

Applying a Transition Effect

The ability to apply transitions to slides has improved in PowerPoint 2010. Plus, some great new transition effects have been added.

A *transition* is an animation that occurs when PowerPoint advances from one slide to the next during a slide show.

To a single slide

Follow these steps to apply a transition effect to a single slide.

Select the slide to which you want to add a transition effect.

Tip: To select multiple slides, hold down the **<Shift>** key as you select each slide.

Click the **Transitions** tab on the Ribbon and click the **More** button in the Transition to This Slide group.

The Transitions gallery appears. To preview the transition, simply point to it.

Select a transition effect from the gallery.

A tiny star appears in the bottom-left corner of the slide, indicating that the transition effect has been applied.

Now, you can add an Effect Option. An Effect Option allows you to change the way a transition effect behaves. For example, if you use the Push transition effect, you can choose whether the slide is pushed from the bottom, top, left, or right.

(Optional) Click the **Effect Options** button in the Transition to This Slide group and select an option. The transition effect is modified.

Trap: Try not to use too many different types of effects in the same presentation. Too many transition effects can distract your viewers rather than intrigue them.

To all slides

If you want to apply the same transition effect to all slides in a presentation, follow these steps.

Select one slide to which you want to add a transition effect.

Tip: To select multiple slides, hold down the **<Shift>** key as you select each slide.

Exercise

Exercise File: Tourism10-1.pptx

Exercise: Navigate to Slide 1 and apply the Fade transition effect.

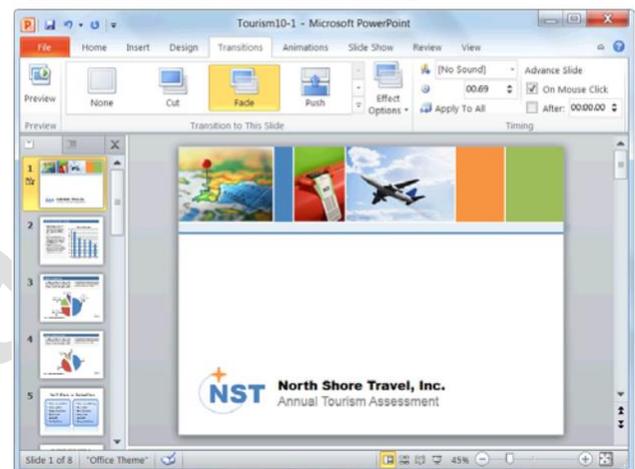


Figure 10-1: Click the More button in the Transition to This Slide group to display the Transitions gallery.

Click the **Transitions** tab on the Ribbon and click the **More** button in the Transition to This Slide group.

The Transitions gallery appears. To preview the transition, simply point to it.

Select a transition effect from the gallery.

A tiny star appears in the bottom-left corner of the slide, indicating that the transition effect has been applied.

Now, you have can add an effect option.

(Optional) Click the **Effect Options** button in the Transition to This Slide group and select an option. The transition effect is modified.

Click the **Apply To All** button in the Timing group.

The transition effect is applied to all of the slides in the presentation.

⚠ Trap: Try not to use too many different types of effects in the same presentation. Too many transition effects can distract your viewers rather than intrigue them.

Modifying a Transition Effect

You can customize a transition effect to meet your needs, including adjusting its speed and adding sound. This lesson will show you how.

Adjust transition speed

Transitions can occur at any speed according to your personal and professional preference.

Navigate to the slide containing the transition effect you want to modify.

Click the **Transitions** tab on the Ribbon and click the **Duration** arrows in the Timing group to adjust the speed of the transition.

The speed of the transition is adjusted.

- ✔ **Tip:** To apply the selected speed to all slides, click the **Apply To All** button in the Timing group.
- ⚠ **Trap:** Make sure to preview your transition speeds before delivering your presentation in front of a live audience. You may find that some transition effects work best at different speeds.

Add sound

Adding sound to a transition effect is a fun way to grab audience attention.

Navigate to the slide containing the transition effect you want to modify.

Click the **Transitions** tab on the Ribbon and click the **Sound** list arrow in the Timing group.

A list of sounds appears.

Select a sound from the list.

