

PowerPoint 2016 Animation

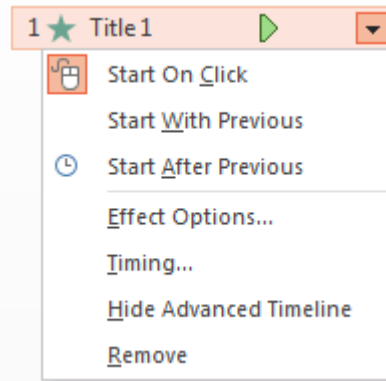
Microsoft PowerPoint has the ability to create dynamic presentations through the use of animation. With animation, the audience's attention can be drawn to each presentation slide. Furthermore, the main points and flow of the information can be controlled through the use of animation tools. For instance, new lines of text can be made to gradually appear rather than displaying a whole page of information at a time.

This help handout is designed to introduce PowerPoint animation and its myriad abilities.

1. Open PowerPoint by clicking **Start>All Apps>P>PowerPoint 2016**. Begin a new project to practice animation.
2. Select the Item that you want to be animated
3. Click the **Animations** tab.
4. Choose the item to be animated. If multiple items are to have the same animation effects, hold the shift button to select several items.
5. The Animations group has a menu with options like **Entrance, Emphasis, Exit,** and **Motion Paths**. Shown are common choices and **More** effects in the dropdown menu. View **all** the options for each style by clicking the **More ... Effects** choice for any of the categories. In these menus, every type of animation for **Entrance, Emphasis, Exit,** or **Motion Paths** (depending on which choice was made) is listed with the option to preview them as you select them.

After an animation setting has been selected for the desired object click on the **Animation Pane** button in the **Advanced Animation** group. A window will open showing the animation you've added.

As you add animations, they will be added to the list. Animated objects are listed in the order that will occur in the Slide Show. When an object in this list is selected a down arrow will appear to the right. Clicking this down arrow will bring up a menu with the following options: **Start on Click, Start with Previous, Start After Previous, Effect Options, Timing, Show Advanced Timeline,** and **Remove:**



The three **Start** options allow you to choose when the animation will be executed.

The **Effect Options** menu will allow you to further modify the animation with sound, an after animation option (allows you to dim, hide, etc.), and the way in which you want to animate text (all at once, by word, by letter). You can also change the timing by selecting the **Timing** tab in this menu. This will yet again allow you to choose when to start the animation, the delay, the speed, and repeat if desired. There is also a box to check if you would like to “*Rewind when done playing.*” The triggers option will allow you to set a custom click and start sequence to the animation. The **Text Animation** tab will allow you to further animate the text on the slide past those options available in the *Effect Tab*.

The **Timing** choice in this menu will give you the same options as the *Timing Tab* in the *Effect Options* menu.

The **Show Advanced Timeline** will display the timing for each animation in the slide.

The **Remove** option will remove the selected animation scheme from the slide.

8. There is a **Play** button on the top of the Animation Pane dialog box. This button lets you preview your animation changes for the current slide before moving to the next slide.