



MS PowerPoint – Using Animation and Narration

Overview

Would you like to animate your PowerPoint but you are not happy with the typical fly-in and out slides or the same old drop down bulleted points we have all seen? Maybe you would like to prepare your PowerPoint for a Conference and would like folks to be able to hear and view your PowerPoint when you are not available.

Objectives

Participants will create many new animations for that special presentation.

Supplies: A Basic PowerPoint Presentation for you to add animation or you are welcome to bring your own.

Optional: Thirty minute lab time available immediately following 60 minute workshop



Table of Contents

Contents

Table of Contents	2
Contents	2
PowerPoint Animation	3
Assigning Transitions to Slides	3
Setting up Automatic Transition Timings	3
Applying a Transition Effect to a Slide	3
Using an Animation Preset	3
Custom Animation	4
Special Text Animation	4
Setting Animation Timing	5
Setting up Animation Triggers	5
Associating Sounds with Animation	6
After Animation Behavior	6
Preset Motion Path	7
Animating a Chart	8
Creating an Automated Presentation	9
Set Up Slide Show	9
Rehearsing Your Timings	10
Recording a Narration	11
Packaging Your Presentation	11
Embedding Fonts	12
Password Protect Your PowerPoint	13

PowerPoint Animation

PowerPoint allows you to create all sorts of animations and sounds to “jazz up” your presentation. This is where a nice PowerPoint presentation can go very wrong, very quickly. Be careful.

When PowerPoint talks about animation, generally it is talking about the way that objects enter or exit a slide. Transition is another kind of animation. This refers to the entry or exit of the entire slide, not the individual objects on the slide.

Assigning Transitions to Slides

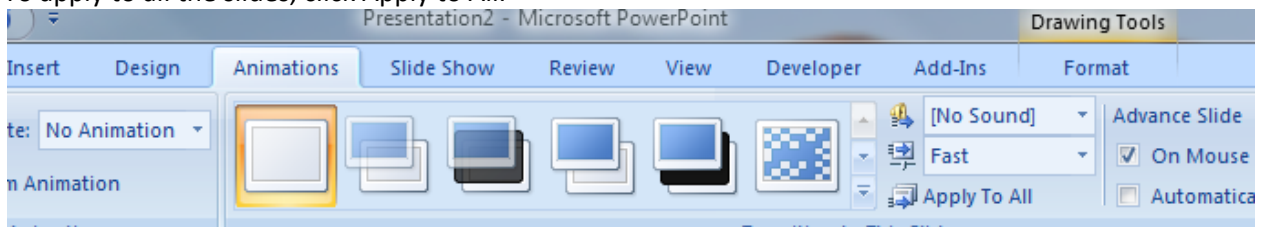
Transitions are how you get from slide A to slide B. You can choose Wipes, Blinds, Fly-ins and etc.

Setting up Automatic Transition Timings

Assign the same transition time to all slides, or add transition time to individual slides. It is easiest to assign automatic transitions to all of the slides.

Steps to assign an automatic transition to an individual slide:

- View or select the slide in Normal or slide Sorter view.
- Select the Animations tab, in the Transition to This Slide group, select Automatically After check box.
- In the Automatically After text box, type a transition time, in seconds, to replace the default time.
- To apply to all the slides, click Apply to All.



It is okay to leave the On Mouse Click check box selected, even if you choose automatic transitions – in fact, this is a good idea. There may be times when you may need to manually advance to the next slide.

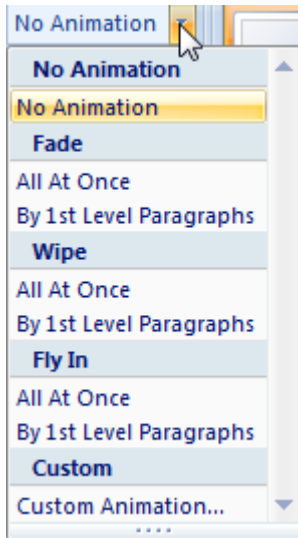
Applying a Transition Effect to a Slide

- Select and display the slide or slides that you want to affect.
- On the Animations tab, open the gallery of effects in the Transitions to this Slide group and click the one that you want, or click No Transition to turn off any existing transitions effect.
- Open the Transition Speed list and select a transition speed.
- Open the Transition Sound drop down list and select a transition sound.
- Click Apply to All if you want the same transition on all sides.

