

# Lesson 4

## Word Watch

- Animation Tab
- Custom Animation
- Action Button
- Hyperlink
- Rehearse Timing



# Animation, Transition and Timing

## Learning Objectives

After completing this lesson, you should be able to:

- apply animation to slide objects;
- preview an animation;
- add custom animation(s);
- record & remove animation;
- insert an action button; and
- add & remove transition to slides;

# Applying an Animation to Slide Objects

You can use the Animations tab on the Ribbon to apply an animation to any selected slide object. If you select a complex object such as SmartArt diagram or a bulleted list, you can even apply the animation to each of its individual parts and control how the parts appear. The basic animations are fade, wipe, or fly in objects.

## Apply Artistic Effects

- 1 Select the object to animate.
  - You can select any kind of object: a placeholder, text box, picture, or WordArt.
  - You can **Shift**+click to select multiple objects and apply the animation to all at once.

- 2 Click the Animations tab.

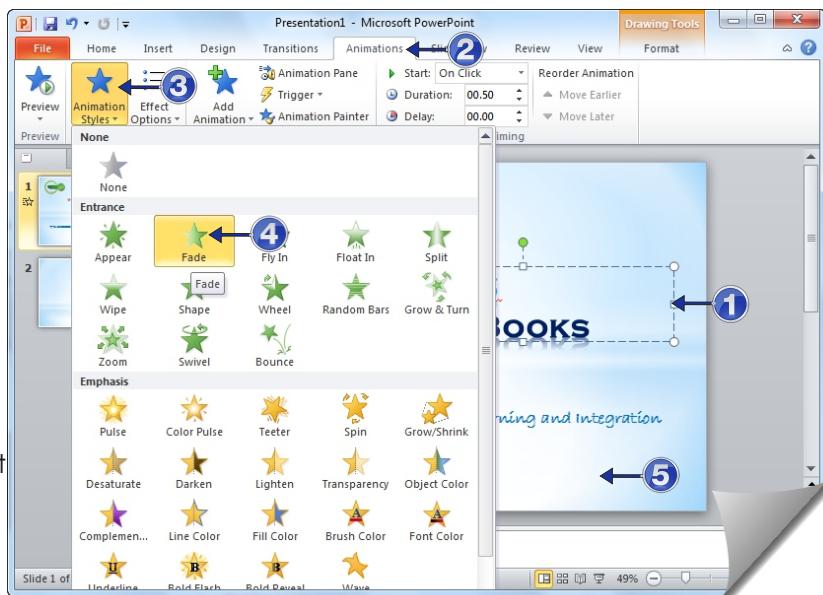
- 3 Click the Animate

- 4 Click the desired animation to apply.

PowerPoint applies the animation to the object.

Note: If Live Preview is active, PowerPoint previews any animation that you point to in the Animate drop-down list, enabling you to see how the effect looks before clicking to select it.

- 5 Click elsewhere on the slide to deselect the object.



## Previewing an Animation

You can play the animation in Normal view without having to start the slide show, or you can run the slide show using a button on the Animations tab of the Ribbon. Previewing the regular or custom animations applied to a slide enables you to verify that the animations work as expected and are appropriate for the slide's content.

### Preview an Animation

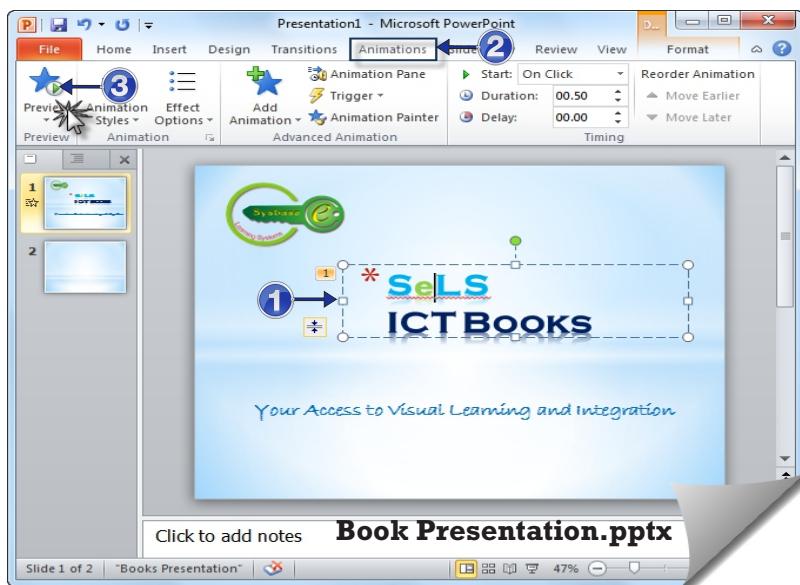
- 1 Display the slide with the animation(s) to preview in Normal view.

- 2 Click the Animations tab.

- 3 Click Preview.

The animation previews in the Slide pane.

