


ANIMATING TEXT AND OBJECT



A slide show is an on-screen presentation of information/ideas presented on slides. A slide show enforces the ideas, comments, solutions or suggestions presented in the slide. Adding special effects to a presentation increases its impact on the audience.

APPLYING ANIMATION EFFECT

The ability to move objects like text, graphics, charts, logos etc. in all directions of the slide is called **Animation**. We can animate the text or objects in a presentation by applying sound effects or visual effects including movement. Animation is very helpful when we wish to focus on important points. It also controls the order of flow of information and helps to increase the audience interest.

- To make specific changes to the movement of text and objects, open **Custom Animation** task pane.
- Open any presentation. Select the object you want to animate. Choose the **Animations** tab and click on **Custom Animation** button. The 'Custom Animation' task pane appears.
- Click on **Add Effect** button . A drop-down menu will appear with four options: Entrance, Emphasis, Exit and Motion Paths.
- Choose the type of effect you want. A Sub menu appears. Select any option from it. PowerPoint applies the effect. If the **Auto Preview** box is checked, PowerPoint automatically provides you with a preview of animation.
- Choose the desired setting for **Start** field to select the start method you want to apply. **Direction** field will vary depending on which effect you have chosen (Directions can be from top, across, from right side, bottom and so on). **Speed** field is used to select the speed from very slow to very fast under **Modify** section.
- Click on **Play** button to preview your slide.

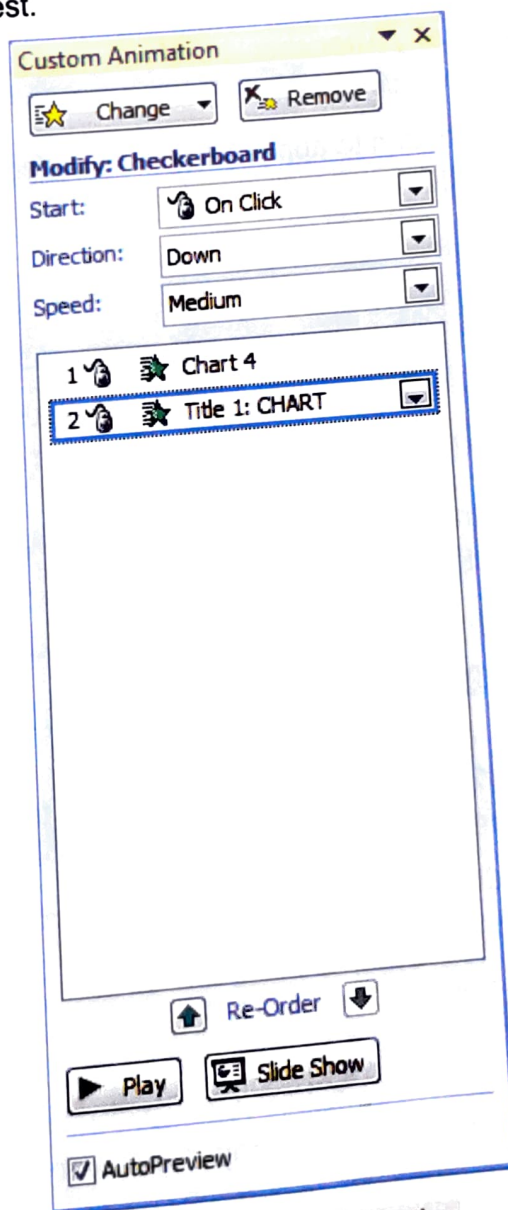


Fig. 5.1: Custom Animation Task Pane



Let's Know More

To remove an item from the **Custom Animation** list, select the object and click on **Remove** button on the Custom Animation pane.



Let's Know More

In the Custom Animation task pane, a number (0, 1, 2) indicates the animation order.

-  A mouse icon means that the applied effect starts with a mouse click.
-  Star symbol indicates the type of effect used for text and objects in a slide.

We can use **Re-Order** option to change the order of the different objects.

