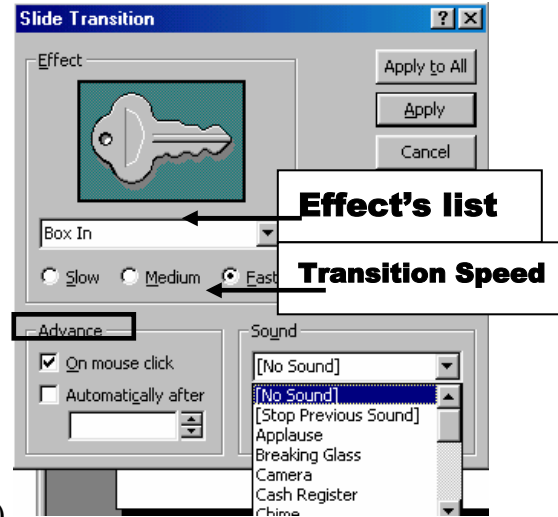


PowerPoint – Timings, Transitions, Animation, & Sound


I. Timing and Transitions:

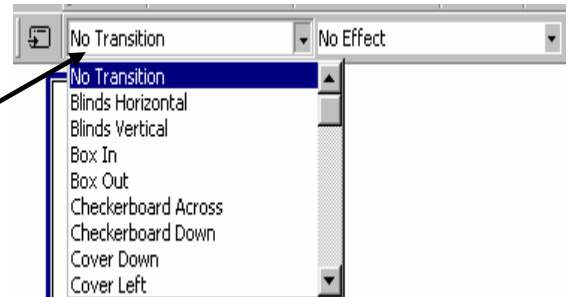
A. Transitions:

- Select slides to add transition effect
- Click **Slide Show** on menu bar
- Click **Slide Transition**
- *Select a transition effect* from the Effect drop-down list
- *Select a transition speed* – slow, medium, fast
- *Select a method of slide advancement* – on mouse click (manual advance) or automatically (*you must enter a time)
- Click on one of the following – *Apply* (only to selected slide(s)) or *Apply to All* (all slides in the presentation will have the same transition)



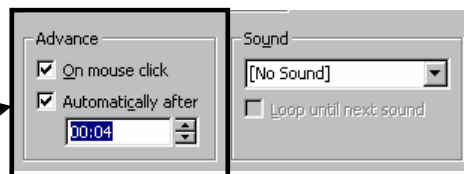
B. Transition Effect from Slide Sorter Toolbar:

- Change to **Slide Sorter View** 
- Select slides to add transition effect
- Click the *Slide Transition Effects drop-down list*
- *Select transition effect*



C. Timing:

- Select slide(s) to add timing
- Click **Slide Show** on menu bar
- Click **Slide Transition**
- *Select a method of slide advancement* – on mouse click (manual advance) or automatically (*you must enter a time)
 - *Take into consideration your audience and if you are speaking during the PPT presentation
 - *Test timings because what you think might not be long, may be forever during a presentation
- Click on one of the following – *Apply* (only to selected slide(s)) or *Apply to All* (all slides in the presentation will have the same transition)




PowerPoint - Timings, Transitions, Animation, & Sound

II. Animation:

A. Adding Animation to Slide Objects:

*Adding animation to bulleted lists and slides can increase interest and excitement

1. Custom Animation -

- Open/create your presentation
- Select **Normal View** 
- Click on the slide you want to animate
- Click **Slide Show** on menu bar
- Click **Custom Animation** – this dialogue box will appear
- Under “*Check to Animate Slide Object*” check the object to animate

• **Order & Timing Tab** –

a. **Animation Order** – change by clicking the up/down arrow

b. **Start Animation** – decide when you want the animation to occur:

automatically or manual mouse click

• **Effects Tab** –

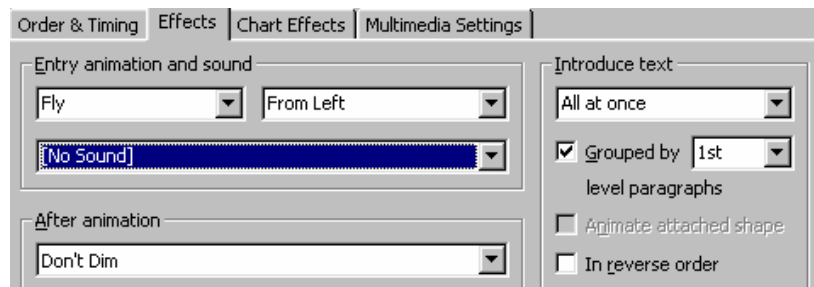
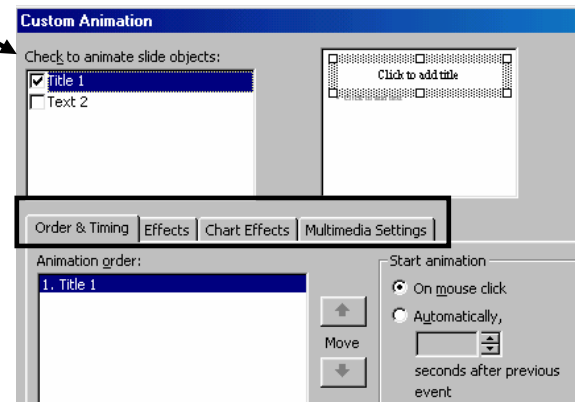
a. **Entry Animation & Sound** – select animation effect and sound