- You can preview the animations by running the entire slide show. Click or press F5 to run the slide show. After it plays, press **Esc** at the final black screen to return working in PowerPoint.



## Adding a Custom Animation

A custom animation allows for more control over the animation effect which you can apply to any selected object on a slide, including when the animation starts, as well as its direction and speed. You can use the Custom Animation task pane that appears to select, set up, and change the order for custom animations.

### Add a Custom Animation

- 1 Click the object you want to animate.

- 2 Click the Animations Tab.

- 3 Click an effect ▾.

PowerPoint applies the effect and previews it.

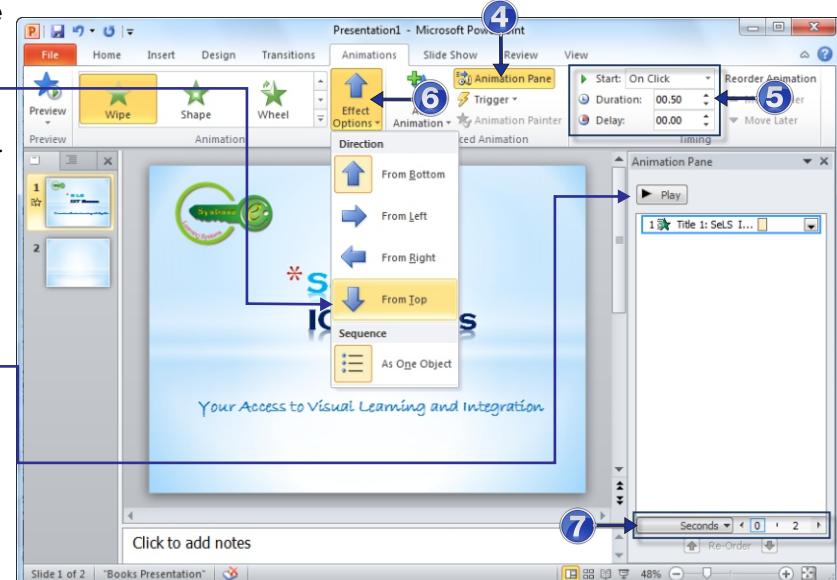
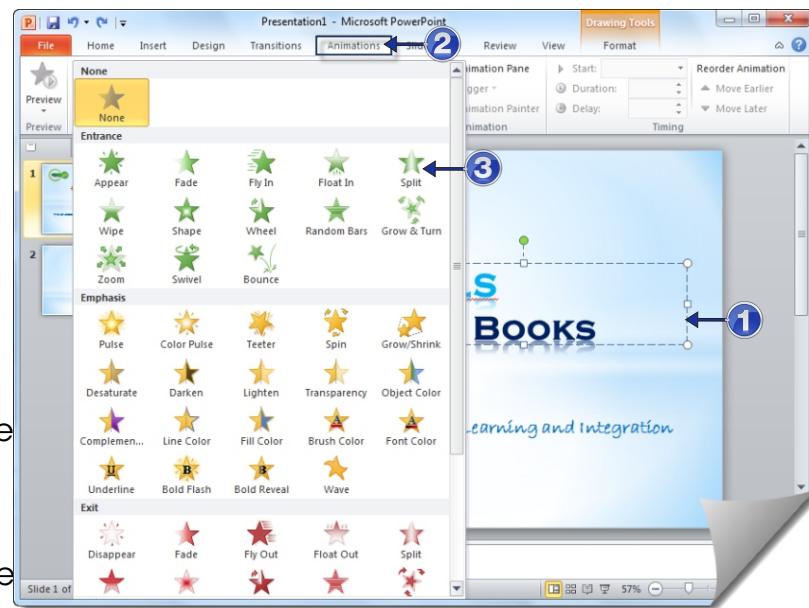
- 4 With the effect you apply click the Animation Pane to customize the effect.

- 5 Click an option for starting the animation when running the slide show.

- 6 Click Effect Options and choose a direction you want in your animation.

- 7 Choose a designated speed for your animation.

You can click Play to preview your settings. The animation plays by then.

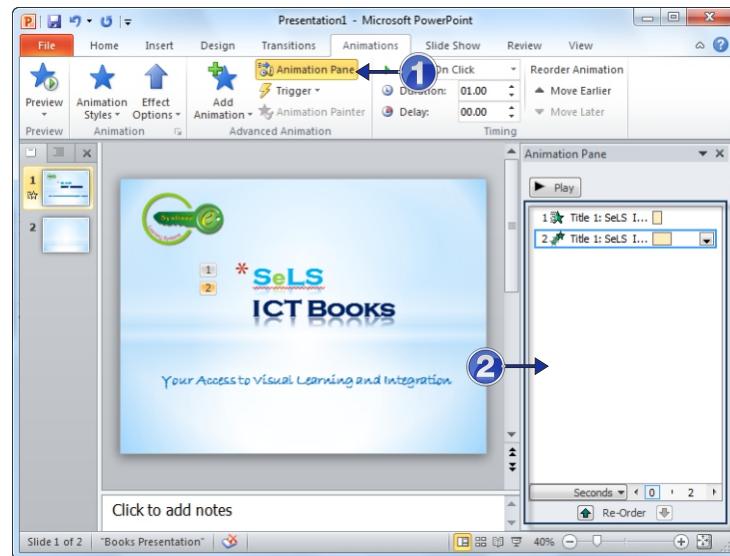


## Reordering Animation

After you have applied more than one standard or custom animation on a slide, you can change the order in which the animated objects play when the slide appears during the slide show.