Using an Animation Preset

- Select the text box or other object.

- On the Animations tab, open the Animate drop down list and select a preset.
NOTE: The only presets in PP 2007 are Fade, Wipe, and Fly In.

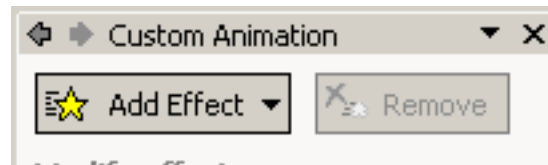


Custom Animation

To Create a New Custom Animation:

- Display a slide with no animation.
- On the Animations tab, click Custom Animation to open the Custom Animation pane.
- Click the object that you want to animate. This can be the title, a text box containing a bulleted list, a graphic, or any object that you can select.
- In the pane, click Add Effect. A menu appears, containing four categories of effects, Entrance, Emphasis, Exit, or Motion Paths.
- A submenu appears, containing effects for that category.
- You may also choose More Effect.
- Make your selection and click OK
- In the Start drop down list choose when you want the animation to start.
 - With Previous (runs the animation simultaneously with a previous animation)
 - After Previous (runs the animation immediately after the previous animation that is on the slide)
 - On Click (runs the animation when user clicks the mouse)

You can remove or reorder an Animation Effect.

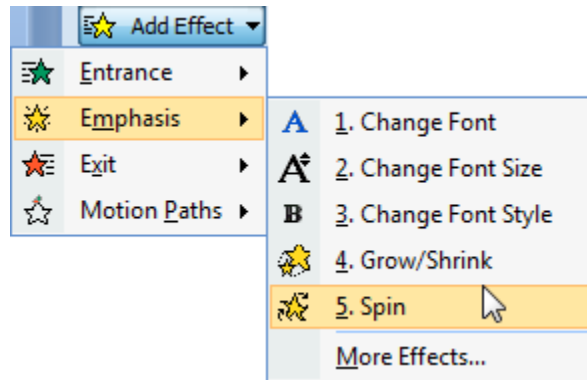


Special Text Animation

NOTE: Text must be in a text box for the Special Text Animation to function.

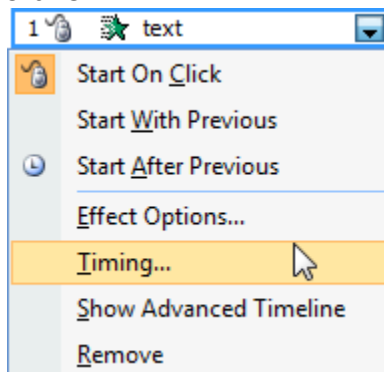
- Custom Animation pane, click the animation that you want to work with.
- Click the down arrow and choose Effect Option.

- Click the Text Animation tab.
- Open the Group Text list and choose how you want to group the animation.
- If you want the bullet and its associated bullets to appear automatically, without having to click the mouse again, select the Automatically After check box and then the time delay in seconds.
- Select the In Reverse Order check box if you want PowerPoint to build the list from the bottom up.
- Click OK



Setting Animation Timing

- On the Custom Animation pane, click the effect whose timing you want to set. A down arrow appears to the right of the effect.
- Click the down arrow and choose Timing.
- Choose from the following settings:
 - Start
 - Delay
 - Speed
 - Repeat
 - Rewind when done playing
 - Triggers
- Click OK



