

POWERPOINT TUTORIAL: ANIMATION



By Mark Gillan

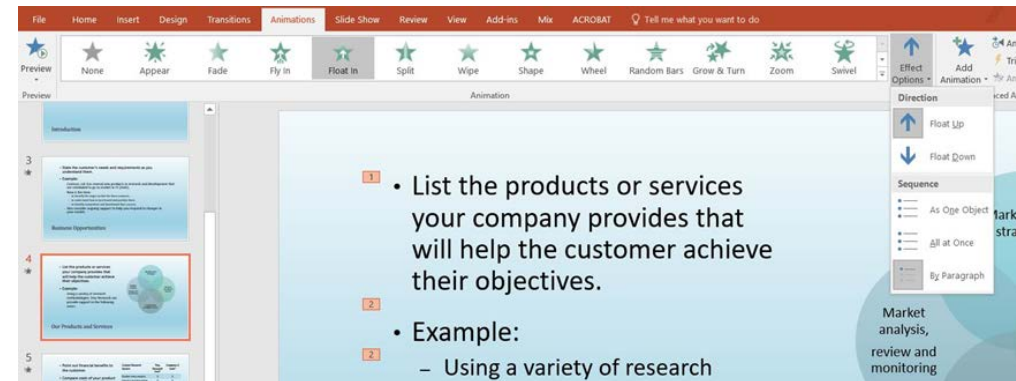
EXPLANATION

- As the name suggests, animations provide movement to otherwise inanimate objects
- Animations can be applied to an individual object within a slide such as text with bullet points or an image or a chart
- Depending upon the animation and the object, additional options might be available such as text can be introduced with animation paragraph by paragraph or all at once
- Each object can have animations applied
- Each object can have more than one animation applied, for example, animation for entrance to the slide presentation and animation for exit from the slide presentation
- Animations can be triggered during a slide presentation by following a previous action, with another action, by clicking the mouse button for action or by timings
- Applying animation to objects can place emphasis or slowly introduce information
- Animations can provide interest for the viewer, likewise too much can be distracting and overpowering

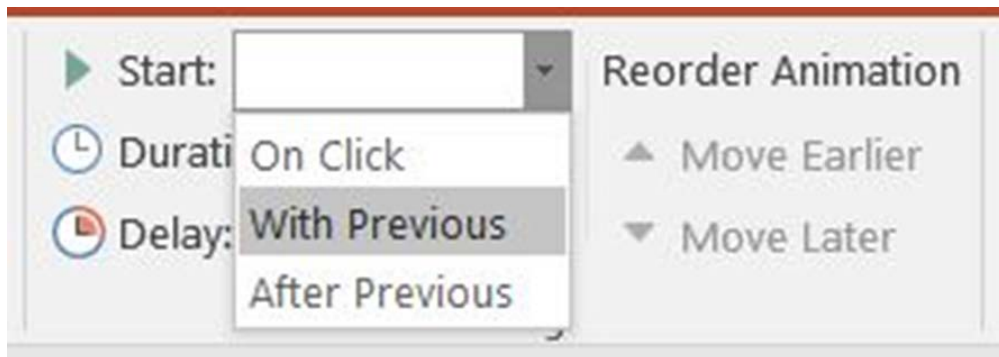


ANIMATIONS MENU

- Select an object within a slide (otherwise animations will be greyed-out and unavailable for use)
- Click the 'Animations' menu to view the Animations Ribbon
- Select from the animation grouping
- Depending upon the animation of choice, the 'Effect Options' button at the right of the Animation group will offer more options, such as movement in a certain direction or part(s) of objects or whole
- A number will appear showing the sequence of events that have been animated



TIMING



- Timing group of buttons can be located towards the right of the Animations ribbon
- The order of animation can be altered, so clicking on the number besides the animation then using the 'Reorder Animation' earlier or later arrows within the Timing grouping will reorder
- Animation timing can be started 'On Click' or with or after previous animation
- Duration and delay timings can be used with timings rehearsed instead of just through a mouse click, although clicking a mouse and controlling the timings during a presentation can help
- Be careful - use animations to enhance a presentation and not baffle an audience