- ✔ **Tip:** To use a sound that is saved on your computer, select **Other Sound** from the list.
- ✔ **Tip:** To loop your sound effect until the next sound, select **Loop Until Next Sound** at the end of the list.
- ⚠ **Trap:** If you have your transition speed set to Fast, the sound will play fast as well.

Exercise

Exercise File: Tourism10-2.pptx

Exercise: Navigate to Slide 1 and increase the duration of the transition to two seconds.

Apply the Drum Roll sound to the slide.

Remove the Drum Roll sound.

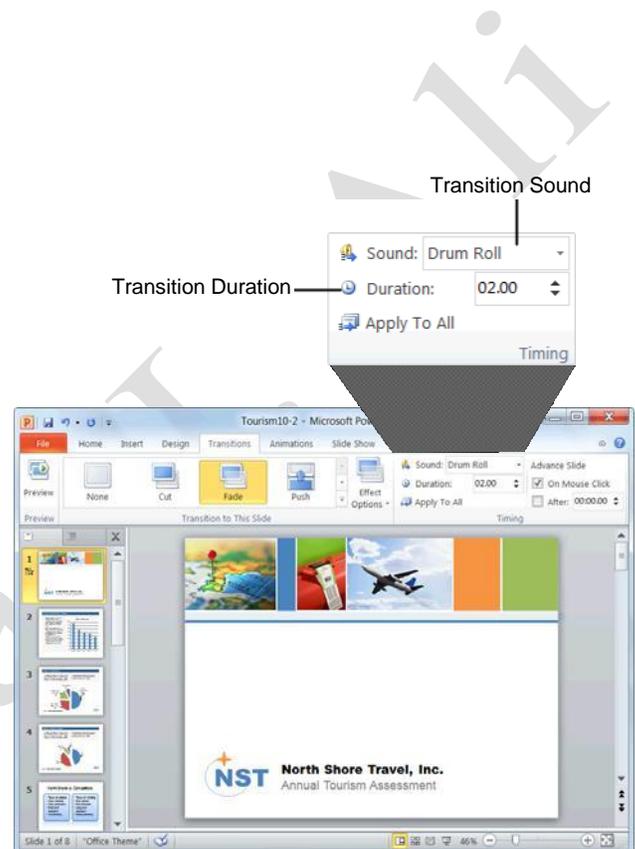


Figure 10-2: You can modify a transition effect by changing the duration or adding sounds.

Remove a transition effect

It's easy to remove a transition effect if you decide you don't like it.

Navigate to the slide containing the transition effect you want to remove.

Click the **Transitions** tab on the Ribbon and click the **More** button in the Transition to This Slide group. The Transitions gallery appears.

Select **None** from the gallery. The transition effect is removed.

Remove a sound

You can easily remove a sound from a transition.

Navigate to the slide containing the transition sound you want to remove.

Click the **Transitions** tab on the Ribbon and click the **Sound** list arrow in the Timing group.

Select **[No Sound]** from the list.

The sound is removed.

Tips

It's a good idea to preview any transition speeds or sounds before you deliver your presentation in front of an audience.

Applying an Animation Effect

PowerPoint’s animation feature is now much easier to use. It has its own tab on the Ribbon, and many new animation effects have been added.

An animation effect is a preset visual effect that can be applied to the text or objects on a slide. See Table 10-1: Descriptions of Animation Effects for a brief explanation of each type of animation effect.

Apply an animation effect

Select the text or object that you want to animate.

Click the **Animations** tab on the Ribbon and click the **More** button in the Animation group.

The Animation gallery appears. To preview an animation, simply point to it.

Select an animation effect from the list.

The preset animation is applied to the text or object and a preview of the effect is displayed. A number appears next to the object showing the order in which the animation will be displayed.

Tip: To see more animation effects, click **More Entrance Effects**, **More Emphasis Effects**, **More Exit Effects**, or **More Motion Paths** in the Animation gallery.

Now, you can add an effect option. An effect option allows you to change the way an animation effect behaves. For example, if you use the Fly In animation effect, you can choose the direction from which the object or text flies in.

(Optional) Click the **Effect Options** button in the Animation group and select an option.

