Unit 5
Applying Transitions & Animations

Unit 5: Applying Transitions & Animations

Olympic Games 2
Applying Transitions

New Skills:

- Applying Slide Transitions
- Applying Effect Options to Transitions

Lesson Overview:

Up to this point, you have learned how to run a slide show using PowerPoint's default method, which displays each slide one at a time, without any special effects added in between slides. PowerPoint comes equipped with a powerful feature called *transitions*, which allows users to control the effect that is applied when changing from slide to slide.

In this lesson, you will recall a previously created slide show and apply transitions to each slide in the presentation.

Tools & Terms You'll Use:

Review the following tools and terms that you will practice in this lesson. You may be required to take a written assessment test after completing this unit.
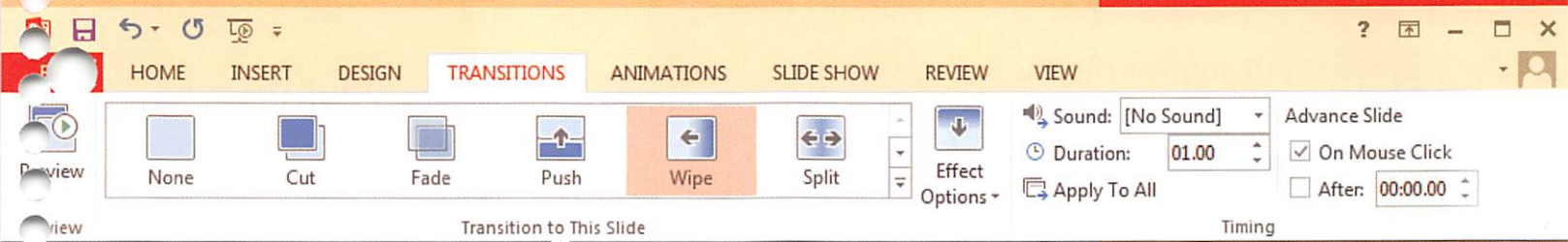
Slide Transition:
To add interest when moving from one slide to the next during an on-screen presentation, use transitions to apply animated effects, such as fade, reveal, or dissolve.

Effect Options:
Use the drop-down menu to change the properties of a transition.

Instructions

1. Launch PowerPoint 2013.

2. Open your existing presentation, *4.3 Olympic Games*, located in the **My PowerPoint Projects** folder.

3. Save the file as *5.1 Olympic Games 2* in your **My PowerPoint Projects** folder.

Make the following changes to the slides as indicated below.

SLIDE 1:

4. From the **TRANSITIONS** tab, **Transition to This Slide** group, do the following:

    a. From the **Transition to This Slide** drop-down menu, choose **Wipe** from the **Subtle** option (as shown below)
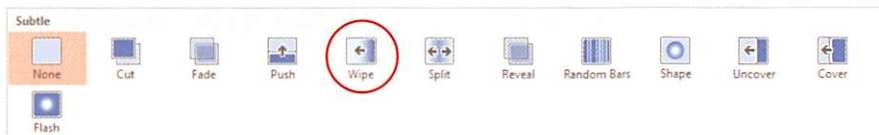
    b. Click the **Effect Options** drop-down menu and choose **From Top**

    ⊙ *Note: Notice how the on-screen preview of the slide transition appears once a transition effect is selected.*

    ⊙ *Note: Notice that PowerPoint will add a star next to the thumbnail of any slide that includes transitions or animations.*
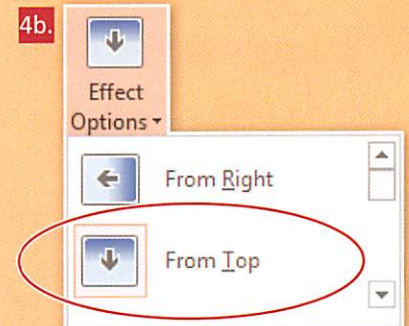
SLIDES 2-6:

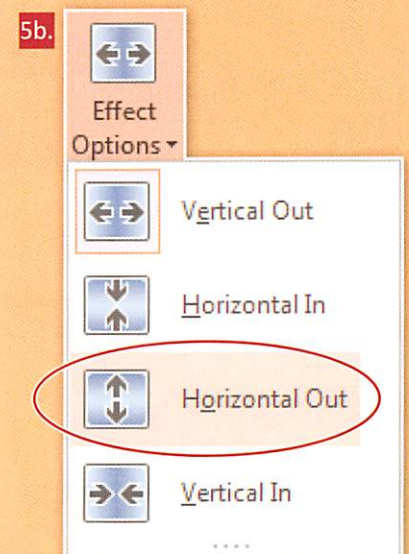5. From the **TRANSITIONS** tab, **Transition to This Slide** group, do the following:

    a. From the **Transition to This Slide** drop-down menu, choose **Split** from the **Subtle** option

    b. Click the **Effect Options** drop-down menu and choose **Horizontal Out**

6. Proofread your presentation for accuracy and format, then resave the file.

7. Preview your presentation from the beginning.

Unit 5: Applying Transitions & Animations

Oscars Trivia 2

Applying Special Effects to Transitions

New Skills:

- Using Sound
- Using the Advance Slide Options
- Timing Transitions
- Previewing Transitions

Lesson Overview:

In the previous lesson, you learned how to apply transitions to slides within a presentation. In some presentations, sound can add an extra "attention-getting" element. PowerPoint provides users with the ability to insert a sound transition that plays when each new slide is displayed.

In this lesson, you will recall a previously created slide show and apply sound to a transition. Using Advance Slide Options and Previewing Transitions are also introduced.

Tools & Terms You'll Use:

Review the following tools and terms that you will practice in this lesson. You may be required to take a written assessment test after completing this unit.

Sound:
Use the drop-down menu to select a sound to play during transitions.

Duration:
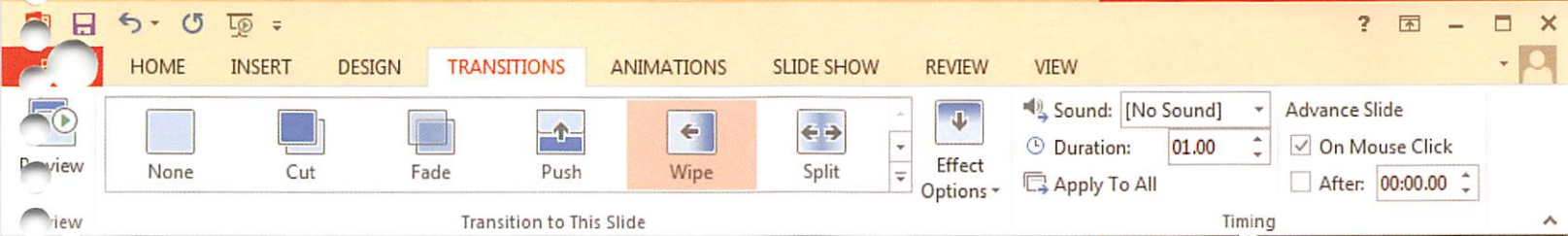Use this icon to specify the length of the transition.

Advance Slide:
Use these options to choose how and when to advance to the next slide.

Preview:
Use this icon to preview applied transitions.

Applying Special Effects to Transitions

Instructions

1. Launch PowerPoint 2013.

2. Open your existing presentation, *4.2 Oscars Trivia*, located in your **My PowerPoint Projects** folder.

3. Save the file as *5.2 Oscars Trivia 2* in your **My PowerPoint Projects** folder.

Make the following changes to the slides as indicated below.