■ ■ ADDING TRANSITION

Transitions are used to add visual effects to the slides. Transition effects are the movements you see when a slide changes to another in Slide Show view. You can apply transition effects to a single slide as well as to all slides. Follow these steps to add transition effects:

- ◆ Select the slide you wish to modify. Click on **Animations** tab.
- ◆ **Transition to This Slide** group appears on the top. By default, **No Transition** is applied to each slide.
- ◆ Click on **More** drop-down arrow to display all the transition effects. Click on any transition effect from the displayed choices.
- ◆ The current slide will display a preview of the selected effect.
- ◆ Select the desired speed from the **Transition Speed** drop-down list.
- ◆ Click on the drop-down arrow of **Transition Sound** and select any sound effect of your choice.
- ◆ Click on the **On Mouse Click** checkbox if you want to advance the slide manually by clicking the mouse.
- ◆ Click on the **Automatically After** checkbox if you want the slide to advance automatically to the next one. You can specify the slide advance timings also.
- ◆ Click on **Apply To All** button to apply the selected effects on all the slides. Otherwise, those effects will be applied on the current slide only.

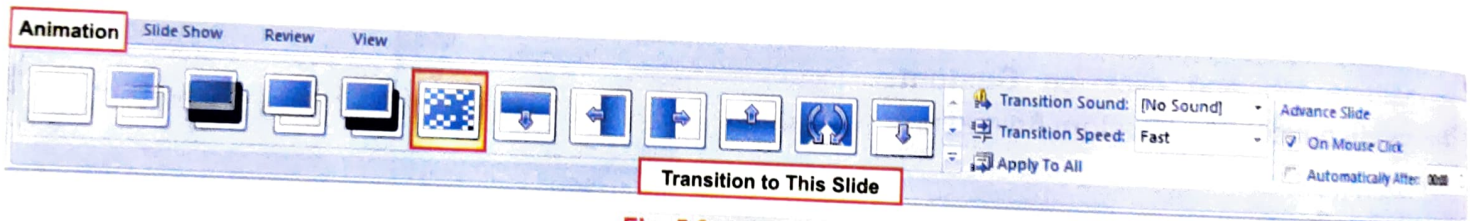


Fig. 5.2: Adding Transition



You can also apply transition effects in **Slide Sorter View**. Open **Animations** tab and select the desired slide transition effect.

■ ■ INSERTING SOUND CLIPS

Music or sound effects can add a completely new dimension to any presentation. You can add sound in the form of music or special effects to give importance to certain points.

Music or sound can be added from the files saved on your computer, Internet, your own recorded sound or from some CD-ROM.

ADDING SOUND FROM A FILE

- ◆ Select the slide where you want to add sound.
- ◆ Select the **Insert** tab and click the drop-down arrow on the **Sound** command in **Media Clips** group. Choose the **Sound from File** option from the pop-up menu.
- ◆ The **Insert Sound** dialog box will appear.
- ◆ Locate the sound file on your computer and select the required file and click on **OK**.



Fig. 5.3: Inserting Sound

You will get another **Microsoft Office PowerPoint** dialog box displaying the message 'How do you want the sound to start in the slide show?'.
 Click on **Automatically** or **When Clicked** button. **Automatically** option will start the sound automatically as soon as the slide appears in Slide Show view, whereas, **When Clicked** will start the sound only when you click.

A small icon of speaker appears on the slide. Double-click on the speaker icon to play the sound or go to **Sound Tools** and then click on the **Preview** button on **Options** tab.

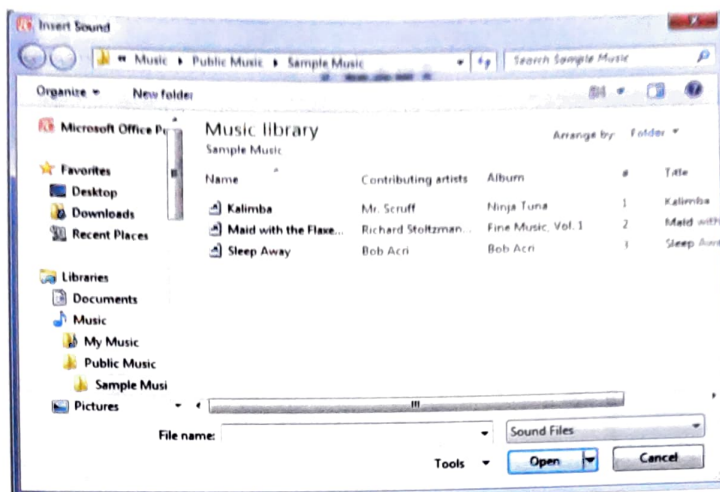


Fig. 5.4: Insert Sound Dialog Box

Let's Know More

To create settings for the CD, click on **Insert > Sound > Play CD Audio Track**.



To continuously play any sound, click on the speaker icon on the slide. The **Sound Tools** menu opens.

