



### Using Transitions and Animations to your Slide Show

A PowerPoint 2007 presentation can be enhanced through the use of Transitions and/or Animations. Transitions and Animations both help you attract and maintain the attention of your audience during the slide show. Although very similar, they are not the same. Transitions are animated movements between slides, where as Animations are animated effects applied to objects on a slide, such as text boxes, ClipArt, images, charts and/or videos.

**Summary**

1. Add Transitions to Slides
2. Removing Transitions
3. Add Animations to Slides
4. Add Custom Animations
5. Removing Animations

### Adding Transitions to Slides

Transitions perform an effect as you move from one slide to the next. Transitions can be easily added to a slide using the Transitions Gallery. Note: It is not recommended to use different transitions for each slide, doing so may be distracting to your audience and appear unprofessional. You should use few slide transitions to provide consistency in your presentation.


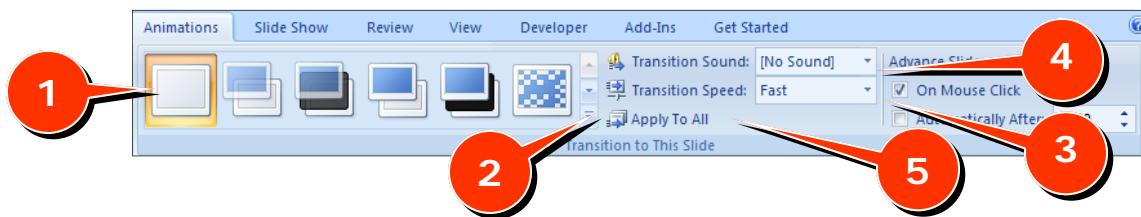
1. On the **View** tab, in the **Presentation Views** group, select **Normal** . The **Normal view** displays.
2. Select the slide to which you would like to add a transition. Note: The transition you apply will affect how the selected slide initially appears during the slide show.
3. From the **Animations** tab, in the **Transition to This Slide** group, from the **Transitions Gallery** (Figure 1, 1), select the desired transition. Note: The Transitions Gallery includes several transition types, many of which cannot be seen unless you click the drop down arrow in the corner of the Gallery (Figure 1, 2). You can preview any transition by hovering your cursor over a transition icon in the Transitions Gallery.


Figure 1



4. To set the speed of the transition, select a desired speed, such as slow, medium or fast from the **Transition Speed** drop-down list (Figure 1, 3).
5. Optional: To add a sound to the transition, select a sound from the **Transition Sound** drop-down list (Figure 1, 4).
6. Optional: To apply this transition to all of your presentation's slides, click **Apply To All** (Figure 1, 5).

## Removing Transitions

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
1. Select the desired slide(s).
2. From the **Animations** tab, in the **Transition to This Slide** group, from the **Transitions Gallery**, select **No Transition** .

## Adding Animation to Slides

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Animation refers to the movement and sound accompanying text or slides in your presentation. Using animation with your lists and slides can often add excitement to your presentation by displaying text at crucial moments and making smooth transitions between topics. You can use preset animations or customize the animation to achieve the desired result.

Powerpoint 2007 allows you to easily and quickly animate any object in your presentation. Objects include images, charts, text, and SmartArt. Animations may also contain sounds. The following directions will explain how to use the animations that are built into PowerPoint 2007. For information on creating custom animations, refer to *Adding a Custom Animation*.

1. From the **View** tab, in the **Presentation Views** group, select **Normal** . The **Normal** view displays.
2. Select the slide to which you want to apply an animation.
3. Select the object you want to animate.
4. From the **Animations** tab, in the **Animations** group, from the **Animate** drop-down list, select an animation. Note: Available options will vary depending on what you have selected. To preview an animation, with the desired object selected, simply hover your mouse cursor over the name of the animation.
5. OPTIONAL: Repeat steps 2-4 for each slide to which you want to apply animation.

## Adding a Custom Animation

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By using the Custom Animations pane, you can have more control over your animations. There are more animations available through the Custom Animations pane, as well.



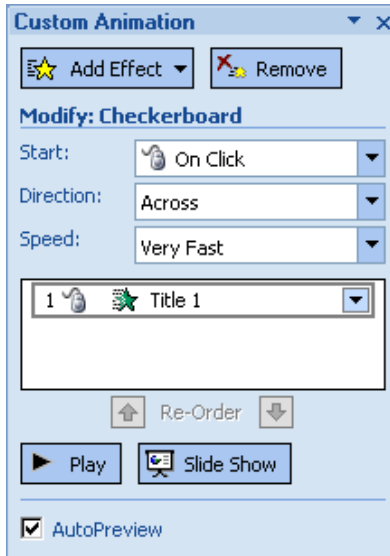
1. From the **View** tab, in the **Presentation Views** group, select **Normal** . The **Normal** view displays.
2. Select the slide to which you want to apply an animation.
3. Select the object you want to animate.
4. From the **Animations** tab, in the **Animations** group, click **Custom Animation** . The **Custom Animation** task pane displays (Figure 1).

Figure 1

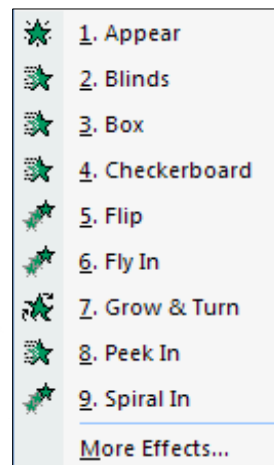


5. From the **Add Effect** drop-down list, point to the desired type of effect type, e.g. **Entrance** (Figure 2), then select the desired effect (Figure 3).

Figure 2



Figure 3



6. Optional: For more animation choices in each category:
  - a. From the **Add Effect** drop-down list, select **More Effects...** The **Add Effect** dialog box displays.
  - b. Select the desired animation.
  - c. Click **OK**.
7. On the **Custom Animation** task pane, in the **Modify: Effect** section, use the drop-down lists to customize the animation specifications NOTE: The drop-down lists in the **Modify: Effect** section change depending on the animation you selected in step 5.
8. Optional: To have your animation automatically preview when you make a selection, select **AutoPreview**.
9. Repeat steps 2-8 for each object to which you wish to apply an animation.


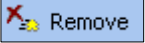
## Removing Animations

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Animations can be removed from objects all at once using the Animations group, or one at a time using the dynamic Custom Animations pane.

### ***Removing Animation: Custom Animation Pane Option***

The following steps show how to remove one animation at a time.

1. Select the slide containing an animation you want to remove.
2. If the **Custom Animation** pane is not visible, from the **Animations** tab, in the **Animations** group, click **Custom Animations** .
3. In the **Custom Animation** pane, from the **Modify: Effect** list, select the animation you want to remove.
4. Click **Remove** . The animation is removed (the object associated with it remains).