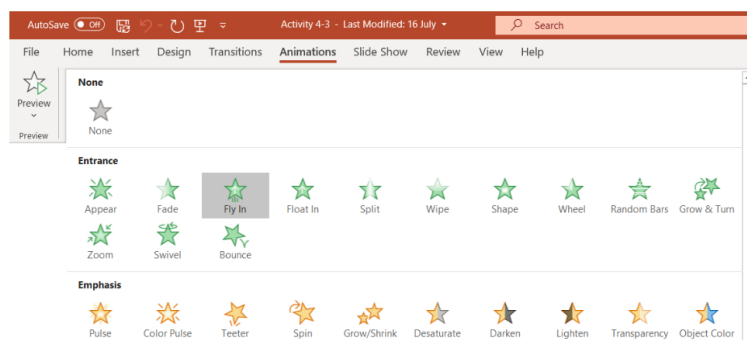

3. With the Animation pane open, you will see that the current slide only has one animation. Inside this pane, click the **Play All** button to see what it does:
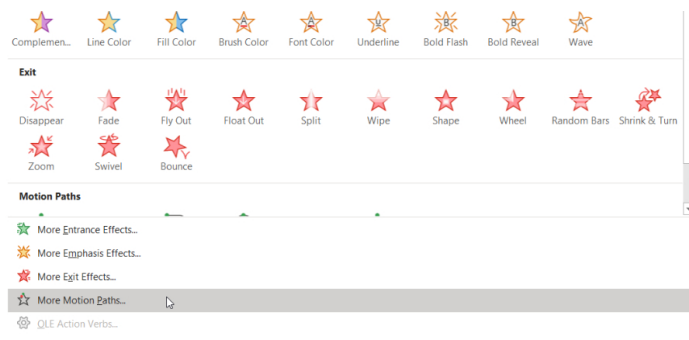

4. The preview will show you the **Welcome**! text flying in from the bottom of the screen. You would like to change the path of this animation. In the Animation pane, click to **select the animation**. Next, click the **More** arrow in the lower right-hand corner of the Animation gallery:
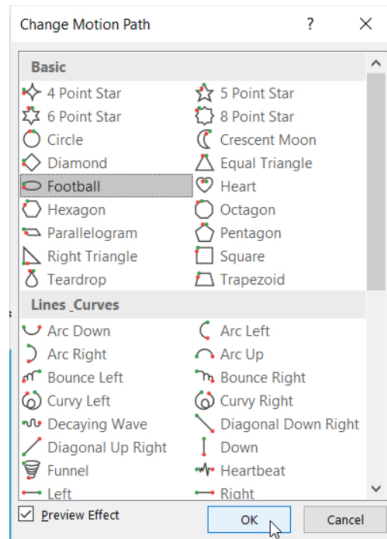

5. From the bottom of the gallery, click **More Motion Paths**:
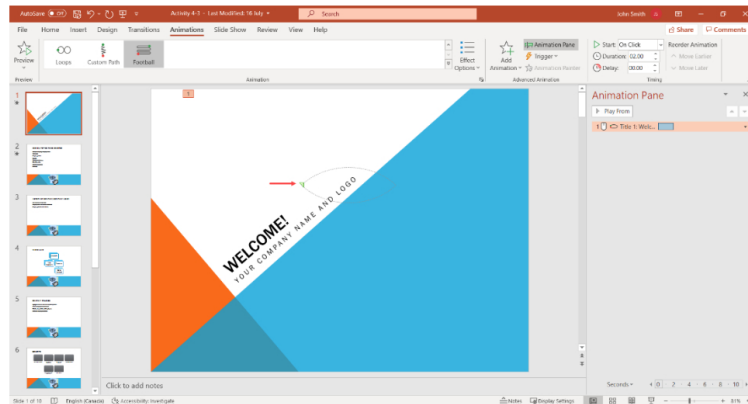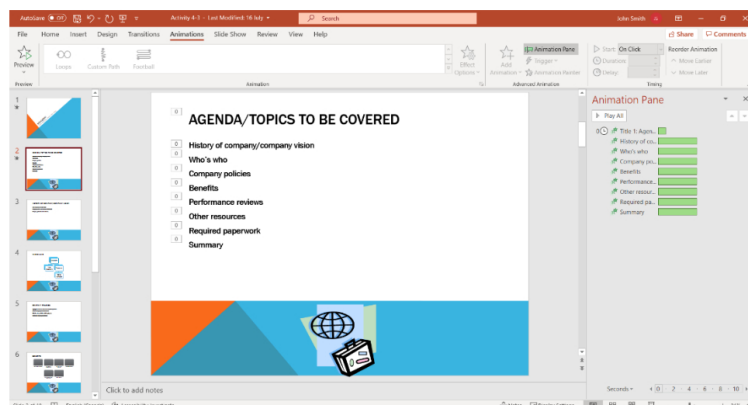
6. The Change Motion Path dialog box will now be displayed. Click **Football** and click **OK**:

