

# CHAPTER 3

## Animating Slide Show

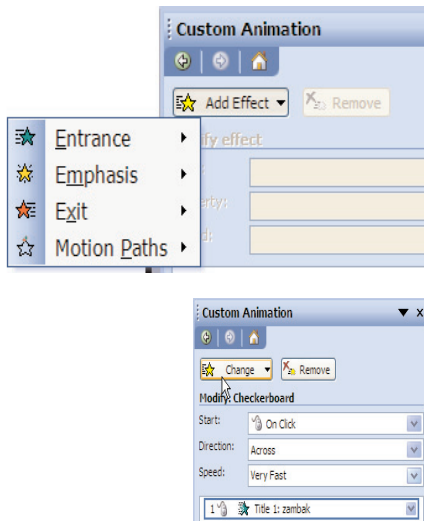
Adding Effect to Text Box  
Adding Effect to the Chart  
Adding Effect to the Other Objects  
Inserting Sound and Video



**Microsoft Office  
PowerPoint 2003**

Power Point offers quite a few animation effects. With the help of these effects, you can easily create dazzling presentations.

### 3.1. Adding Effect to Text Boxes



Custom Animation task pane

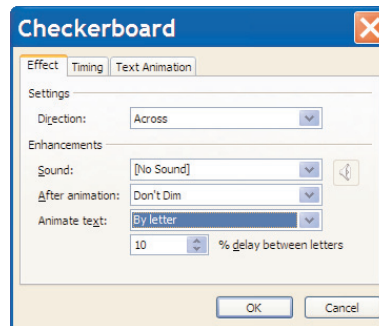
**step 1:** Select the text you want the effect to be added.

**step 2:** Click [Slide Show>Custom animation](#) (Also you can use the popup menu to access [Custom Animation](#) )

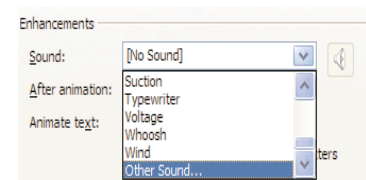
**step 3:** Custom animation task pane appears. Use Add effect button to select some effects to the text box. You can apply more than one effect to the objects meeting your aim to emphasize or strengthen the vision.

**step 4:** Clicking the animation, you added this effect to the text box, and task pane turned to modify box to let you make changes on the current effect. Change the [Speed](#) from **Very Fast** to **Medium** and **Direction** from **In** to **Out**.

**step 5:** Double click on the name of the effect. (Shape2: zambak in the figure). You can modify the advanced options for the effect. Select the sound from the drop-down menu . Also you can use your own sound file by choosing [Other Sound...](#) option, and browsing your sound file



Changing Effect options

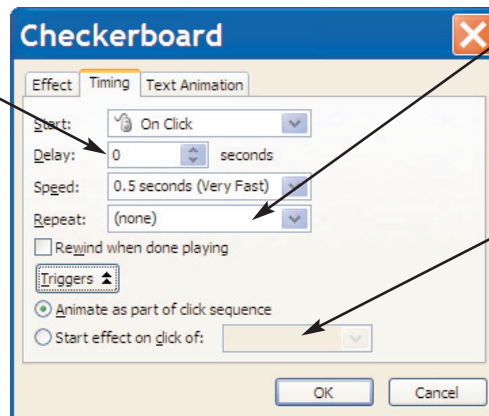


Changing sound

**step 6:** Additionally, you can animate your text letter by letter or word by word. Change [Animate text](#) from **All At Once** to **By Letter** or **By Word** upon your desire.

