

ANIMATION USING POWERPOINT

Introduction

We can animate text, graphics, charts, and such other objects on a slide to focus on important points and add interest to the presentation. Custom animations can be applied to items on the slide, paragraphs or bulleted list. Multiple animation effects can be added to a single item on the slide. In addition, the presentation can be made effective by adding transition effects between slides.

In this chapter, we will learn to add animation effects using the Custom Animation task pane. In addition, we will learn to add slide transitions to the Microsoft PowerPoint presentation.

Animation

Animation is a simulation of movements created by displaying a series of pictures or slides. Cartoon films that we watch on television is one example of animation. In animation, independent slides are created and are then put together to form the illusion of continuous motion.

Adding Animation Effects

The custom animation feature allows us to add animation effects to the presentation. We can make the text enter a slide with animation and leave the slide with another animation effect. Adding effects to the slide contents can catch the attention of the viewer.

To add animation effect:

1. Open an existing slide. Figure 2.1 shows a sample presentation slide.

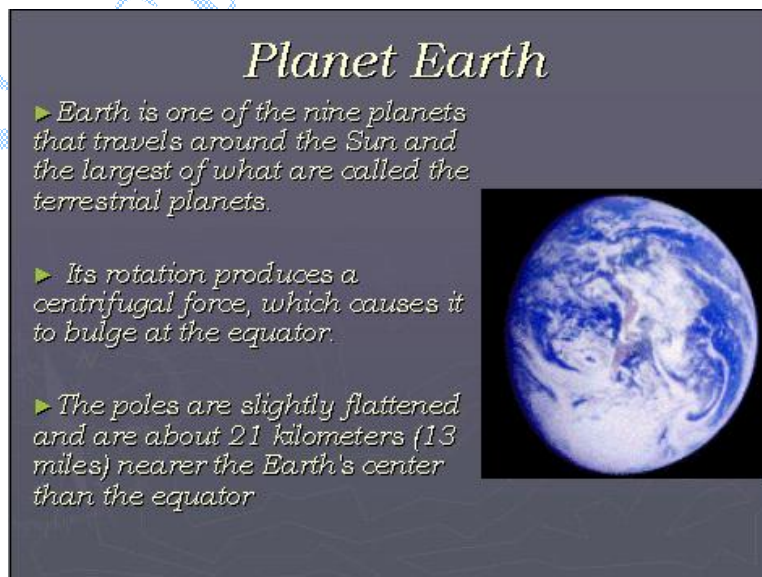


Figure 2.1 – Sample Presentation Slide

2. Select the text or objects that are to be animated. In this case, select the image of the earth.
3. Select **Slide Show** \Rightarrow **Custom Animation** to open the Custom Animation task pane, as shown in Figure 2.2.