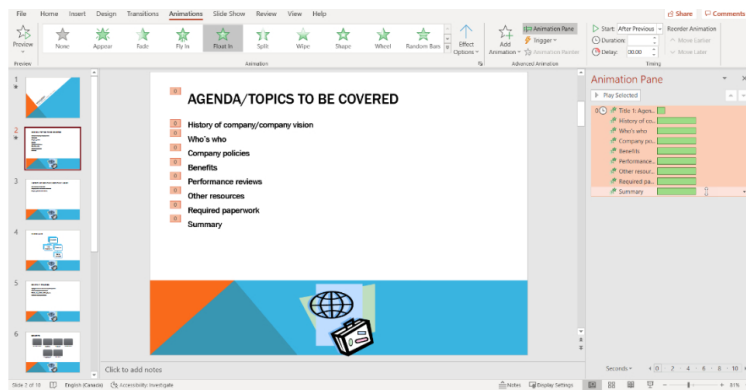7. Returning to your presentation, you will now see the motion path that you selected:

8. In the Slides pane, click to select slide **two**. In the Animation pane, you will see that there are several animations on this slide:
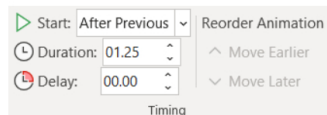

9. Click the **Play** button on the Animation pane. You will see that the transition between the points on this slide are quite slow. Use your cursor to **select all of the lines** on the slide:
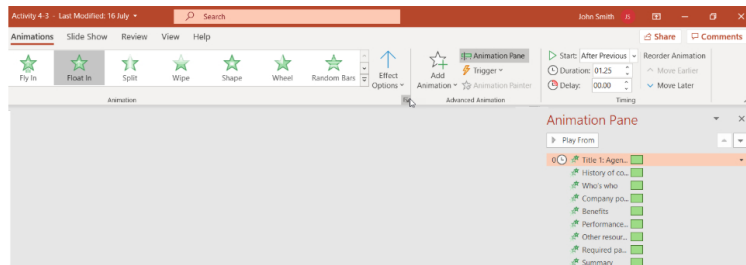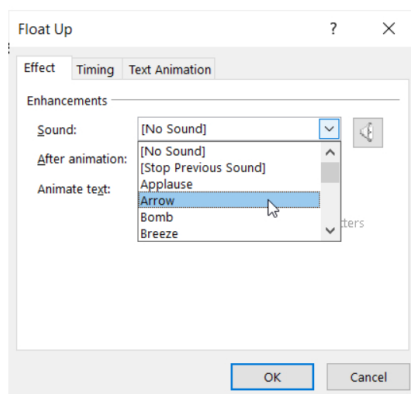
10. With the Animations tab open, change the **Duration** increment box to **1.25**:
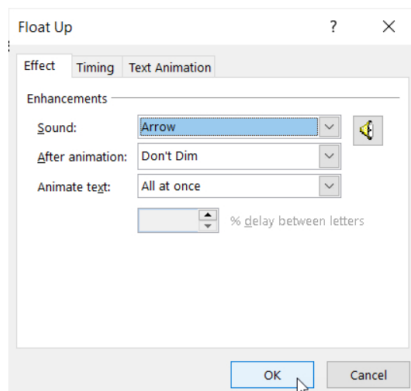

11. Finally, you would like to add a sound clip to the animation for the title of the current slide. Select the **top-most animation** in Animation pane and then click the **option button** in the lower right-hand corner of the Animation group on the Animations tab:

12. The Effect Options dialog box will now be displayed with Float Up as the title. Click the **Sound drop-down menu** and click **Arrow**:

13. Click **OK** to apply the new settings:

15. Press **F5** on your keyboard to preview the current presentation and make sure that the animations on the first two slides are working properly.

16. Save the current presentation as **Activity 4-3 Complete**. Close Microsoft 365 PowerPoint to complete this exercise.

17. Now, you can check out an example of a completed document in the link below:

Completed exercise: Customizing Animations

Mark as completed