UFHealth
INFORMATION TECHNOLOGY TRAINING

Office

PowerPoint
Animations and Transitions

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PowerPoint: Animations and Transitions

1.0 hour

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Transitions

Transitions are the special effects that happen when you go to the next slide. Typically, the **Subtle** transitions are the "professional" options, but there are many options to make your presentation "fun".

When you make a choice from the Transition tab in the Ribbon, you are creating the effect that will happen to your current slide. Use the scrollbar at the side of the transition list to view more or click the third button in the gallery scrollbar to view all the options.

Use the **Apply to All** check box to set the same transition and effects to every slide in the presentation. If you only want the transitions on certain slides, use the Ctrl key on the keyboard and select them from the slide pane, or in the Slide Sorter view. Once you have the slides selected, change the Transition settings.

If you are an over eager clicker, you may consider turning off the **On Mouse Click** option in this tab. You can still advance the slides using they keyboard or the slide show buttons at the bottom of the presentation.

Animations

By default, PowerPoint will automatically preview each animation as you select it. You can turn off this option from the **Preview** menu.

Like the **Transitions** tab, you can view the **Animation** gallery by using the scroll arrows next to the list. Notice there are **More…** effects than show in this gallery.

The **Effect** menu will vary depending on the selected Animation.

When you choose an animation from the gallery for an object that already has an animation, it will replace it. If you want the object to have multiple animations, use the **Add Animation** menu to apply multiple animations to the same object.

Animation Pane

If you are working with multiple animations on a slide, you should open the **Animation Pane**. From here you can see the sequence of the animations.

To rearrange the order the animations will occur, select the object and it will highlight in the Animation Pane. Use the up down arrows, or the **Move Earlier**/**Move Later** buttons in the ribbon, or simply drag the option into place.

Selection Pane

The **Selection Pane** can be turned on from the Home tab, under the Arrange menu, or if you select an object you will find the option on the Format tab in the Arrange group.

Whether you plan to animate the objects on your slide or not, if you are working with multiple items, this is a great place to help keep things in order. Like the animation pane, when you click on the object in the list, it will highlight it on the slide.

Click on the name shown to rename the object. Click a second time to go into edit mode.

Use the little eye next to the names to hide the object on the slide. Click on it again to have it reappear. This is a great way to confirm you have the correct object, hide/unhide.

If you delete anything from the Selection Pane, it will be deleted from the slide.

When you rename the objects in the Selection Pane, it will be reflected in the Animation Pane as well.

The Selection Pane has the objects in the order they are layered on the slide. In this case Blue Box 1 is at the very back of all the objects on the slide.

The Animation Pane has the objects in the order they are animated. You can rearrange

Timing and Triggers

By default, Animations happen when you click on the slide. You can change the timing to be with previous, meaning the same time as the previous animation, or after previous, as show with the boxes so the animations cascade.

You can also set a trigger, so an animation only happens if you click on a specific object. For this to work efficiently I highly recommend you name the objects from the Selection Pane.

Effect Options

Typically, the **Effect** options allow you to change the direction or color of your animation. To change the speed, modify the Duration.

<u>Animating Text</u>

Select the text box you would like to animate and choose an animation effect.

Open the **Effect** menu to change the text animation. As you can see in the Animation Pane, **As one Object** and **By Paragraph** allow you to change the individual paragraphs to have different timings.

If you want to go deeper into the settings, click the More button in the bottom right corner of the Animation group on the Animations tab. From here you can change text to animation by word and even by letter.

For true fine-tuned control, you should put each word in its own text box and animate each one individually. This would give you a polished look to your animations, but this can be very time consuming.

<u>Animating SmartArt</u>

SmartArt is a way to combine shapes and text into visually communicate information.

As with text, once you choose an animation, you can modify the Effect options to change how the SmartArt object will be displayed.