Select **Loop Until Stopped** checkbox in the **Sound Options** group on the **Options** tab.

Quick Quiz

What is the function of **Re-Order** button on the Custom Animation task pane?



CHOOSING TRANSITIONAL SOUND EFFECTS

Using slide transitions, you can add any sound to the slide. This sound acts as the background sound.

- Click on the **Animations** tab.
- Click on the **Transition Sound** drop-down arrow. Choose the required sound.
- Click on the **Preview** button to listen its effect.
- Click on the **Apply To All** button.
- Open **Slide Show** tab and click on **From Beginning** button. The slides will be displayed along with the sound.

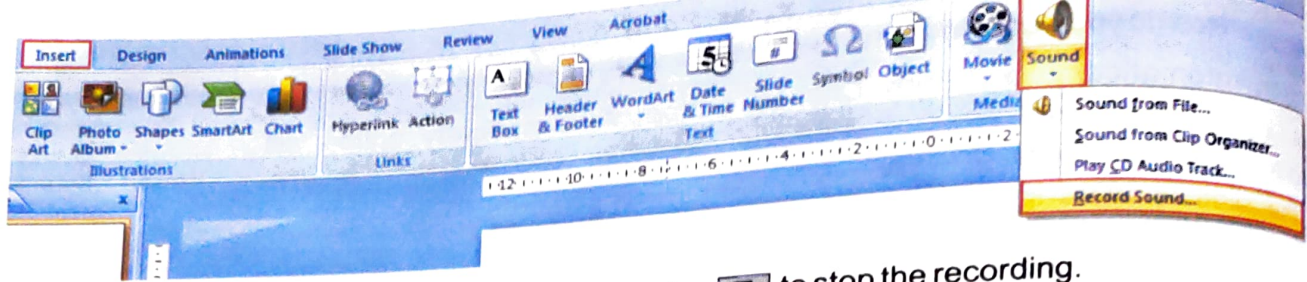
INSERTING YOUR OWN SOUND




To add your own sound to the text, first you have to record your own sound. It is essential to connect a microphone to your computer while recording your own sound. Follow these steps:

- Select the slide where you want to insert the recorded sound.
- Click on the **Sound** drop-down arrow in the **Media Clips** group on the **Insert** tab.
- Choose **Record Sound** option from the drop-down menu.
- The **Record Sound** dialog box appears. By default, the sound will be named 'Recorded Sound'.

Let's Know More

A **Hyperlink** is a connection from one slide to another presentation or any other file or any website/ web page. It can be applied on text or objects such as pictures, shapes etc.



- ◆ Press the red button  to record, and the square button  to stop the recording.
- ◆ When you have finished, you can use the play button  to listen to the recorded sound.

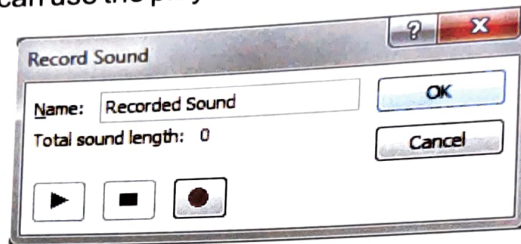


Fig. 5.5: Record Sound Dialog Box

- ◆ Click on **OK**. A small speaker icon will appear on the slide.
- ◆ Now, select the **Slide Show** tab and click the **From Beginning** button in the **Start Slide Show** group.
- ◆ During the slide show, click on the speaker icon to listen to the recorded sound.

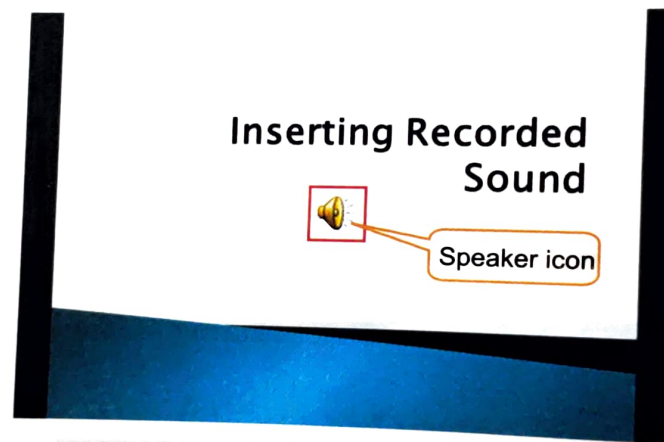


Fig. 5.6: Slide Show Playing Recorded Sound

INSERTING VIDEO CLIPS

Video clips add liveliness to the presentation. We can add video clips from the **Microsoft Clip Gallery**, which contains a wide range of art, sound, video and related clips. Video clips can also be added from any CD-ROM.