b. **After Animation** – select what you want the animated text to do when the next line / animation appears (*applies to text only)

* Dimming your text, increases focus!

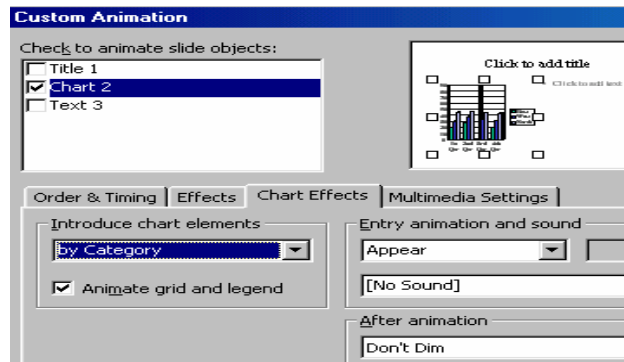
c. **Introduce Text** – *All at once; By word; By letter*

- To remove Custom Animation – select NO EFFECT



PowerPoint – Timings, Transitions, Animation, & Sound

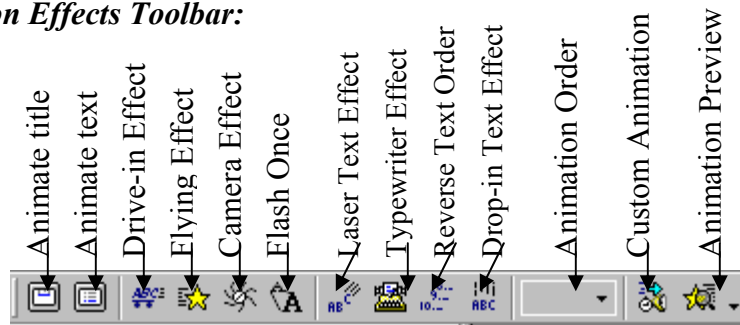
- **Chart Effects Tab** –
 - a. **Introduce Chart Elements** – decide how you want the chart to appear (*If you don't want the grid and legend animated, uncheck the “Animate grid and legend”)
 - b. **Entry Animation and Sound** – select the animation and sound
- Click **Preview** to see the selected effects before they are applied to the slide
- Click **OK**



2. Use Animation Effects Toolbar

(* Add animation to text and title)

- To open this toolbar – click **View** on the menu bar; click **Toolbars**; select **Animation Effects**
- **Animation Effects Toolbar:**



- **Animate the Title** –
 - a. Select the Title Box
 - b. Click **Animate Title** button – click again to toggle off
 - c. Click one of the Animation Effect buttons to apply

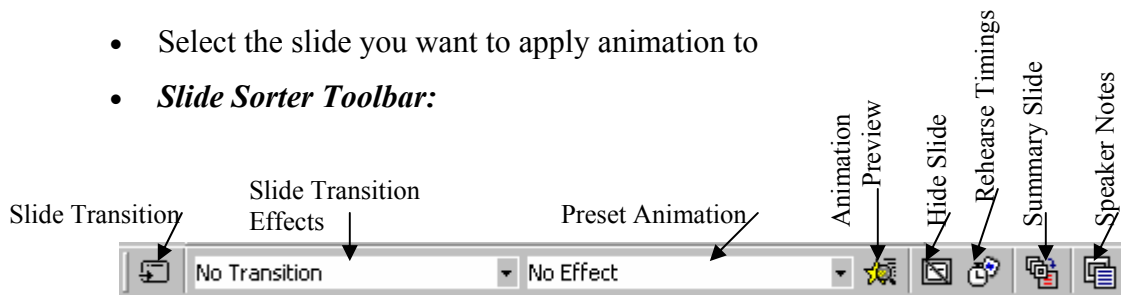
PowerPoint – Timings, Transitions, Animation, & Sound

- **Animate Text Slide –**
 - a. *Select the text box*
 - b. Click the **Animate Slide Text button** – click again to toggle off
 - c. *Click the button for the Animation Effect you want to apply*
- Click the **Animation Preview button** to preview animation effects added to your slides

3. Use Slide Sorter Toolbar


(* Simple animation only!)

