



University Information
Technology Services

Microsoft Office: PowerPoint 2013

Transitions & Animations; Timing the
Presentation

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Published by Kennesaw State University – UITS 2014

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University Information Technology Services

PowerPoint 2013

Transitions & Animations; Timing the Presentation

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Introduction

This booklet is the companion the PowerPoint 2013: Transitions & Animations; Timing Your Presentation workshop. It will explain how to add transitions and 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. You can rehearse your presentation to make sure that it fits within a certain time frame. This booklet will also explain how to time your presentation to record the amount of time needed to present each slide.

This booklet offers step-by-step instructions to creating dynamic presentations using transitions, animations, and timing. For other functionalities, please refer to the PowerPoint 2013: Intro to PowerPoint booklet.

Learning Objectives

After reading this booklet, you should be able to:

- *Apply transitions*
- *Change the properties of a transition*
- *Create one or more animations to a slide*
- *Reorder animations*
- *Use the animation painter*
- *Remove an animation*
- *Use the animation pane*
- *Time the presentation*

Transitions

Transitions are used to control the pace of your presentation to create a better flow between slides. Rather than simply changing from one slide to the next, you can apply special effects to the slides as they transition. The steps below explain how to apply transitions to your slides.

Adding a Slide Transition

1. Select the slide you wish to apply a transition to.
2. Select the *Transitions* tab (see *Figure 1*).
3. Click the transition effect from the *Transitions to this Slide* group.
4. Select the down arrow shown in *Figure 1* to view all of the available Transitions at once.

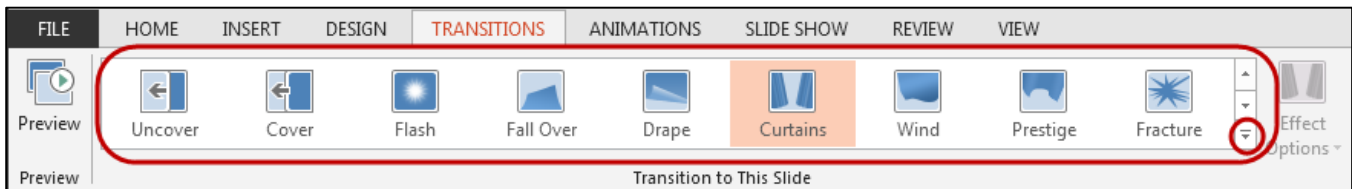


Figure 1 - Apply Transitions

5. Once you select a transition type, click **Preview** to view the effect on the slide (see *Figure 2*).

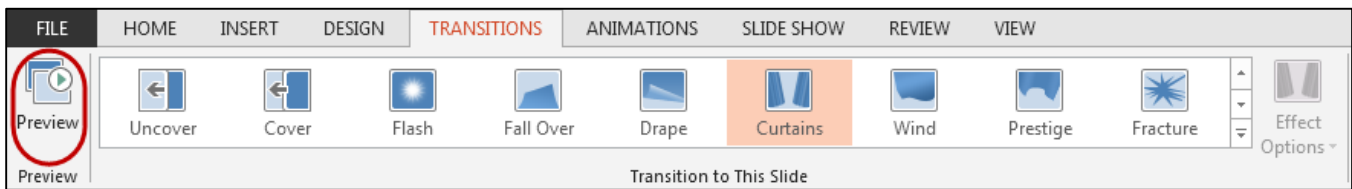


Figure 2 - Preview

6. If you would like the same transition for all slides in the presentation, click **Apply To All** in the *Timing* group (see *Figure 3*).

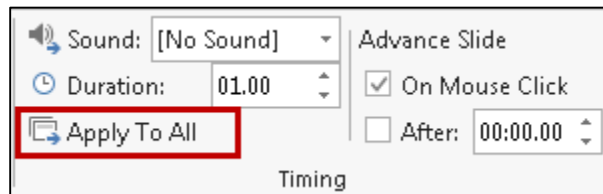


Figure 3 – Apply To All

Changing the Properties of a Transition

Occasionally you may experience the transition speed is too fast or too slow. You may also want to add sound to a transition effect to enhance your presentation as well as control how the slide advances. In order to change these settings, follow the steps below:

1. Select the Transitions tab.
2. In the Timing group, click the down arrow for Sound to add a sound effect for the transition.
3. Select the up/down arrow next to Duration to choose the amount of time the transition lasts. (see Figure 4).