### Reorder Animation

- 1 With the Animation Pane clicked and several animations applied, click the animation to reorder.
- 2 Click either Move Up ↑ or Move Down ↓ to reposition the animation.  
The item moves up or down in the list accordingly.
  - If no animations appear below the item, ↑ is unavailable. If no animations appear above the item, then ↓ is unavailable.



## Removing an Animation

You can remove both standard and custom animations from slide objects. If you apply a custom animation and decide that you want to use another animation, you have to remove the first one, or you end up with two animations on that single object. Remove the animation from the Animations tab or the Custom Animation task pane.

### Remove An Animation From The Animations Tab

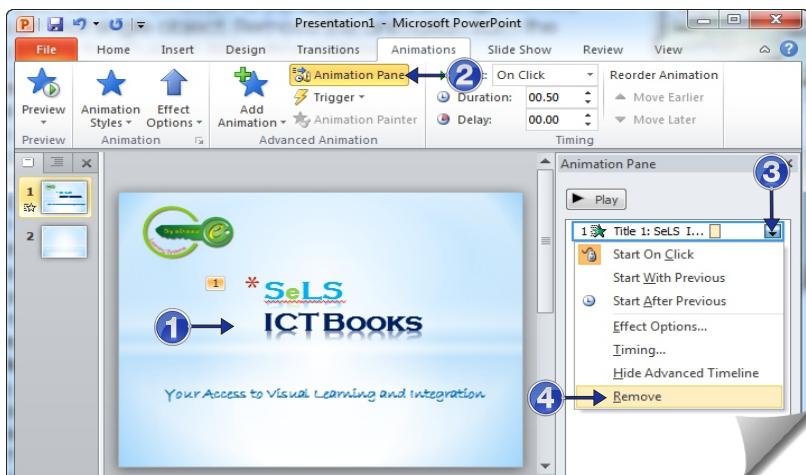
- 1 With the slide holding the animation to remove displayed in Normal view, select the object(s) from which you want to remove an animation.
- 2 Click the Animations tab.
- 3 Click the Animate □.
- 4 Click None.

PowerPoint removes the animation.

### Remove An Animation From The Animation Pane

- 1 With the slide to which you want to remove the animation displayed in Normal view, click the Animations tab.
- 2 Click Animation Pane. The Custom Animation task pane appears.
- 3 Click □ and select an animation in the list.
- 4 Click Remove.

PowerPoint removes the animation effect from the object.



# Inserting an Action Button

Action buttons provide a quick and easy way to enable you to jump to a slide with related content while delivering a slide show. You can also use them to open a Web page, another presentation, or another type of document. Jumping to a Web page requires an Internet connection. Any document to open via an action button must be available on your computer.

## Insert an Action Button

- With the slide to which you want to insert the action button displayed in Normal view, click the Insert tab.

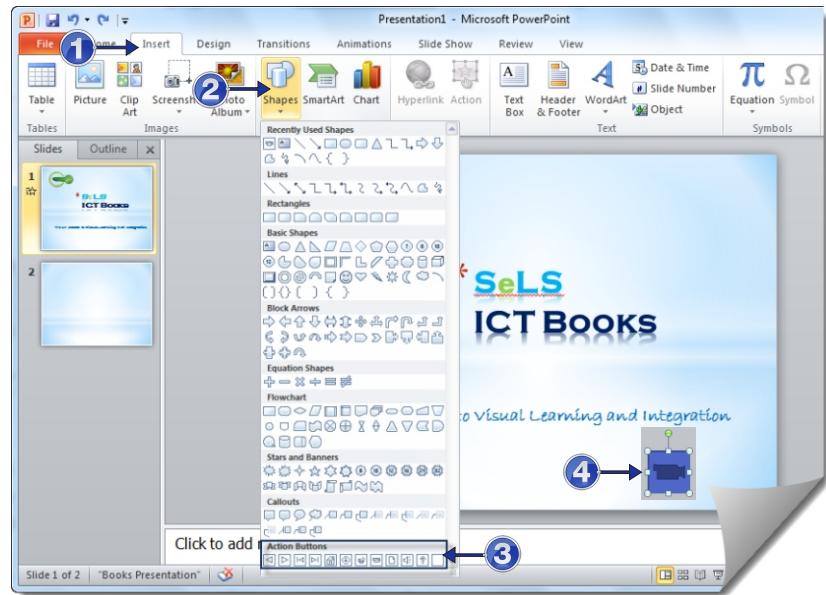
- Click Shapes.