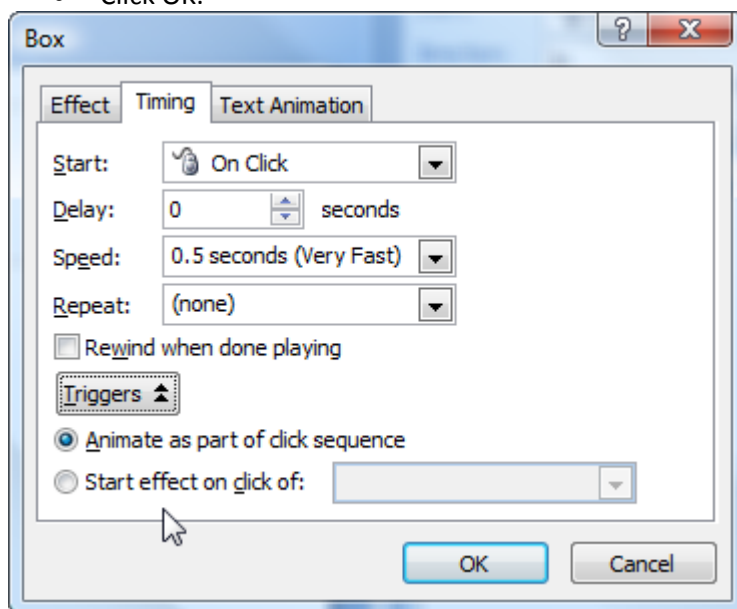
Setting up Animation Triggers



NOTE: You can have only one trigger per text box so if you wanted bullets to appear when you select a trigger, you will have to put each bullet in separate text boxes.

Setting Up a Trigger:

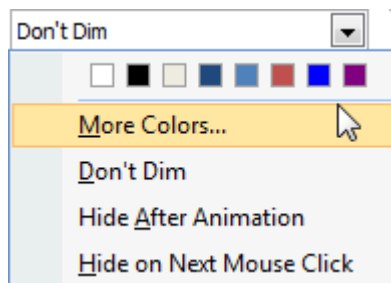
- On the Custom Animation pane, click the effect you want and a down arrow appears to the right of the effect.
- Open the menu for this effect, as you did in the preceding steps, and choose Timing.
- Click the Triggers button.
- Select the Start Effect on Click of option, then open the drop down list and select an object. All of the objects on your slide will appear in the list.
- Click OK.



Associating Sounds with Animation

- Select the animation effect to which you want to assign a sound.
- On the Effect tab, open the sound drop down list and choose a sound.

After Animation Behavior



- A scheme color: Choose one of the colored squares, which represent the current scheme colors and you can make the animation change to that color.

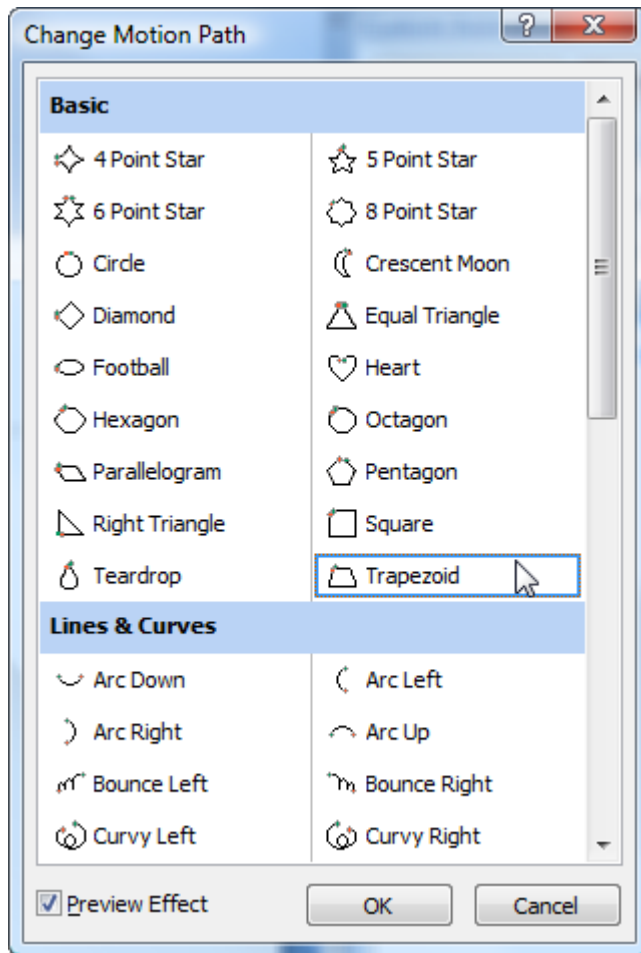


- More Colors: Click here to choose a specific color, just like for any objects.
- Don't Dim: This is the default setting; it specifies that PowerPoint should do nothing to the object after animation.
- Hide.
- After Animation: This setting makes the object disappear immediately after.
- Hide on Next Mouse Click: This setting makes the object disappear when you click the mouse after the animation has completed.

