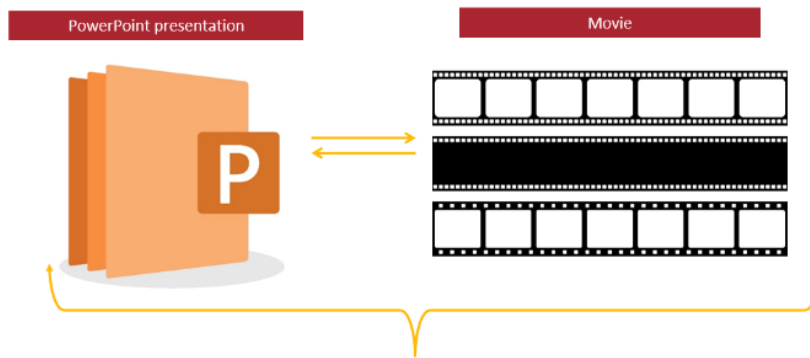




Manage Slide Transition



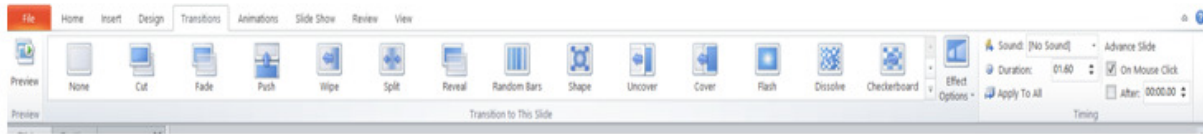
Add Slide Transitions > Add Same Slide Transition for All Slides



- Just as in a movie, you can add visual effects between these slides, so that they fade, wipe, and reveal the next slide in the sequence.
- Slide transition effects help control the speed, add sound, and customise the properties of transition effects and make the presentation more attractive.

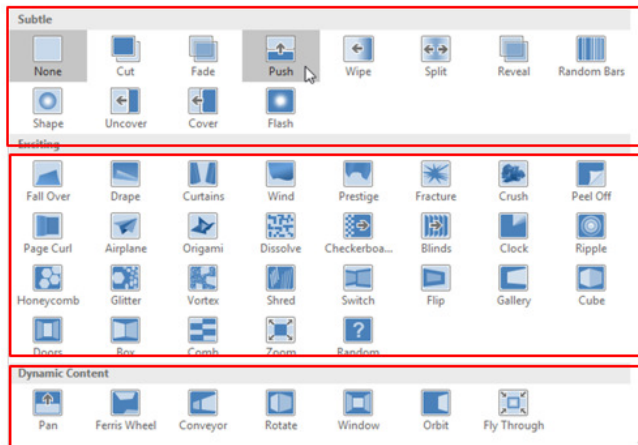
Add Slide Transitions > Add Same Slide Transition for All Slides

To access **Slide Transitions** Click Transitions tab.



Transitions tab gives you a list of options you can use

Add Slide Transitions > Add Same Slide Transition for All Slides



Subtle transitions

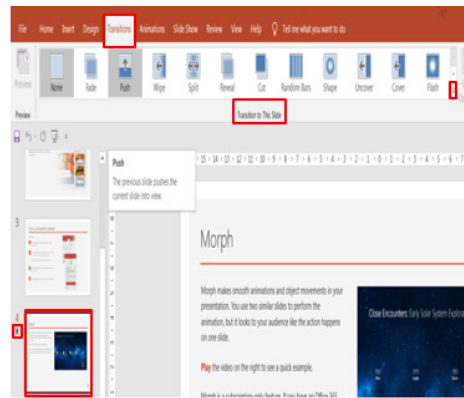
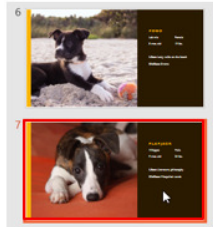
Exciting transitions

Dynamic transitions

Add Slide Transitions > Add Same Slide Transition for all Slides

To add slide transitions :

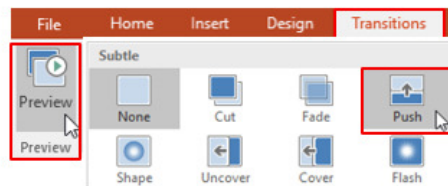
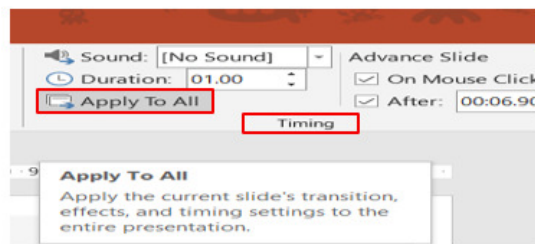
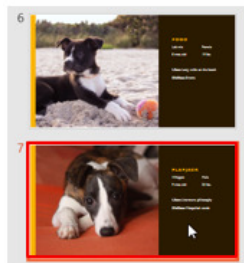
- Under **Thumbnail**, Select the Slide
- Click **Transitions** tab and choose the desired transition
- If you need more transition, click the drop-down arrow.



Add Slide Transitions > Add Same Slide Transition for All Slides

To apply transitions to all slides :

- Under thumbnail, hold control key and select all the slides
- Click **Transitions** tab
- Select the desired transition
- Go to **Preview** tab and Click **Preview** to view the effect implemented
- Under the **Timing** tab Click **Apply To All**
- The effect gets applied to all slides.