- Click a button style.

The mouse pointer turns into a crosshair (+).

- Drag diagonally on the slide to create the action button.

An action button and the Action Settings dialog box appear.

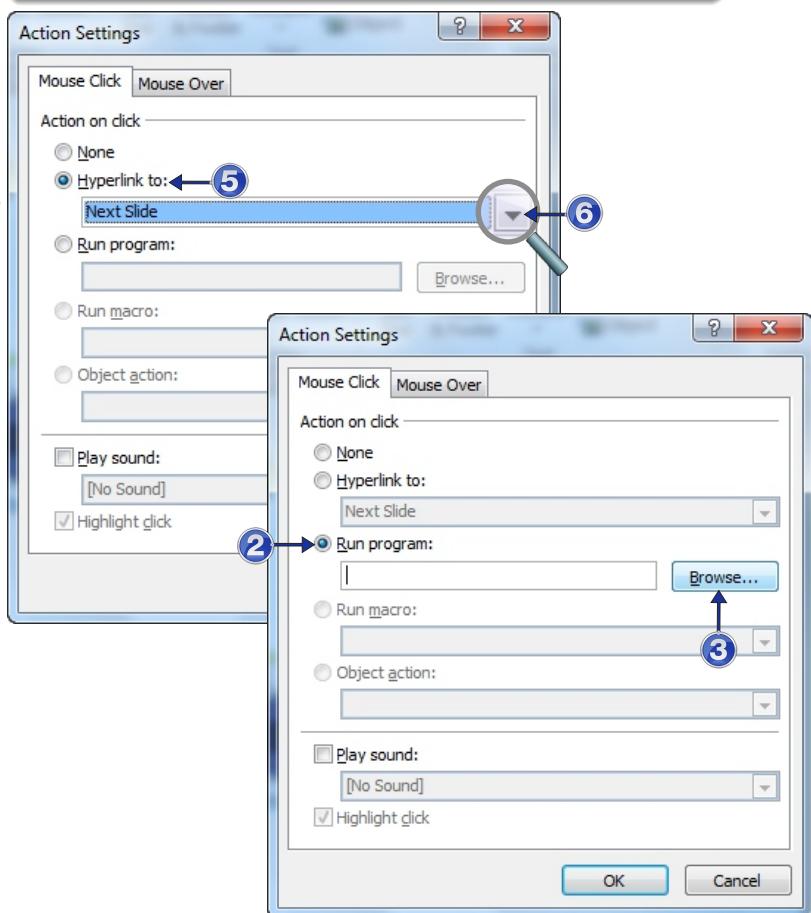


## Establish A Hyperlink

- If the Hyperlink to: option button is not selected, click it.

- Click  and select the slide that you want to appear when the action button is clicked.

Depending on your choice, the last slide appears or a dialog box appears for you to type a URL.



## Open A Document

- Perform steps 1 to above.

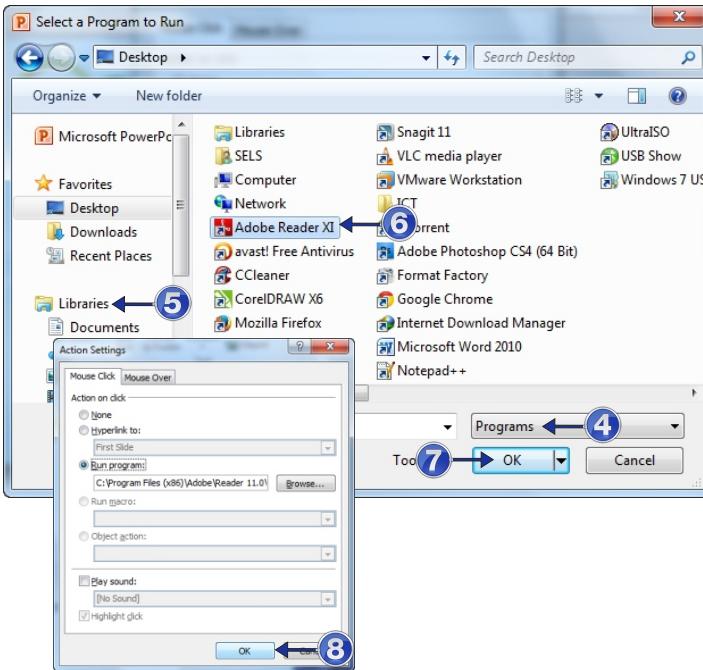
The Action Settings dialog box appears.

- Click Run Program ( changes to ).

- Click Browse.

The Select a Program to Run dialog box appears.

- 4 Click  and select All Files.
- 5 Navigate to the folder holding the file to open.
- 6 Click the file to open with the action button.
- 7 Click OK.
- The Action Settings dialog box reappears.
- 8 Click OK in the Action Settings dialog box.  
The action button is finalized on the slide.



