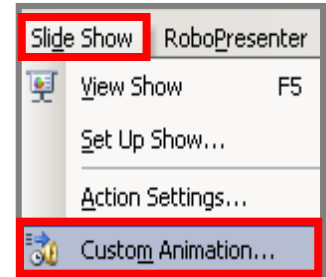


# TIPS TRICKS AND HOW TO...

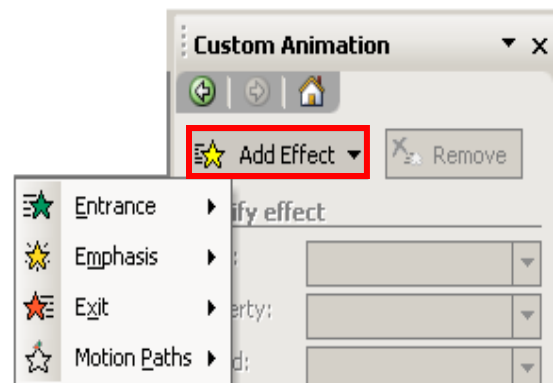
## Create PowerPoint Animations

Animating text and graphics in your presentation is easy and can add visual interest to your PowerPoint. To view the animation window, click on Slide Show from the menu bar and choose "Custom Animation."



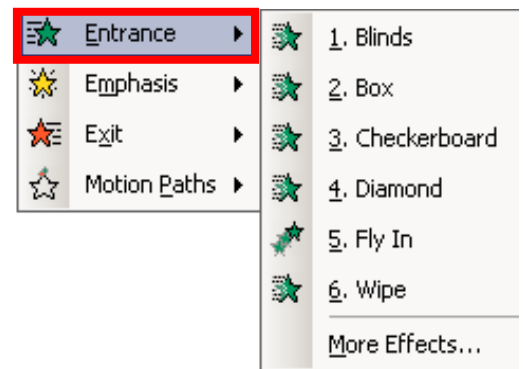
### Adding Effects

Make sure the object (text box, graphic, etc.) you want animated has been selected and the Custom Animation Window is open. Click on the "Add Effect" button to see your list of options. You can choose an animation for your object to enter the screen, exit, to provide emphasis, or make follow a path you specify.

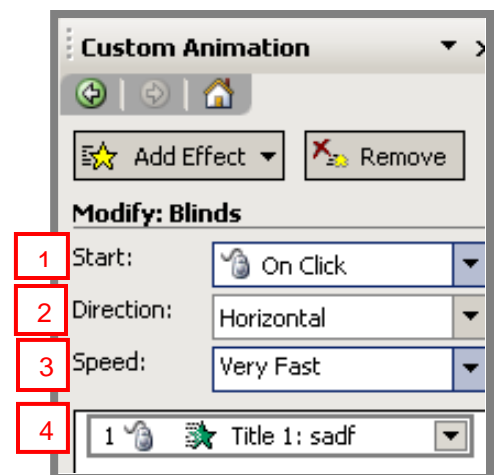


### Entrance Effects

To make your object animate onto the screen, select "Entrance" from the "Add Effect" button. A list of preset options will be displayed. Choose the entrance animation. Once you have chosen an animation a list of additional options is displayed.

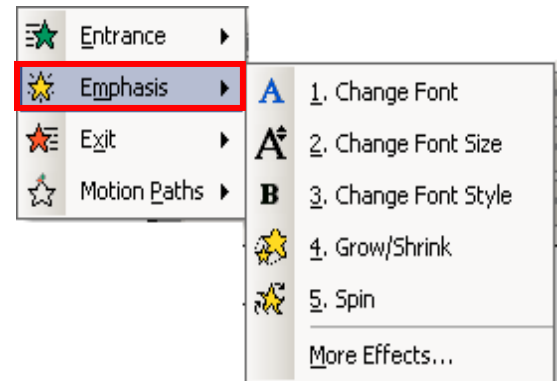


- 1. Start:** Choose to play your animation by clicking the mouse button, or have your animation automatically play *with* the previous action\* or *after* the previous action\*. (\*action includes any type of previous animation built into that slide - this also includes any movies, sounds, or slide transitions.)
- 2. Direction:** Choose the direction your animation will come onto the screen. This option varies by effect.
- 3. Speed:** You can choose how fast your animation will occur.
- 4. List:** You can apply multiple effects to each slide. Each will be listed in the custom animation window. You can reorder effects, delete effects, and make advanced timing decisions using the drop down options next to each effect added to your slide. The order they are listed here is the order they will animate in your presentation.

