

2

ANIMATION USING POWERPOINT

Session Objectives

At the end of this session, the student will be able to:

- Ø Apply Custom Animation
- Ø Add Slide Transition

Recap

Ask the students questions about the topics covered in the previous session:

- Ø How do we add tables to a slide?
- Ø How do we add charts to a slide?

Slide Explanation

To view the presentation, select **Slide Show** à **View Show**. Press the **Page Up** and **Page Down** keys to navigate during the slide show.

Slide 1 & 2:



Slide 1:

Displays the name and chapter number.

Slide 2:

Ask the students questions like:

1. What is animation?
2. Have you seen any animation before? If yes, describe it.
3. Are you familiar with the terms “Custom Animation” and “Slide Transition”.

Introduce the students to the concept of Custom Animation and Slide Transition.

Slide 3& 4:



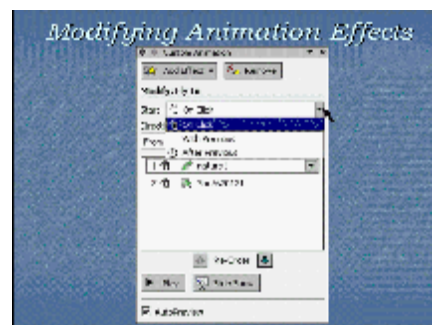
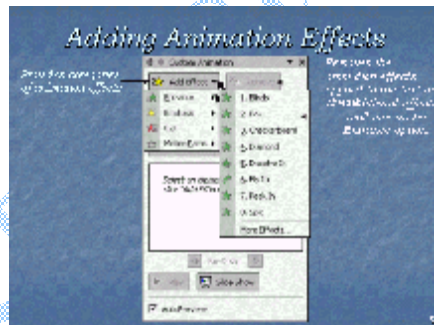
Slide 3:

Tell the students that animation effects can be applied to text and objects. Object refers to images, charts, and tables.

Slide 4:

1. Tell the students about the different types of animation effects that can be applied to an object on a slide.
2. Inform them that:
 - a. Entrance effect makes the object or text on the slide enter the slide show presentation, with an animated effect.
 - b. Emphasis effect adds an animated effect to the text or object that is on the slide.
 - c. Exit effect makes the object or text on the slide leave the slide with an animated effect.
 - d. Motion Path effect specifies the path which a selected item should follow as a part of the animation sequence.

Slide 5& 6:



Slide 5:

Explain the students about the use of the **Add Effect** button and the **Remove** button.

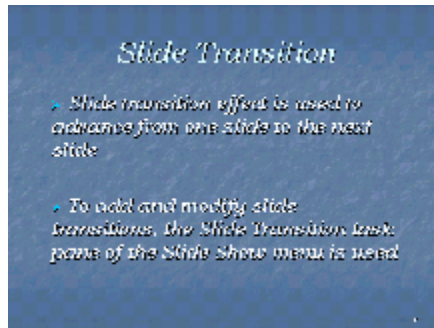
Slide 6:

Explain the students about the use of:

1. The **Start**, **Direction**, and **Speed** options that are used to modify an already added effect.
2. The **Re-order**, **Play** and **Slide Show** buttons.

3. The **AutoPreview** option.

Slide 7 & 8:



Slide 7:

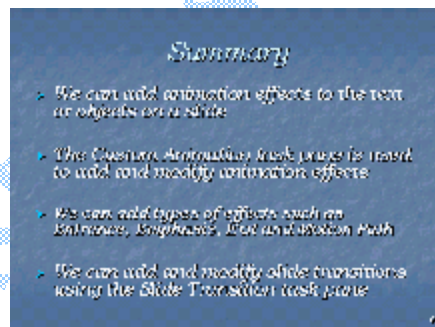
1. Explain the use of slide transition.
2. Describe the slide transition task pane.

Slide 8:

Explain the students about the use of:

1. The **Apply to selected slides**, **Modify transition**, **Advance slide**, and **AutoPreview** options.
2. The **Apply to All Slides**, **Play**, and **Slide Show** buttons.

Slide 9:



Summarize the topics covered in this session.

Frequently Asked Questions

This section provides answers to the questions that a student is most likely to ask during the class.

1. How can we insert a textbox into a presentation?

Ans: Select **Insert à Text Box** from the menu bar. Click and drag the mouse pointer to draw a text box.

2. How can we apply a slide design template?

Ans: Select **Format à Slide Design** to view the Slide Design task pane. In the Slide Design task pane, select the desired template from the available list of templates.

3. How can we animate objects on a slide?
Ans: Select the object to be animated. Select **Slide Show à Custom Animation** to view the Custom Animation task pane. Click the **Add Effect** button and select any one of the animation effects from the drop-down list.
4. How can we insert pictures into a presentation?
Ans: Select **Insert à Picture à Clipart** to insert pictures from the clipart gallery or select **Insert à Picture à From File** to insert pictures that are saved on your computer.
5. Can we apply more than one animation effect to an image or text on a slide?
Ans: Yes, more than one animation effect can be applied to an image or text on a slide. For example, we can apply the entrance as well as the exit effect to the same object on a slide
6. What are slide transition effects and how can we use them?
Ans: A transition is how Microsoft PowerPoint advances from one slide to the next, during a slide show presentation. Slide transition effects can be applied using the Slide Transition task pane. Select **Slide Show à Slide Transition** to view the Slide Transition task pane and select the desired effect from the **Apply to selected slides** list box.
7. How can we view the presentation after the slides are created?
Ans: Select **Slide Show à View Show** to view the presentation after the slides are created.
8. How can we move to the previous slide during a slide show?
Ans: To move to the previous slide during a slide show, right click on the current slide. Select **Previous** from the pop-up menu that appears or select **Go à By Title** and select the title of the previous slide. Alternatively, we can select the **Slide Navigator** option from the pop-up menu to open the Slide Navigator dialog box. Select the title of the previous slide from the Slide Title list box and click the **Go To** button.
9. How can we change the speed of the transition?
Ans: Select **Slide Show à Slide Transition** to view the Slide Transition task pane. Select the **Speed** drop-down list box and select the type of speed to be set for the transition.
10. How do we set the time between each slide transition?
Ans: In the Slide Transition task pane, select the **On mouse click** option to specify that the next slide should appear after a mouse click or select the **Automatically after** option and set the number of seconds to specify that the next slide should appear after the number of seconds specified.

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