- Select the **Slide Sorter View**
- Select the slide you want to apply animation to
- **Slide Sorter Toolbar:**

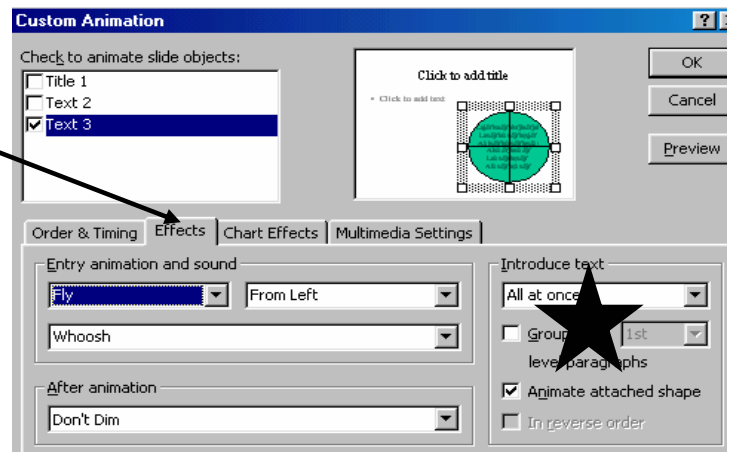


- Click on the **Preset Animation box** for a list
- *Select effect*
- To remove animation – select No Effect
- Click the **Animation Preview button** to preview slide animation

B. Animate AutoShape:


- Insert the autoshape 
- *Select autoshape*
- Click **Slide Show** on the menu bar
- Click **Custom Animation** – dialogue box appears
- *Select object to animate*
- Make selections
- **If the autoshape has text –**

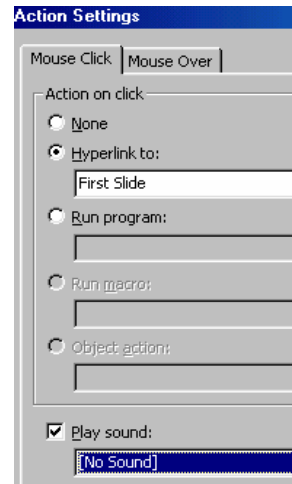
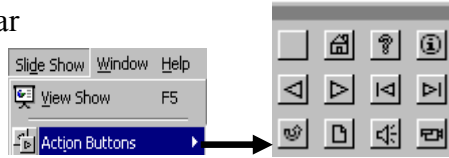
1. Click on the **Effects Tab**
2. On the right hand side –
select Animate Attached Shape



PowerPoint - Timings, Transitions, Animation, & Sound

C. Animate Action Buttons:

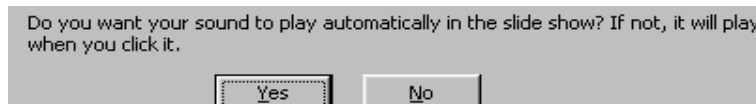
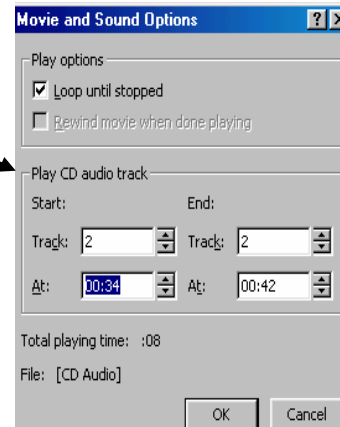
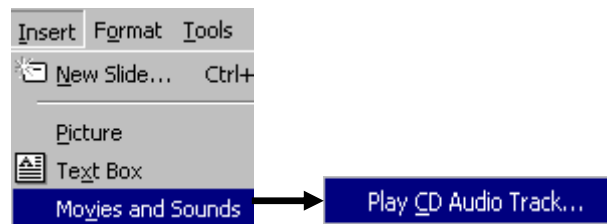
- Click **Slide Show** on the menu bar
- Click **Action Buttons**
- *Select Action Button to insert*
- *Insert the button onto the slide – the Action Settings dialogue box appears* 
- **Mouse Click Tab** (click the mouse) – *click on the “down arrow” for the hyperlink list; make selection*
- **Mouse Over Tab** (hover over button) – *select Hyperlink to ; click on the “down arrow” for the hyperlink list; make selection*
- If you select **Play Sound** (on either Tab) – *a sound will play when the action is executed*
- Click **OK**
- **To change the settings for the action –**
 1. *Select the action button on the slide*
 2. Click **Slide Show** on the menu bar
 3. Click **Action Settings** – the dialogue box appears
 4. *Make changes*
 5. Click **OK**