Preset Motion Path

- Display the Custom Animation pane.
- Click the object that you want to animate. Click the Add Effect Button and choose Motion Path.
- Click on one of the paths on the list or choose More Motion Paths.
- Click OK
- To change the starting point drag the green arrow.
- Change any of the settings, such as speed setting, start setting, and paths timing.
- Adjust the path
 - Unlocked/Locked: If the path is unlocked you move the animated object on the slide, the path repositions itself.
 - Edit Points: This option enables you to change the motion path.
 - Reverse Path direction: Makes the animation run in the opposite direction.
 - Resize or reshape the path by dragging its selection handles.
 - Rotate the motion path by dragging the green circle.
 - Move the motion path by dragging it.
- You may edit the anchor point
 - Select motion path.
 - Go to Custom Animation, open Path from down list and choose Edit points.
 - Click one of the black squares.
 - Drag a square to change the path.
 - Open the Path drop down list and choose Edit Points again to turn the editing feature off.

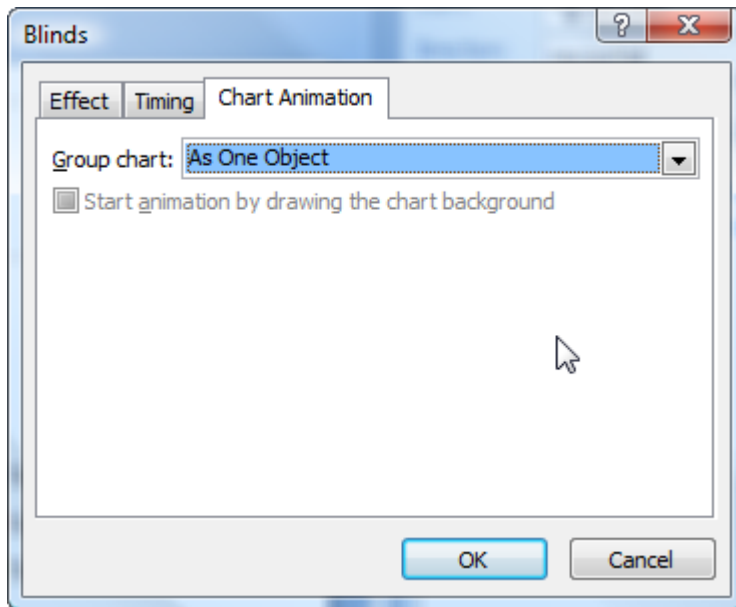
The motion path appears on the slide, adjacent to the object. A green arrow shows where the object will begin and a dotted line shows the path.



Animating a Chart

Create a Chart

- Go to Custom Animation pane, select the animation that you want for the chart.
- Open Choose Effect Option from the menu.
- Click the Chart Animation tab.
- Open the Group Chart drop down list and choose an animation option:
 - As One Object
 - By Series
 - By Category
 - By Element in series
 - By Element in Category
- Animate the grid and legend; select the State Animation by Drawing the Chart Background check box.
- Click OK.



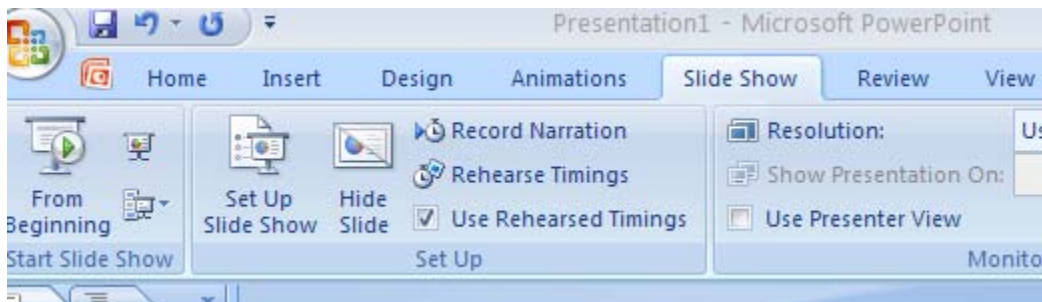
- As One Object
- As One Object
- By Series
- By Category
- By Element in Series
- By Element in Category