- ◆ Click on the **Insert** tab. Then, click on the **Movie** drop-down list in the **Media Clips** group and select **Movie from File** option.
- ◆ The **Insert Movie** dialog box appears on the screen. Select the required clip. Click on **Open**.

COPYING VIDEO CLIPS FROM A CD

Follow these steps to upload clips from a CD:

- ◆ Right-click on the **Start** button and select **Open Windows Explorer** option.
- ◆ The **Windows Explorer** opens with a task pane on the left side, showing the tree view of all the drives and

other important folders.

Click on the **Documents** folder in the left pane. Now, click on the **New Folder** button at the top of window. You will find a new folder on the screen. Type "Video Clips" and press the **Enter** key.

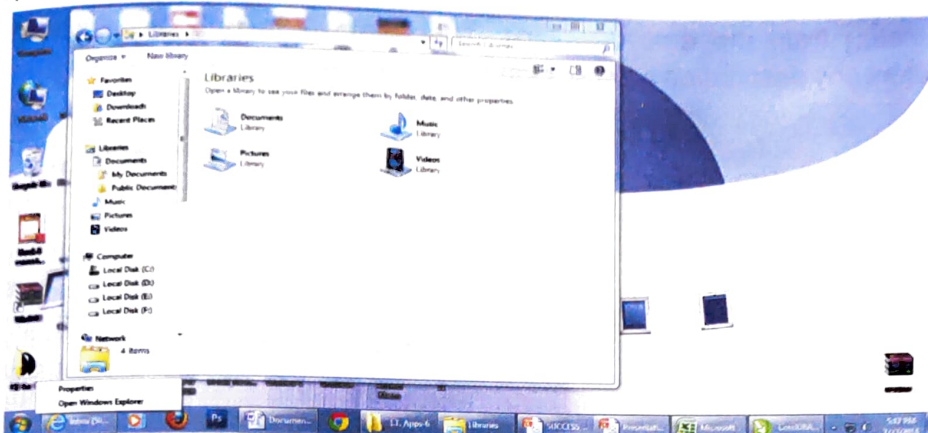


Fig. 5.7: Inserting Video Clips

Now insert the CD in the CD drive and click on **Open folder to view files** option from the **AutoPlay** dialog box. Select all the clip files by pressing the **Ctrl + A** key combination.

Right-click the mouse and select the **Copy** option from the Shortcut menu.

Again open the **Documents** folder and double-click on the "Video Clips" folder. Press **Ctrl+V**. All video clips will be pasted in the folder. To close this window, click on the **Close** button on the Title bar.

Now, activate the PowerPoint window and select the "Video Clips" folder from the **Insert > Movie > Movie from File** option, and insert a movie clip to your presentation. The **Movie Tools** tab and **Picture Tools** tab appears on the **Ribbon** when the movie is inserted. A dialog box will appear. Click **Automatically** or **When Clicked** option.

USING ACTION BUTTONS

In PowerPoint, we have the facility to link to a web page, e-mail address, file, slide in the same presentation and a slide in a different presentation. This can be done using hyperlinks and action buttons.

An **Action Button** is a ready-made button shape for defining hyperlink (a connection from one slide or file to another) to run a program, or to play a sound. You can also assign actions to clipart, pictures, or the text in SmartArt graphic. When someone clicks or moves over the button, the action occurs.

Open an existing presentation. Select the **Insert** tab and click on the **Shapes** drop-down arrow in the **Illustration** group. Select the **Action Buttons** from the bottom of the list.

For example, click on the **Action Button: End**. The mouse pointer will change into '+' shape.

Drag the mouse diagonally and release the mouse button. **Action Button** will be drawn on the slide and **Action Settings** dialog box will appear.

Know the Fact

The recorded sound files are assigned the extension **.WAV**.



Let's Know More

When we insert any sound, a speaker icon appears in the middle of the slide. We can resize this icon and move it to other parts of the slide.

Let Us Recall

What is the difference between a slide and a presentation?



Let's Know More

If slide layout has a content placeholder, click the **Insert Media Clip** icon to insert a movie located on your computer.