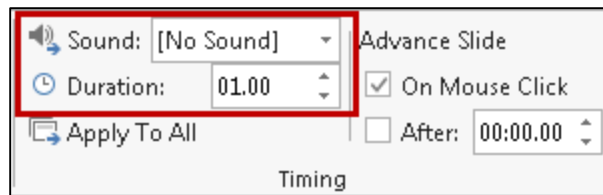


Figure 4 – Sound and Duration

4. Click on the Preview button as shown in the Preview group as shown in Figure 2, to test your settings.
5. If you would like the same setting for all slides within the presentation, click **Apply to All**.
6. You can also set how the slide will advance; either by a mouse click or after a certain amount of time has elapsed (see Figure 5).

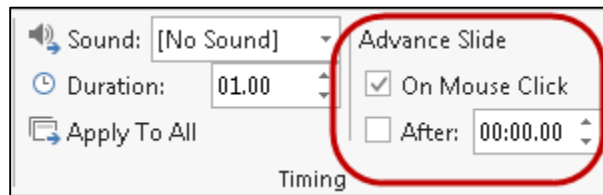


Figure 5 – Advance Slide

Creating one or more custom animations

1. Click on the **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 (see Figure 6).



Figure 6 – Add Animation

4. Select the animation from the drop-down list which offers four types of animation effects (see *Figure 7*):

4.1. **Entrance:** Objects can enter the slide via any of the entrance effects, 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:** This effect draws attention to an object that is already on the slide via any of the emphasis effects available, including *Flash Bulb*, *Spin*, *Grow & Shrink*, and *Color Wave*.

4.3. **Exit:** Objects can leave the slide via any of the exit effects 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 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*.

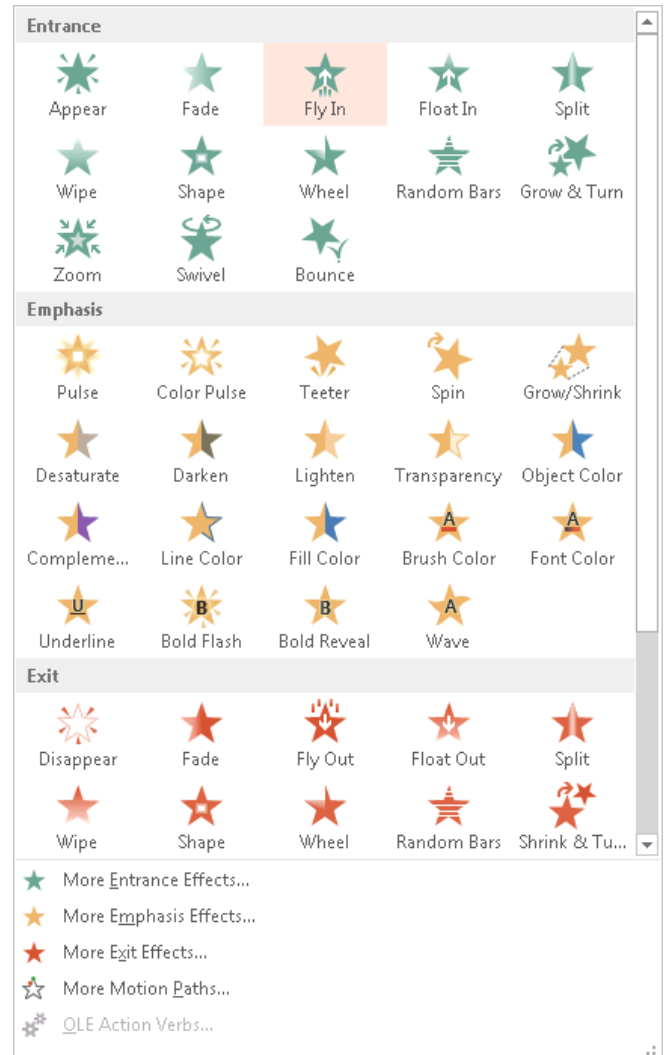


Figure 7 – Add Animations Effects

Note: To see a preview of the animation, select an animation and click the **Preview** button on the ribbon.



5. To view additional effects, select either **More Entrance Effects**, **More Emphasis Effects**, **More Exit Effects**, or **More Motion Paths** from the bottom of the *Add Animations* menu (see *Figure 7*).
6. Click on the option of your choice to apply that animation effect to the selected object.