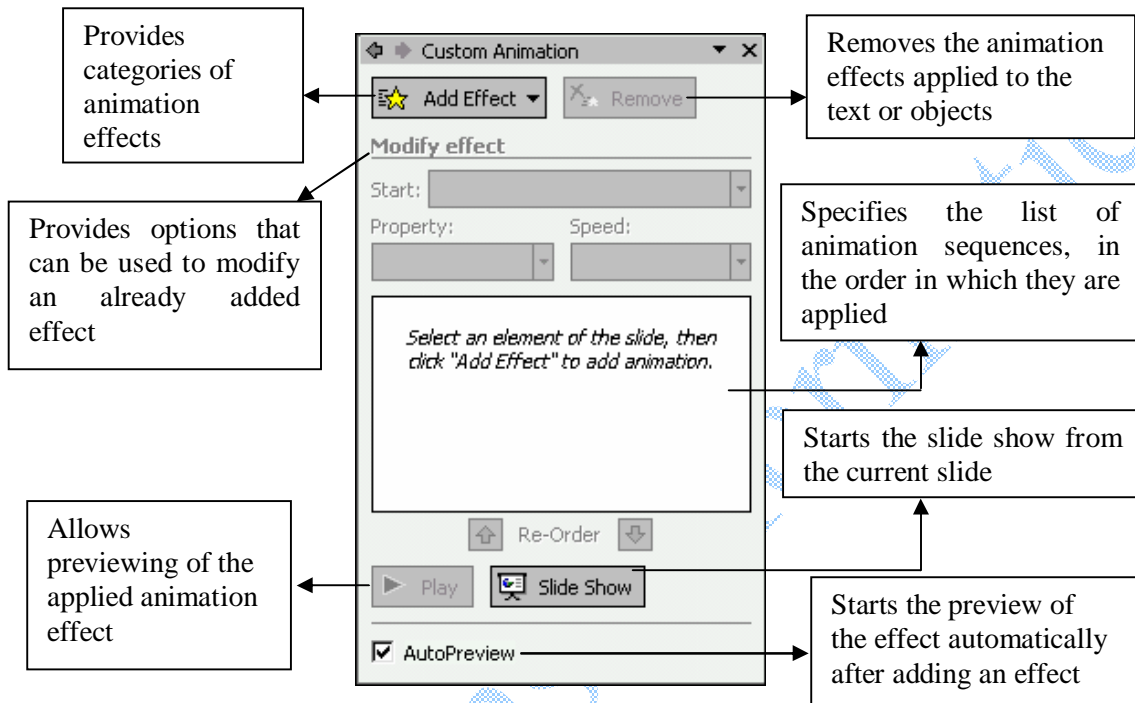


Figure 2.2 – Custom Animation Task Pane

4. Click on Add Effect drop down menu. The Add Effect drop down menu appears, as shown in Figure 2.3.



Figure 2.3 – Types of Effects

5. Place the mouse pointer on Entrance option to open a cascading menu as shown in Figure 2.4.



Figure 2.4 – Entrance Effects

- Click on the More Effects option to view other Entrance effects as shown in Figure 2.5.

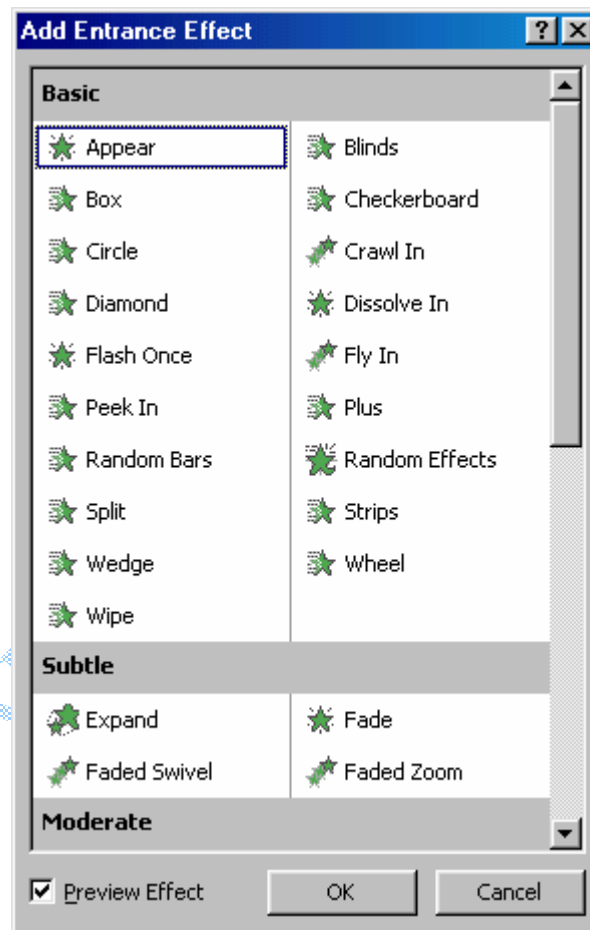


Figure 2.5 – Entrance Effects

- Select any one effect, for example, Fly In. The effect gets added on the selected text or object.

The PowerPoint slide, after adding an effect appears as shown in Figure 2.6.



Figure 2.6 – Animation Effect Added to the Image

The animated item on the slide, in this case, the image, appears with a non printing numbered tag. This tag does not appear in the slide show view.

Slide Transition

A transition is how a slide advances to the next slide, during a slide show presentation. The slide transition feature provides more than 40 different special effects to move between slides. For example, we can have one slide slowly dissolve and be replaced by next slide during a presentation.

Applying Slide Transition Effects

To apply the same transition effect to all the slides of the presentation:

