

# PowerPoint 2003 Animations

## The focus of this instruction/guide

The procedures used to add animations to your slides, text and graphics in *PowerPoint 2003* has changed considerably from the methods used in *PowerPoint 2000*. This guide assumes you have learned most of the basic features of *PowerPoint*, such as using an outline, inserting graphics, setting transitions, and using the different views. You will be shown how to add animations to your slide show.

## PowerPoint Animation Schemes

A preset animation scheme ties together several types of animation effects that complement each other. Instead of applying each effect, you just apply one scheme to get the whole range. The scheme starts with a transition, which “wipes” the slide into view. A title and bulleted list then appear one by one, fading in with an entrance effect; text dims with each subsequent bullet point. At the end, all list items disappear using an exit effect.

In a typical scheme, the general types of effects used, in different variations, are:

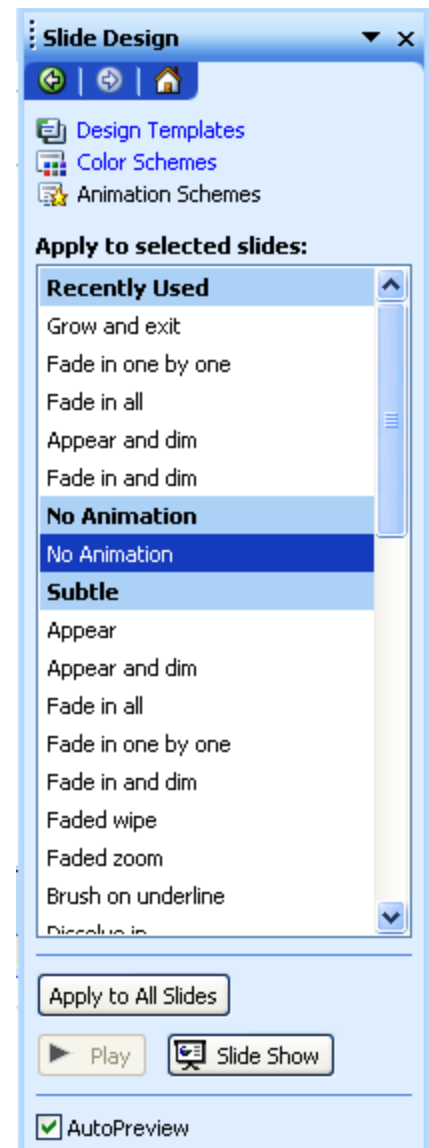
- **Transition**, in which the slide is revealed using an effect like a wipe or a checkerboard pattern.
- **Entrance**, such as text fading in or flying in.
- **Emphasis or dimming**. **EMPHASIS** has the effect of calling attention to a bullet point by making the text stand out; **DIMMING** de-emphasizes a bullet point once you have moved on.
- **Exit** is a fly out, fade out, bounce out, or a similar effect.
- **Motion path**, which traces a pattern for an object to follow. **ELLIPSE** and **NEUTRON** are two schemes that use motion paths.

## Using Animation Schemes

Animation scheme options are within the **SLIDE DESIGN** task pane. To open the task pane, you click **ANIMATION SCHEMES** on the **SLIDE SHOW** menu.

- To apply a scheme to some slides, select the slides you want (on the **SLIDES** tab), and then click a scheme in the task pane.
- To apply a scheme to all slides, click a scheme in the task pane, then click **APPLY TO ALL SLIDES**. This applies the scheme to all slides by placing it on the slide master, and it will apply the scheme to new slides as you add them.

A typical scheme for a bulleted list will have the text enter line by line and dim each line when a new line enters. Two such schemes in *PowerPoint 2003* are called **FADE IN AND DIM** and **APPEAR AND DIM**. Animation scheme options are within the **SLIDE DESIGN** task pane. See a screen picture of this task pane at the right.



## Something to remember about Animation Schemes

Schemes are designed for text that is within the default text placeholders, those that are provided in any of the text layouts in *PowerPoint*. Schemes do not work for text boxes (shapes you add from the Drawing toolbar). The text in your outline will appear in the text placeholders.

1. With your *PowerPoint* presentation open, click ANIMATION SCHEMES on the SLIDE SHOW menu.
2. Do one of the following:
  - For selected slides, select the slide thumbnails and click a scheme.
  - For all slides, click a scheme, and then click APPLY TO ALL SLIDES.
3. Play your slide show to see the animation scheme effect.

## To remove an animation scheme, do either of the following:

- Remove from selected slides: Select the thumbnail(s) on the SLIDES tab and then click NO ANIMATION in the list of schemes.
- Remove from all slides: Select a slide on the SLIDES tab; click NO ANIMATION in the list of schemes; then click APPLY TO ALL SLIDES.