7. The **Effect Options** button may become available (Some effects such as *Appear* do not have any effect options). Click on the **Effect Options** button, and change the option if desired (see *Figure 8*).

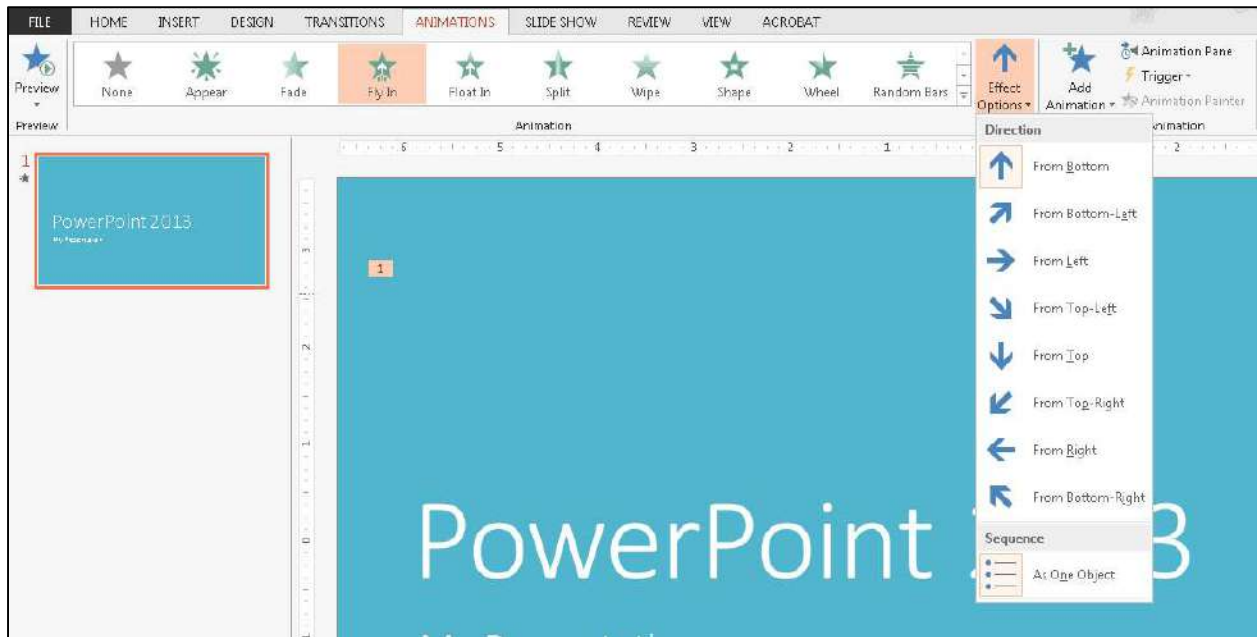


Figure 8 – Effect Options

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

8. Apply the timing options for your animation effect.

8.1 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* (see *Figure 9*).

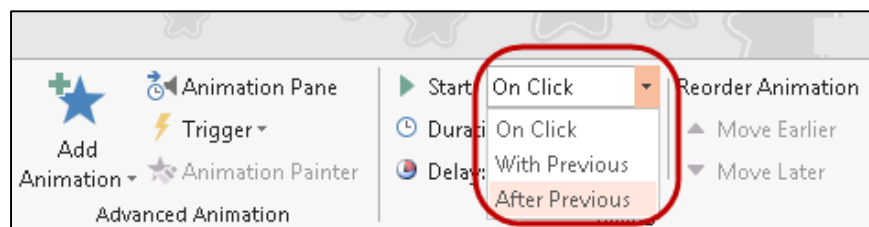


Figure 9 - Timing Options

8.2 You can specify the length of an animation by editing the duration (see *Figure 10*). **Note:** The longer the duration, the slower the effect.