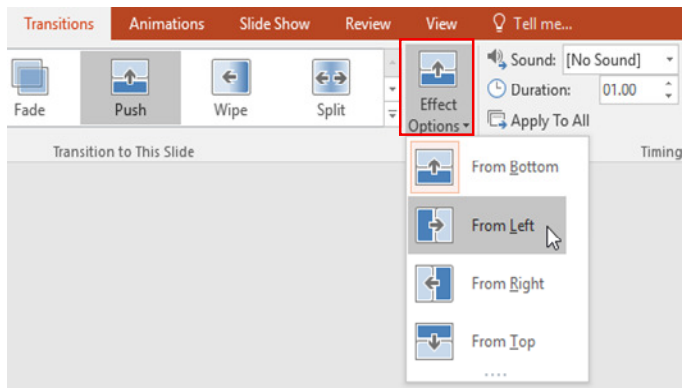


Add Slide Transitions > Add Same Slide Transition for All Slides

You can modify a transition by changing its direction.

To modify transitions:

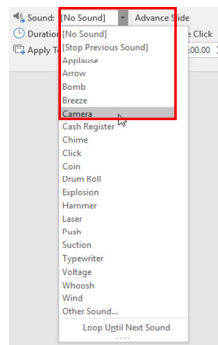
- Select the slide with the transition you want to modify
- Click **Effect Options**
- Choose the desired option
- Click **Preview**



Add Slide Transitions >Customise Select Slide Transitions

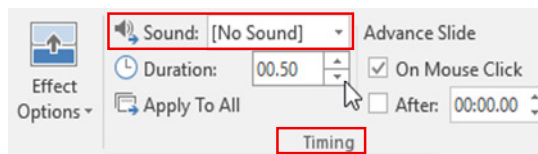
To add sound transitions :

- Go to **Timing** tab
- Click the **Sound** option
- Select the 'no sound' option.



To remove sound transitions:

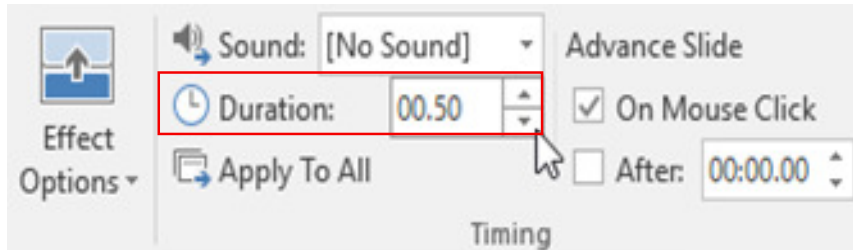
- Go to **Timing** tab
- Click the **Sound** option
- Select the 'no sound' option.



Add Slide Transitions > Configure Transition Start and Finish Options

To add duration to slide:

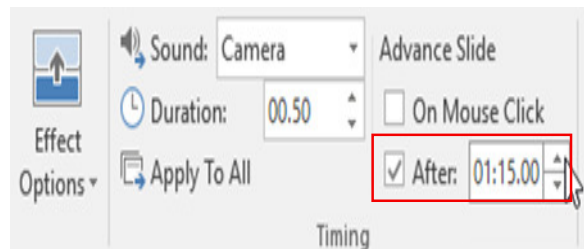
- Go to **Timing** tab in the Menu bar Click the **Duration** box
- Type-in duration
- Preview it on the same tab



Add Slide Transitions > Configure Transition Start and Finish Options

To advance slides automatically:

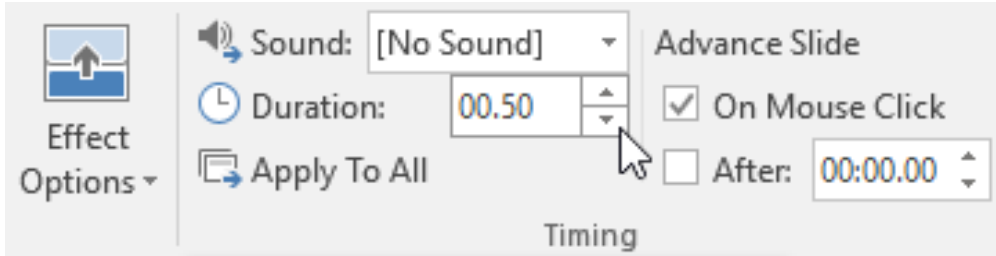
- Go to **Timing**
- Click **After**
- Set the time to show the slide automatically based on the requirement.



Add Slide Transitions > Configure Transition Start and Finish Options

To advance slides manually:

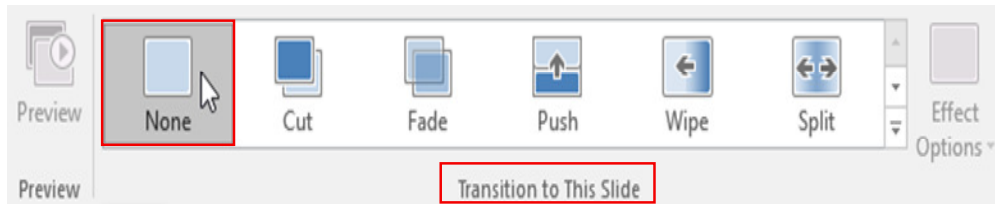
- Go **Timing** ribbon, Check **On Mouse Click**



Add Slide Transitions > Configure transition start and finish options

To remove transitions :

- Under the **Transition to This Slide** ribbon, Click **None** to remove the transition.