The selected effect option is applied and a preview is displayed.

Trigger an animation

By default, all animated objects will appear on your slide with successive clicks of the mouse. Triggers will only show animated objects when a specific event occurs.

Select the effect you wish to modify.

Click the **Animations** tab on the Ribbon and click the **Trigger** button in the Advanced Animation group.

A list of options appears.

Exercise

Exercise File: Tourism10-3.pptx

Exercise: Navigate to Slide 4 and apply the Fly In animation style to the chart.

Change the effect option to By Category.

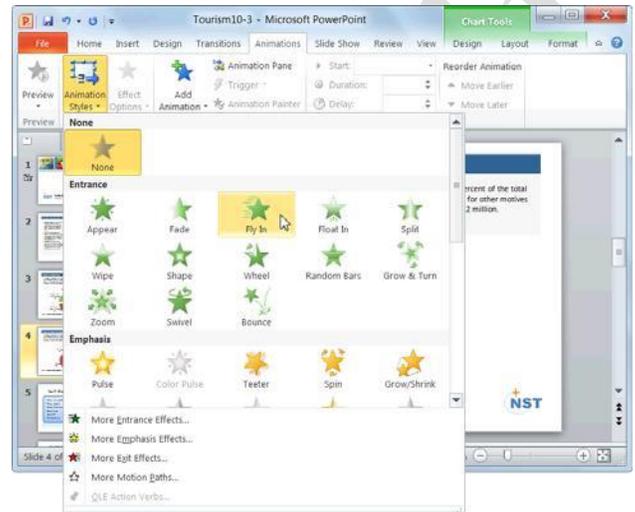


Figure 10-3: The Animations gallery.

Table 10-1: Descriptions of Animation Effects

Entrance Effects	A visual effect that changes the way an object is first displayed in the slide show.
Emphasis Effects	A visual effect that makes an object stand out from the others.
Exit Effects	A visual effect that causes an object to disappear from the slide show.
Motion Paths	A visual effect that causes an object to move around the slide according to a specific path.

On Click Of: Starts the animation effect when you click the specified object on the slide.

On Bookmark: Starts the animation effect when a video or audio clip hits a specific bookmark.

Select the trigger you wish to use.

The trigger is assigned to the animation.

 **Trap:** If the triggering event does not occur, the object will not animate.

 **Tips**

You can add multiple animations to a single object by selecting the text or object, clicking the **Add Animation** button in the Advanced Animation group, and selecting an option.

Don't get too crazy with your animations. Animation effects should be used to call attention to the main points of your slide. Too many effects can detract from your presentation.

Modifying Animation Effects

You can modify animation effects to further meet your needs. This lesson will show you how to adjust the speed and starting point of an animation effect and how to remove an animation effect if you decide you don't like it.

Adjust when an animation starts

By default, animations start "on click," which means you have to click the mouse each time you want to run an animation effect during a slide show. However, you can adjust this to meet your needs.

Select the effect that you wish to modify.

Click the **Animations** tab on the Ribbon and click the **Start** list arrow in the Timing group.

A list of options appears:

On Click: Starts the animation effect when you click the slide.

With Previous: Starts the animation effect at the same time as the previous effect in the list (i.e., one click executes two animation effects).

After Previous: Starts the effect immediately after the previous effect. Or, if this is the first or only animation effect on the slide, selecting this option will start the effect as soon as the slide appears.

Select an option from the

list. The effect is applied.

Adjust the duration of an animation effect

Depending on the type of presentation you're creating, you might want certain animation effects to play longer than others. It's easy to change this to meet your needs.

Select the effect that you wish to modify.

Click the **Animations** tab on the Ribbon and click the **Duration** up and down arrows in the Timing group.

The animation duration is changed.

Tip: The longer the duration, the slower the animation effect will play; the shorter the duration, the faster the animation will play.

Exercise

Exercise File: Tourism 10-4.pptx

Exercise: Navigate to Slide 4 and change the speed of the animation to 1 second.