Creating an Automated Presentation

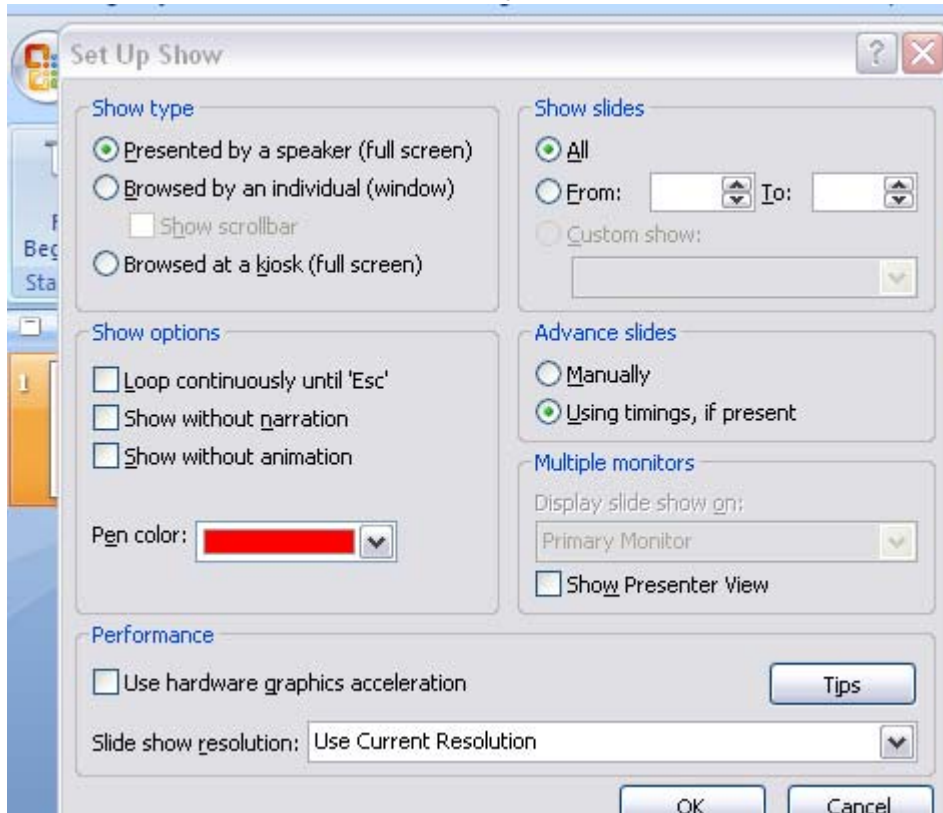
With PowerPoint you can create automated presentations, whereby the slides automatically advance after a specified time, thereby freeing you from having to advance the slides manually (or from being present at all).

There are several ways to accomplish this.

Set Up Slide Show



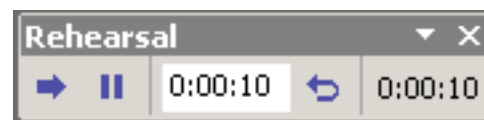
Now make selections appropriate for your show.



Rehearsing Your Timings

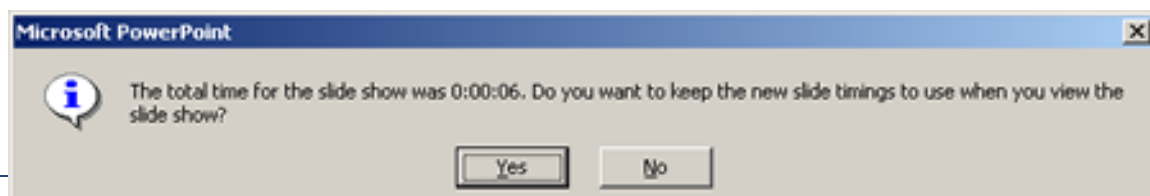
You can rehearse your presentation and PowerPoint will time the length of your presentation, remember how long you spent on each slide, and if requested will set the slides to advance automatically at that rate.