Add Animations > Animate Text and Graphic Elements

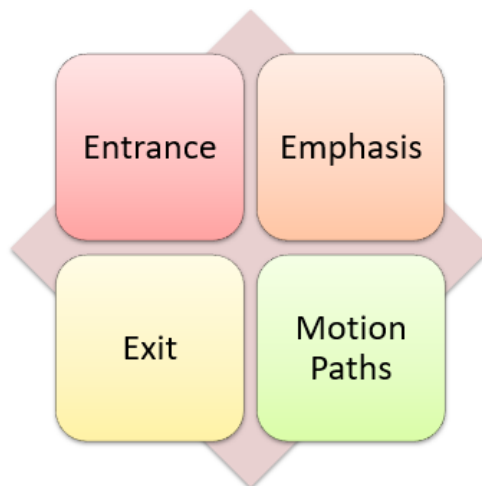
Adding animations to the text and objects or images:

- Makes the presentation very attractive and beautiful
- Give the presentation the visual and sound effects including movements
- Helps to focus on important points, control the flow of information, and attract your audience's interest



PRESENTATION

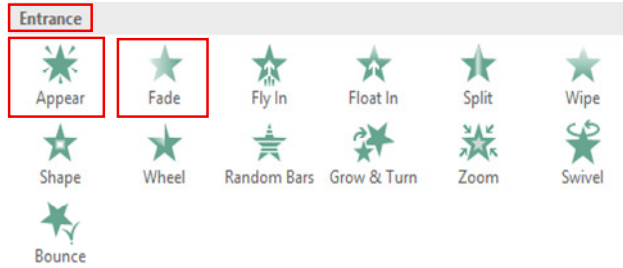
Add Animations > Animate Text and Graphic Elements



Add Animations > Animate Text and Graphic Elements

Entrance effect:

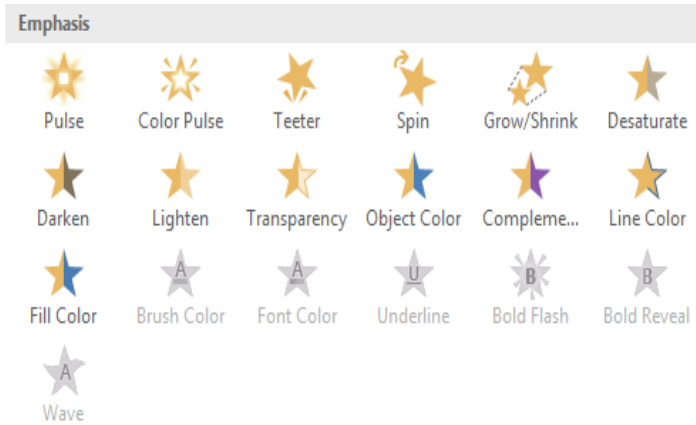
- Controls how the objects should enter in the slide.
- Examples effects are **Appear**, **Fade**.



Add Animations > Animate Text and Graphic Elements

Emphasis effect:

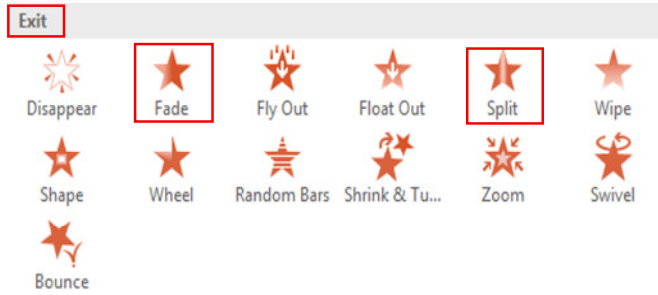
- Emphasis important points.



Add Animations > Animate Text and Graphic Elements

Exit effect:

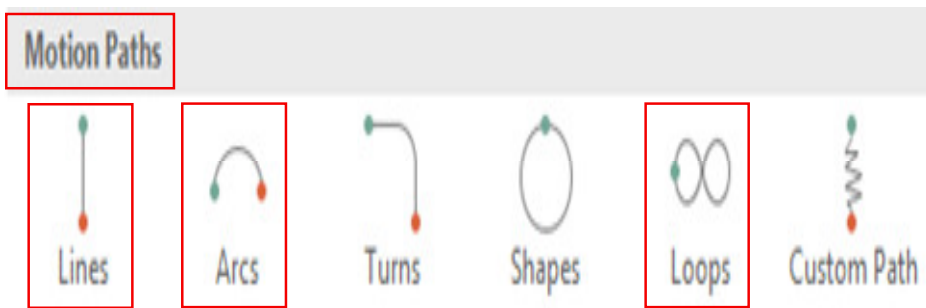
- Controls how the objects should exit from the slide.
- Examples effects are **Fade**, **Split**.



Add Animations > Animate Text and Graphic Elements

Motion Paths effect:

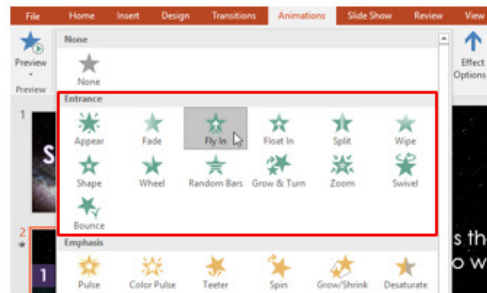
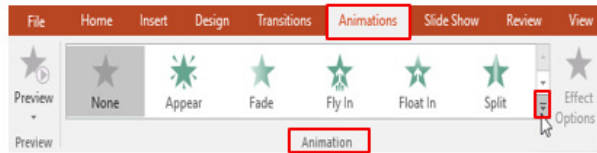
Controls how the objects should move from the one place to other and the path.



