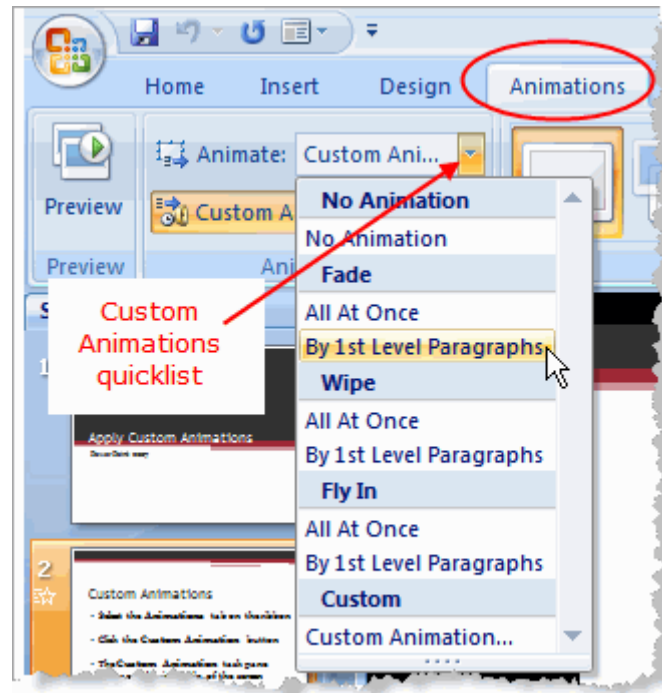


Apply Custom Animations in PowerPoint 2007

Add a Custom Animation from the Quicklist

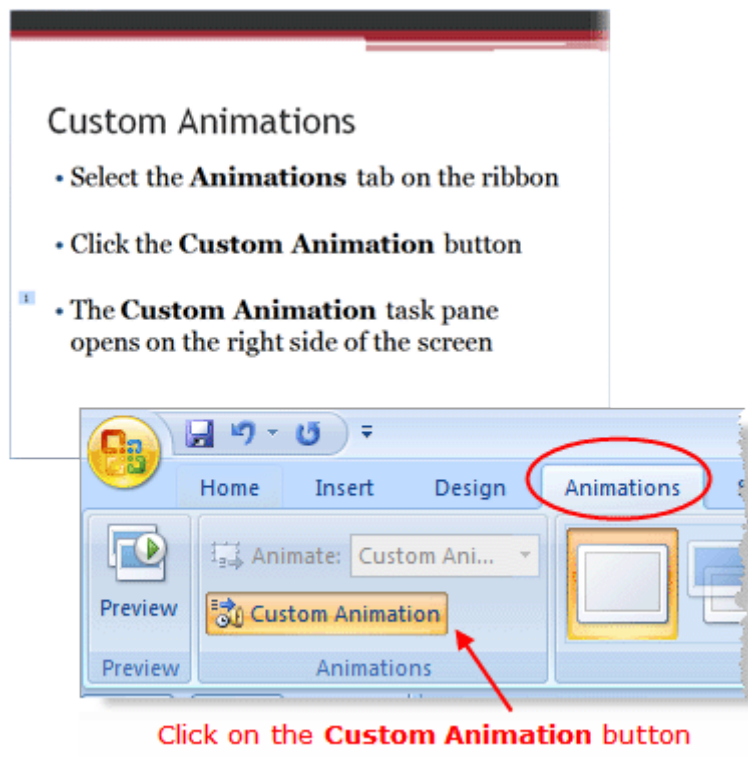


Custom animations Quicklist in PowerPoint 2007

Animations Tab on the Ribbon

1. Click the *Animations* tab on the ribbon.
2. Select the object to be animated. For example a text box, or a graphic object.
3. Click the drop down button beside the *Custom Animation* button located beside **Animate**:
4. The list of options shown allows you to quickly add one of the most commonly used animation types.

