

Course
&
Test Series

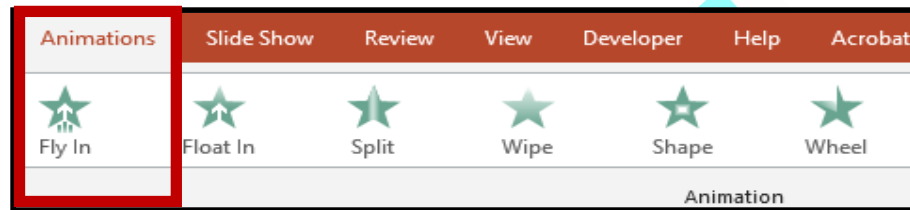
Adding Animations on a Slide in Power Point

Microsoft Power Point

Module 27 - Adding Animations on a Slide in Power Point

Animation:

Animation in PowerPoint refers to the visual effects applied to text, images, shapes, charts, or other objects on a slide to make them move, appear, disappear, or change in some way during a presentation.



These effects help to:

- Draw attention
- Emphasize key points
- Make presentations more engaging and dynamic

Types of Animations

- **Entrance Animations:** Control how objects appear on the slide (e.g., Fade, Fly In, Zoom).
- **Emphasis Animations:** Draw attention to objects already on the slide (e.g., Spin, Pulse, Grow/Shrink).
- **Exit Animations:** Define how objects leave the slide (e.g., Fade, Fly Out, Shrink).
- **Motion Paths:** Move objects along a custom path (e.g., Left, Right, Custom Path).
- **Animation Styles:** Advanced options like triggers and combining animations.

Add Animation on Slides:

To add an animation to an object (text, image, shape, etc.) in a PowerPoint slide, follow these steps:

1. **Select the Object**
 - Click on the object (e.g., text box, image, shape) you want to animate.
2. **Go to the Animations Tab**
 - At the top of the screen, click on the “Animations” tab.

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3. Choose an Animation

- In the Animation group, you'll see a variety of animation effects like Fade, Fly In, Zoom, etc.
- Click on the animation you want to apply. It will immediately appear on the selected object.

4. Customize the Animation (Optional)

- Timing: Set how the animation starts (on click, with previous, or after previous), duration, and delay.
- Effect Options: Some animations have extra options, like direction or style. Click "Animation Pane" (in the Advanced Animation section) to adjust the order and timing of animations.

5. Preview the Animation

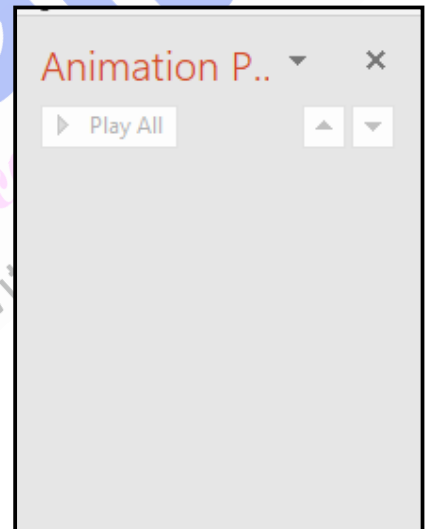
- Click "Preview" to see how the animation looks.

Animation Pane:

The Animation Pane in PowerPoint is a tool that helps you manage and control the order, timing, and details of animations on your slides. Here's how to use it:

How to Open the Animation Pane?

1. Go to the Animations Tab
 - Click on the "Animations" tab at the top of the screen.
2. Open Animation Pane
 - In the Advanced Animation group, click on "Animation Pane."
 - The Animation Pane will appear on the right side of the screen.



Helping tool (Format Tab)

To insert a shape in PowerPoint:

- Go to the "Insert" tab and click "Shapes".
- Select the desired shape and draw it on your slide by clicking and dragging.

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Shape Style

- Shape Fill: Change the color or gradient inside the shape.
- Shape Outline: Adjust the color and weight of the shape's border.
- Shape Effects: Add effects like shadows, reflections, glows, soft edges, etc.

WordArt Style:

To apply a WordArt style in PowerPoint, go to the "Insert" tab, click "WordArt", and choose a style. Then, type your text and customize the color, outline, and effects as desired.

Arrange

- Bring to Front: Moves the selected object above all others.
- Send to Back: Moves the selected object behind all others.
- Bring Forward: Moves the object one layer up.
- Send Backward: Moves the object one layer down.
- Align: Aligns multiple objects (left, center, right, top, middle, bottom).
- Group: Combines multiple objects so they act as one.
- Ungroup: Separates grouped objects.
- Rotate: Rotates or flips the selected object in various directions.

Assignment

3-slide PowerPoint Presentation on "Namkeen and Biscuits"

Slide 1: Introduction to Namkeen and Biscuits

Title: Namkeen & Biscuits: A Tasty Combo!

Content:

- Namkeen and Biscuits are popular snacks for people of all ages.
- They offer a mix of taste, texture, and convenience.
- Perfect for homes, travel, and office breaks.

Instructions:

- Title font: Bold, Dark Orange, size 36
- Body text: Use Calibri, size 24, bullet points
- Insert relevant images of Namkeen and Biscuits

Animations:

- Title: Zoom
- Bullet Points: Appear (with By Paragraph option)

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- Images: Float In from bottom

Slide 2: Popular Varieties

Title: Famous Types of Namkeen & Biscuits

Content (Table Format):

- Namkeen Biscuits
- Bhujia Parle-G
- Aloo Bhujia Bourbon
- Sev & Chiwda Marie Gold
- Masala Peanuts Hide & Seek

Instructions:

- Use a 2-column table
- Header row: Bold and filled with light yellow
- Text size: 20 or higher
- Use icons or small pictures in cells for visual appeal

Animations:

Table: Wipe from Left
Optional images: Grow & Turn

Slide 3: Why We Love Them

Title: Why Everyone Loves Namkeen & Biscuits

Content:

- Easy to store and carry
- So many flavors to choose from
- Affordable and available everywhere
- Perfect snack with tea or coffee

Instructions:

- Use checkmark bullets
- Highlight keywords like affordable, flavors with Bold + Italic
- Add background image (faint snack collage)

Animations:

Title: Fade
Each bullet: Fly In (set to After Previous)
Background image (if any): Fade In

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