Add Animations > Animate Text and Graphic Elements

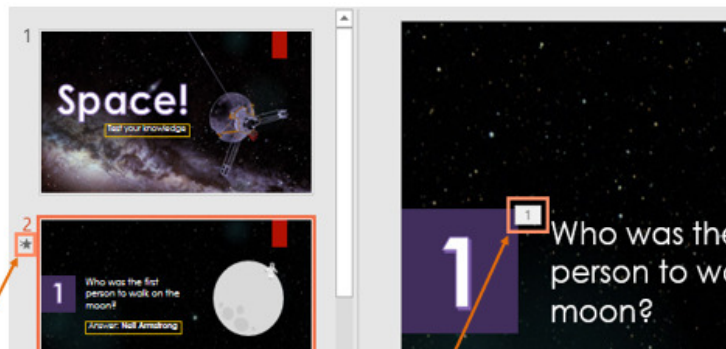
To add animation:

- Select the text or object
- Click **Animation** tab> Under **Animation** ribbon, Select the drop-down arrow
- Select the Preferred animation effect



Add Animations > Animate Text and Graphic Elements

- Slide will have a star mark
- Object has a number which represents the sequence of animation



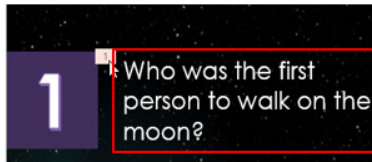
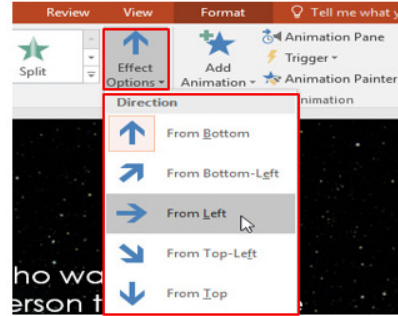
Star mark on the slide

Sequence of animation on object

Add Animations > Animate Text and Graphic Elements

Manage Animation Effect Option:

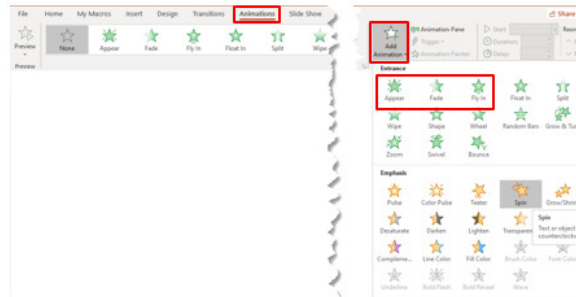
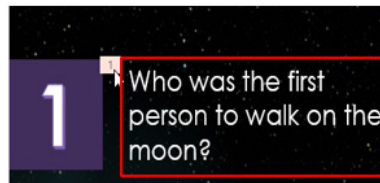
- Select the object
- Click **Animation** > Under **Advanced Animation**, click **Effect Options** > select the preferred direction



Add Animations > Animate Text and Graphic Elements

To add multiple animations to an object:

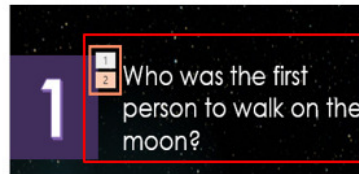
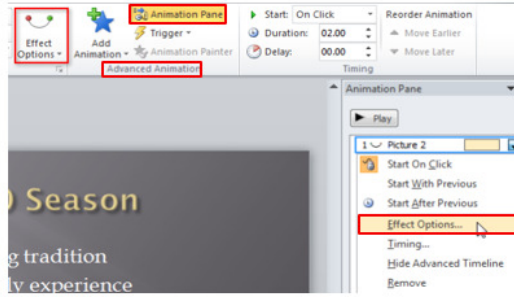
- Select the object
- Click **Animation** tab > Under **Advanced Animation** ribbon
- Click **Add Animation** > select the preferred animation



Add Animations > Animate Text and Graphic Elements

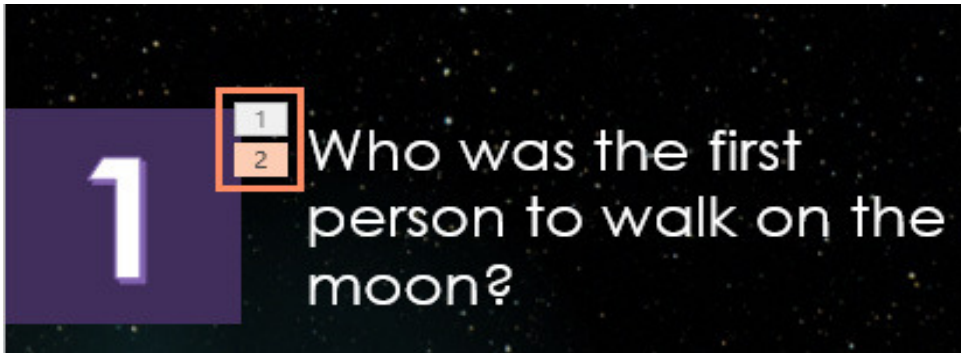
To modify Emphasis Effect Options:

- Select the object with animation
- Click **Animation** > Under **Advanced Animation** ribbon, click **Animation Pane**> The **Animation Pane** gets opened on the right side.
- Expand the animation > Select **Effect Options**



Add Animations > Animate Text and Graphic Elements

When an object has more than one animation, each animation effect will be represented by a number.

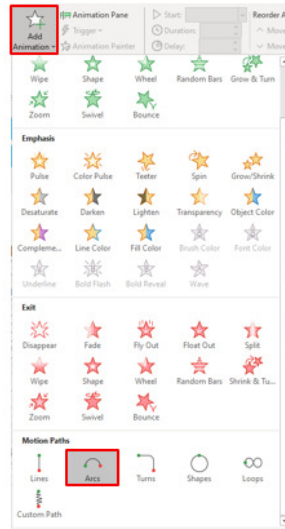


Numbers indicate the sequence of animation.