## Adding a Transition to Slides

You can apply a transition to each slide in the Normal view. You can also select several slides and then apply a transition effect to all of them. Finally, you have the option of applying a transition to all slides in the presentation. Applying a transition from the Random category tells PowerPoint to apply a different transition for each slide in the presentation.

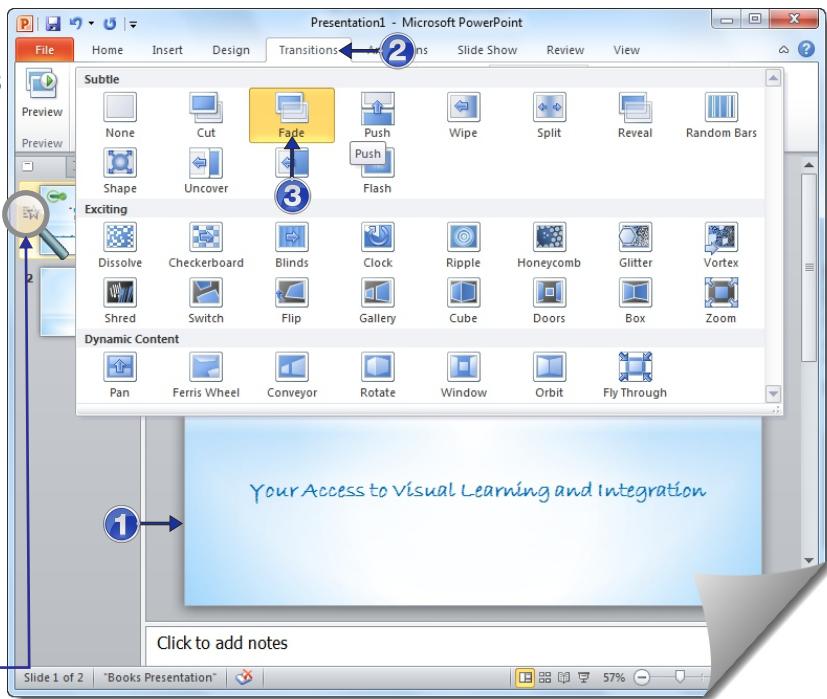
### Adding a Transition to Slides

- 1 With the slide to which you want to apply a transition selected in Normal view, click the Animations tab.
- 2 Click  beside the transitions gallery in the Transitions To This Slide group.
- The gallery of available transitions appears.
- 3 Click a transition in the gallery, scrolling down first if needed.

PowerPoint applies the transition to the slide or selected slides, and the effect previews.

A star appears beside the slide's thumbnail to indicate the transition has been applied.

- To apply the transition to all slides, click Apply to All.

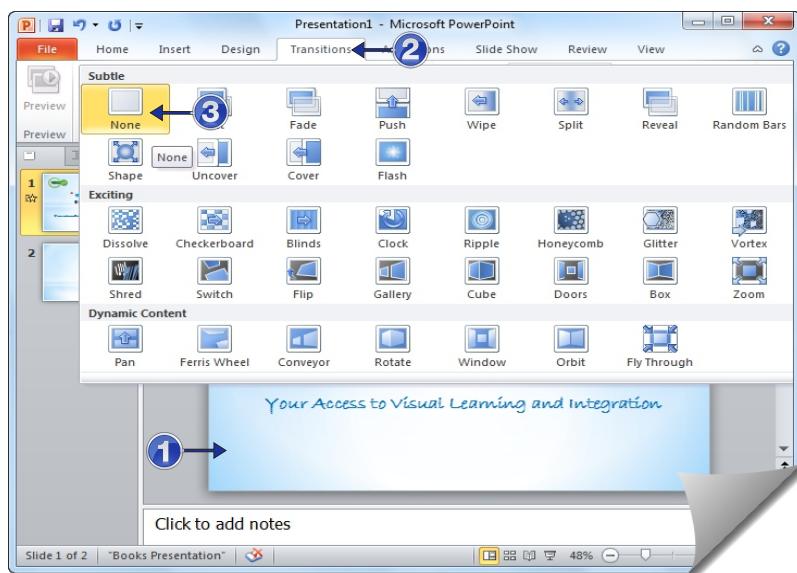


## Removing a Transition from Slides

Sometimes while designing a presentation, you apply different transition and then decide that it does not work. PowerPoint enables you to remove any transition in your presentation if you change your mind.

### Remove a Transition from Slides

- ① With the slide to which you want to remove a transition selected in Normal view, click the Animations tab.
- ② Click beside the transitions gallery in the Transitions To This Slide group.  
The gallery of available transitions appears.
- ③ Click the transition icon under No Transition.  
PowerPoint removes any existing transition.
  - To remove transitions from all slides in the presentation, you can click Apply to All.