1. Slide Show Tab > Rehearse Timings
2. Your slide show begins. There is a timer in the upper left hand corner tracks your progress.



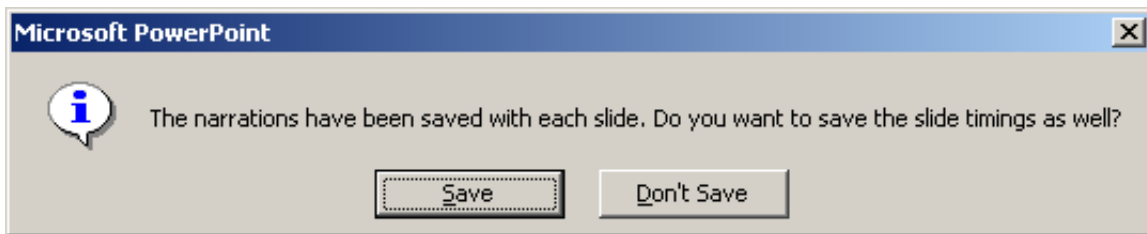
small
that

3. When you click off the last slide, the timer stops and you are prompted with the total length of the presentation and asked whether you would like to apply the slide timings to the presentation.



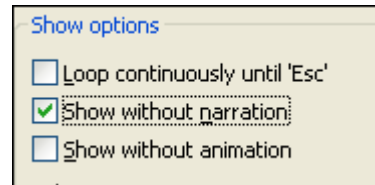
Recording a Narration

1. Slide Show Tab > Record Narration
2. Set the microphone level by clicking the appropriate button and reading the text you are presented.
3. For better results, click the box for linking the narration.
4. When you are ready, begin the presentation and start speaking. Page through the presentation at the rate you normally would while speaking into the microphone.
5. At the end of the presentation you are presented with a pop-up window. If you want to retain the timings so that the slide show can play automatically, click yes. If you click no, the narration still exists, but you will have to manually advance the slides after the narration ends.



If you decide you would like to show the presentation without narration, go to:

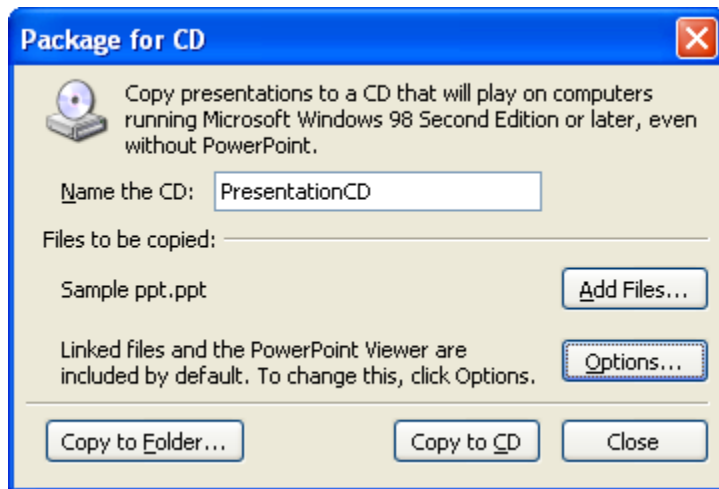
Slide Show Tab > Set Up Show and select Show Without Narration



Packaging Your Presentation

To help you keep track of all your files, you can have PowerPoint package all the related files together. This prevents you from accidentally forgetting to copy an audio file, for instance. The free PowerPoint viewer is included by default when you package the presentation, which will allow you to run the presentation on a computer that does not have PowerPoint installed.

1. Click the Office Button>Publish>Package for CD
2. Type in a name for your CD.
3. Click Copy to Folder and select the location on your computer for the folder if you want to package your files without creating a CD. Click Copy to CD to burn the presentation to a CD.
4. The Options button will allow you to not include the PowerPoint viewer, or to embed fonts.



