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Adding SmartArt to a presentation

Modifying objects in your presentation

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Exercise: Animating objects

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!

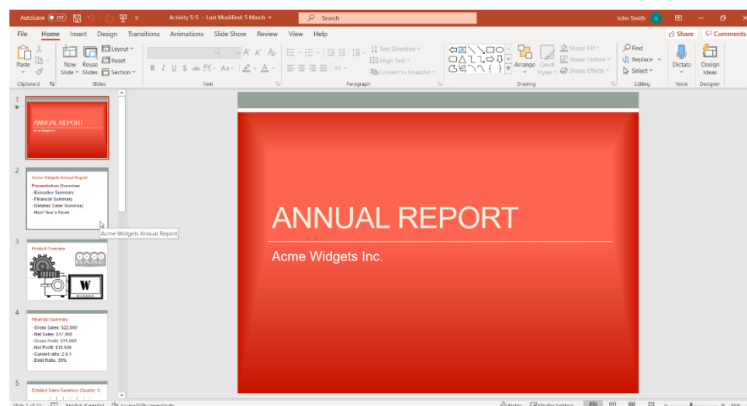
Let's get started!

In this activity, you will finalize the layout of the images on the product overview slide.

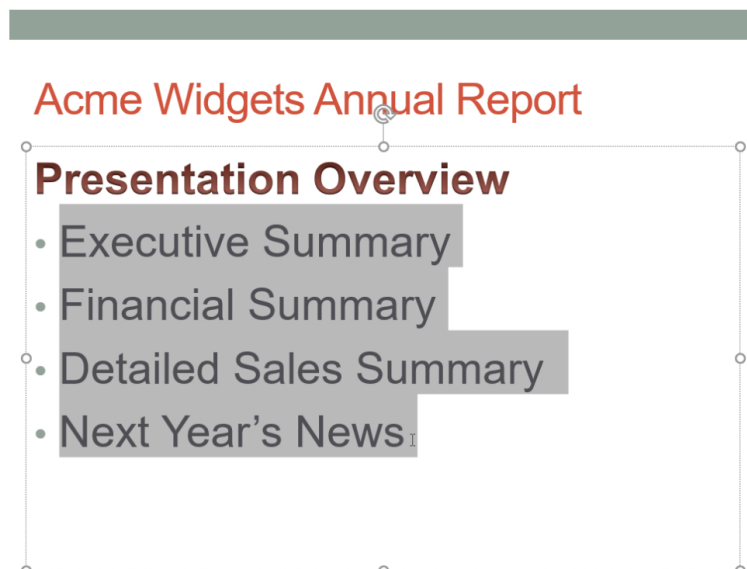
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Animating objects](#)

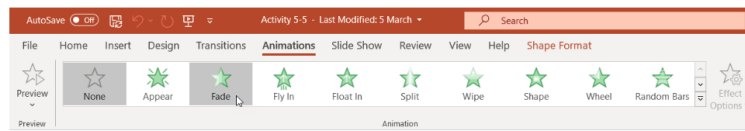
2. Click slide 2:



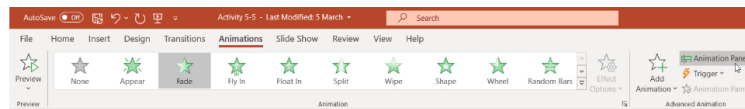
3. Select the bullet list:



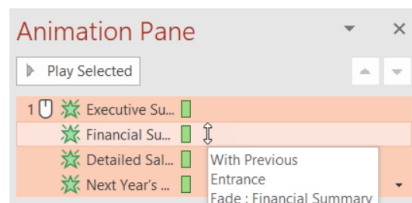
04. Click the **Animations** tab and click the **Fade** animation:



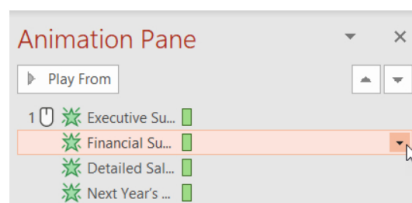
05. Click **Animations** → **Animation Pane**:



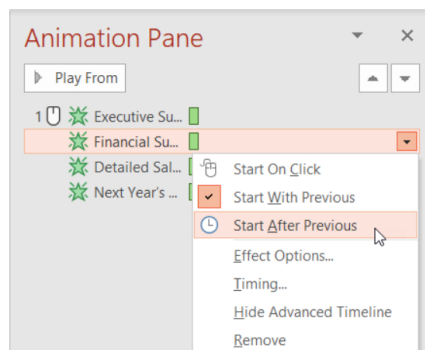
06. We will use this task pane to customize our animation. Click the listing for the second bullet:



07. Click the drop-down arrow next to this item:



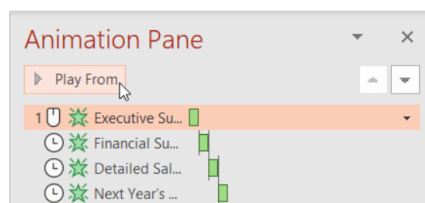
08. Click **Start After Previous**:



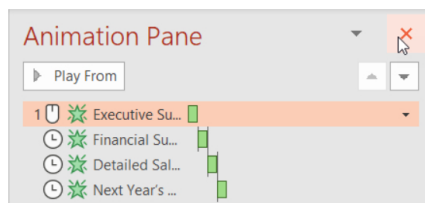
09. You will see the small box representing the effect move slightly to the right, to indicate it will appear after the first bullet. Repeat steps six, seven, and eight for the next two bullets so that they are all in sequence:



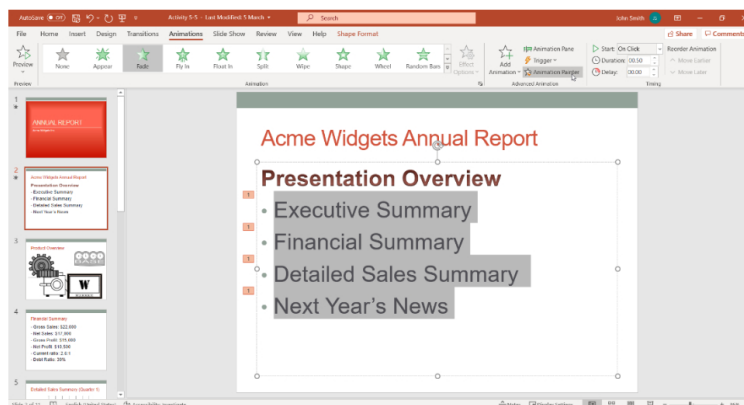
10. Click the first animation to select it. Click **Play From** to test the animation:



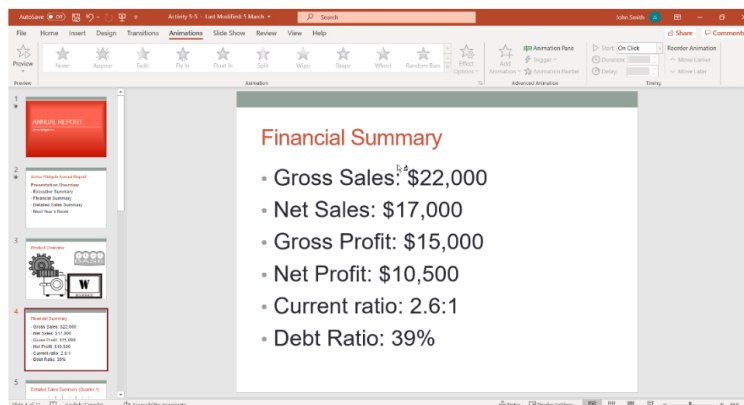
11. When the preview is complete, close the Animation Pane:



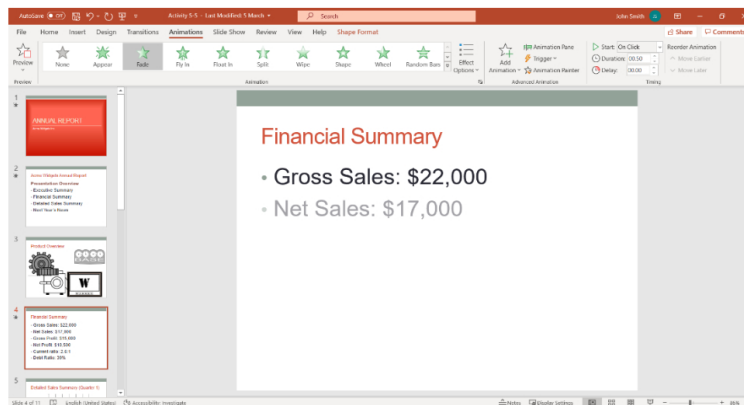
12. Select the bullet list. Click **Animations** → **Animation Painter**:



13. Click slide 4. Click the text box containing the bullet list:



14. The custom animation will immediately be applied and previewed:



15. Save your presentation as Activity 5-5 Complete. Close Microsoft 365 PowerPoint to complete this activity.

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

[Completed exercise: Animating objects](#)

Mark as completed