Do one of the following:

- ◆ To choose the behaviour of the action button, when you click it in the Slide Show view, click the **Mouse Click** tab. Likewise, when you move the pointer over it in the Slide Show view, click the **Mouse Over** tab.
- ◆ To create a hyperlink, click on the **Hyperlink to** option and then select the destination (for example, the previous slide, the next slide etc.) from the drop-down list. The **Last Slide** option will be displayed automatically in the text box. Select any destination and click **OK**.

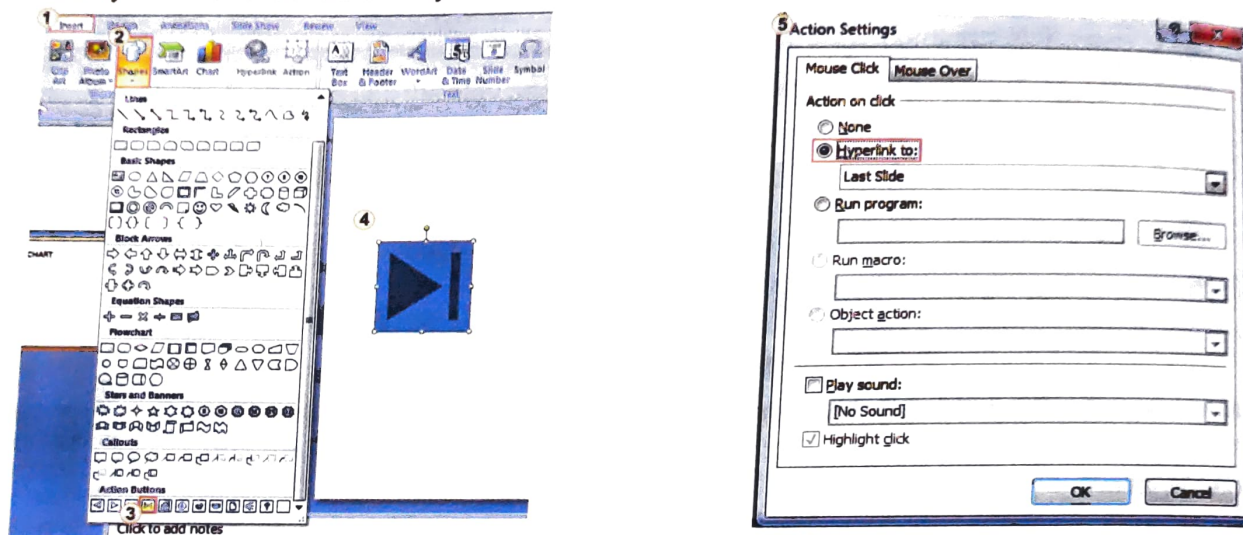


Fig. 5.8: Using Action Buttons

- ◆ To link to a file created in another program in the **Hyperlink to** list, click **Other File**.
- ◆ To play a sound, select **Play sound** check box and then select the sound that you want to play. Click **OK**.
- ◆ Now press **F5** to view the slide show. Click on the **Action Button** in the slide show and observe the action.

IMPORTING DATA FROM WORD

PowerPoint has the facility to import and use data from Word, Excel etc. Importing data saves your time and efforts. Follow these steps:

- ◆ Click on **Start > All Programs > Microsoft Office > Microsoft Office Word 2007**. Click on the **Outline** button in **Document Views** group on **View** tab.
- ◆ Type the text shown in the figure 5.9 and click on **Close Outline View** button to return to **Normal View**.
- ◆ Select "Types of Software", and apply **Heading 1** from **Styles** group on the **Home** tab.
- ◆ Select "Microsoft Word" and choose **Heading 2**.
- ◆ Select "Microsoft Excel" and apply **Heading 3** from the selection.
- ◆ Similarly, select "Corel Draw" and apply **Heading 3** again.
- ◆ Apply **Heading 1** on "Corel Photo-Paint" and **Heading 2** on "Flash" and "Adobe Photoshop".