**step 7:** In [Timing](#) tab, you will find advanced options for animation duration.

You can set an interval between the letters' animation



You can set animation to be repeated more than once or continuously

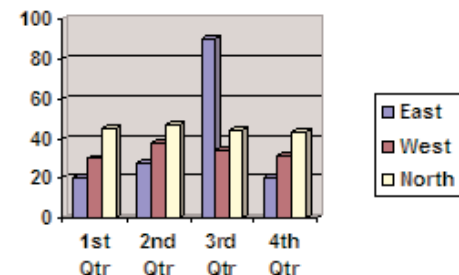
Select the object from the drop-down menu if you want the animation to start when clicked to the different object. So, two animations can start simultaneously

*Changing Timing options*

## 3.2 Adding Effect to the Chart

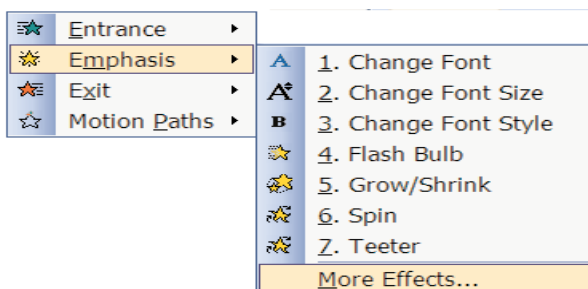
The same effects can be applied to the chart objects too. As a sample let us take the following chart.

The illustration of the numerical values is the main purpose of using a chart. You want the numerical values to be emphasized during your presentation. You could choose an effect under emphasis category.

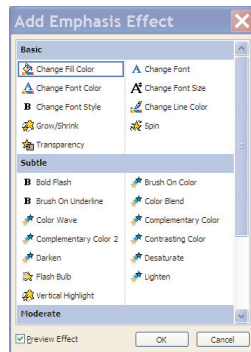


*A sample chart*

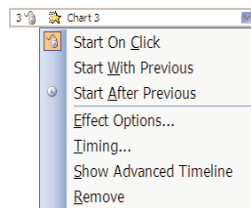
**step 1:** Click **More Effects** to see the more of emphasis effects.



*Choosing Effect*



*Emphasis Effects*



*Effects options*

**step 2:** As you see, there are plenty of effects to use emphasizing your message. Some effects are disabled on the list. It means that you will not be able to use these effects along with the selected object. Some effects are dedicated to specific object types. If you open the same dialog box for a text box, you will notice that the effects will be enabled. Let us select **Flash Bulb** for the chart.

**step 3:** If you do not want to use any effect from the list, click **<Cancel>** or simply press **<ESC>**. You accept the effect by clicking **<OK>**

**step 4:** Now let us modify the options for the effect. You will use the task pane to change the options. Click the chart1 which is the chart's name we created.

You will notice the options are the same with the options we have changed while adding effect to the text box. It is just the different way of accessing the same options. There may be some extra options for individual effects. The best way of learning all of them is to try & see.

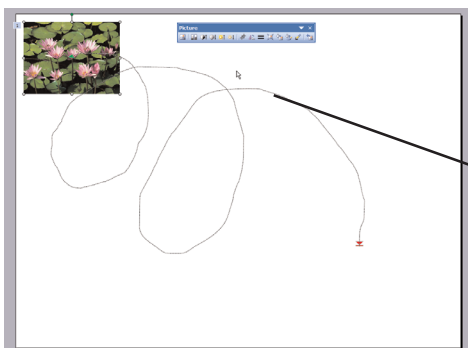
### 3.3 Adding Effect to the Other Objects

By following the same procedure as above, all of the objects can be animated. Among effects, motion paths may be fancy since you define the route the object pass. Here is an example of how to do it:

**step 1:** Select the object

**step 2:** Click **Slide Show>Custom animation**

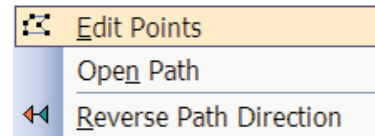
**step 3:** Click **★ Add Effect** button and follow through the menus **Motion Paths>Draw Custom Path>Scribble**.



*Giving motion path*

Without releasing the left button, draw along the path on which the object moves. The path is created immediately after you release the button. You can see the path line in **Normal View** but not in **Slide Show** view

**step 4:** After drawing the path, right-click the path and select [Edit Points](#). You will be able to change the curves by clicking and dragging the points. When finished, click anywhere out of the path.





