



University Information
Technology Services

PowerPoint 2010

Adding Custom Animations



University Information Technology Services

Outreach, Training, Learning Technologies &
Video Production

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Introduction

Welcome to the Microsoft PowerPoint guide that explains how to add custom animations to presentation slides. Text, graphics, diagrams, charts, shapes, and other objects placed on your slides can all be animated to draw attention, emphasize important points, control the flow of information, and add interest to the presentation during the slideshow.

This guide offers step-by-step instructions to creating dynamic presentations using custom animations. For other functionalities, please refer to the PowerPoint 2010 booklet.

Creating one or more custom animations

1. Click on the **Animations** tab in PowerPoint 2010.



Figure 1 - Animations Tab

2. Click on the object (i.e.: clipart, textbox, shape) you would like to animate to select it.
3. Click on the **Add Animation** button.



Figure 2 - Add Animation Button

4. Select the animation from the drop-down list which offers four types of animation effects:
 - 4.1. **Entrance** effect: Objects can appear via any of the 52 different ways, including *Fly In*, *Dissolve In*, *Grow & Turn*, *Swish*, and *Crawl In*.

Note: If you do not apply an entrance effect, the animated object starts at the position where you placed it on the slide.
 - 4.2. **Emphasis** effect: This effect draws attention to an object that is already on the slide via any of the 31 different ways, including *Flash Bulb*, *Spin*, *Grow & Shrink*, and *Color Wave*.
 - 4.3. **Exit** effect: Objects can leave the slide via any of the 52 different ways such as *Fly Out*, *Disappear*, *Spiral Out*, and *Sink Down*.
 - 4.4. **Motion Paths**: Objects can travel along a track which was created based on one of 64 predefined motion paths such as *Circle*, *Funnel*, *Stairs Down* or *Wave*. The object could also travel along one of four drawn custom paths: *Line*, *Curve*, *Freeform*, and *Scribble*.

Note: Let your mouse cursor hover over any animation style to see the effect on the object. This allows you to view how the animation will look without applying it.