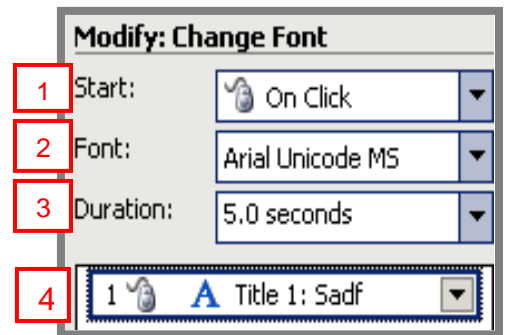


## Emphasis Effects

Emphasis effects are used to make an object or text stand out using animation. This can include spinning the text, changing color, font, lighting, etc. This is a great way to bring out a specific point in your document and make it stand out. Make sure the item you want animated is selected and choose "Emphasis" from the "Add Effect" button list. Choose your emphasis to display specific animation options.



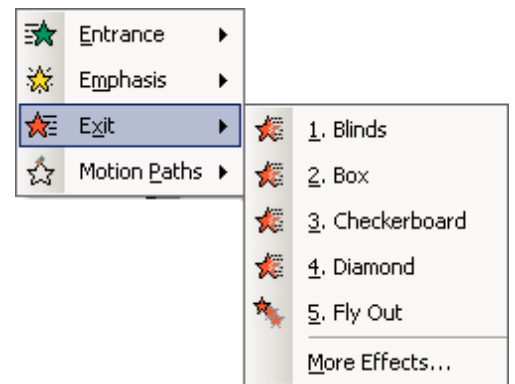
- 1. Start:** Choose to play your emphasis by clicking the mouse button, or have your animation automatically play *with* the previous action\* or *after* the previous action\*. (\*action includes any type of previous animation built into that slide - this also includes any movies, sounds, or slide transitions.)
- 2. Property:** This differs by effect and can include font, colors, direction, amount, etc.
- 3. Duration/Speed:** This differs by effect. You will either be able to choose "duration," or how long the effect will stay on the screen before returning to normal; or to choose "speed," how fast the animation will play.



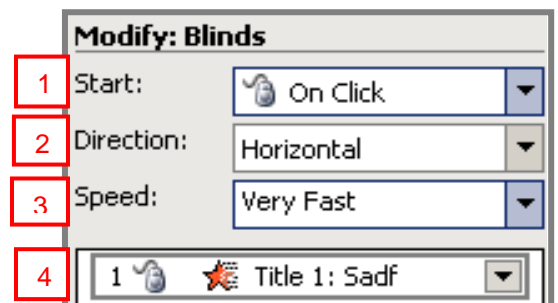
- 4. List:** You can apply multiple effects to each slide. Each will be listed in the custom animation window. You can reorder effects, delete effects, and make advanced timing decisions using the drop down options next to each effect added to your slide. The order they are listed here is the order they will animate in your presentation.

## Exit Effects

Exit effects are used to make an object or text leave the screen. Choose "Exit" from the "Add Effect" options list. Make sure the item you want to exit the screen is selected before making your exit choice.



- 1. Start:** Choose to play your exit animation by clicking the mouse button, or have your animation automatically play *with* the previous action\* or *after* the previous action\*. (\*action includes any type of previous animation built into that slide - this also includes any movies, sounds, or slide transitions.)
- 2. Direction:** Choose the direction your animation will exit the screen. This option varies by effect.
- 3. Speed:** You can choose how fast your animation will exit.
- 4. List:** You can apply multiple exit effects to each slide. Each will be listed in the custom animation window. You can reorder effects, delete effects, and make advanced timing decisions using the drop down options next to each effect added to your slide. The order they are listed here is the order they will animate in your presentation.



## Motion Paths

Motion Paths are used to make an object or text move along a designated path. Choose “Motion Paths” from the “Add Effect” options list. Make sure the item you want to put on a motion path is selected before making your choice. You can either move your object along a preset path, or you can choose to draw your own by choosing “Draw Custom Path.”

- 1. Start:** Choose to play your motion path by clicking the mouse button, or have your animation automatically play *with* the previous action\* or *after* the previous action\*. (\*action includes any type of previous animation built into that slide - this also includes any movies, sounds, or slide transitions.)
- 2. Path:** This option allows you to lock or unlock the path. You can also reverse the path under this menu.
- 3. Speed:** You can choose how fast your animation move on the path.
- 4. List:** You can apply multiple motion path effects to each slide. Each will be listed in the custom animation window. You can reorder effects, delete effects, and make advanced timing decisions using the drop down options next to each effect added to your slide. The order they are listed here is the order they will animate in your presentation.