III. Sound:

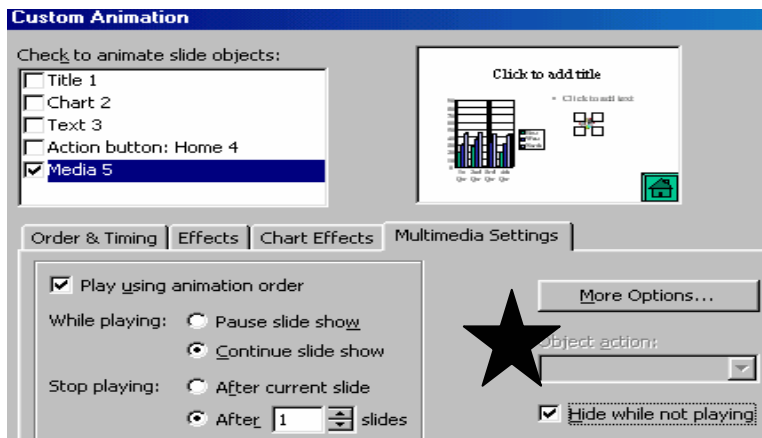
A. Sound from CD:

- Click **Insert** on the menu bar
- Click **Movies & Sound**
- Click **Play CD Audio Track** – the Movies & Sound Options dialogue box appears
- Under **Play CD Audio Track** –
 1. *Select the track to begin at*
 2. *Select the track and time to end with*
- Click **OK**
- The next box will ask if you want to *play your sound automatically – select Yes / No*





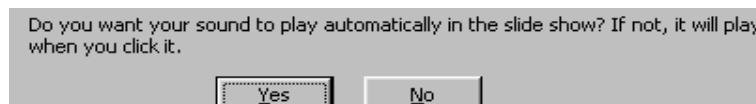
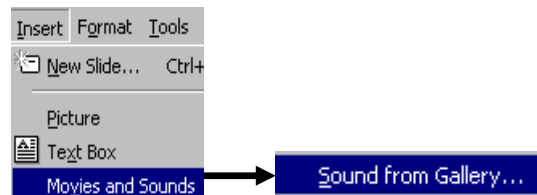
PowerPoint - Timings, Transitions, Animation, & Sound

- Note: a CD icon will be placed on your slide – you can leave it there or put it off to the side
- *Select the CD icon on the slide* 
- Click **Slide Show** on the menu bar
- Click **Custom Animation**
- Under **Check to Animate Slide Objects** – click the “media”
- On the **Order & Timing Tab** – select the Animation Order
- Click the **Multimedia Settings Tab** –
 1. *Select Play using Animation Order*
 2. Under **While Playing** – select *Pause Slide Show* (usually if showing a movie) or **Continue Slide Show* (continue w/ other animations and timings)
 3. Under **Stop Playing** – select **After Current Slide or After “x” Slides*
 4. If you select *Hide while not playing* (on the rt. side of the tab) – *the CD icon will not appear*
- Click **OK** to close the dialogue box



B. Sound from Clipart or File:

- Click **Insert** on the menu bar
- Click **Movies & Sound**
- Click **Sound from Gallery or File**
- *Select Sound* – a blue box will appear around the sound 
- Click on the **Insert Clip icon** 
- The next box will ask if you want to *play your sound automatically* – select *Yes / No*



PowerPoint - Timings, Transitions, Animation, & Sound

- A sound icon (megaphone) will appear on the slide



- Click **Slide Show** on the menu bar
- Click **Custom Animation**

- *Select object to animate – media “x”*



- Click the **Multimedia Settings Tab** –

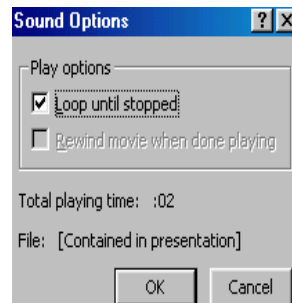
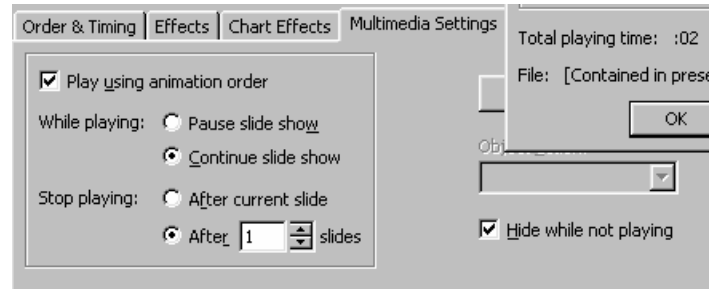
1. *Make selections*

2. Click **More Options**

3. Click **Loop until stopped** – it will continue playing until you go to the next animation or slide

4. Click **OK**

- Click **OK**



Tip: Use sound and animation sparingly, too much can be distracting!

Sound Websites:

<http://www.TheFreeSite.com>

<http://www.reelwavs.com>

<http://www.a1freesoundeffects.com>