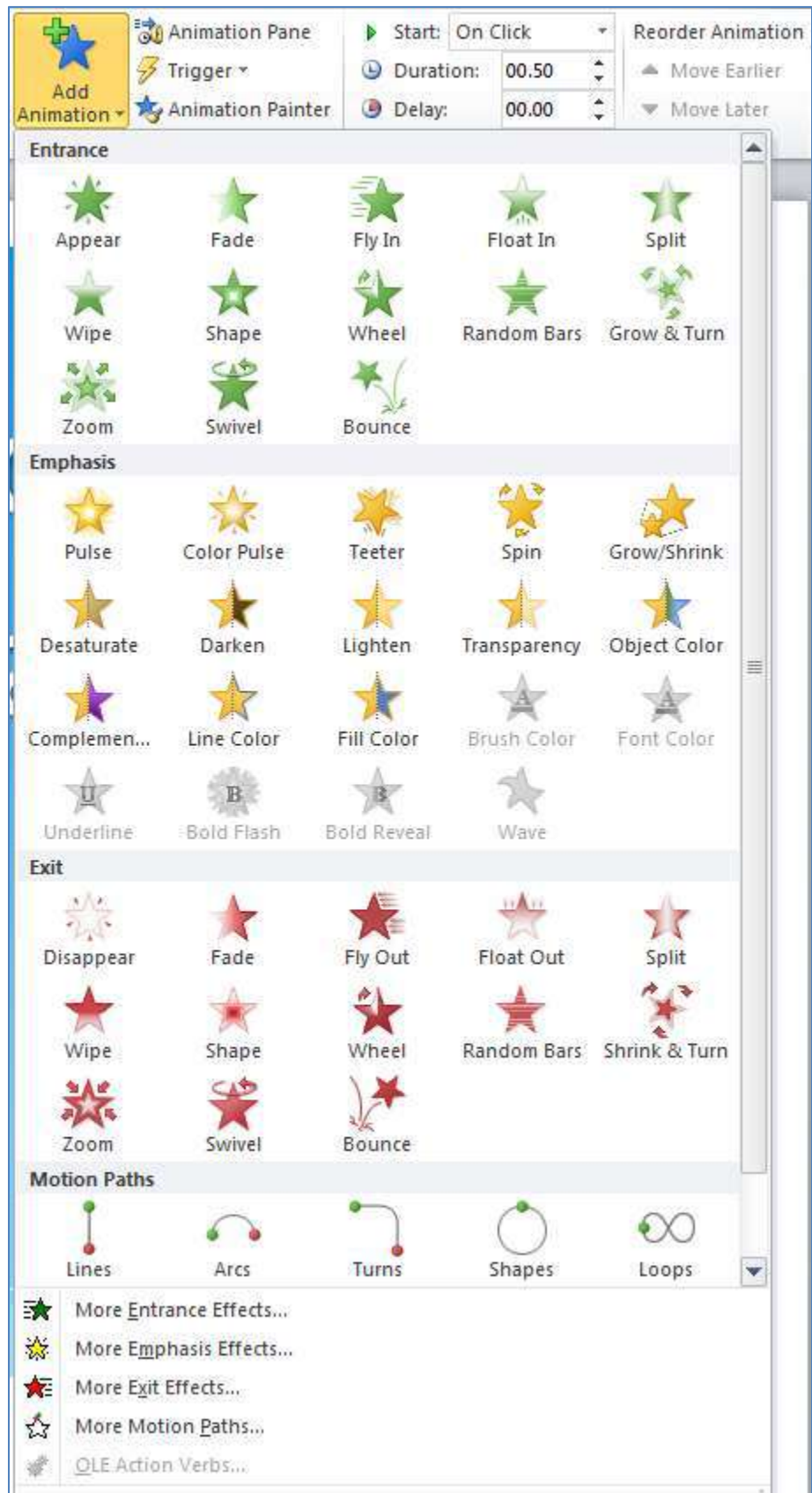


Figure 3 - Animation Effects Options

5. Click on the option of your choice to apply that animation effect to the object.
6. The **Effect Options** button may become available (Some effects such as *Appear* do not have any effect option). Click on the **Effect Options** button, and change the option if desired.

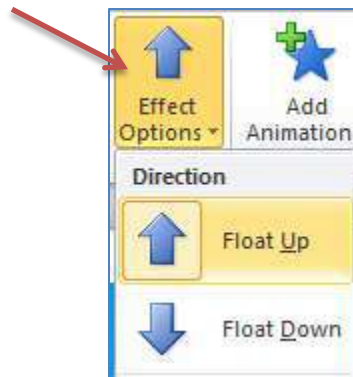


Figure 4 - Effect Options for Float In Effect

Note: The effect options will vary depending on which animation is chosen.

7. Apply the timing options for your animation effect.

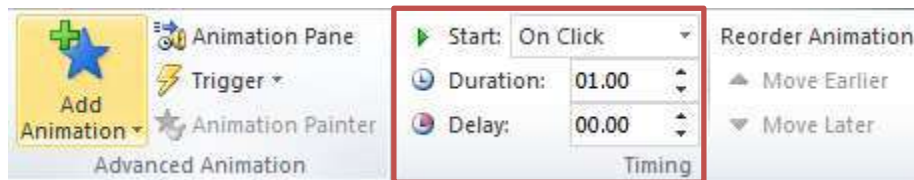


Figure 5 - Animation Effect Timing

- 7.1. By default, the animation will play upon a mouse click. To make the animation play automatically when the slide loads, change the **Start** from *On Click* to *After Previous*.



Figure 6 - After Previous Option for an Automatic Start

- 7.2. You can specify the length of an animation by editing the duration. **Note:** The longer the duration, the slower the effect.