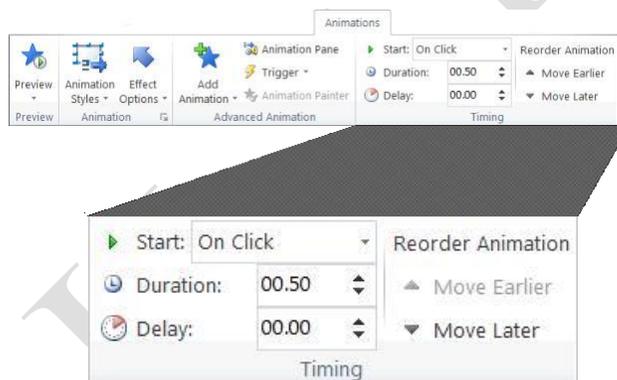


Figure 10-4: You can modify animation effects by using the commands in the Timing group on the Animations tab.

Table 10-2: Standard Animation Speeds

5 Seconds	Very Slow
3 Seconds	Slow
2 Seconds	Medium
1 Seconds	Fast
0.5 Seconds	Very Fast

Delay the start of an animation effect

If you don't want an animation to start right away, you can delay its start. This can be particularly useful when spacing out multiple animation effects on the same slide.

Select effect that you wish to modify.

Click the **Animations** tab on the Ribbon and click the **Delay** arrows in the Timing group.

The animation delay is set.

Re-order animation effects

If you want to adjust the order in which animation effects play, you can simply re-order them.

Select the effect you wish to re-order.

Click the **Animations** tab on the Ribbon and click the **Move Earlier** or **Move Later** button in the Timing group.

The number next to the animation changes accordingly.

Remove an animation effect

It's easy to remove an animation if you decide you don't like it.

Select the effect that you wish to remove.

Click the **Animations** tab on the Ribbon and click the **More** button in the Animation group.

A list of animation options appears.

Select **None**.

The animation effect is removed.

Other Ways to Remove an Animation Effect:

In the Animation Pane, select the effect you want to remove, click the effect's list arrow, and select **Remove**.

Customizing Animation Effects

You can further customize animation effects from the Animation Pane. The Animation Pane gives you a little more control over how effects behave on the slide, including animation order, effect durations, effect options, and timing.

Customize effect options

Effect options may be adjusted beyond the options that are presented on the Ribbon. For example, you can adjust start and end settings as well as add enhancements, like sound effects.

Click the **Animations** tab on the Ribbon and click the **Animation Pane** button in the Advanced Animation group.

The Animation Pane appears. It each of the animation effects on the slide in the order in which they were added.

Select the effect that you wish to customize.

Click the animation's list arrow and select **Effect Options** from the list.

The animation style dialog box appears with the Effect tab displayed.

Customize the animation effect using the options under the Settings and Enhancement headings and click **OK**.

The new settings are applied and a preview appears.

Customize animation timing

Much like effect options, you can also customize timing from the Animation Pane. You can change settings, set triggers, or set an effect to repeat.

Click the **Animations** tab on the Ribbon and click the **Animation Pane** button in the Advanced Animation group.

The Animation Pane appears.

Exercise

Exercise File: Tourism10-5.pptx

Exercise: Navigate to Slide 4 and use the Animation Pane to add the "Whoosh" sound to the chart animation.

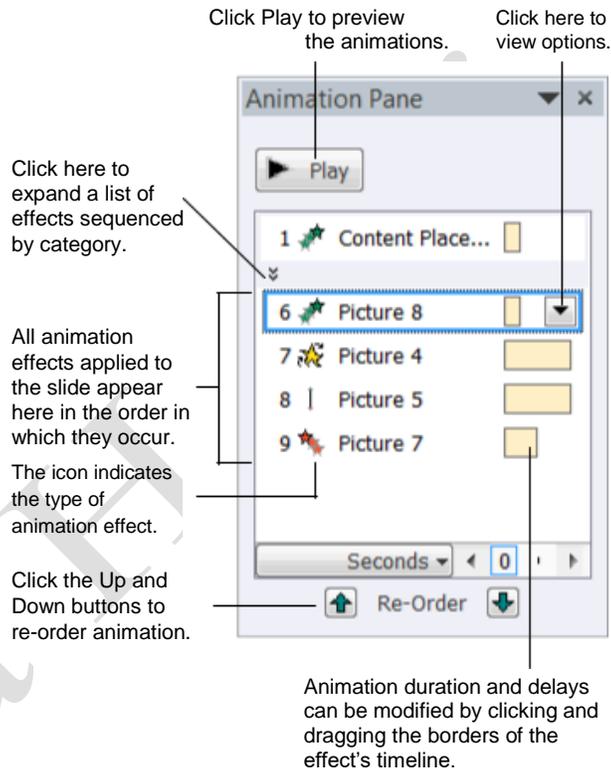


Figure 10-5: The Animation Pane.