More Custom Animations Available with the Custom Animations Button

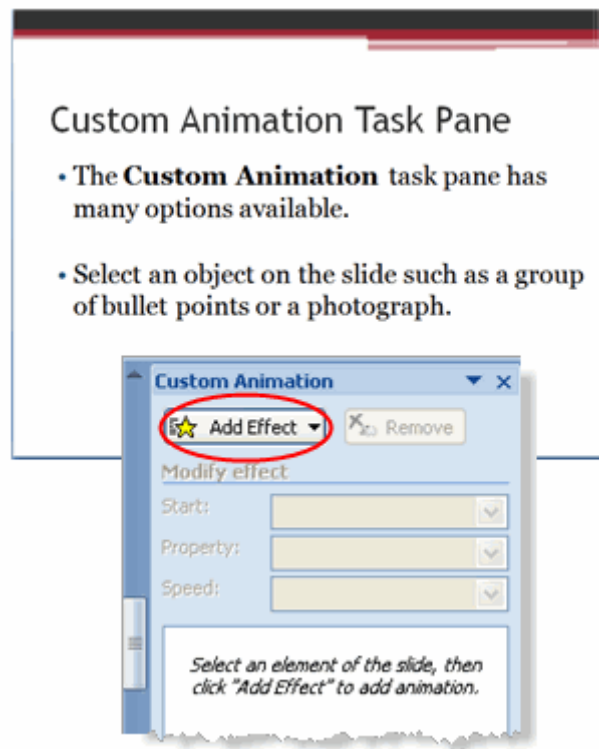


Apply custom animations in PowerPoint 2007

Open the Custom Animations Task Pane

There are many more animation options available. Simply click on the **Custom Animations** button on the *Animations* section of the ribbon. This opens the *Custom Animations* task pane on the right side of the screen. This will look familiar to users of earlier versions of PowerPoint.

Select an Object on the Slide to Animate

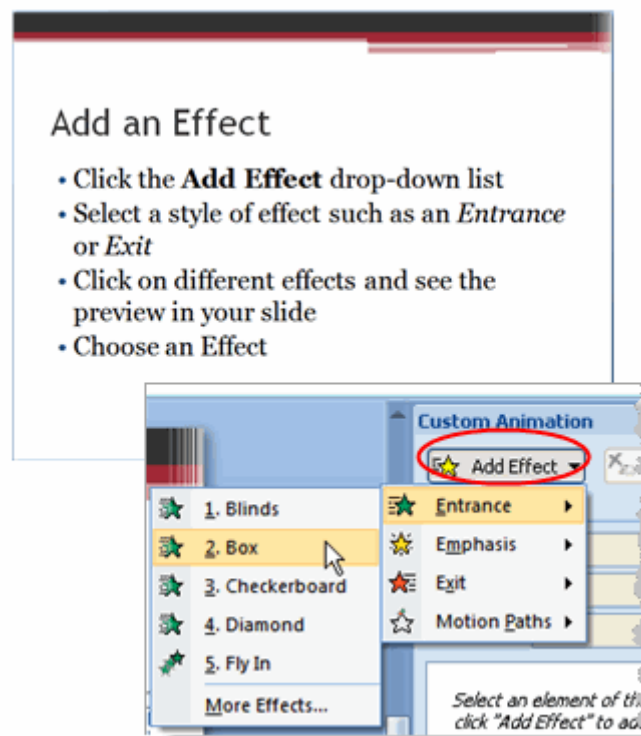


Custom animation task pane in PowerPoint 2007

Animate Text or Graphic Objects

1. Choose the title, a picture or clip art, or a bulleted list to apply the first animation.
 - Select graphics by clicking on the object.
 - Select a title or bulleted list by clicking on the *border* of the text box.
2. Once an object has been selected, the *Add Effect* button becomes active in the Custom Animations task pane.

Add the First Animation Effect



Add effects to custom animations in PowerPoint 2007

Choose an Animation Effect

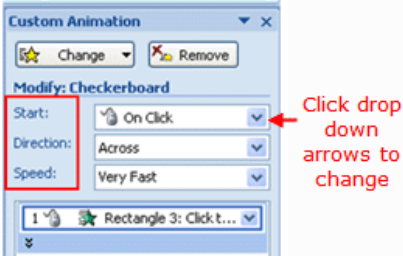
With the first object selected, the **Add Effect** button becomes active in the *Custom Animation* task pane.

- Select a style of effect, such as *Entrance*, *Emphasis*, *Exit* or *Motion Path*. Choosing one of these styles will reveal a sub-menu with selections of animations.
- Click on different animations and you will see a preview of the effect on your slide.
- Make your selection.

Modify an Animation Effect

Modify the Effect

1. Click the drop-down arrow beside each of the options
2. Start - On Click, With Previous or After Previous
3. Direction - Options will vary depending on effect chosen
4. Speed - Selections from Very Slow to Very Fast



Modify a custom animation effect in PowerPoint 2007

Select the Effect to be Modified

To modify the custom animation effect, select the drop-down arrow beside each of the three categories - *Start*, *Direction* and *Speed*.

