

# (Legacy) Microsoft PowerPoint 2007: Using Animation

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This article is based on legacy software.

Animation refers to the movement and sound accompanying text or slides in your presentation. Using animation with your lists and slides can often add excitement to your presentation by displaying text at crucial moments and making smooth transitions between topics. You can use preset animations or customize the animation to achieve the desired result.

## Adding Animation to Slides

Powerpoint 2007 allows you to easily and quickly animate any object in your presentation. Objects include images, charts, text, and *SmartArt*. Animations may also contain sounds. The following directions will explain how to use the animations that are built into PowerPoint. For information on creating custom animations, refer to Adding a Custom Animation below.

1. From the *View* tab, in the *Presentation Views* group, select **NORMAL**



The *Normal* view appears.

2. Select the slide to which you want to apply an animation
3. Select the object you want to animate
4. From the *Animations* tab, in the *Animations* group, from the *Animate* pull-down list, select an animation  
HINTS:  
Available options will vary depending on what you have selected.  
To preview an animation, with the desired object selected, hold your cursor over the name of the animation.
5. OPTIONAL: Repeat steps 2-4 for each slide to which you want to apply animation


## Adding a Custom Animation

By using the *Custom Animations* pane, you can have more control over your animations. There are more animations available through the *Custom Animations* pane, as well.

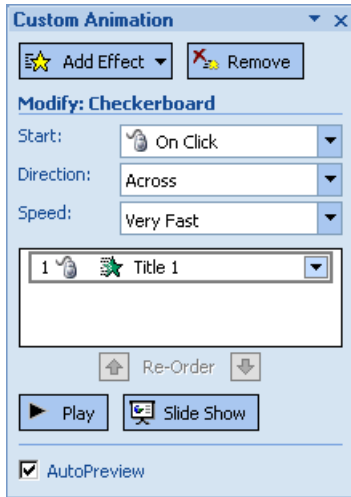
1. From the *View* tab, in the *Presentation Views* group, select **NORMAL**



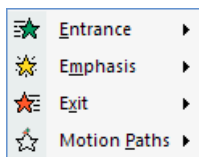
The *Normal* view appears.

2. Select the slide to which you want to apply an animation
3. Select the object you want to animate
4. From the *Animations* tab, in the *Animations* group, click **CUSTOM ANIMATION** 

The *Custom Animation* pane appears.



5. From the *Add Effect* pull-down list, select the desired type of effect » select your effect




6. OPTIONAL: For more animation choices in each category,
  - a. From the *Add Effect* pull-down list, in the submenus, select **More Effects...**

The *Add (Animation type) Effect* dialog box appears.
  - b. Select the desired animation
  - c. Click **OK**
7. On the *Custom Animation* pane, in the *Modify: Effect* section, use the pull-down lists to customize the animation specifications
 

*NOTE: The pull-down lists in the Modify: Effect section change depending on the animation you selected in step 5.*
8. OPTIONAL: To have your animation automatically preview when you make a selection, select **AutoPreview**
9. Repeat steps 2-8 for each object you wish to apply animation to

## Reordering Animations Using the Custom Animations Pane

The *Custom Animations* pane also lists all animations for the slide you are currently viewing. You can use this list to control the order of animations. To do so, follow these steps:


1. Select the slide you want to change
2. If the *Custom Animations* pane is not visible, from the *Animations* command tab, in the *Animations* group, click **CUSTOM ANIMATION**   
The *Custom Animations* pane appears.
3. From the *Modify: Effect* list, select the animation for which you want to change the order
4. Click and drag the animation to the desired place in the list
5. Release the mouse  
The order of the animations is changed.

## Adding Transitions to Slides

Transitions perform an effect as you move from one slide to the next. In PowerPoint 2007 transitions can be easily added to a slide using the *Transitions Gallery*.

### HINTS:

It may be tempting to use a different transition for each slide, but doing so may be distracting and appear unprofessional. You should use few slide transitions to provide consistency in your presentation.

1. On the *View* tab, from the *Presentation Views* group, select **NORMAL**   
The *Normal* view appears.
2. From the *Slides* tab, select the slide you would like to add a transition to  
*NOTE: The transition you apply will affect how the selected slide appears, not how it disappears.*
3. From the *Animations* tab, in the *Transition to This Slide* group, from the *Transitions Gallery*, select the desired transition.  
*NOTE: You can preview any transition by hovering your cursor over a transition icon in the *Transitions Gallery*.*
4. To set the speed of the transition, from the *Transition Speed* pull-down list, select a speed
5. OPTIONAL: To add a sound to the transition, from the *Transition Sound* pull-down list, select a sound
6. OPTIONAL: To apply this transition to all of your presentation's slides, click **APPLY TO ALL**

# Removing Transitions

1. Select the desired slide(s)
2. From the *Animations* tab, in the *Transition to This Slide* group, from the *Transitions Gallery*,

select **NO TRANSITION**





Transitions are removed from the selected slide(s).

# Removing Animations

Animations can be removed from objects all at once using the *Animations* group, or one at a time using the dynamic *Custom Animations* pane.

## Removing Animation: Custom Animation Pane Option

The following steps show how to remove one animation at a time.

1. Select the slide containing an animation you want to remove
2. If the *Custom Animation* pane is not visible, from the *Animations* tab, in the *Animations* group, click **CUSTOM ANIMATION** 
3. In the *Custom Animation* pane, from the *Modify: Effect* list, select the animation you want to remove
4. Click **REMOVE**  Remove  
The animation is removed.

## Removing Animation: Group Option

The following steps show how to remove all animations from an object at once.

1. Select the desired slide
2. Select the object you want to remove animation from
3. From the *Animations* tab, in the *Animations* group, from the *Animate* pull-down list » select **No Animation**  
Animations are removed from the object.