

PowerPoint Tips: Working with Animation

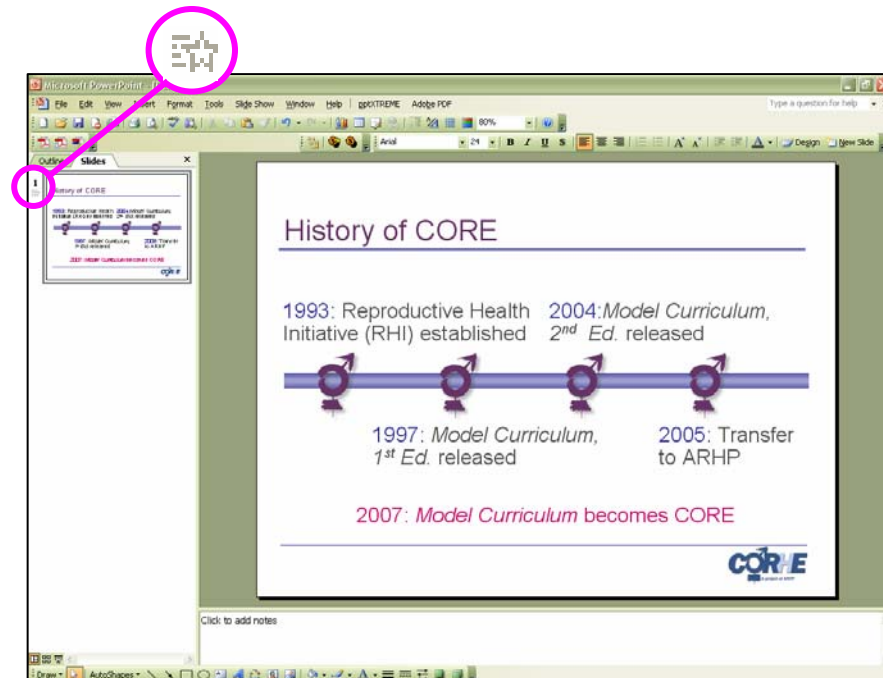
Animation can be a useful addition to a presentation. You can use animation to highlight key points or control when different pieces of information become visible on a slide.

How can I tell if the slide is already animated?

Some slides you will download from CORE are animated as part of their original design.

To tell if a slide contains animation, look at the slides in either “normal” view or “slide sorter” view. (For more information about using the slide views, please visit the Using the Slide “Views” section of the CORE site.)

Animated slides will have a star-shaped symbol next to them.



How can I see what the slide will look like when it's animated?

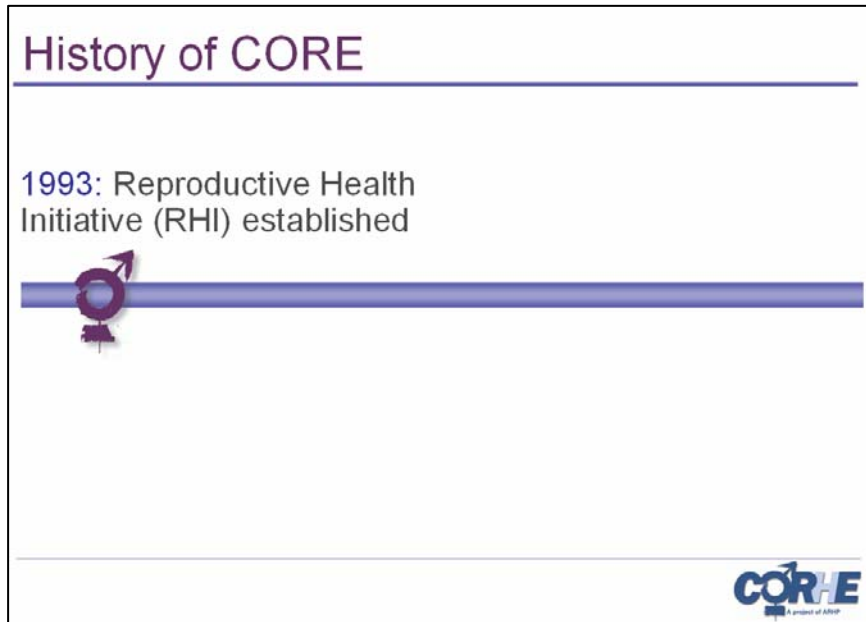
To play the animation contained within a slide, click on the star-shaped symbol next to the slide. The animation will play quickly, giving you a sense of how it will appear during a presentation.