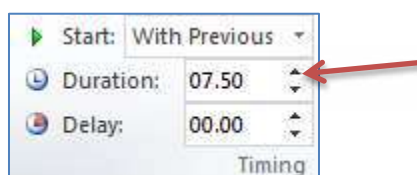


Figure 7 - Animation Duration

7.3. You can set the animation to play after a certain number of seconds by specifying a delay.

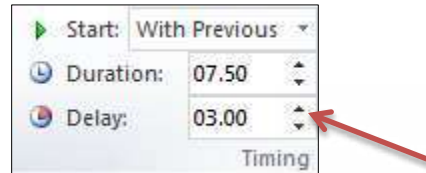


Figure 8 - Animation Delay

8. Once the basic settings are in place, click on the **Preview** button on the left side of the Animations ribbon to visualize the animation.



Figure 9 - Preview Button

9. If you wish to change the animation, click on the “more” arrow on the ribbon and select a different animation.

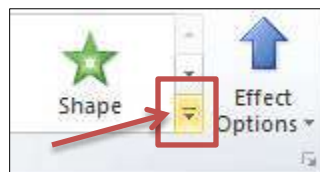


Figure 10 - More Arrow

10. To create more than one animation for a given object, click on the **Add Animation** button again and repeat steps 4 through 7. You can, for example, give an object an *entrance* effect, an *emphasis* effect, and an *exit* effect. This would let you bring an object onscreen, draw attention to it, and then have it leave the screen.

Reordering animations

After applying a few animations to one or more objects on a slide, you may wish to change their order sequence.

1. Click on the object that has the animations you wish to reorder.

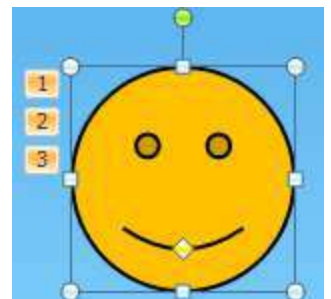


Figure 11 - Select Animated Object

2. Click on the number to the left of the object that is representing the effect you wish to move.

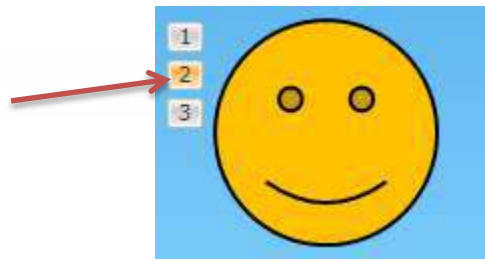


Figure 12 - Select Effect

3. At the right end of the ribbon, under the **Reorder Animation** section, click the button of your choice to **Move Earlier** or **Move Later**.

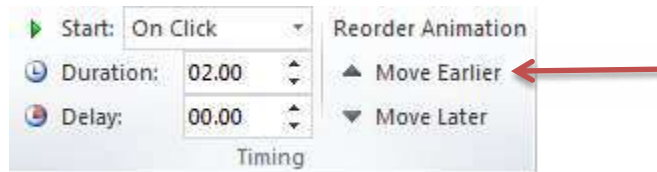


Figure 13 - Reorder Animation

Upon making these adjustments, the animation order will change.



Figure 14 - Changed Animations Order

4. Repeat the previous steps if necessary.

Using the Animation Painter

The **Animation Painter** makes it easy to copy a complete animation effect from one object to the other.