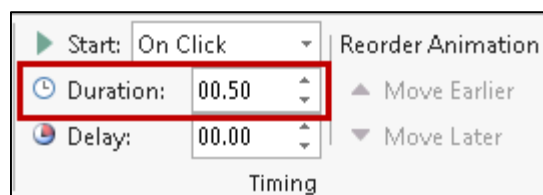


Figure 10 - Duration

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

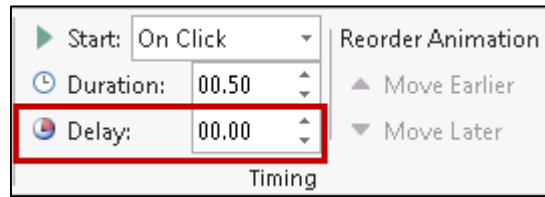


Figure 11 - Delay

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

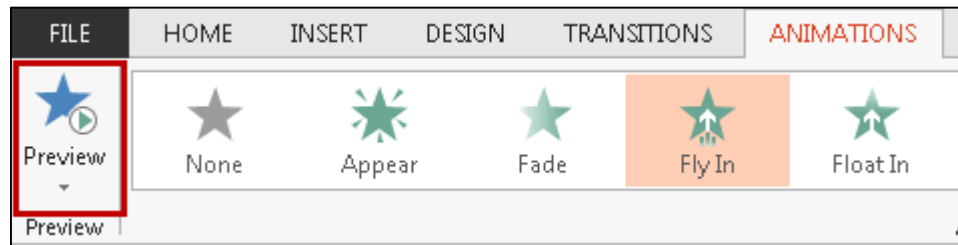


Figure 12 - Preview

10. If you wish to change the animation, click on the “more” arrow on the ribbon and select a different animation (see Figure 13).

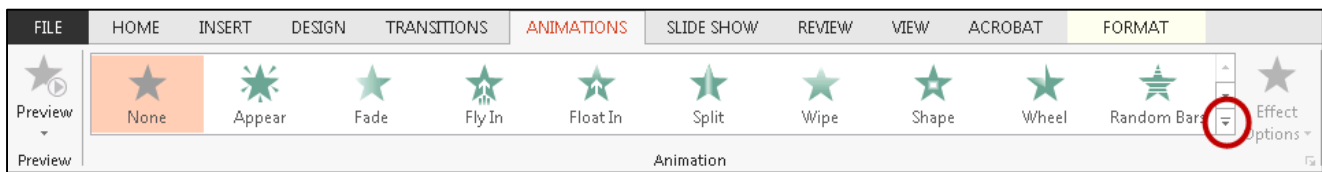


Figure 13 – More arrow

11. To create more than one animation for a given object, click on the **Add Animation** button again and repeat steps 4 through 9. 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 (select *Figure 14*).

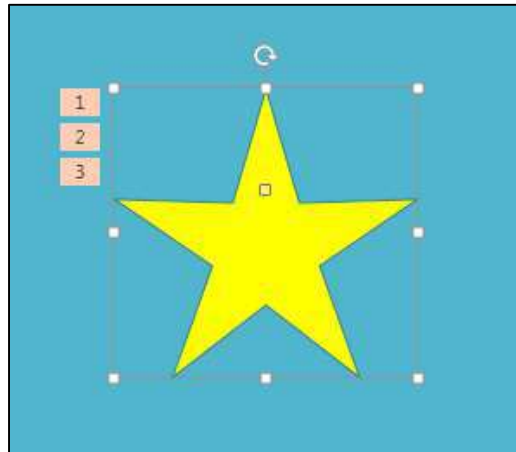


Figure 14 – Select Object

2. Click on the *number* to the left of the object that is representing the effect you wish to move (see *Figure 15*).

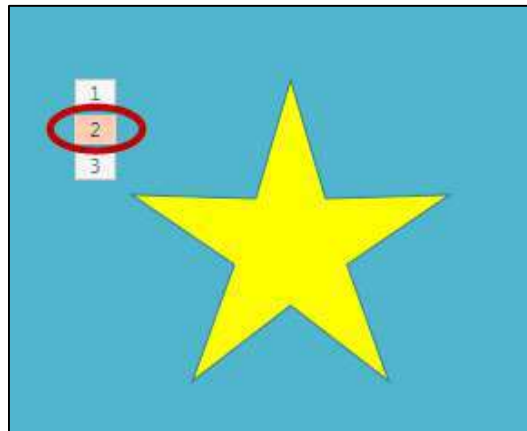


Figure 15 – Select Effects

3. At the right end of the ribbon, in the **Reorder Animation** group, click the button of your choice to **Move Earlier** or **Move Later** (see *Figure 16*).