1. Select **Slide Show** → **Slide Transition** to display the Slide Transition task pane, as shown in Figure 2.7.

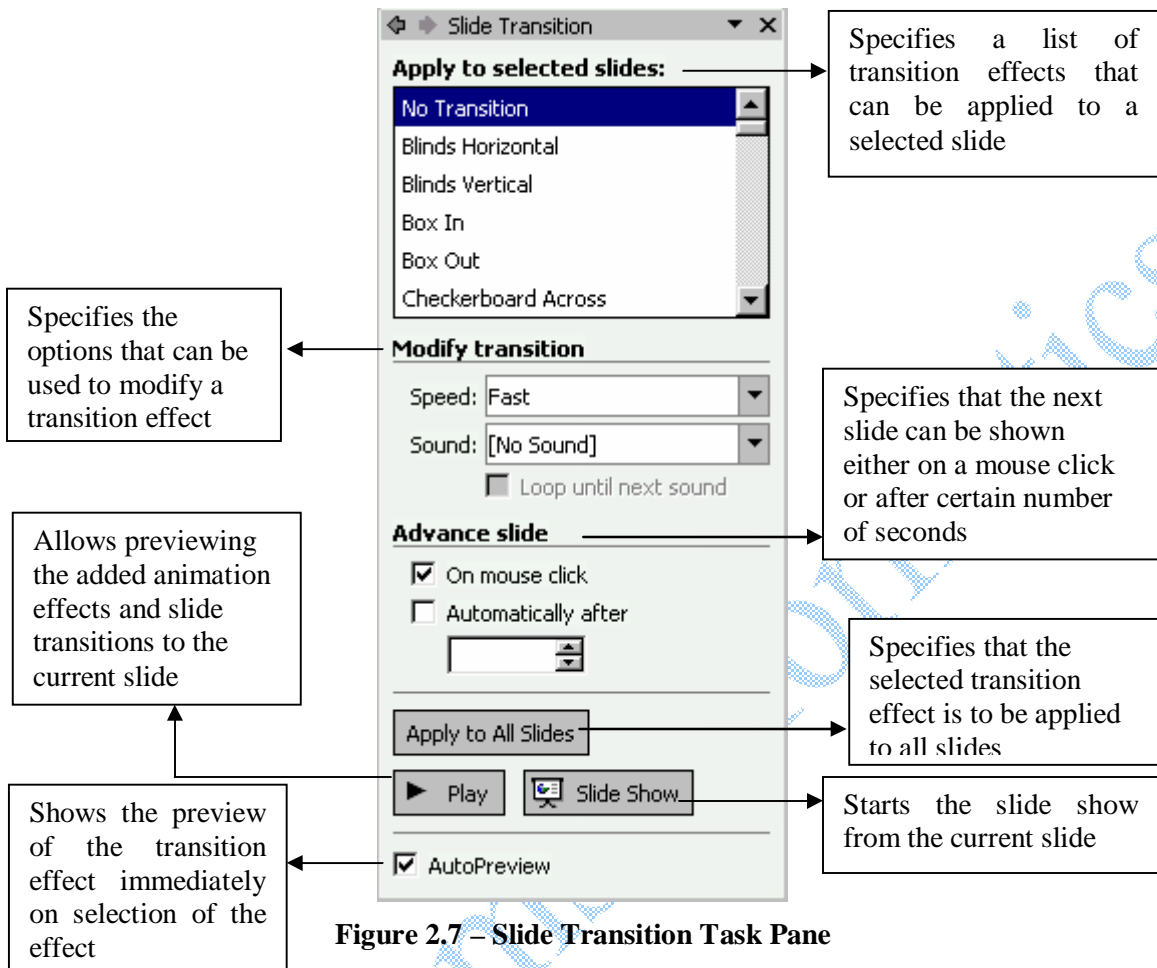


Figure 2.7 – Slide Transition Task Pane

2. Select any effect from the list of effects in Apply to selected slides drop down menu.
3. Click Apply to All Slides button to add the selected transition effect to all the slides.

To apply different slide transition effects to each slide:

Repeat the following steps for each slide to which a transition effect is to be added.

1. Select the slide on the slide tab.
2. Select **Slide Show** → **Slide Transition** to display the Slide Transition task pane.
3. Select the desired transition effect in Apply to selected slides drop down menu.

Points to Note:

- Ø Animation is a simulation of movements created by displaying a series of pictures or slides.
- Ø Custom animations can be applied to text, graphics, charts or paragraph that includes single bullets or list items.
- Ø Multiple animation effects can be added to a single item on the slide.
- Ø The Custom Animation task pane is used to add, modify, remove and preview animation effects.
- Ø To remove a previously applied effect, select the item in the Custom Animation List and click the Remove button.
- Ø To preview the animation effects, click the Play button on the Custom Animation task pane.
- Ø A transition is how a slide advances to the next slide, during a slide show presentation.
- Ø The Slide Transition task pane allows us to add, modify, and preview the transitions applied between slides.
- Ø The Advance slide option of the Slide Transition task pane is used to set slide timings.

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EXERCISE

1. State whether True or False

- a. We cannot add more than one animation effect to a single item on the slide. _____
- b. In the Custom Animation task pane, after clicking the Slide Show button the slide show starts from the first slide. _____
- c. MS PowerPoint enables us to specify the speed of the animation effect. _____
- d. We cannot apply different transition effects to each slide in a presentation. _____
- e. The numbered tag attached to an animated object is visible during a slide show. _____
- f. After an animation effect is added to an object it cannot be removed. _____
- g. Slide transition is how MS PowerPoint advances from one slide to the next slide, during a slide show presentation. _____
- h. AutoPreview shows the preview of the transition effect immediately on selection of the effect. _____

2. Short Answer Questions

- a. Explain the use of the “Modify effect” option of the Custom Animation task pane.
- b. What does the non-printing numbered tag attached to an animated item indicate?
- c. Define slide transition?
- d. State the four basic options that come under the Add effect drop-down menu in the Custom Animation task pane.
- e. How can the speed of the transitions be set?

3. Long Answer Questions

- a. Explain in brief Custom Animation.
- b. List the steps for applying custom animation to the items of a slide.
- c. Explain the uses of all the options of the Slide Transition task pane.

4. Practical Exercise

- a. Prepare a PowerPoint presentation on “Volcanoes – causes and distribution; Volcanic Cone and fissure eruption”, with images wherever necessary. Apply different animation effects to the text and images on each slide.
- b. Prepare a PowerPoint presentation on “Bacteria and fungi; a brief study of bacteria and bread mould; life history of a bread mould” with images wherever necessary. Apply different slide transitions to all the slides to make your presentation more interesting.

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