SLIDE 1:

4. From the **Transitions to This Slide** group drop-down menu, select **Curtains**.

5. From the **TRANSITIONS** tab, **Timing** group, do the following:

   a. Click the **Sound** drop-down menu and choose **Applause**

   b. Change the **Duration** to **05.00** seconds (as shown below)

   c. Using the **Advance Slide** options, **uncheck** the **On Mouse Click** option (as shown below)

   ⊙ Note: *This will allow your slide show to advance automatically when played.*

   d. Using the **Advance Slide** options, check the **After** box and set the time to **00:07.00** seconds (as shown below)

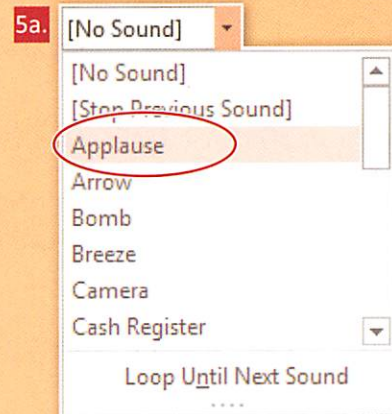   e. Click **Apply To All** to apply these settings to all slides

6. From the **TRANSITIONS** tab, **Preview** group, click the **Preview** icon to view the transitions you created for each slide.

7. Proofread your presentation for accuracy and format, then resave the file.

8. Preview your presentation from the beginning.

Unit 5: Applying Transitions & Animations

T-shirt Design
Applying Animation

Lesson Overview:

Assume that you are the social chairperson for your class. You have been tasked with creating a new class T-shirt design. You decide to form a student committee who you will meet with to discuss and brainstorm ideas for the T-shirt design. In preparation for the meeting, you decide to use PowerPoint to create the meeting agenda.

In this lesson, you will explore using PowerPoint's Animation features. Animations bring the appeal of presentations to a whole new level, allowing users to make text, shapes, and images move dynamically on a slide.

Tools & Terms You'll Use:

Review the following tools and terms that you will practice in this lesson. You may be required to take a written assessment test after completing this unit.

Animation:
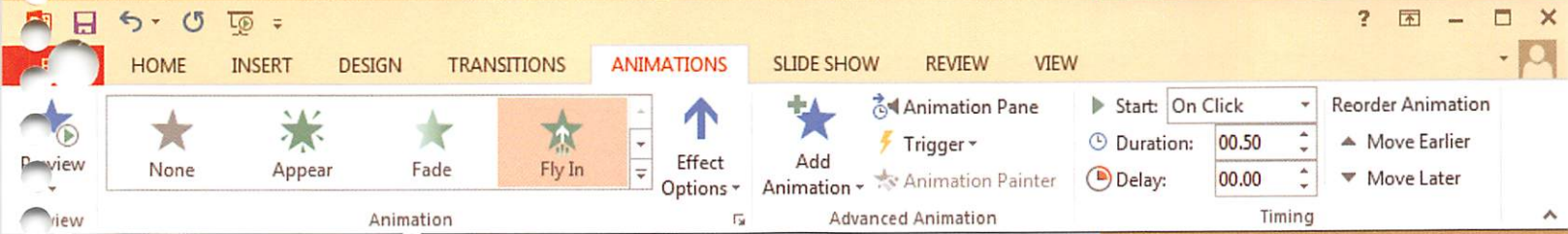Use animation to make your presentation more dynamic by adding entrance and exit effects to your text and graphics.

None	Appear	Fade	Fly In	Float In	Split	Wipe

Effect Options:
Use the drop-down menu to change the properties of an animation.

Preview:
Use this option to preview applied animations.

HOME **INSERT** **DESIGN** **TRANSITIONS** **ANIMATIONS** **SLIDE SHOW** **REVIEW** **VIEW**

| None | Appear | Fade | Fly In | Effect Options | Add Animation | Animation Pane / Trigger / Animation Painter | Start: On Click / Duration: 00.50 / Delay: 00.00 | Reorder Animation / Move Earlier / Move Later |

Animation | **Advanced Animation** | **Timing**

Preview

9. | 8.