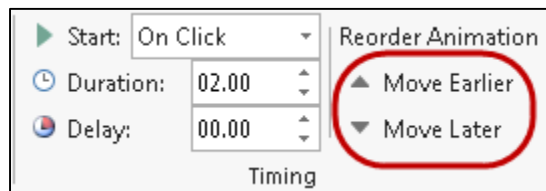


Figure 16 – Reorder Animation

Upon making these adjustments, the animation order will change.

The Animation Painter

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

1. Click on the animated object (see *Figure 17*).



Figure 17 – Select Animated Object

2. Click on the **Animation Painter** button on the ribbon. A small paint brush will appear next to the cursor (see *Figure 18*).



Figure 18 – Animation Painter

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 (see *Figure 19*).



Figure 19 – 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.

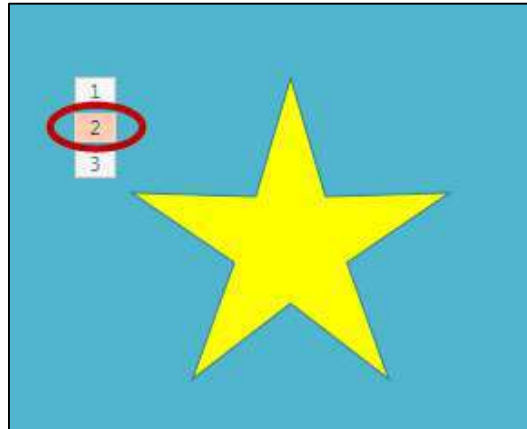


Figure 20 – Select effect to be deleted

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

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 (see *Figure 21*).

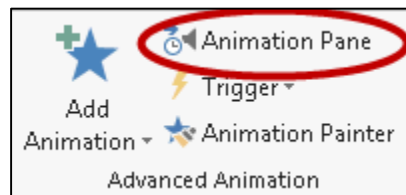


Figure 21 – Animation Pane button

- In the list in the **Animation Pane**, click on the animation to be adjusted to select it (see *Figure 22*).
- Click the small drop-down arrow to the right of the selected animation (see *Figure 22*).

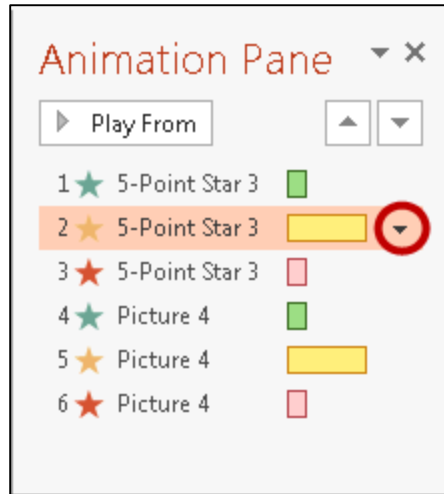


Figure 22 – Animation Pane

- Select **Effect Options**.
- Under the *Enhancements* section, you can add sound and set the object to hide after the animation.

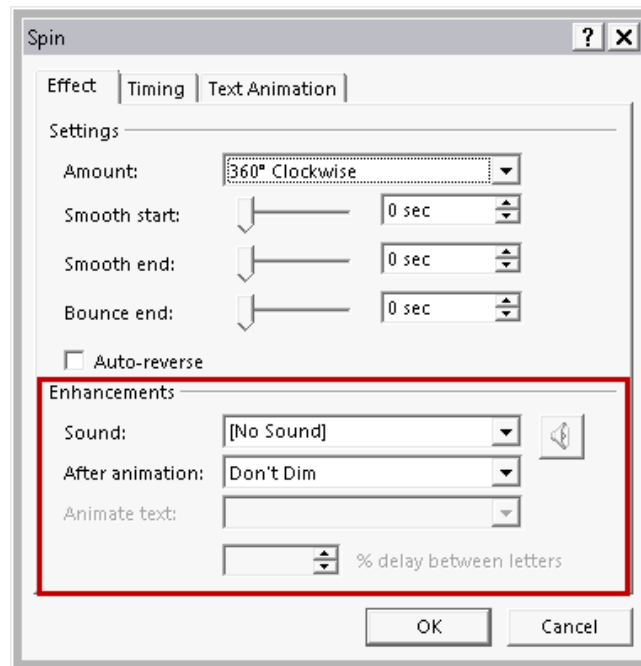


Figure 23 – Enhancements

- Click the *Timing* tab. 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 (see *Figure 24*).