Add Animations > Animate Text and Graphic Elements

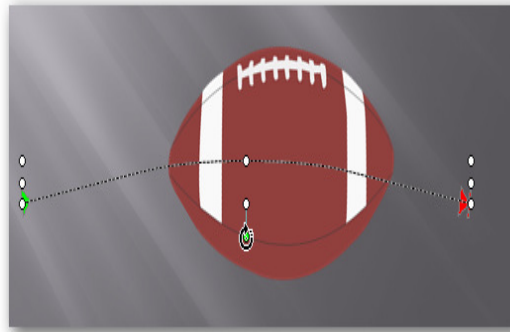
To animate using Motion path:

- Select the object
- Click **Animation**
- Expand **Add Animation**
- In **Motion Paths** Select the Preferred animation effect, E.g. **Arcs**
- Motion path gets added with an indication of Green marker for beginning point, and Red marker for End point.
- Drag and adjust the beginning and end path as needed.



Add Animations > Animate Text and Graphic Elements

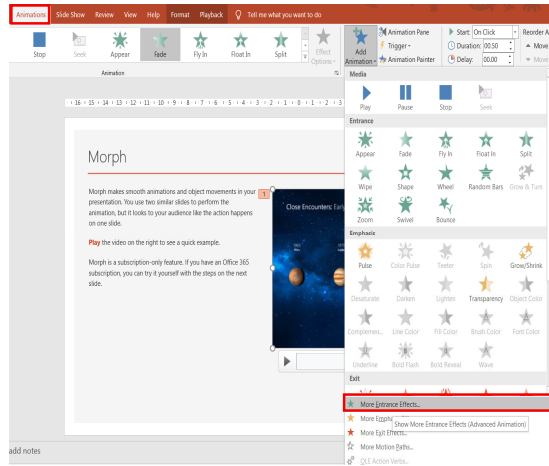
- To rotate the effect, click the bar near the center of the effect.



Add Animations > Animate Text and Graphic Elements

To modify / apply an effect which is not in the default list:

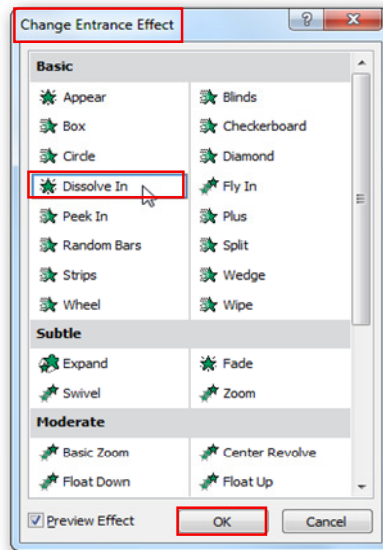
1. Select a new object in the slide which does not have animation
2. Click Animation tab > expand **Advanced Animation** ribbon, click **More Entrance Effects**



Add Animations > Animate Text and Graphic Elements

To animate using Motion path:

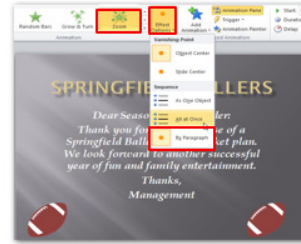
- **Change Effect** pop up window appears.
- Check **Preview Effects** option to have preview before applying
- For this example, select **Dissolve In** > Click **OK**



Add Animations > Animate Text and Graphic Elements

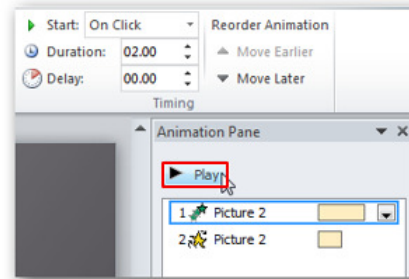
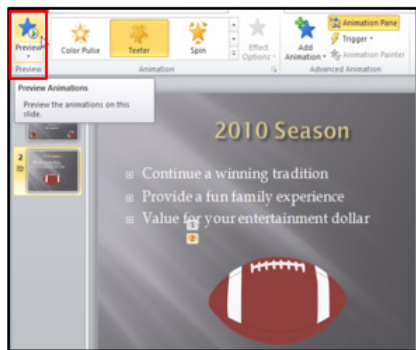
To animate group of text:

- Select a paragraph in text box
- Click **Animation**> select **Zoom**
- Click **Effect Options** > select **By Paragraph**



Add Animations > Animate Text and Graphic Elements

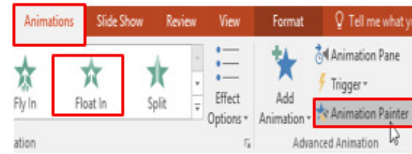
- To have a quick preview, in **Animation ribbon**, click **Preview**
- You can also select the **Play** button from the Animation Pane.