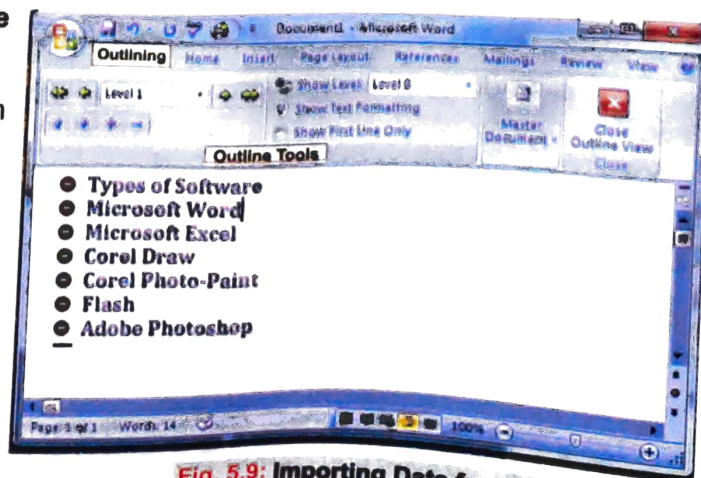


Fig. 5.9: Importing Data from Word

Click on the **Save** button on the Quick Access Toolbar. The **Save As** dialog box appears. Type the name "Types of software" in **File name** text box and click on the **Save** button. Now exit from Microsoft Word.

Start Microsoft PowerPoint and open any existing presentation. Click on **View** tab and select on **Slide Sorter** button.

Now, click on the **New Slide** drop-down menu on **Home** tab. Select **Slides from Outline** option.

The **Insert Outline** dialog box will appear. Browse the location of the Word file-**Types of software**.

Select the file and click on **Insert**.

New slides will be inserted in the presentation. View the new slides.

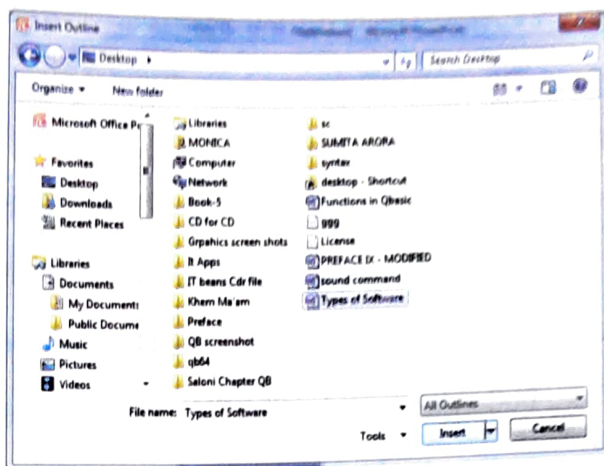


Fig. 5.10: Insert Outline Dialog Box

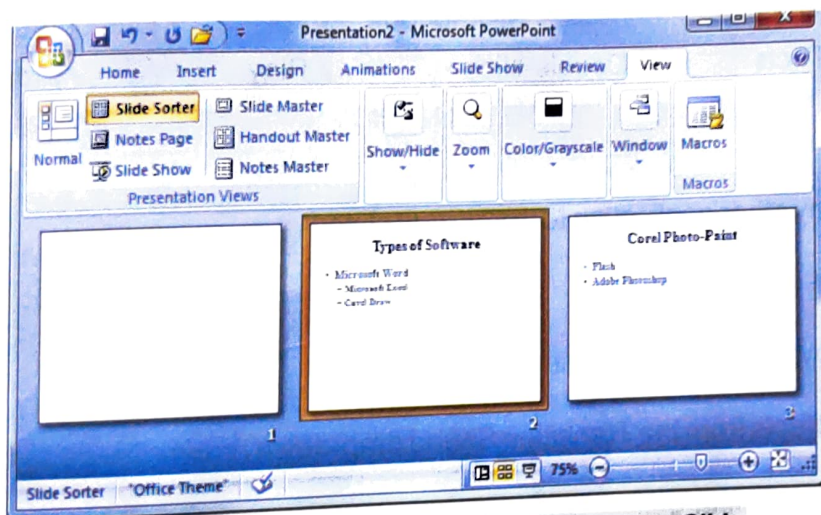


Fig. 5.11: Importing Data from MS Word to a New Slide



Transition effects are the movements you see when one slide changes to another in Slide Show view.

The ability to move your objects like text, graphics, charts, logos

etc. in all directions of the slide is called Animation.

Sounds can be added to a presentation to give stress on certain points and hold audiences' interest.

An Action Button is a ready-made button shape that can be inserted in a presentation. It can also be used for defining hyperlink.

We can import data in a presentation from other applications like MS Word, MS Excel, etc.

Know the Fact

To print a slide with the default settings, click on **Print** option in the **Office Button** menu.



Let's Know More

Action buttons do not have to be inserted on master slides. You can insert an action button on a slide, if you wish.



Quick View

To make a duplicate of the current slide, press **Ctrl+D** key combination.



Let's Discuss

Transition
and
Animation