PowerPoint - Beginning

103-160

Unit 3 - Special Effects

Notes	Activity

Quick Links & Text References

- [Background Effects](#)   Pages PPT 99 – PPT 100
                                     PPT 106 – PPT 108
- [Slide Transitions](#)   Pages PPT 127 – PPT 129
- [Slide Animations](#)   Pages PPT 129 – PPT 136

Adding a Background Image

- Use slide masters or select individual slides
- Choose a master (or slide)
- Design ‣ Background ‣ Background Styles ‣ Format Background (for slides)
  - ➢ Skip *Design* for slide masters

- Select color (solid or gradient) or picture
  - ➢ For pictures, can customize using the Picture tab

Activity: Change the background of the title slide to ice image (texture)

Slide Transitions

- Transitions and animations can add a professional (or at least *cool*) touch to your presentation.

- Transitions define how slides appear when you move from one slide to another while viewing the presentation.
- Each slide in the presentation can use a different transition or all the slides can use the same transition
  - ➢ Tip: to apply the same transition to multiple slides, select all the slides before selecting the transition
  - ➢ Tip: the Transition to this Slide group includes an Apply to All button 🖼 that applies the selected transition to all slides in the presentation
  - ➢ Tip: Transitions can be added in Slide Sorter view

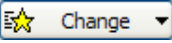*Activity:* Change transition speed for all slides to Medium
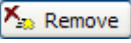
Activity: Apply transitions to slides in Letter to Santa

Notes	Activity
- The Animation tab on the Ribbon contains the buttons for transitions and animations - Most transitions look better when the speed is set to Medium - Point to any transition to see a preview of transition applied to the current slide - Click the transition to apply it to the slide(s) <mark>Tip</mark>: Under the More Transitions option, there is a Random option. You can use this to allow PowerPoint to pick a random transition for the slide(s). The transition will change every time you view the presentation. - Even if you go back to the slide in the slide show, it will use a different, random transition. **Slide Animations** - In addition to transitions that control how **slides** appear, you can define animations that control how each object on the slide appears - You can animate objects quickly by: - Selecting object - Opening the Animations tab on the Ribbon - Choose an animation from the Animate list in the Animations group - Only Fade, Wipe and Fly In animations are available here - Live previews are available - To get greater control of object animation, click the Custom Animation button in the Animations group - Custom Animation pane appears on the right side of the screen - Normally apply animations in the order you want them to appear - Select the object - Click the Add Effect button - Choose the menu item for Entrance to control how the item appears - Choose the menu item for Exit to control how the item is removed from the form. - Choose the menu item for Effects for additional special effects	 Add animations to title

Notes	Activity

➢ If you know which effect you want to apply, select it from the menu (no Live Preview)
➢ I prefer to click the More Effects option
   – This displays another dialog box with all the effects in it
   – The nice thing about this is Live Preview is available.
   – <mark>Tip</mark>: If you don't like the direction of the effect, don't worry about it, you can customize that later
➢ The effect appears in the Custom Animations list.
   – Select a different Start: time if necessary
   – Select a different Direction if appropriate
   – Select a different Speed if appropriate
 	
➢ <mark>Tip</mark>: Try Plus animation for bulleted text. You'll be able to control when each bullet appears.
 	
➢ Repeat the above process for all objects that should be animated
 	
➢ Once the animations are complete, you can edit the animation if necessary
   – Select the appropriate animation
   – Modify the Start, Direction, or Speed as appropriate
   – Click the [Change ▼] button to change the effect used
   – Click the [✗ Remove] button to delete the animation
➢ You can also rearrange the animations
   – Select the appropriate animation
   – Click the up [⬆] or down [⬇] arrow to reorder the sequence the animations occur
	Animate first bulleted list
	  ● Fly In
	  ● From right
	
	Animate TV (grow and turn)
	
	Preview