Add Animations > Animate Text and Graphic Elements

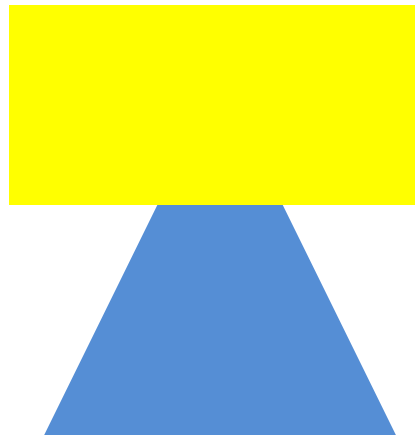
Animate using Animation Painter:

- Select the object
- Click **Animation** > Under **Animation** ribbon, Select the Preferred animation
- To copy the animated object, Click **Animation Painter**
- Click on object where you want to paste the animation



Add Animations > Order Shapes, Images, and Text Boxes

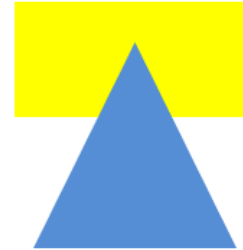
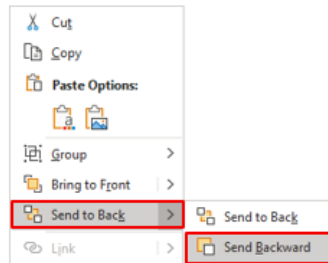
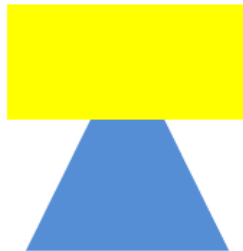
- Let us draw a blue color triangle and a yellow rectangle one over the other as shown.



Add Animations > Order Shapes, Images, and Text Boxes

To send an object behind:

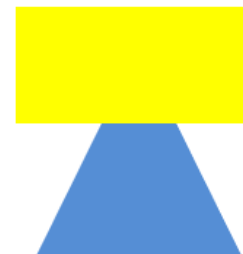
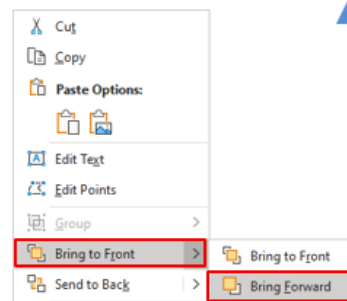
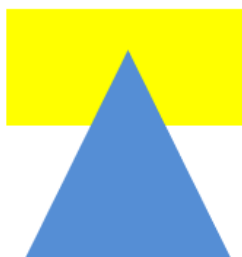
- Select the rectangle
- Do right click > Click **Send to Back** > Select **Send Backward**
- Notice the yellow color rectangle sent behind.



Add Animations > Order Shapes, Images, and Text Boxes

To bring an object Forward:

- Select the rectangle
- Do right click > Click **Bring to Front** > Select **Bring Forward**
- Notice the yellow color rectangle is at front again.



Add Animations > Order Shapes, Images, and Text Boxes

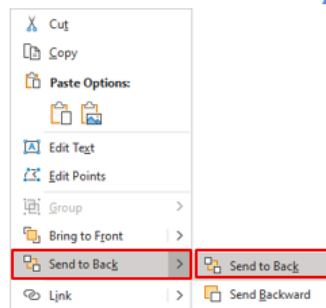
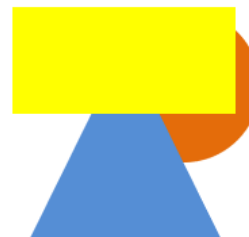
- Let us draw an orange color circle above these two objects.



Add Animations > Order Shapes, Images, and Text Boxes

To send objects Back:

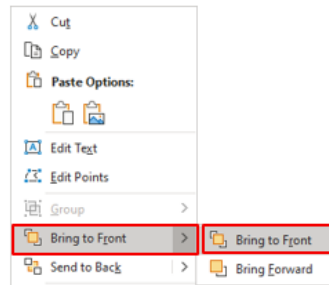
- Right click on Orange circle
- Click **Send to Back** > select **Send to Back**
- Now, the orange circle is behind of other two objects



Add Animations > Order Shapes, Images, and Text Boxes

To bring objects to front:

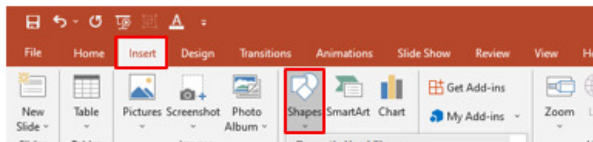
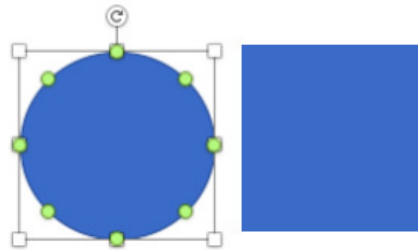
- Right click on Orange circle
- Click **Bring to Front > Bring to Front**
- Now, the orange circle is above other two objects.



Add Animations > Order Shapes, Images, and Text Boxes

To Connect line between objects:

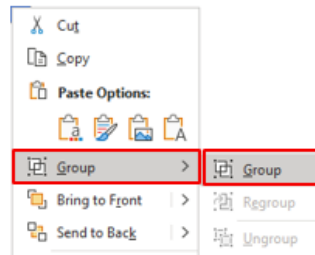
1. Draw circle and rectangle
2. Click **Insert > Click Shapes > Select line**
3. Connect the middle green marker of the circle to the middle of the rectangle



Add Animations > Group Shapes, Images, and Text Boxes

To group objects:

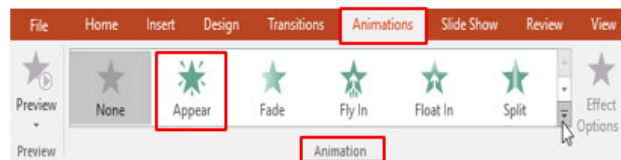
- Select the drawn circle, rectangle and the arrow mark
- Right click >Group >Group