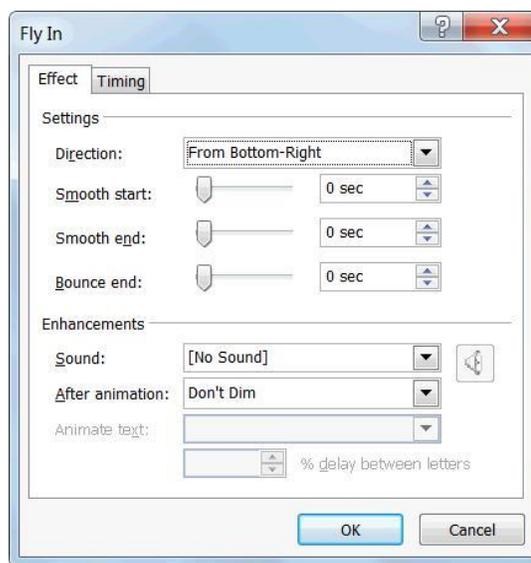


Figure 10-6: The Effect tab in the animation style dialog box. Options will differ among the animation styles.

Select the effect that you wish to customize.

Click the animation's list arrow and select **Timing** from the list.

The animation style dialog box appears with the Timing tab displayed.

Change the timing options and click **OK**.

The new settings are applied and a preview appears.

Other Ways to Customize Effect Timings:

Select the effect in the Animation Pane and click and drag the borders of the effect's timeline.

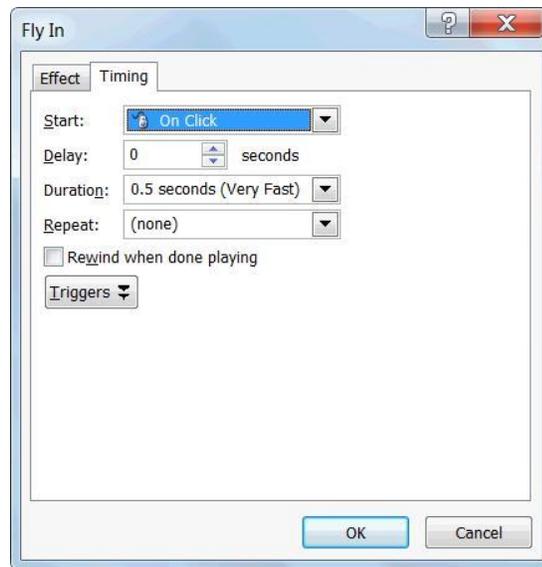


Figure 10-7: The Timing tab of the animation style dialog box. Options may differ among the animation styles.

Copying Animation Effects

If you find yourself applying the same animations over and over again, then you should familiarize yourself with the Animation Painter tool. The Animation Painter copies how an object is animated and lets you apply that animation to other objects.

Select the object with the animation you want to copy.

The Animation Painter will copy all of the animation attributes of the selected object.

Click the **Animations** tab on the Ribbon and click the **Animation Painter** button in the Advanced Animation group.

The selected object's animation is copied and the pointer changes from a mouse pointer to a paintbrush.

Tip: Single-click the **Animation Painter** button to apply copied formatting once. Double-click the **Animation Painter** button to apply copied animation multiple times.

Click the paintbrush pointer on the object to which you want to apply the copied animation.

The copied animation is applied.

Tip: If you double-clicked the Animation Painter button in Step 2, click the **Animation Painter** button again to deactivate it, or press **<Esc>**.

Exercise

Exercise File: Tourism10-6.pptx

Exercise: Navigate to Slide 4 and use the Animation Painter to apply the same effect to the chart on Slide 3.