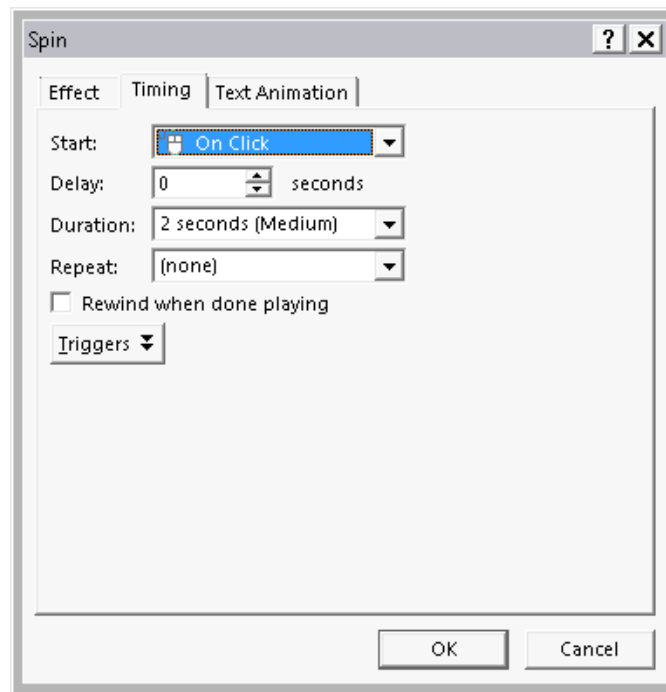


Figure 24 – Timing Tab

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

Note: Click on the X in the upper right corner of the Animation Pane, to close it.

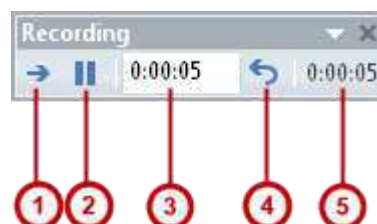
Timing the Presentation

A good way to determine how long it will actually take you to do the presentation is to use the Rehearse Timing tool.

- On the Slide Show tab, in the Set Up group, click **Rehearse Timings**. The Rehearsal toolbar appears and the Slide Time box begins timing the presentation.

The Rehearsal toolbar

- Next (advance to next slide)
- Pause
- Slide Time
- Repeat
- Total presentation time



2. While timing your presentation, do one or more of the following on the Rehearsal toolbar:
 - To move to the next slide, click **Next**.
 - To temporarily stop recording the time, click **Pause**.
 - To restart recording, click the **Resume Recording** button in the window that appears (see Figure 25).



Figure 25 – Resume Recording

- To set an exact length of time for a slide to appear, type the length of time in the Slide Time box.
 - To restart the recording time for the current slide, click **Repeat**.
3. After you set the time for the last slide, a message box displays the total time for the presentation and prompts you to do one of the following:
 - To keep the recorded slide timings, click **Yes**.
 - To discard the recorded slide timings, click **No**.

Slide Sorter view appears and displays the time of each slide in your presentation.

Advancing Slides Automatically

You can set your slides to advance automatically so that you will not have to advance them manually.

1. Select the slide that you would like to apply a timing for.
2. Select the **Transitions** tab on the ribbon.
3. Within the Timing group, go to the *Advance Slide* section.
4. Insert a check next to **After**, and then enter the amount of time that you would like to display the slide (see Figure 26).

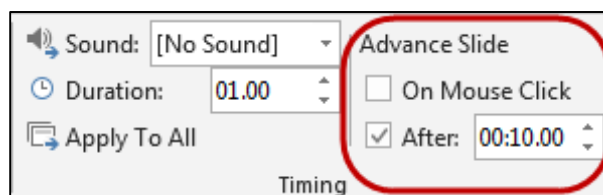


Figure 26 – Advance Slide

5. Select another slide and repeat the process.

Additional Assistance

If you need additional assistance with PowerPoint 2013, contact University Information Technology Services (UITs) at:

Faculty and Staff Service Desk

Phone: 470-578-6999

Email: service@kennesaw.edu

Students Help Desk

Phone: 470-578-3555

Email: studenthelpdesk@kennesaw.edu