Add Animations > Group Shapes, Images, and Text Boxes

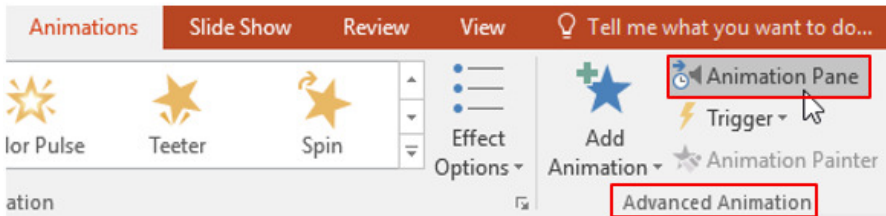
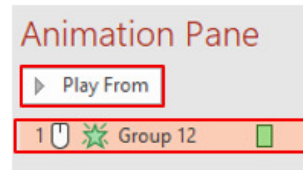
To animate grouped objects:

- Select group
- Click **Animation** tab> under **Animation** ribbon, select **Appear**



Add Animations > Group Shapes, Images, and Text Boxes

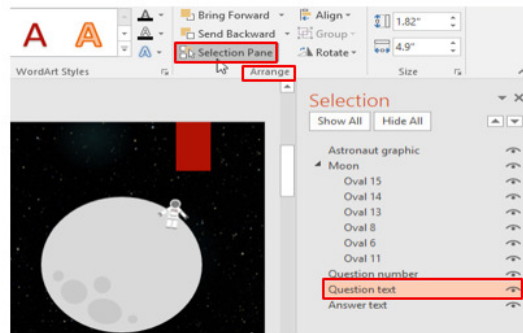
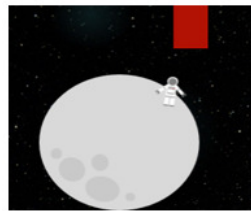
- To view the animation, under **Advanced Animation**, select **Animation Pane**
- As you can note the animation get applied to the entire group.
- To preview, click **Play From**



Add Animations > Group Shapes, Images, and Text Boxes

To rename the animated image:

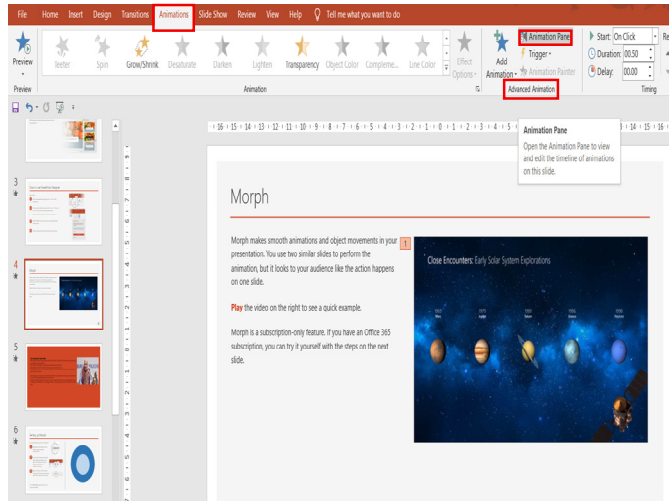
- Select the object
- Click **Shape Format** tab, Under **Arrange ribbon**, Click **Selection Pane > Selection Pane** appears
- Double click on the preferred object > Type new name > Press **Enter**



Add Animations > Configure Animation Effects

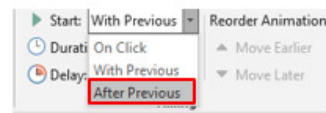
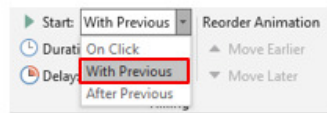
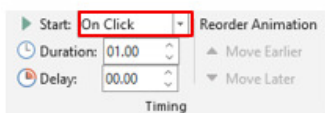
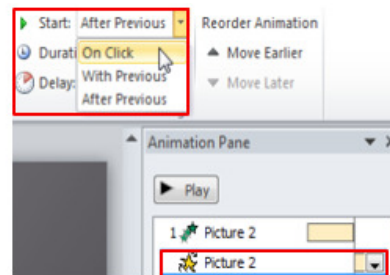
Timing animation effect:

Select an object with animation > click **Animation** tab > under **Advanced Animation** ribbon, click **Animation Pane**



Add Animations > Configure Animation Effects

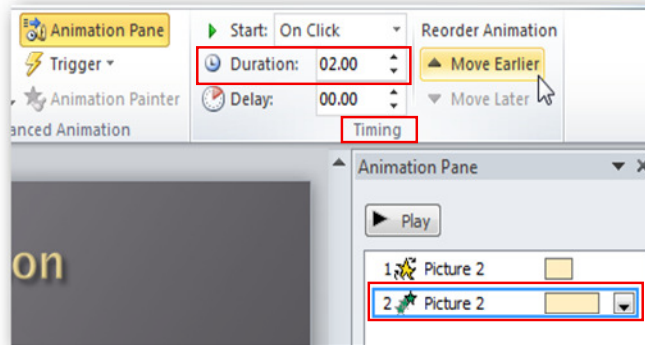
- In animation pane, select the animation that you want to change
- In **Timing** ribbon, in **Start**, change from **On Click** to **After Previous**



Add Animations > Configure Animation Effects

To change animation Duration:

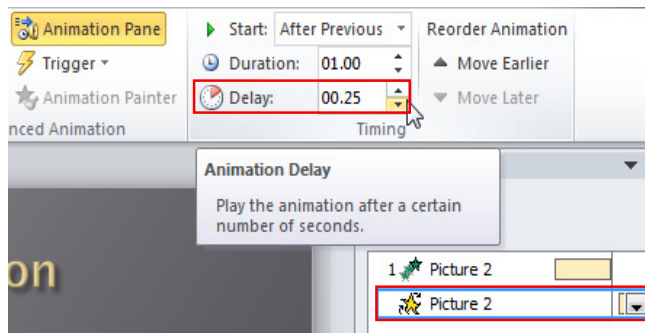
1. In animation pane, select the animation
2. In **Timing** ribbon, Click **Duration**, type-in the required value. Note that it is in seconds.