Another way to play the animation is to view the slide in “slide show” view. (For more information about using the slide views, please visit the Using the Slide “Views” section of the CORE site.) If the animation is automatic, it will play by itself. If the animation does not start playing right away, scroll down on your mouse or click the down arrow on your keyboard. This will activate any animation that is click-dependent.

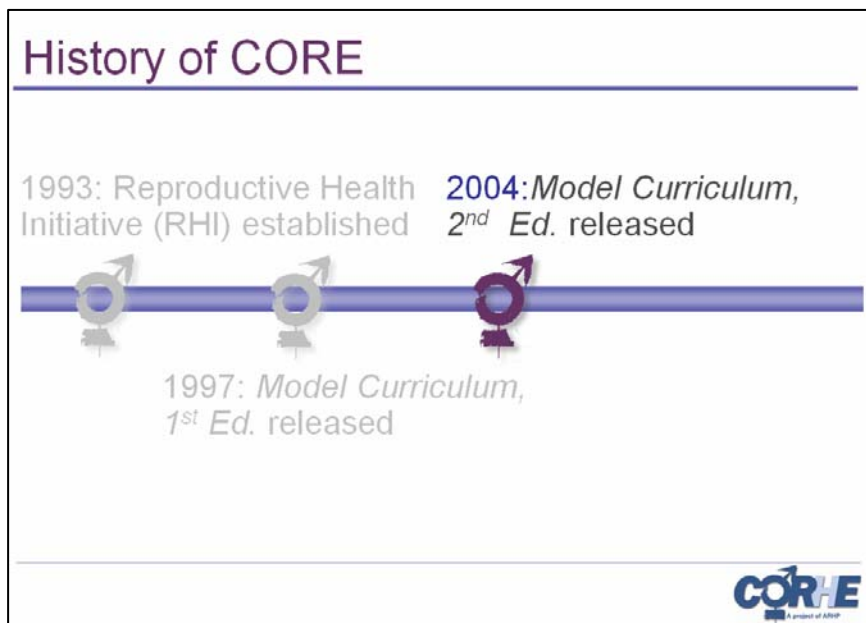
Let's use the “History of CORE” slide in the image above as an example.

All of the information contained on the slide is visible when you look at this slide in PowerPoint—but, when you play the animation, the information appears in pieces. A new piece of information appears on the slide each time you scroll down on your mouse or click the down arrow on your keyboard.

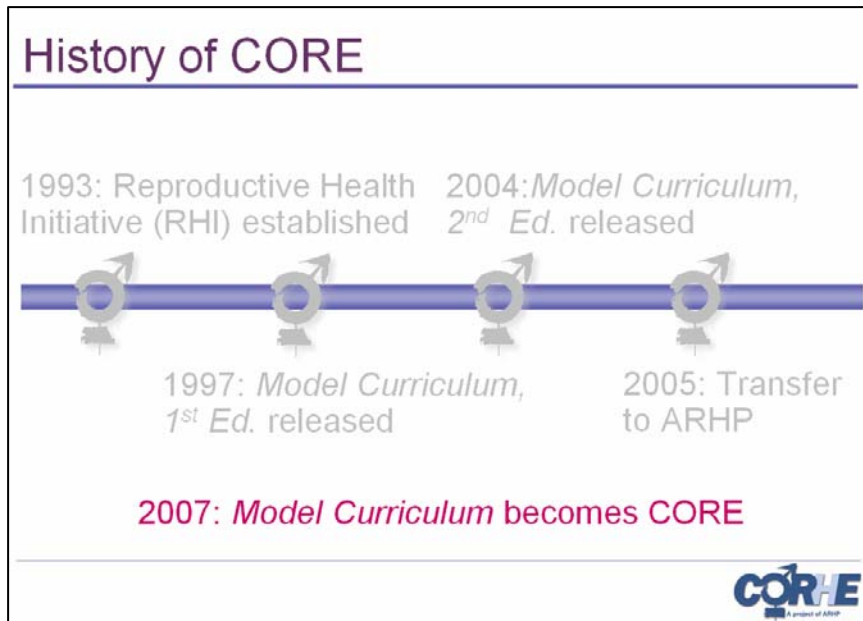
Click 1:



Click 3:



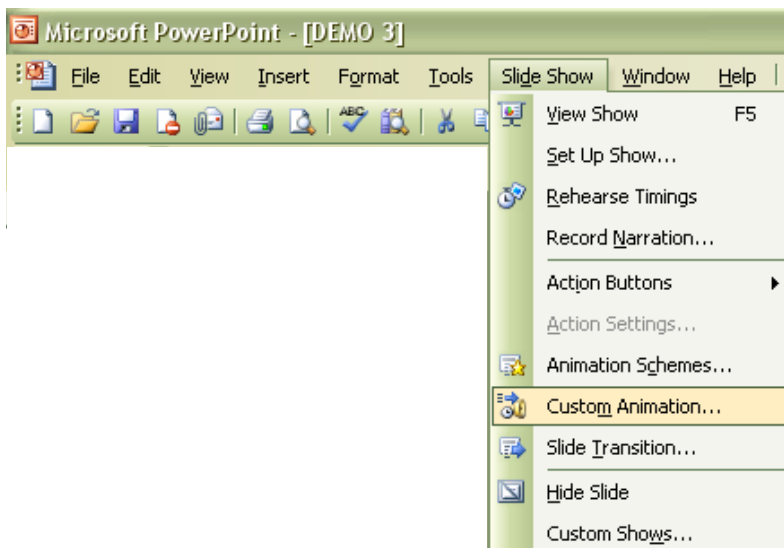
Click 5:



By controlling when each piece of information appears on the slide, you can tailor the amount of time you spend addressing each point and reduce information overload for your audience.

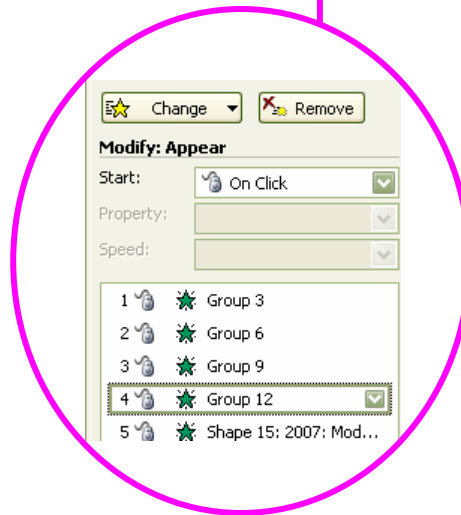
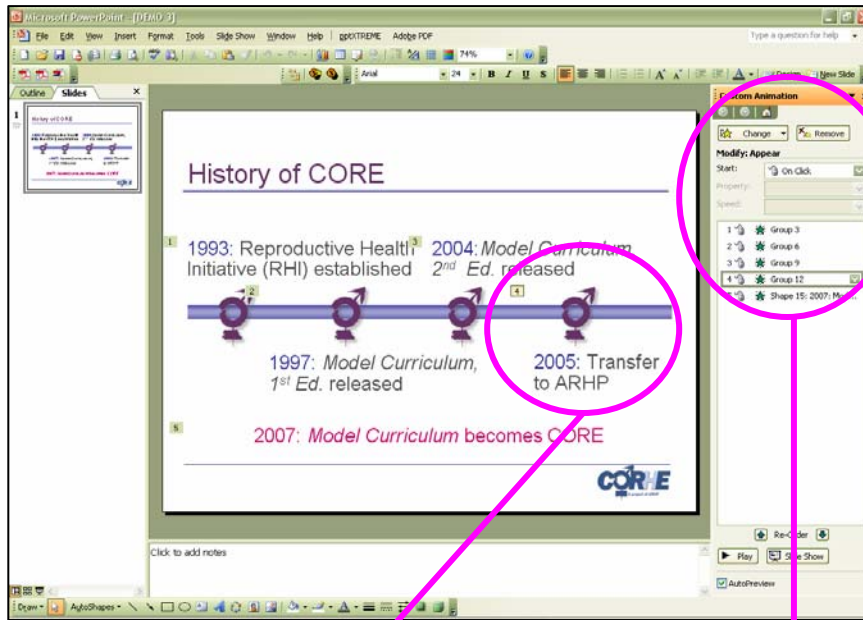
How can I add, change, or remove the animation on a slide?

To view the animation on a given slide, view the slides in “normal” view. Click on “custom animation” in the “slide show” tab in the upper menu.



A new pane will open on the right side of the screen. This pane will show you the animation that is applied to the slide in the center pane. Within this pane you can change or remove any animation already applied to a given slide.

Curricula Organizer for Reproductive Health Education (CORE)
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The numbers in the animation pane refer to the each piece of information set to appear on the slide. In this example, you can see that the fourth piece of information to appear on the slide is “Group 12,” which includes the image on the timeline and the text below the timeline. The mouse icon next to the number 4 tells you the animation is click-dependent (i.e., will play when you scroll down on your mouse or click the down arrow on your keyboard).

PLEASE NOTE: This information is very basic. For more detailed information about this topic, please refer to the appropriate section in Microsoft Office PowerPoint Help.