Instructions

1. Launch PowerPoint 2013.

2. From the PowerPoint Start screen, select Blank Presentation.

3. Save the file as *5.3 T-shirt Design* in your **My PowerPoint Projects** folder.

4. Insert 5 new slides and apply the slide layouts as indicated in **Figure 1**.

5. Change the background of all slides to a Solid Fill using the Blue, Accent 1 option.

Using Figure 1 as a guide, format each slide as indicated below. Use the default font provided with each slide.

SLIDE 1:

6. Key the text, and do the following:

   a. Change the font size of the title to 80

   b. Change the font size of the subtitle to 40 and italicize

   c. Change the font color of all text to white

7. Insert an image of a T-shirt (similar to the one shown), then resize and position as shown in **Figure 1, Slide 1**.

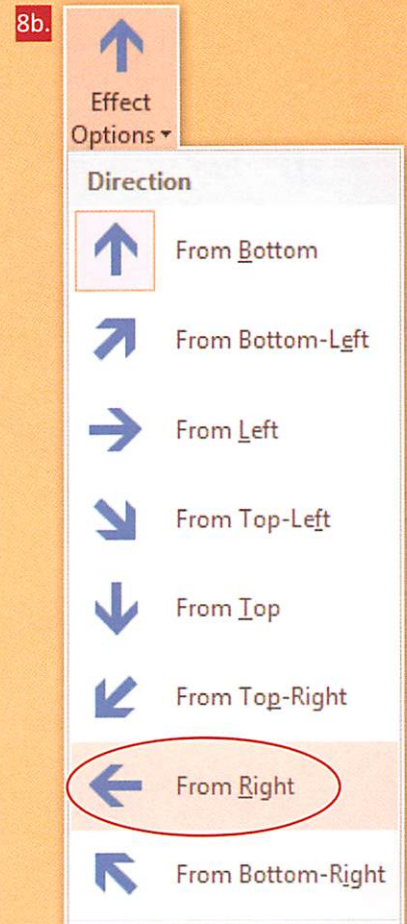8. Select the subtitle text box and from the **ANIMATIONS** tab, **Animation** group, do the following:

   a. Select the **Fly In** option

   Fly In

   b. Click the **Effect Options** drop-down menu and choose **From Right**

   ⊙ *Note: Once an object is animated, a numbered icon is displayed.*

9. From the **ANIMATIONS** tab, **Preview** group, click the **Preview** icon to preview the animation you created.

   Preview

8b.

Effect Options ▾

Direction

↑ From Bottom

↗ From Bottom-Left

→ From Left

↘ From Top-Left

↓ From Top

↙ From Top-Right

← From Right
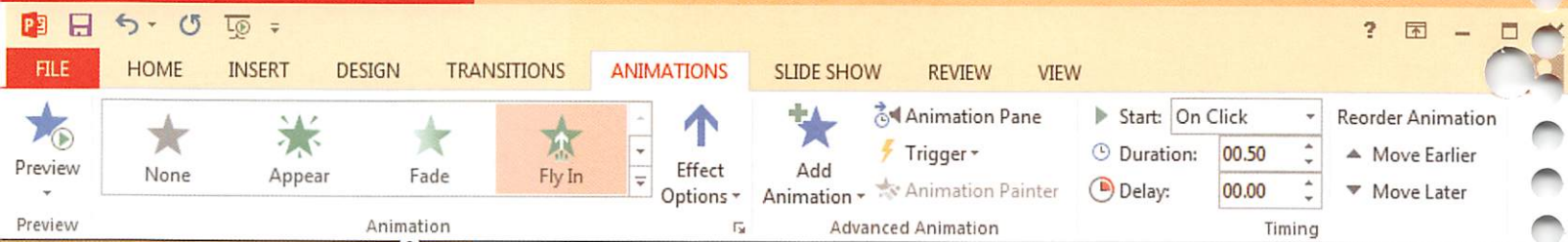
↖ From Bottom-Right

SLIDES 2-6:

10. Key the text, and do the following:

    a. Change the font size of the titles to 72

    b. Change the font size of the bulleted lists to 44

    c. Copy the T-shirt image from Slide 1 and paste it into the bottom right-hand corner of each slide