## Advancing a Slide After a Set Time Interval

When you are running a slide show, you can use one of two methods to advance from slide to slide. You can advance slides manually by clicking your mouse or the onscreen navigation arrows in Slide Show view. Or, you can set up timing that automatically advances to the next slide after a certain number of seconds has passed.

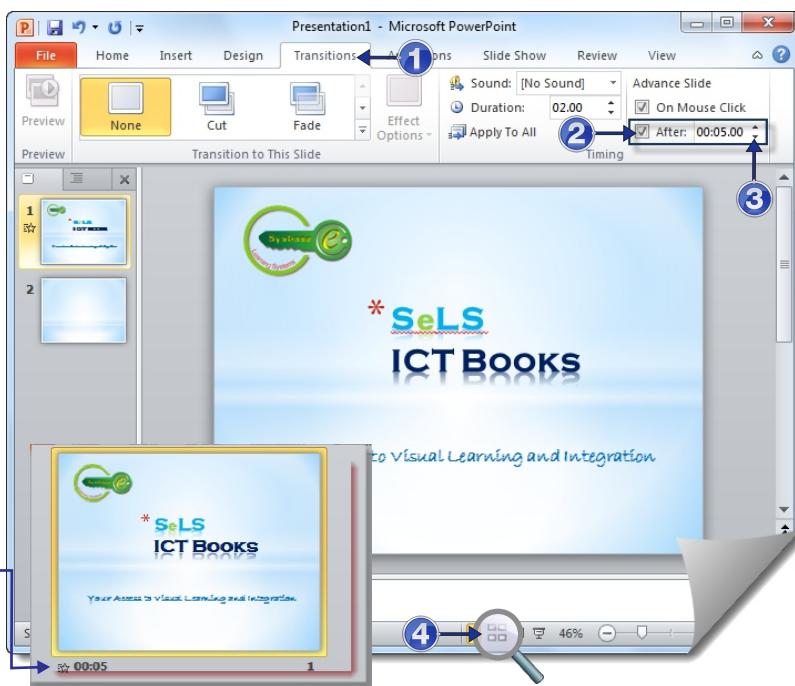
### Advance a Slide After a Set Time Interval

- ① With the slide to which you want to set an advance timing selected in Normal view, click the Transitions tab.
- ② Click Automatically After ( changes to ).
- ③ Click the spinner arrows ( $\Delta$ ) to set the time interval.
- ④ Click  $\square$ .

Slide Sorter view appears.

A notation of the time interval set appears under the slide.

- If you leave the On Mouse Click check box checked , you can advance the slide more quickly by clicking your mouse.



# Rehearsing Timings

You can use the Rehearse Timings command to time a practice run of your presentation to ensure that it does not take too long to deliver, and setting a time for each slide to display before the presentation advances automatically. Then, you will know if you need to add or delete slides, and that each slide will display for as long as needed.

## Rehearse Timings

- With the slide show to rehearse open, click the Slide Show tab.

- Click Rehearse Timings.

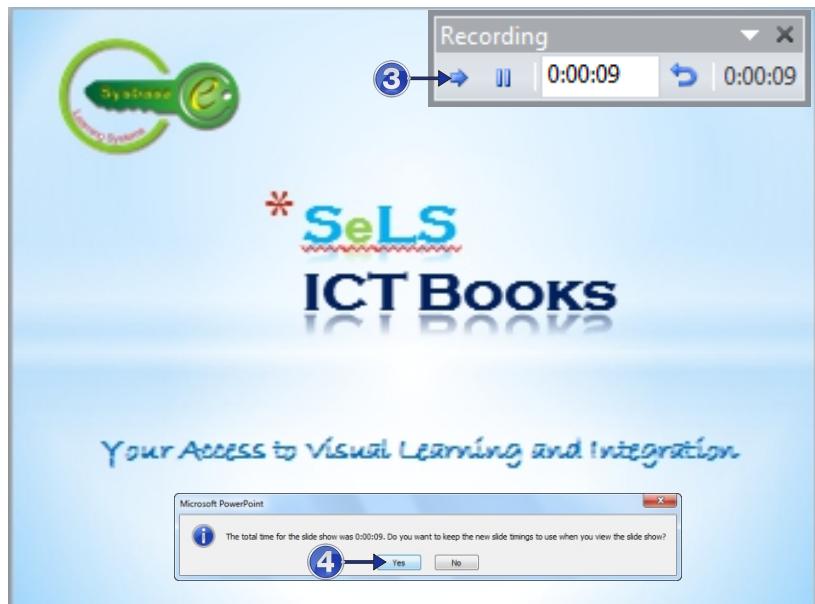
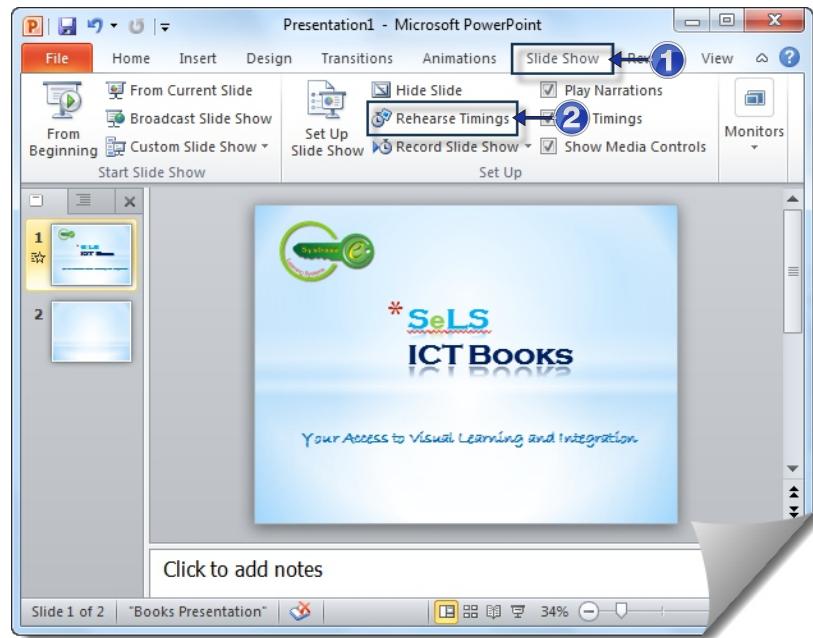
The Rehearsal toolbar appears.

