

## Exercise #6

### Slide Transitions and Animations

In this exercise you will learn how to apply transition effects to slide transitions and how to animate text.

**Note:** The following toolbar must be active: **Drawing**.

#### A. Working with Animations

PowerPoint allows the user to animate text (or graphical objects) to add more emphasis to your presentations.

1. Go to **slide #3** in the **file\_2.ppt** file.
2. Select all the items in the bulleted list.
3. To animate a bulleted list, select **Slide Show → Custom Animation**.

In **PowerPoint 2003**, do the following:

- a. In the **Custom Animation** section, select **Add Effect → Entrance → Fade**.  
All the bullets that have been selected for this custom animation are displayed.
- b. In the **Modify:Fade** section do the following:
  - In the **Start:** field select **On Click**.
  - In the **Speed:** field select **Fast**.
- c. Select the first bullet in the animation list by clicking on it, and click the **Play** button to preview the animation.

In **PowerPoint 2000**, do the following:

- a. Select the **Effects** tab and in the **Entry Animation and Sound Area**, choose an effect and direction for the effect.
- b. Select **1<sup>st</sup>** in the **Group By** field, and click **OK**.
- c. Click **Preview** to view the animation.

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### C. Working with Slide Transitions

PowerPoint offers a variety of options to include transition effects between slides. Slide transitions can contribute to the effectiveness of your presentation.

1. Go to **slide #4**.
2. From the top menus select **Slide Show → Slide Transition**.

In **PowerPoint 2003**, do the following:

- In the **Apply to selected slides**: menu, select the desired transition effect.
- In the **Modify transition** menu section select the desired speed, and in the **Advance slide** menu select **On mouse click**.  
Notice that you can preset slides to automatically **advance** at selected time intervals.
- To preview the animation click the **Play** button.

In **PowerPoint 2000**, do the following:

- Click the **Effect** field arrow to display a list of effects and click the desired transition effect.
- In the **Advance** section, select the **On mouse click** checkbox and click **Apply**.
- To preview the animation press **Ctrl+Home** and click the **Slide Show** button.

### Bonus

- Experiment applying animation effects to the flowchart on **slide #5**.