1. Click on the animated object.

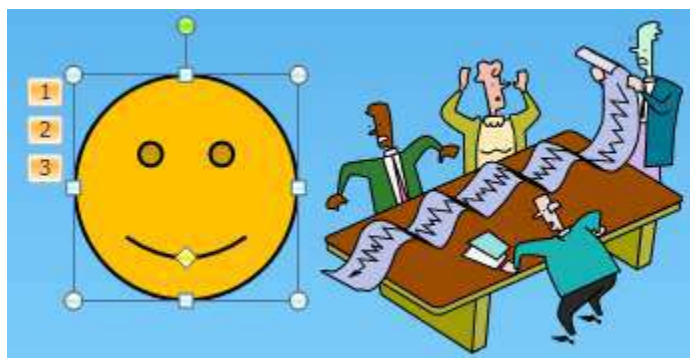


Figure 15 - Selected Animated Object

2. Click on the **Animation Painter** button on the ribbon. The mouse cursor turns into a small **paint brush**.

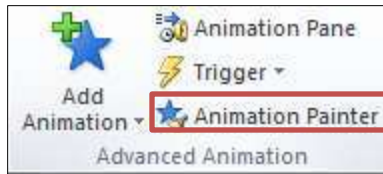


Figure 16 – Animation Painter Button

3. Click on the object where you wish to apply the animation(s). The animations created for the first object are applied to the second object selected.

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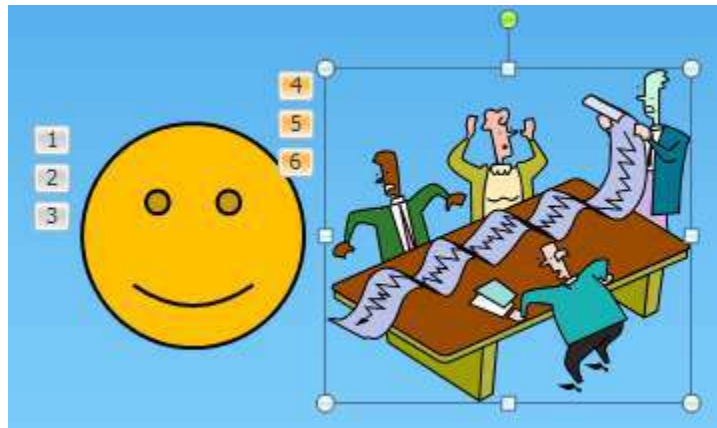


Figure 17 - Duplicated Animation Effects

Removing an animation

1. Click on the object that has an animation already applied and that you wish to remove.
2. Click on the number to the left of the object that is representing the effect you wish to delete.

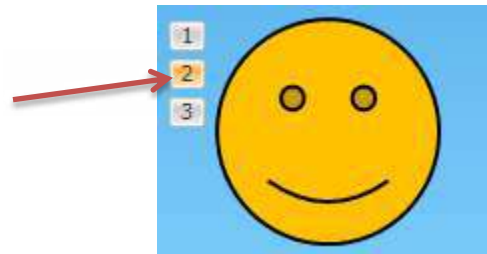


Figure 18 - Animation to be deleted

3. Hit the **Delete** key on the keyboard. This will delete the animation.



Figure 19 - Deleted Animation

Using the Animation Pane

You may access additional and more advanced animation options such as timeline, sound, and timing by enabling the animation pane.

1. From the **Animations** tab, click on the **Animation Pane** button on the ribbon.

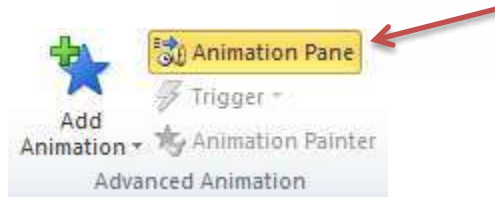


Figure 20 - Animation Pane Button

2. In the list in the **Animation Pane**, click on the animation to be adjusted to select it.
3. Click the small drop down arrow to the right of the selected animation.

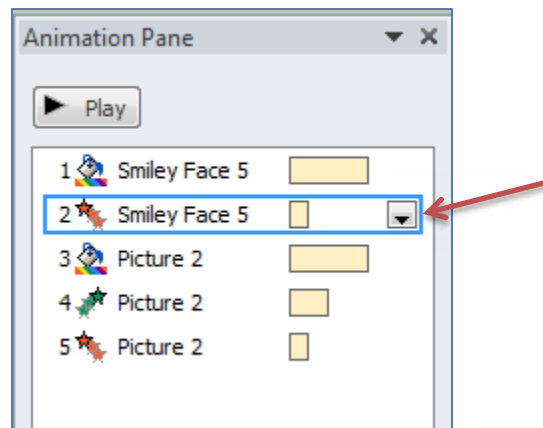


Figure 21 - Animation Pane

4. Select **Effect Options**.
5. Under **Enhancements**, you can add sound and set the object to hide after the animation. Click the **Timing** tab when done.