- Rehearse the slide materials, clicking Next (➡) to advance to the next slide when needed.

After the last slide, a message box informs you of the total delivery time and asks if you want to save the timings.

- Click Yes to save timings, or No to exit the rehearsal without saving timings.

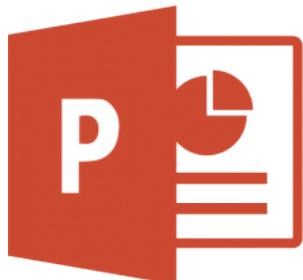
The presentation reappears in Slide Sorter view, where you can see the timing applied to each slide below its thumbnail.



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# Laboratory



PowerPoint  
Presentation  
VISUALLESSONGUIDE

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# Manual

# LABORATORY MANUAL

## Lesson 4 Animation, Transitions and Timing

To make your shows look more professional, slide transitions are essentially entry effects. These effects change the way that a slide comes onto the screen. Unless you change the transition effect yourself, the next the new slide just “pops up” over the previous one. The animation feature is capable of much more than just providing a neat way to force text to enter the screen. It is actually the control mechanism for each object that is displayed on the screen. It provides control for text entry, graphic entry and even control of multimedia content such as audio and video clips.

### Objectives

After completing this Laboratory, you should be able to:

- perform the process of applying animation to slide objects;
- manipulate the PowerPoint Presentation by Previewing an Animation;
- exhibit the method of adding a custom animation, recording animation, removing animation and inserting action button; and
- demonstrate the method of Applying transitions to all sides and removing transition from slides.

### Lab 4.1 The Animation Effects

Estimated Completion time: 10 - 15 Minutes

Directions:

1. Launch Microsoft PowerPoint
2. Open the **Leaders are Made, Not Born** slide presentation
3. Follow the steps on how to apply an animation to slide objects and preview an animation
4. Do the following:
  - a. Apply fade animation to all the objects in slides 1 and 2.
  - b. Apply wipe animation to all the objects in slides 3 and 4.
  - c. Apply fly animation to all the objects in slides 5 and 6.
  - d. Apply wheel animation to all the objects in slides 7 and 8.
  - e. Apply split animation to all the objects in slides 9 and 10.
  - f. Apply shape animation to all the objects in slides 11 and 12.

Preview:



Score

5. Preview all the animation
6. Save the slide presentation as **Leaders are Made, Not Born Effects** and place it to your own folder.

## Lab 4.2 Custom Animation

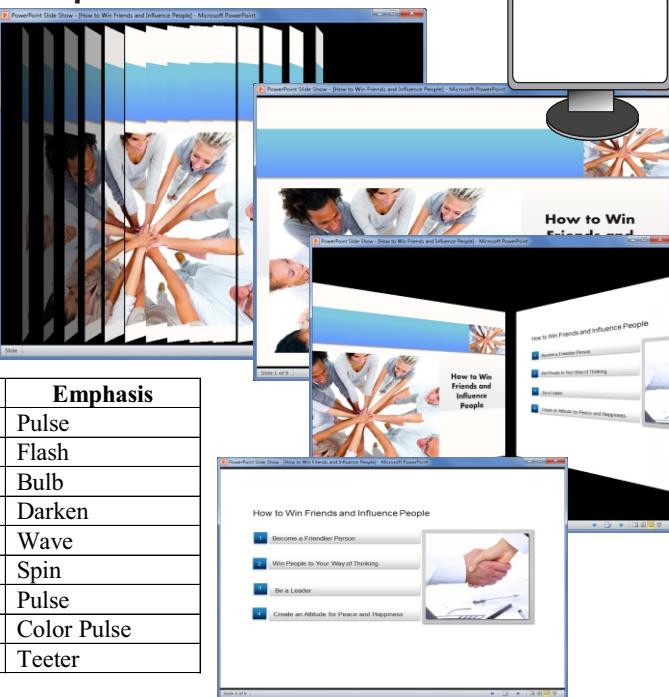
*Estimated Completion time: 10 - 15 Minutes*