## To replace an animation scheme

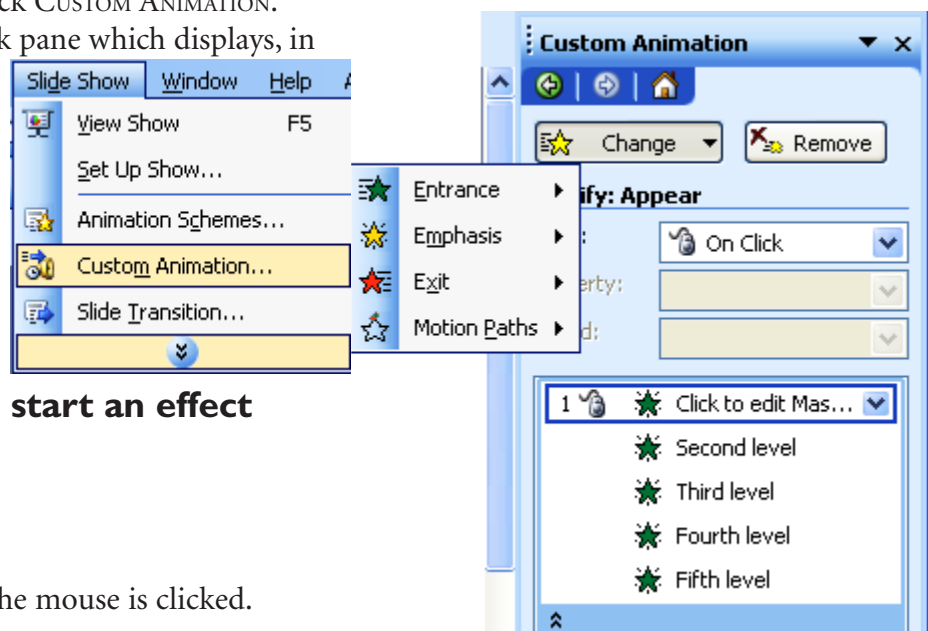
Select the thumbnails to which you have applied an animation scheme and just click a different scheme. You do not have to remove the original scheme first. If your original scheme was applied to all slides, then click APPLY TO ALL SLIDES.

Note: a new scheme will replace effects already applied to title and body text placeholders. It will not touch effects you have applied to charts, diagrams, text boxes, pictures, shapes, or any other effect that had to be applied manually (through custom animation).

## Custom Animation

You have applied your animation scheme and you would like to make a few modifications or additions. Now, you want to change or replace the entrance effect of the bullet list.

1. On the SLIDE SHOW menu, click CUSTOM ANIMATION.
2. In the CUSTOM ANIMATION task pane which displays, in the effects list, select the effect (or effects) you want to change, and click the CHANGE button.
3. Click ENTRANCE.
4. In the MODIFY section, you see settings for the applied effect. Change any of these.



## There are three ways to start an effect

- On Click
- With Previous
- After Previous

**On Click** starts an effect when the mouse is clicked.

**With Previous** starts an effect automatically with the start of the previous effect. An effect such as this is given the order number 0.