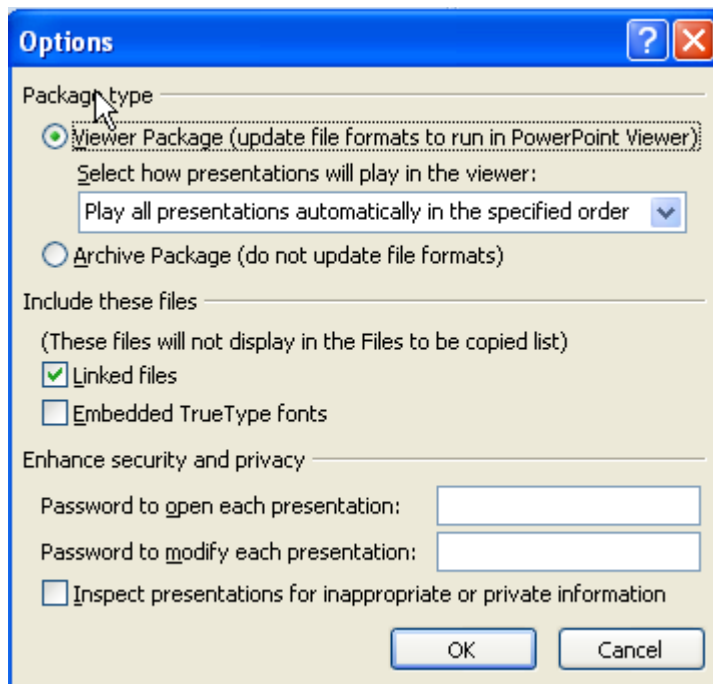
Embedding Fonts

Not all computers are equipped with the same fonts, many people download fonts to improve the appearance of their documents or presentations. If you want to make sure your presentation looks the same on the viewer's screen as it does on yours, you may want to embed the fonts you have used within your presentation.

Click the Office Button>Publish>Package for CD

Click on the Options Button

Check the box next to Embed TrueType fonts



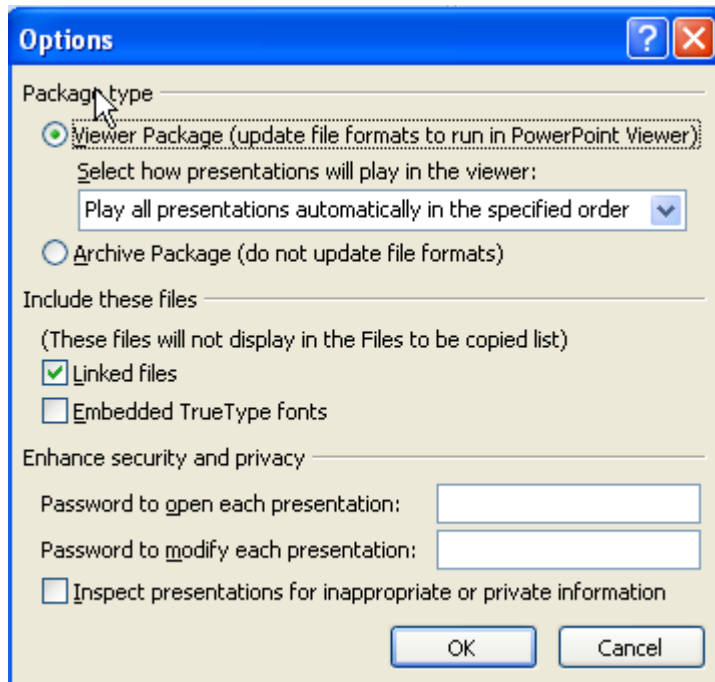
Embedding fonts will increase the file size of your presentation.

Password Protect Your PowerPoint

You may choose to password protect your PowerPoint Presentation

Click the Office Button>Publish>Package for CD

Click on the Options Button



In the Enhance security and privacy section you can choose to password protect to open the presentation or use a password when you or others make modifications to your PowerPoint.