



Microsoft PowerPoint Exercises 5



Custom Animation

In these exercises we will get creative with some of the more advanced animation features.

Exercise 1. Adding Animation

1) Open the file called *Custom Animation.pptx*

This presentation file contains one picture which is being used as a background, and a second picture of a man. We are going to make the man walk across the scene, speak (using a speech bubble) and then walk off the scene.

Note: When you are choosing your animation options, make sure you have the man selected and not the background, otherwise your background will be moving instead.

2) Click on the man to select him.



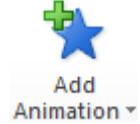
3) Click the **Animations** tab on the **Ribbon Bar**.



When you are working with a lot of animation in a slide it can be easy to lose track of what's moving and when. The **Animation Pane** can help organise your animations and their timing.

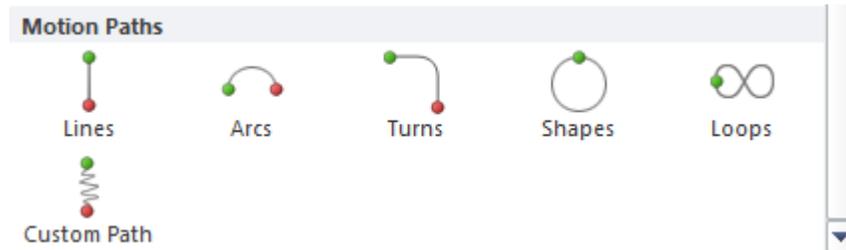
- 4) Click  **Animation Pane** to display the **Animation Pane** on the right side of your window.

Currently it will be empty but when we add animations they will be listed in the order that they will occur in. We will use a motion path animation to make our man move in a certain direction.



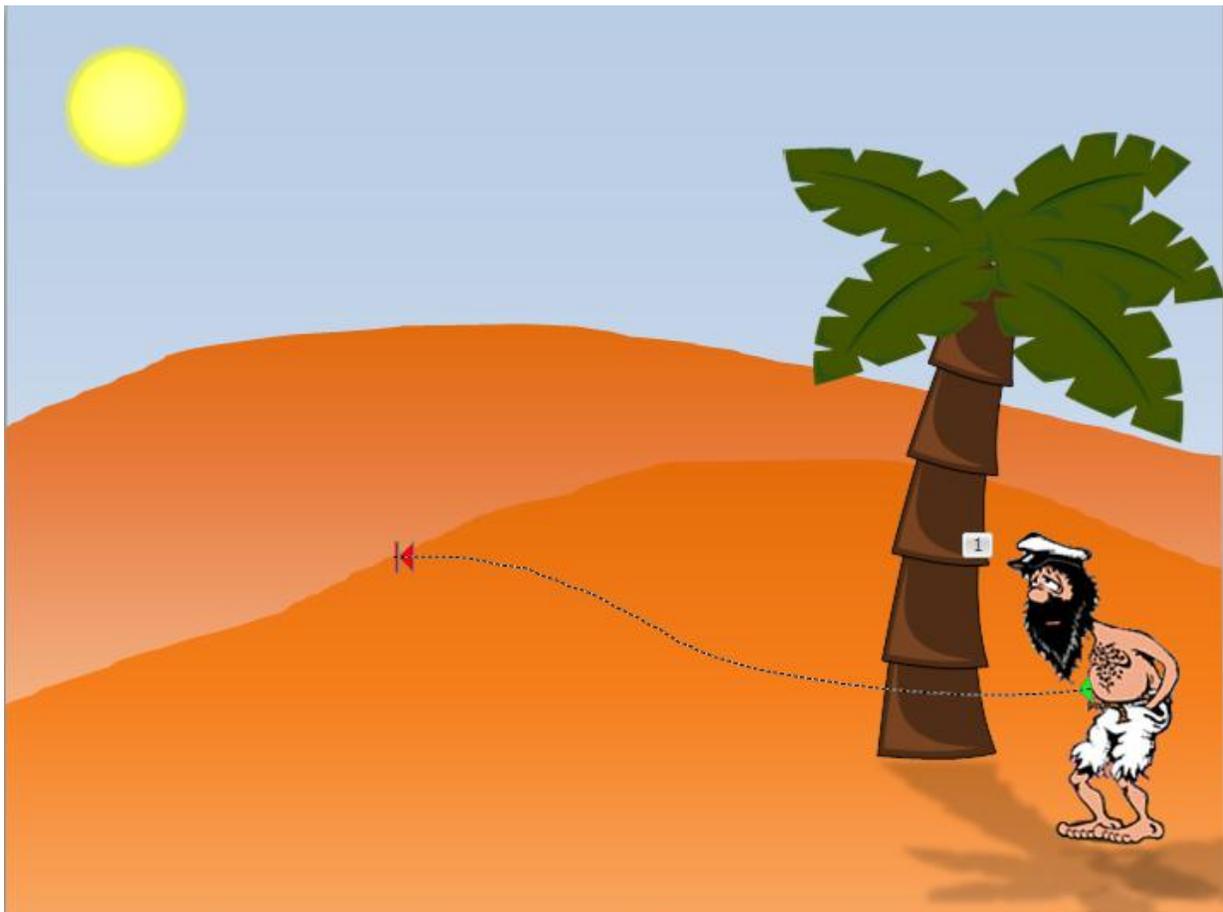
- 5) Click **Add Animation**.