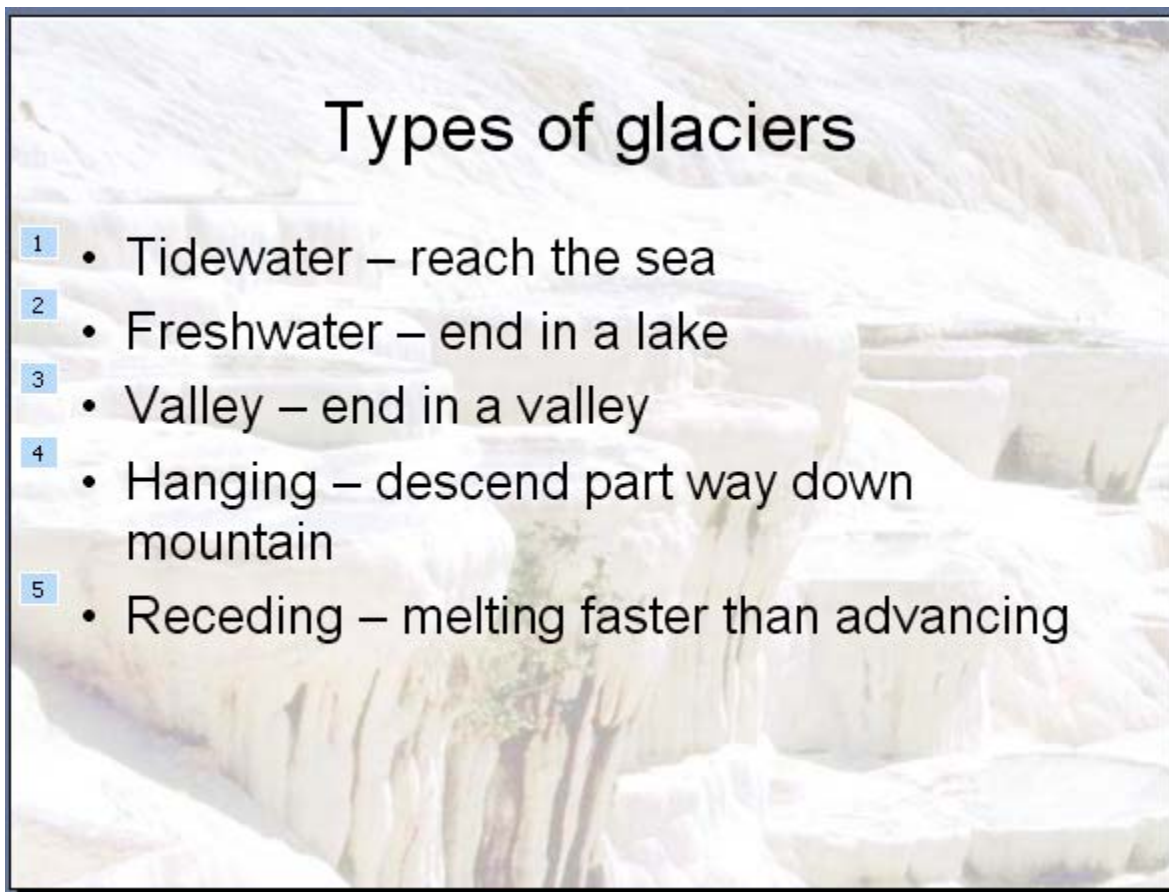
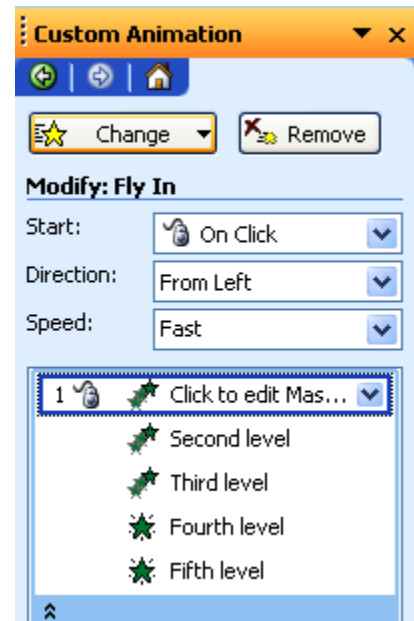
**After Previous** starts an effect automatically after the previous effect has finished.

### Direction and Speed

Some effects come in from a certain direction. You have the direction choices of FROM BOTTOM, FROM LEFT, FROM RIGHT, or FROM TOP. Your speed choices range from VERY SLOW to VERY FAST. If, for example, you want to modify a Fly-in effect for your bullet lines, see the MODIFY section for a fly-in, pictured here, which allows you to modify the start, direction, and speed.

### Bullet list playing order numbers

See below a picture of a slide to which an animation scheme has been added. Notice the bulleted list has been assigned numbers that indicate the effect's playing order; they will play in order from 1 to 5.



### Effects and Master Slides

If you have chosen to apply a preset scheme to all slides, the scheme effects are put on the SLIDE MASTER. To modify the effects on the Slide Master, you will see in the Modify effect area of the CUSTOM ANIMATION task pane, the MASTER: TITLE and the MASTER: BODY grayed so that you cannot modify them. To

modify the effects, click on of the effects in the list, display its drop-down menu, and click COPY EFFECTS TO SLIDE. You can then modify the effects for the slide.

If, by contrast, you apply a scheme to selected slides, the scheme effects apply only to the slides themselves and are not put on the master. They can then be modified directly when you open the CUSTOM ANIMATION task pane.

### Add a special entrance effect to a graphic

Suppose you want to add a special entrance effect to a graphic on your title slide:

1. With your slide show open, click to select the Title page graphic.
2. Pull down the SLIDE SHOW menu.
3. Select the CUSTOM ANIMATION command.
4. Click the ADD EFFECT button in the task pane.
5. Click ENTRANCE, then MORE EFFECTS
6. In the ADD ENTRANCE EFFECTS dialog, choose (in the EXCITING section) the SPIRAL IN effect.
7. Click OK.
8. Click the PLAY button on the task pane button to view effect.
9. In the screen picture of the Title page graphic, shown below, note that the graphic is numbered one, indicating it is the first item on the Title page that is animated.
10. Play your slide show, and save it when finished.