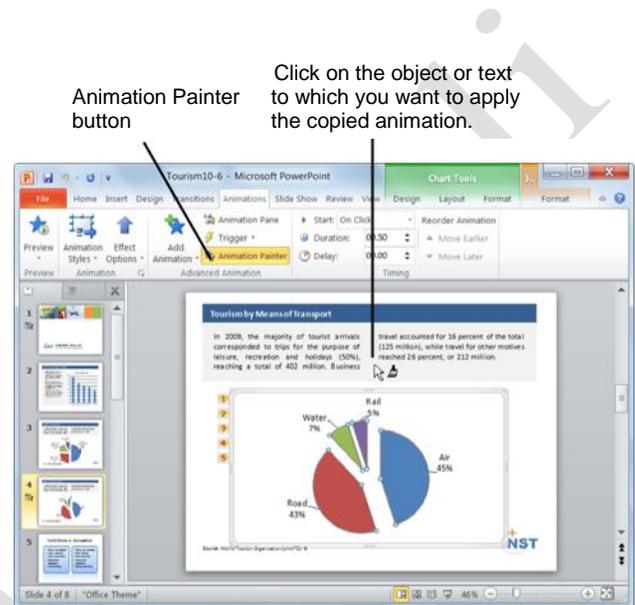


Figure 10-8: The Animation Painter.

Previewing a Transition or Animation Effect

You should always preview your transition and animation effects before you deliver your presentation in front of an audience.

Navigate to the slide containing the transition or animations you want to preview.

Click the **Transitions** or **Animations** tab on the Ribbon and click the **Preview** button in the Preview group.

A preview of each effect on the slide appears.

✔ **Tip:** During an animation preview, a tiny timer bar appears in the Custom Animation task pane. You can use this timer to calculate how long it takes for your animations to play.

Other Ways to Preview an Animation:

In the Custom Animation task pane, select the effect you want to preview and click the **Play** button.

Exercise

Exercise File: Tourism10-7.pptx

Exercise: Navigate to Slide 4 and preview the animation effects applied to this slide.

Preview button

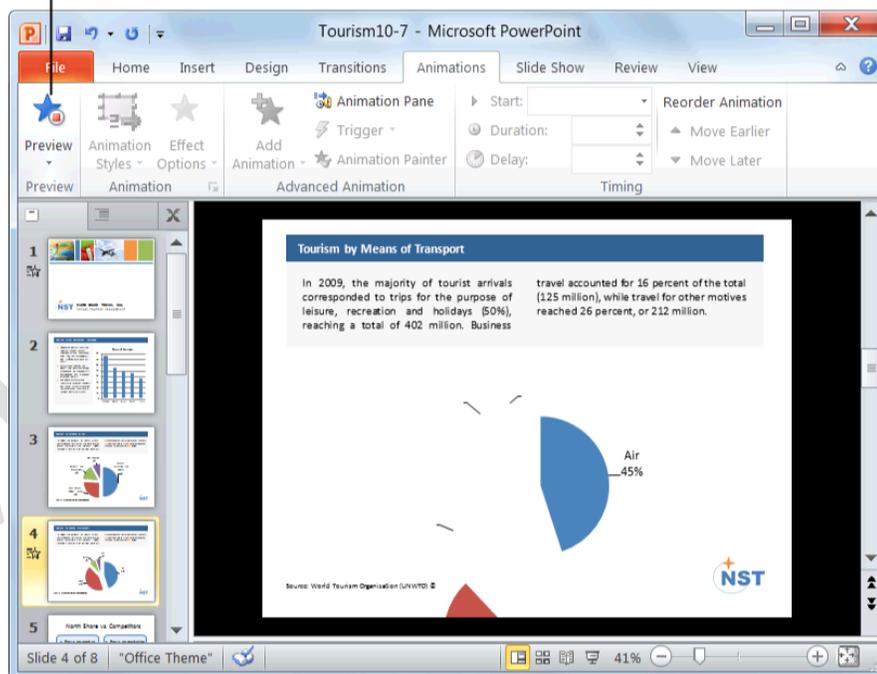


Figure 10-9: Previewing a slide's animation effects.