- 6) Scroll down the list of animations until you reach the **Motion Paths** category.



A motion path allows you to create a special kind of line on your slide. The selected object will move so that it follows the line from its starting point to its ending point. The line will not be visible when you are viewing your presentation.

- 7) Click **Custom Path**. We will create a path that will make the man move to the top of the hill.
- 8) Draw a custom path going from the man to the top of the hill like the example below. Double click when you reach the end point of the line.



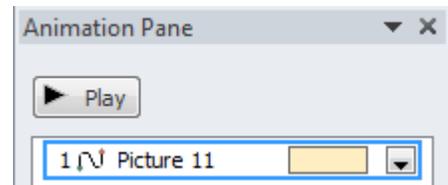
When you finish the line, several things will happen. Firstly, you will notice the man move along the path you have just drawn. This is intended to give you a preview of that the animation will look like.

You will also see selection handles around the line, allowing you to modify and reposition the line. If you don't like where you have drawn it, simply press **[Delete]** while the line is still selected (or click on it if it's no longer selected) and draw it again.

A small number 1 will be visible next to the main. When you have animations on your slide, each will be numbered in the order they will happen in.

You will also notice the animation has been added to the Animation Pane with a number 1 next to it. When you add additional animations, each one will be listed in there with a number next to it.

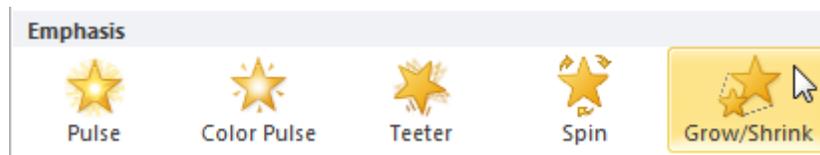
- 9) Click the **Play** button at the top of the animation pane to see your animation again.



In addition to moving the man, we will also make him grow smaller as he moves across the hill to make it look as though he is moving further away. Size changes can be done using Emphasis animations.

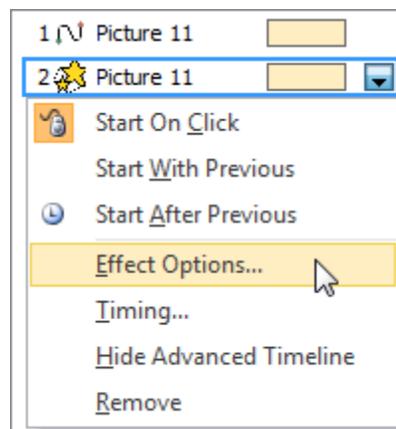
- 10) Click **Add Animation**.

- 11) Choose **Grow/Shrink** from the **Emphasis** category.



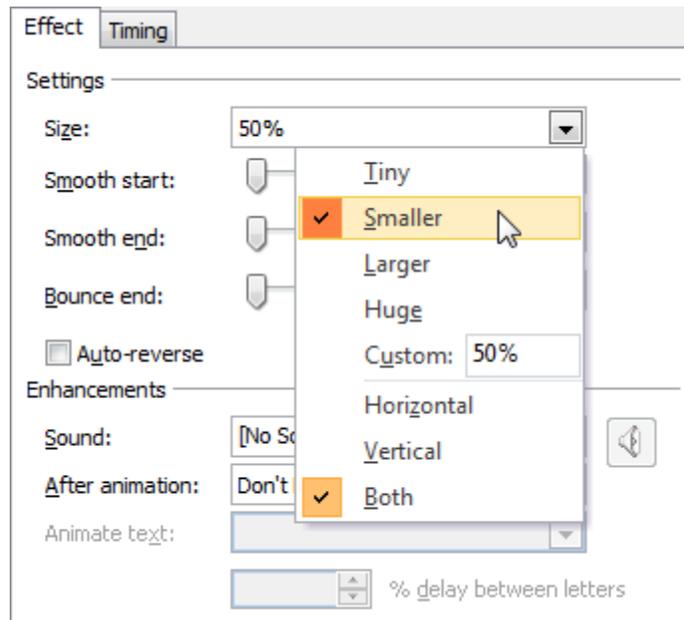
The preview animation will show the man growing which is the default setting for this animation type. To make him get smaller instead we will need to change the settings.

- 12) Click the small arrow next to the animation in the **Animation Pane**.



- 13) From the list which appears select **Effect Options**. The **Grow/Shrink** options will appear.

14) Change the **Size** option to *Smaller*. If you decide later that it's not quite the right size, you can open these options again and enter a **Custom %** for the size.