Add Animations > Configure Animation Effects

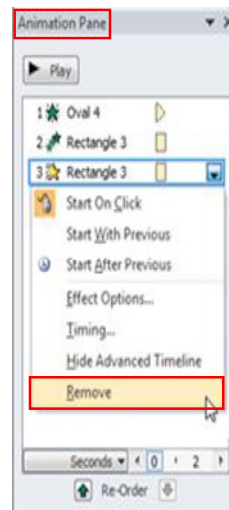
Add delay between animation:

1. In animation pane, select the animation that you want to change
2. In **Timing** ribbon, in **Delay**, type-in the delay in seconds



Add Animations > Configure Animation Effects

- In the **Animation Pane**, right click on the animation effect that you want to remove and then click on **Remove**.



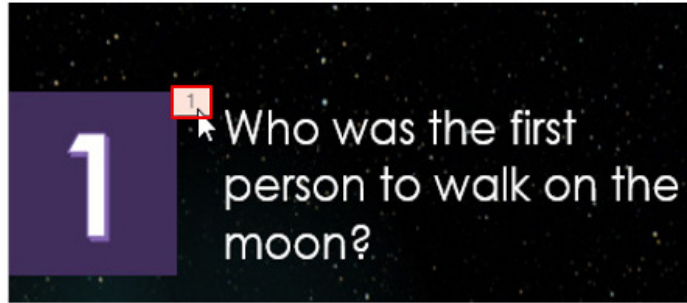
Add Animations > Configure Animation Effects

- Select the object
- Click **Animation** tab > Under **Animation** ribbon, Click **None**



Add Animations > Configure Animation Effects

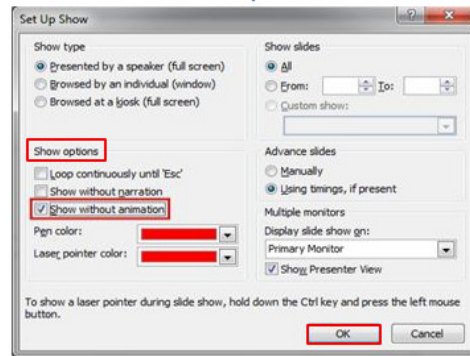
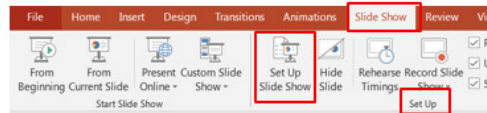
- Select the animation number that appears on the object and press delete key from keyboard.
- To remove animation from multiple objects, select all objectives and press delete key.



Add Animations > Configure Animation Effects

To turn-off all animations:

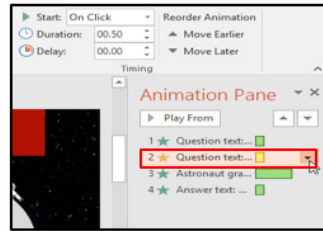
- Click **Slide Show > Under Set Up** ribbon, Click **Set Up Slide Show**
- Under **Show options**, select **Show without animation** > click **OK**



Add Animations > Configure Animation Paths

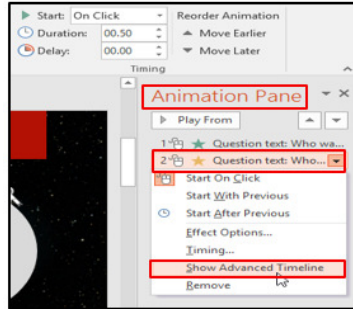
To view Animation Timeline:

- In **Animation Pane**, right click on animation > select **Show Advanced Timeline**.



In the timeline, you can view

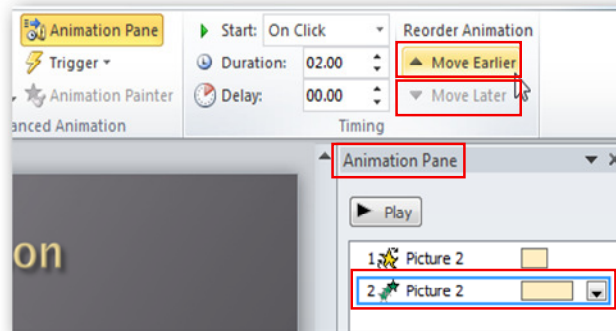
- The type of animation such as **Entrance, Emphasis** or **Exit**;
- How long the animation will play; and
- What is the sequence



Add Animations > Reorder Animation on a Slide

To reorder animation sequence:

- In **Animation pane**, select the animation that you want to reorder
- In **Timing** ribbon, Click **Move Earlier** / **Move Later**, as needed



Add Slide Transitions > Key Takeaway

- Add transitions which help to fill the gap between one slide to other during a presentation
- Add transitions to one or multiple slides
- Modify the direction of the transition by using effect options
- Control the timing of the transition as per the requirement
- Add Sound effect to the transition

There are four major animation effects

- Entrance
- Emphasis
- Exit
- Motion path

Using the features available in MS PPT you can:

- Add animations to objects
- Modify the animations
- Animate using motion path
- Group shapes, images, and text boxes
- Animate grouped text
- Copy animation from one object to the other
- Time your animation as per need

Remove and reorder animations

Thank you