Directions:

1. Launch Microsoft PowerPoint
2. Open the **How to Win Friends and Influence People** slide presentation
3. Follow the steps on how to add a custom animation.
4. Apply the animation of the given slides below

Slide #	Entrance	Exit	Motion Paths	Emphasis
1	Blinds	Swivel	Lines	Pulse
2	Box	Bounce	Loops	Flash
3	Checkerboard	Zoom	Arcs	Bulb
4	Circle	Blinds	Turns	Darken
5	Diamond	Box	Shapes	Wave
6	Fly in	Checkerboard	Wave	Spin
7	Swivel	Circle	Down	Pulse
8	Bounce	Diamond	Up	Color Pulse
9	Zoom	Fly in	Zigzag	Teeter

### Sample Preview:



5. Set the start **On click and Until the end of slide duration**. Then show the slides to see the output.
6. Save the activity as **Custom Animate Win and Influence People** and place it to your own folder.

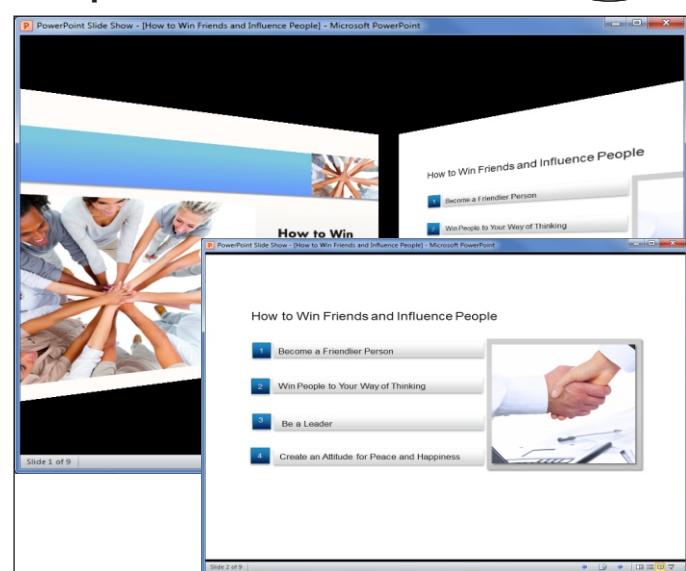
## Lab 4.3 Reordering and Removing Animation

*Estimated Completion time: 10 - 15 Minutes*

Directions:

1. Launch Microsoft PowerPoint
2. Open the **Custom Animate Win and Influence People** slide presentation that you have saved.
3. Follow the steps on how to reorder animation and remove an animation.
4. Do the following:
  - a. Reorder the animation of each slide from bottom to top.
  - b. Set the speed option to slow
  - c. Click the play button to see the effects of reordering the animation tab or task pane.
5. Save the presentation as **Reorder and Remove Win and Influence People** and place it to your own folder.

### Sample Preview:



## Lab 4.4 Transition Effects

*Estimated Completion time: 5 - 10 Minutes*

Directions:

1. Launch Microsoft PowerPoint
2. Open the **Reorder and Remove Win and Influence People** slide presentation that you have saved.
3. Follow the steps on how to add transition from slides.
4. Apply the transitions details below

Slide #	Transition
1	Wedge
2	Uncover Left Down
3	Wheel Clockwise, 2 spokes
4	Wheel Clockwise, 3 spokes
5	Stripes Right Up
6	Wheel Clockwise, 8 spokes
7	Shape Circle
8	Newsflash
9	Dissolve

5. Show the presentation to see the output of your work.
6. Save the presentation as **Win and Influence People Effects** and place it to your own folder.

## Lab 4.5 Timing

*Estimated Completion time: 10 - 15 Minutes*

Directions:

1. Launch Microsoft PowerPoint
2. Open the **Win and Influence People Effects** slide presentation that you have saved.
3. Follow the steps on how to advance a slide after a set time interval, insert movie and sound clips, and rehearse timing.
4. Do the following:
  - a. Set the 1st to 5th slides to 5 seconds time interval.
  - b. Set the 6th to 9th slides to 5 seconds time interval.
  - c. Set the rehearse timing to 50 seconds
5. Show the presentation to see the output of your work

## Sample Preview:



**Score**

## Sample Preview:



**Score**

6. Save the activity as **Win and Influence People Perfect Timing** and place it to your own folder.