*Editing points of motion path*

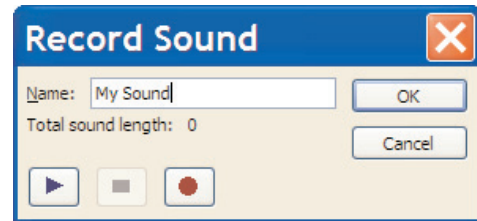
## 3.4 Inserting Sound and Video

### 3.4.1 Inserting Sound


Power Point contains many sound effects. They can be attached to any effect. Apart from the included sounds, the other sound files (It supports only "wav" files) can be used. In addition, PowerPoint lets you record the sound with the help of built-in recorder and use in the effects. (You will need a microphone plugged into your computer to record your own sound.)


**step 1:** Click [Insert>Movies and Sounds>Record Sound](#)

**step 2:** Give a name to your sound and click the record () button to start the recording. After finishing the record, use the stop () button to stop recording.



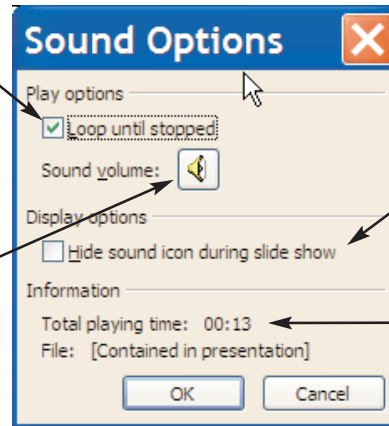
*Record sound*

**step 3:** Now from the [Effects tab](#), you can select mysound as your sound effect. (Note: after recording  icon appears on the slide representing the sound you created. Do not delete it if you do not want it to be displayed on screen. It removes the sound too.)

If you do not want the  icon to be displayed on slide during the [Slide Show](#), right-click on the icon once and from the menu and select [Edit Sound Object](#). Check [Hide sound icon during slide show](#).

Stop the sound manually

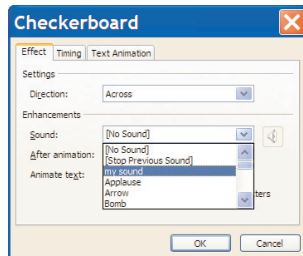
Set the sound volume or mute the sound



To hide the sound icon during slide show

Shows duration of your record

*Sound options*

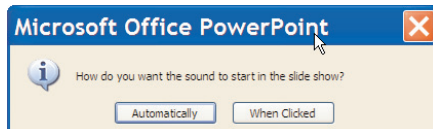


**step 4:** You can attach the same sound to any effect anymore. Just click the sound option in the checkerboard properties window and select the name you gave from the drop-down list.

Would you like your slide to start with music? To make it;

**step 1:** Click **Insert>Movies and Sounds>Sound from File**

**step 2:** Browse through your computer to select the sound file and click **<OK>** button. You will see an dialog box prompting you how to start the music, **automatically** or **manually**. If you need to start it yourself, simply click **When Clicked** button. Now the music will start when you click on the mouse



**Note:** When you want to use multimedia within a presentation make sure not to change the location of the files or the best way is to keep the multimedia files and Power Point file in the same folder. It enhances the mobility of the presentation.

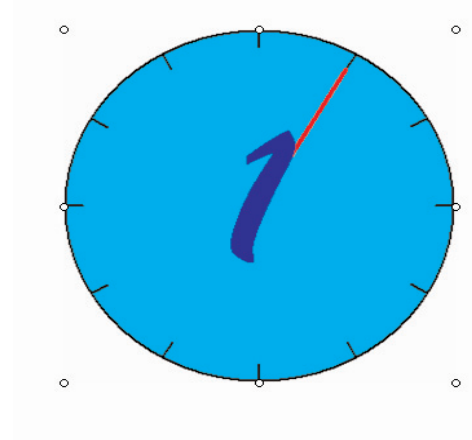
### 3.4.1 Inserting a Video

**step 1:** Click **Insert>Movies and Sounds>Movie from File....**  
Browse to the location of the movie file. Click **<OK>**.