    ⊖ *Note: If necessary, adjust the size of the text box so that all text displays properly.*

11. Select each text box containing the bulleted list, and from the **ANIMATIONS** tab, **Animation** group, do the following:

    a. Select the Wipe option

    b. Click the **Effect Options** drop-down menu and choose the **From Left** option

    c. Click the **Effect Options** drop-down menu again and choose **As One Object** from the **Sequence** option

12. Proofread your presentation for accuracy and format, then resave the file.

13. Preview your presentation from the beginning.

Figure 1

Slide 1 | Layout: Title Slide

Designing the Class T-Shirt

A Brainstorming Ideas Session

Slide 2 | Layout: Title and Content

Agenda

- Overview
- Brainstorming objectives
- Rules
- Brainstorming activities
- Next steps

Slide 3 | Layout: Title and Content

Brainstorming Objectives

- Short sleeve or long?
- Front and back design
- Graphics
- Vendors
- T-shirt color

Slide 4 | Layout: Title and Content

Rules

- No idea is a bad idea
- Be creative
- Take risks
- No criticism allowed

Slide 5 | Layout: Title and Content

Brainstorming Activity

- Use whiteboard to generate ideas
- Break into smaller groups
- When ideas slow down, switch groups
- Use a computer to capture every idea

Slide 6 | Layout: Title and Content

Next Steps

- Get design approval from class advisors
- Research vendors
- Generate action items for follow-up
- Get orders from class members

Unit 5: Applying Transitions & Animations

T-shirt Design 2
Working with Animation Tools

New Skills:

- Applying Animation to an Image
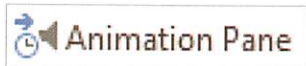- Using the Animation Pane
- Reordering Animation

Lesson Overview:

In the previous lesson, you learned how to apply basic animations and effects to slides within a presentation.

In this lesson, you will expand on PowerPoint's Animation capabilities including applying animation to an image and controlling the order (or sequence) of animated elements on a slide.

Tools & Terms You'll Use:

Review the following tools and terms that you will practice in this lesson. You may be required to take a written assessment test after completing this unit.
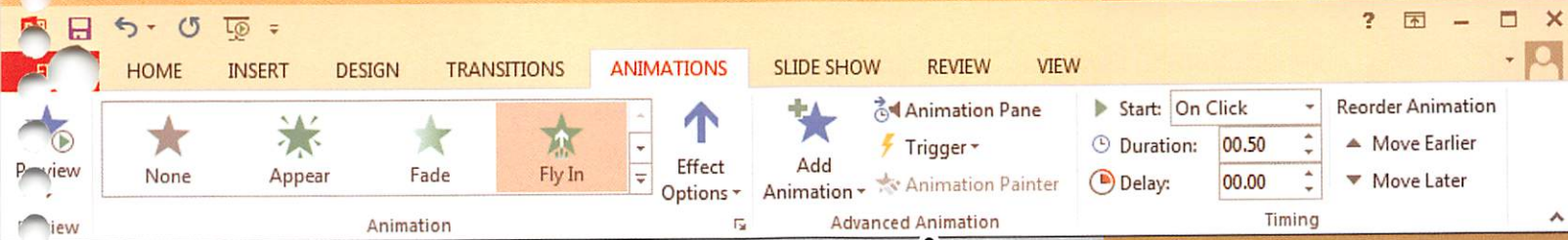
Animation Pane:
Use this icon to open the Animation Pane to control the order, timing, and sequence of animations.

Add Animation:
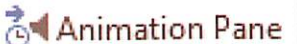Use this icon to select an animation option to add to text and graphics.