1. Start

- On click - start the animation on the mouse click
- With previous - start the animation at the same time as the previous animation (could be another animation on this slide or the slide transition of this slide)
- After previous - start the animation when the previous animation or transition has finished

2. Direction

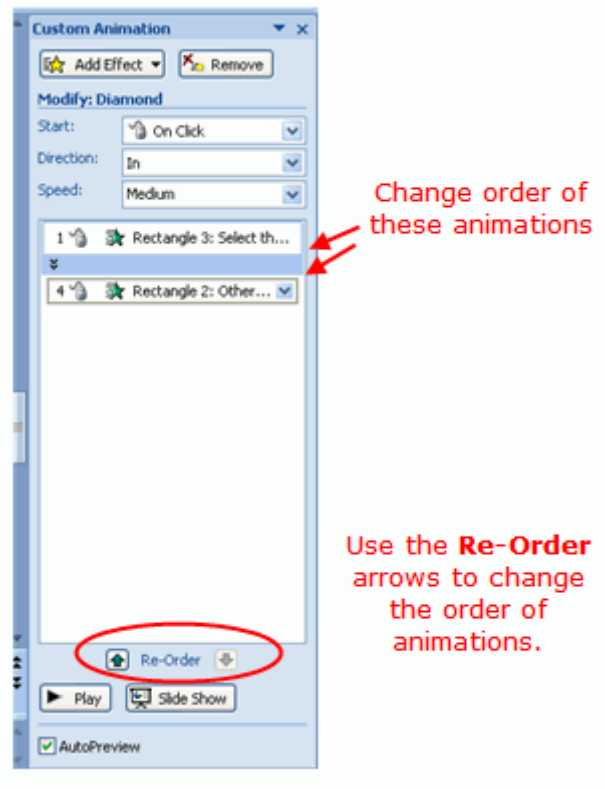
- This option will vary depending on which *Effect* you have chosen. They can be from top, from right side, from bottom and so on

3. Speed

- Speeds vary from Very Slow to Very Fast

Note - You will need to modify the options of **each** effect that you have applied to items on the slide.

Re-Order Custom Animation Effects



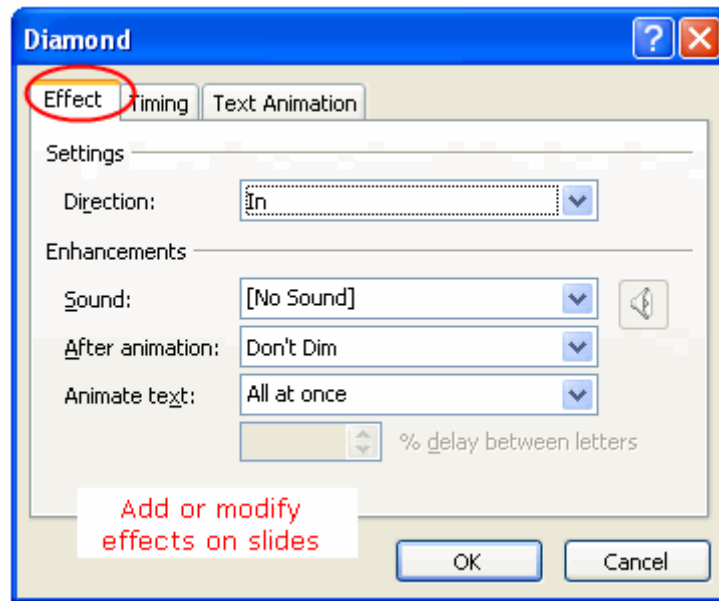
Change the order of custom animation effects in PowerPoint 2007

Move Animation Effects Up or Down in the List

After applying more than one animation to a slide, you may wish to re-order them so that the title appears first and objects appear as you refer to them.

1. Click on the animation you wish to move.
2. Use the Re-Order arrows at the bottom of the *Custom Animation* task pane to move the animation up or down in the list.

Other Effect Options for Custom Animations



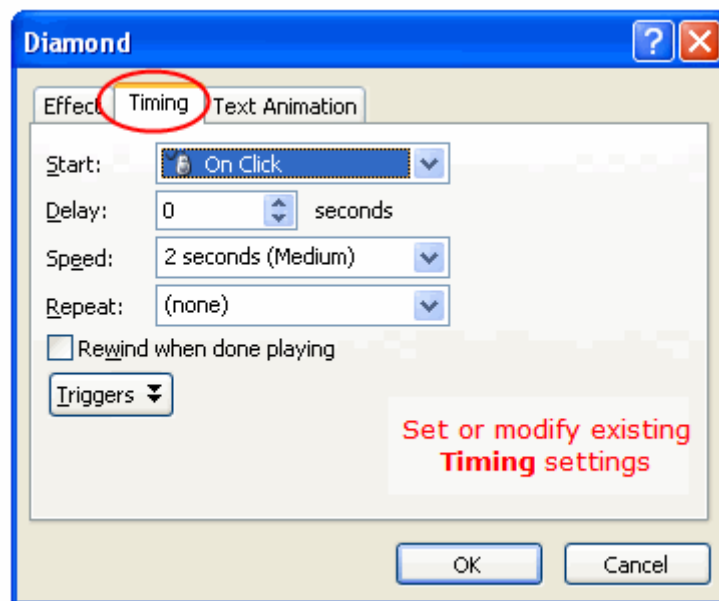
Add or modify effects for custom animations in PowerPoint 2007

Different Effect Options Available

Apply additional effects to objects on your PowerPoint slide such as sound effects or dim the previous bullet points as each new bullet appears.