**step 2:** Click on the movie clip. You can resize the movie by **dragging any round, horizontally or vertically or both**.

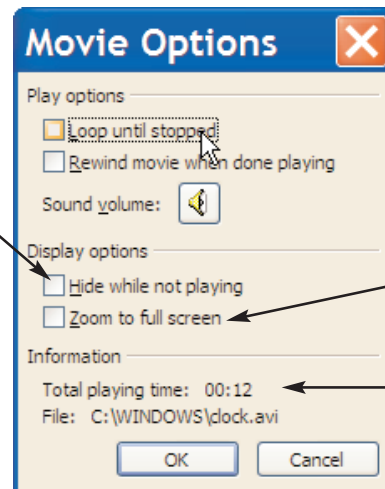
**step 3:** When designing the presentation, you can run the movie with double clicking on it. In **Slide Show** view, single-click will be enough to run the movie clip object.

**step 4:** Having inserted movie, you can change the properties for the movie. Right-click on the movie, and from the menu, choose **Edit Movie Object**.



*A sample movie*

When selected, the movie disappears immediately after it finishes



Movie starts maximized when selected

Location of the movie

*Movie options*

### Project 1: Computer Hardware

Write down components of your computer. Classify them such as input unit, output unit, storage devices, system unit, etc. Prepare a PowerPoint presentation which shows the components and their functions.

### Project 2: Favorite Team

Work on a presentation about your favorite team (football, basketball, etc.). Consider about players, supporters, cups, directors, etc. Use photos, videos or animations in your presentation.

### Project 3: Computer Viruses and Internet Security

Prepare a PowerPoint presentation about "Viruses" and "Internet Security". Explain the terms virus, Antivirus, Hacker, Cracker, Cracked, Trojan, Sniffer, Remote Attack, Firewall, etc.

## Review

**PowerPoint has capability to animate text and graphic objects, and this gives user a dynamic presentation. In this chapter you have learned;**

- adding animation to text, picture, and other objects
- Animating charts and diagrams.
- Adding sound effects.
- Adding sound and video files.
- Changing sound and video options.



## Questions

1. (T) (F) PowerPoint offers quite a few animation effects. You can easily create dazzling presentations with these effects
  - I - Sound
  - II - Motion Path
  - III- Hyperlink
2. (T) (F) To add effect to the text, select the text you want. Click [Slide Show>Custom Animation](#).
  - A) I                      B) I-II                      C) I-III                      D) I-II-III
3. (T) (F) You can not use the right mouse menu to access [Custom Animation](#).
4. (T) (F) You can change the animation [Speed](#) from [Very Fast](#) to [Medium](#) and direction from [In](#) to [Out](#).
5. (T) (F) You can animate your text letter by letter or word by word.
6. (T) (F) PowerPoint contains many sound effects but they can not be attached to any effect.
7. (T) (F) PowerPoint does not let you record the sound with a built-in recorder and use it in the effects; you must use an external program.
8. (T) (F) You can not hide the sound icon during the slide show.
9. (T) (F) You can start your sound in the slide show "Automatically" or "When Clicked"
10. (T) (F) After you insert, you can not resize the movie.
11. You can not animate \_\_\_\_\_.
  - A) Text      B) Sound      C) Picture      D) Movie
12. You can animate your text \_\_\_\_\_.
  - I - All At Once
  - II - By Letter
  - III- By Word
  - A) I                      B) II-III                      C) I-III                      D) I-II-III
13. You can add \_\_\_\_\_ to your animations.
14. An animation can start \_\_\_\_\_.
  - I - With a mouse click
  - II - Automatically
  - III- With a keyboard shortcut
  - A) I                      B) I-II                      C) I-III                      D) I-II-III
15. What does your computer need to record a narration?
  - I - Microphone
  - II - Sound card
  - III- TV card
  - IV- Dial-up internet connection
  - A) I                      B) I-II                      C) I-II-III                      D) I-II-III-IV