Instructions

1. Launch PowerPoint 2013.

2. Open your existing presentation, *5.3 T-shirt Design*, located in the **My PowerPoint Projects** folder.

3. Save the file as *5.4 T-shirt Design 2* in your **My PowerPoint Projects** folder.

**Using Figure 1 as a guide, make the following changes to the slides as indicated below.**

SLIDE 1:

4. Insert an image representative of a school mascot, such as a tiger or a bulldog, then do the following:

   a. Crop and resize the image as needed and position the image next to the T-shirt

   b. To animate this image, from the **ANIMATIONS** tab, **Advanced Animation** group, click the **Add Animation** drop-down menu and select **Fly In** from the **Entrance** option

   c. From the Effect Options, select an animation direction appropriate to the image you inserted

5. Select the title text box and do the following:

   a. From the **ANIMATIONS** tab, click the **Animation** group drop-down menu and select **Wave** from the **Emphasis** option

6. From the **ANIMATIONS** tab, **Advanced Animation** group, do the following:

   a. Click on the **Animation Pane** icon

   ⊙ *Note: In the Animation Pane, the text and images that include animations are listed in the order the animations occur.*
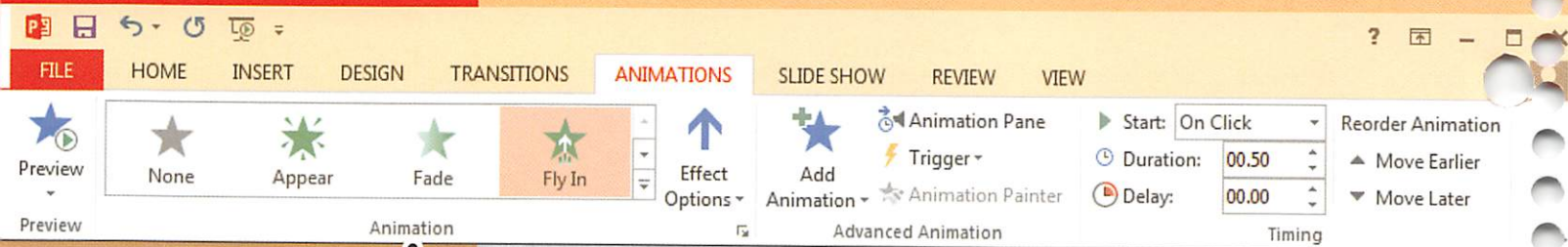
   b. Reorder the animation sequence in the order shown below. To do so, select the item and click the **up or down** animation sequence arrow

   1) Mascot image (Picture 2)

   2) Title

   3) Subtitle

7. Preview the new sequence of animations.
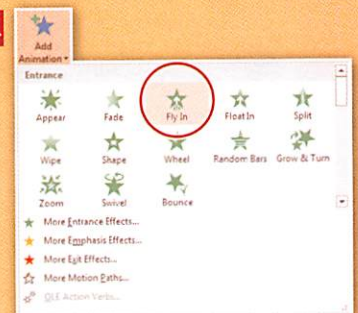
8b.

SLIDES 2-6:

8. To animate the bulleted lists one bullet at a time, do the following:

   a. Select the bulleted list text box on each slide

   b. From the **ANIMATIONS** tab, **Animation** group, click the **Effect Options** drop-down menu, then choose **By Paragraph** from the **Sequence** option

   ⊙ *Note: Notice that each bullet now shows an animation number.*

9. Proofread your presentation for accuracy and format, then resave the file.

10. Preview your presentation from the beginning.

Figure 1

Slide 1

Designing the Class T-shirt

A Brainstorming Ideas Session

Slide 2

Agenda

- Overview
- Brainstorming objectives
- Rules
- Brainstorming activities
- Next steps

Slide 3

Brainstorming Objectives

- Short sleeve or long?
- Front and back design
- Graphics
- Vendors
- T-shirt color

Slide 4

Rules

- No idea is a bad idea
- Be creative
- Take risks
- No criticism allowed

Slide 5

Brainstorming Activity

- Use whiteboard to generate ideas
- Break into smaller groups
- When ideas slow down, switch groups
- Use a computer to capture every idea

Slide 6

Next Steps

- Get design approval from class advisors
- Research vendors
- Generate action items for follow-up
- Get orders from class members