1. Select the effect in the list.
2. Click the drop-down arrow to see available options.
3. Select **Effect Options...**

Adding Timings to Custom Animations



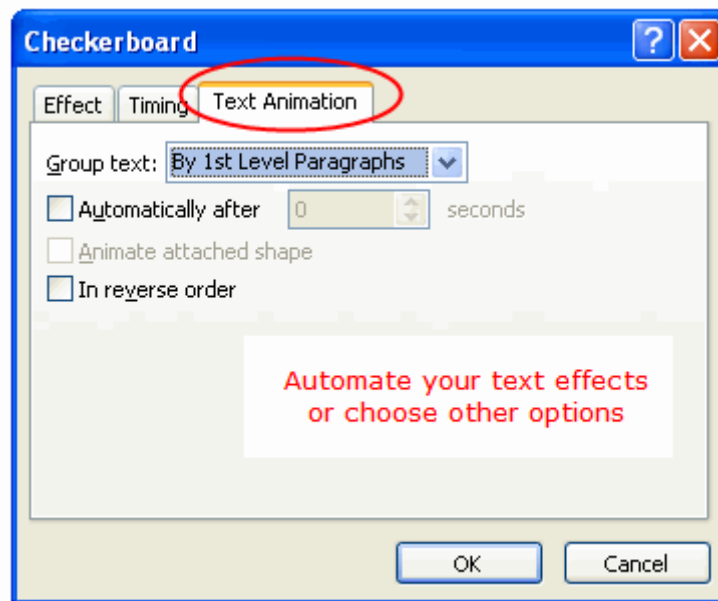
Add timings to custom animations in PowerPoint 2007

Automate Your Presentations

Timings are settings that allow you to automate your PowerPoint presentation. You can set the number of seconds for a specific item to show on screen and when it should start.

In the *Timing* dialog box you can also modify settings previously set.

Customize Text Animation Settings

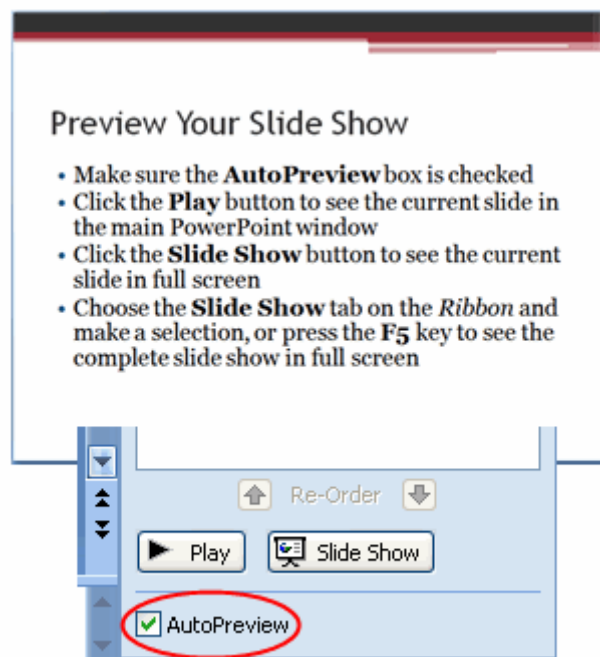


Text animation options in PowerPoint 2007

How is Text Introduced?

Text Animations allow you to introduce text on your screen by paragraph level, automatically after a set number of seconds or in reverse order.

Preview Your Slide Show



Preview the slide show in PowerPoint 2007

Preview the Slide Show

Check to make sure the **AutoPreview** box is checked.

- When you click the **Play** button at the bottom of the *Custom Animation* task pane, this single slide will play in the current window, showing any animations applied to the slide.
- When you click the **Slide Show** button at the bottom of the *Custom Animation* task pane, the slide show will play in full screen, starting from this current slide.
- Click the **Slide Show** tab on the ribbon and make a choice, or press the **F5** key on the keyboard to play the complete show in full screen.

After viewing the slide show, you can make any necessary adjustments and preview once again.