
PowerPoint Advanced

Smith College Technology Training

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PowerPoint Advanced: Overview

1. Built-In Animations

- How to access and apply built-in Animations
- Limitations of built-in Animations

2. Custom Animations

- How to access Custom Animations
- Modifying existing effects
- Re-ordering effects
- Removing effects
- Creating effects

3. Transitions

- How to access Transitions
- Adding transitions

4. Dos and Don'ts

- When to use animations and transitions
- When *not* to use animations and transitions

PowerPoint Advanced Activities

Built-In Animations

1.	How to access built-in animations	Go to menu: Slide Show → Animation Schemes . It will appear in the task pane on the right.
2.	Applying animation schemes	Click an animation scheme to apply it to the current slide. Click the “Apply to All Slides” button to apply to all. Note: To get rid of an animation scheme, choose the “No animation” scheme.
3.	Limitations of built-in animation schemes	Note: Built-in animation schemes apply to text only, not images or content.

Custom Animations

1.	How to access the custom animations pane	??? Slide Show → Custom Animations?
2.	Modifying an existing effect	Click on the animation in the list, then use the Change menu to modify it.
3.	The Change menu	Entrance: make an object enter the slide with an animation. Emphasis: add an animated effect that occurs as the slide is viewed. Exit: make an object leave the slide with an animation. Motion Paths: make an object move along a specific path.
4.	Re-ordering effects	To change the order in which animations occur, click an animation in the list and use the arrows at the bottom of the pane to move it up or down in the list.
5.	Removing effects	To remove an effect entirely, select the animation in the list and click the Remove button.
6.	Creating effects	To add a new effect, select an element of your slide, then click the Add Effect button.

Transitions

1.	What are transitions?	Transitions are animations that affect the entrance of an entire slide.
2.	Adding a transition	Go to menu: Slide Show → Slide Transition . The Transitions pane will appear in the task pane area. Click a transition in the list to apply it to the current slide. Click the “Apply to All Slides” button to apply it to all slides.

Dos and Don'ts

1.	Use animations and transitions sparingly!	These effects can be overwhelming and distracting if overused. Save them for when you really need them.
2.	Good times to use these effects	In order to discuss one bullet point at a time. In the middle of your presentation, to wake up your audience. On your biggest point, for emphasis. If there's a time where an animation or transition really makes sense.