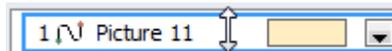


15) Click **OK** and you will see a preview animation showing the man growing smaller.

16) Click the **Play** button at the top of the **Animation Pane** to preview your animation.

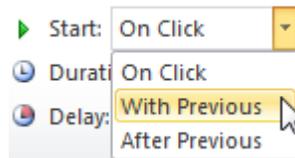
At the moment, the man isn't shrinking until after he finishes moving. We want him to shrink at the same time as he moves. Additionally, if you preview the slideshow (**[F5]**) you will find that neither animation will happen until you click the mouse button or press a key. We want them to happen automatically.

17) Click the first animation in the list.



In the right section of the Ribbon, you can see timing options for the selected animation.

18) Change the **Start** option from **On Click** to **With Previous**.



Now when you play your slideshow, instead of waiting for you to click before playing the animation, PowerPoint will start the animation when the previous action starts. In this case the previous action would be opening the slideshow so the animation will begin as soon as the slideshow begins.

19) Make the same change with the second animation (the **Grow/Shrink** animation) so that it plays at the same time as the first animation.

20) Press **[F5]** to preview the slideshow. The man will begin moving and shrinking as soon as the slideshow opens.

21) Press **[Esc]** to exit the slideshow.

Exercise 2. Entrance and Exit Animations

After our man has moved, we will make a speech bubble appear above his head, stay there for a couple of seconds and then disappear.

- 1) Click the **Insert** tab on the **Ribbon**.



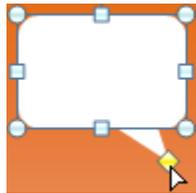
- 2) Click the **Shapes** icon.



- 3) From the list of shape types, go down to the **Callouts** section and click on one of the first speech bubbles.



- 4) Draw a speech bubble close to where the man ends up at the end of the first animation (if you don't quite get it in the right spot you can always move it later).
- 5) Change the colour and outline style of the speech bubble to a format you like.
- 6) Drag the yellow dot if needed, to change where the speech bubble is pointing (it should be coming from close to where the man's head will be).

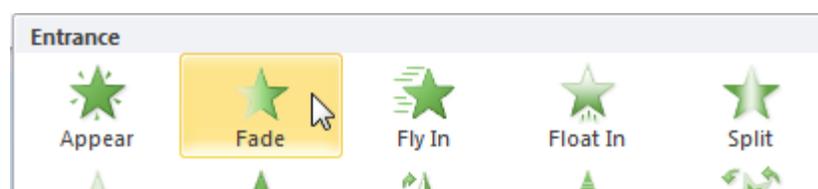


Now we will add an entrance animation. When you play your slideshow, objects with an entrance animation will not be visible until their entrance animation plays.

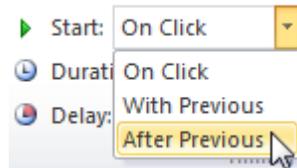
- 7) Right-click on the speech bubble and select  **Edit Text**
- 8) Enter a suitable caption like the one below.



- 9) Make sure the box is selected (not the text inside the box). From the **Animations** tab on the **Ribbon**, click **Add Animation**.
- 10) Select **Fade** under the **Entrance** heading.



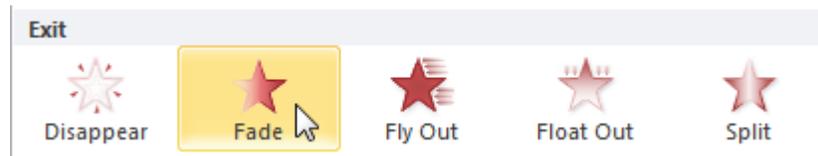
- 11) Once again this new animation will be set to occur on click. From the timing options at the top, change the **Start** option from *On Click* to *After Previous*. This will mean that the animation will start when the previous animation finishes (when the man stops moving).



Now to make the speech bubble disappear. That's where exit animations come in.

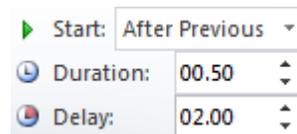
- 12) With the speech bubble still selected, click **Add Animation**.

- 13) This time select **Fade** under the **Exit** heading.



We don't want the speech bubble to vanish straight after it appears. We will use the timing options to add a delay of 2 seconds before it starts disappearing.

- 14) Change the timing options as shown below.



- 15) Preview your slideshow now (**[F5]**) to see how all the animations look.

- 16) Add one final animation to make the man move off the side of the slide to the left.

Hint: This should be similar to your first animation and should start after the previous animation – right after the speech bubble disappears. Make sure you select the man before adding the animation to move him. You might also want to add another **Grow/Shrink** animation.

- 17) Take a look at the Animation Pane and you will see bars next to each animation. These animations form the timeline which shows you when things will happen during your slideshow. You might need to resize the pane to make it wider so you can see all of the timeline.