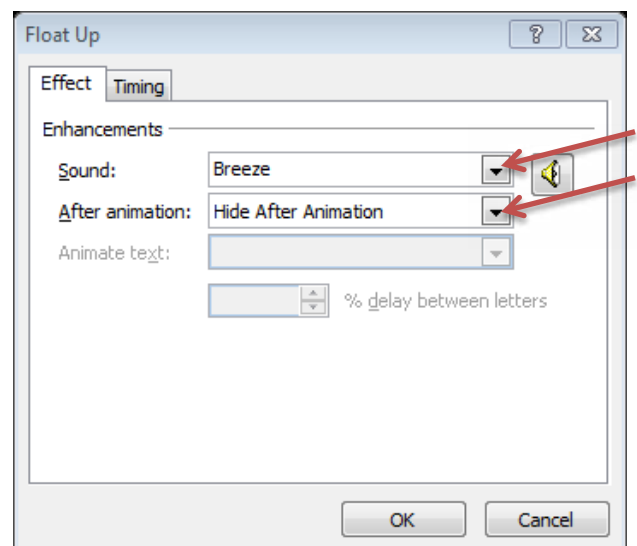


Figure 22 - Enhancement Effect Options

- From the **Timing** tab, you may set the animation to repeat and/or rewind when done playing. The **Speed** setting can be adjusted as well. Some effects have an additional property setting that allows you to control the range of an object's movement. Click **OK** when done.

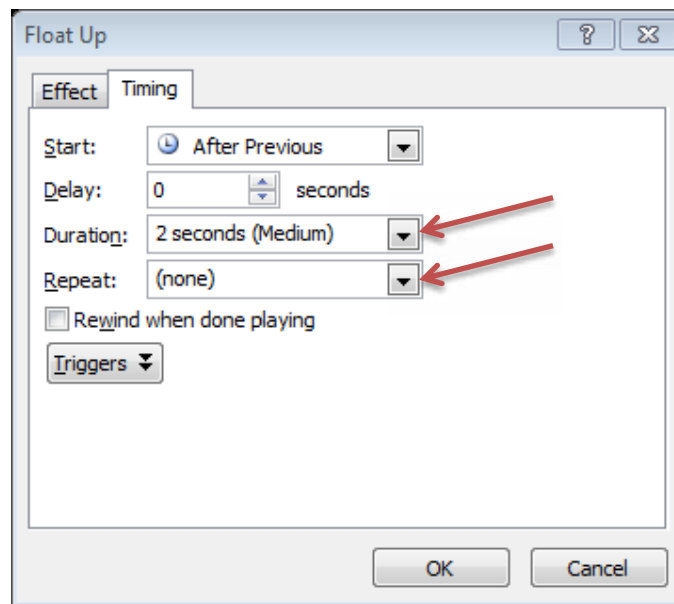


Figure 23 - Timing Options

- Click on the **Play** button on top of the Animation Pane to see your animation(s) in action.

Note: To close the Animation Pane, simply click on the **Animation Pane** button on the ribbon. You may access it again by re-clicking on the **Animation Pane** button on the ribbon.

Getting Help

University Information Technology Services (UITs) Service Desk

If you need additional help, you may contact the Service Desk by phone at 470-578-6999 or by email at service@kennesaw.edu

UITs Outreach & Distance Learning Technologies Training Team

Email: uitstechout@kennesaw.edu

Twitter: <http://twitter.com/odlt>

Website: <http://uits.kennesaw.edu/techoutreach>

The **Microsoft Office PowerPoint 2010 Booklet** is available at <https://uits.kennesaw.edu/booklets>
