



University Information  
Technology Services

# Microsoft Office PowerPoint 2016 for Windows

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Transitions & Animations; Timing the Presentation

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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# University Information Technology Services

## Microsoft Office: PowerPoint 2016 for Windows Transitions & Animations; Timing the Presentation

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## Introduction

This booklet is the companion the *PowerPoint 2016: Transitions & Animations; Timing Your Presentation* workshop. It will explain how to add transitions and animations to presentation slides. Text, graphics, diagrams, charts, shapes, and other objects placed on your slides can all be animated to draw attention, emphasize important points, control the flow of information, and add interest to the presentation during the slideshow. You can rehearse your presentation to make sure that it fits within a certain time frame. This booklet will also explain how to time your presentation to record the amount of time needed to present each slide.

This booklet offers step-by-step instructions to creating dynamic presentations using transitions, animations, and timing. For other functionalities, please refer to the *PowerPoint 2016: Intro to PowerPoint* booklet.

## Learning Objectives

After reading this booklet, you should be able to:

- Apply transitions
- Change the properties of a transition
- Create one or more animations to a slide
- Reorder animations
- Use the animation painter
- Remove an animation
- Use the animation pane
- Time the presentation

## Transitions

Transitions are used to control the pace of your presentation and create a better flow between slides. Rather than simply changing from one slide to the next, you can apply special effects to the slides as they transition. The steps below explain how to apply transitions to your slides.

### Adding a Slide Transition

1. Select the slide you wish to apply a transition to.
2. Select the *Transitions* tab (See Figure 1).
3. Select a **transition effect** from the *Transitions to this Slide* group (See Figure 1).
4. Select the **down-arrow** to view all of the available Transitions at once (See Figure 1).



Figure 1 - Apply Transitions

5. Once you select a transition type, click **Preview** to view the effect on the slide.

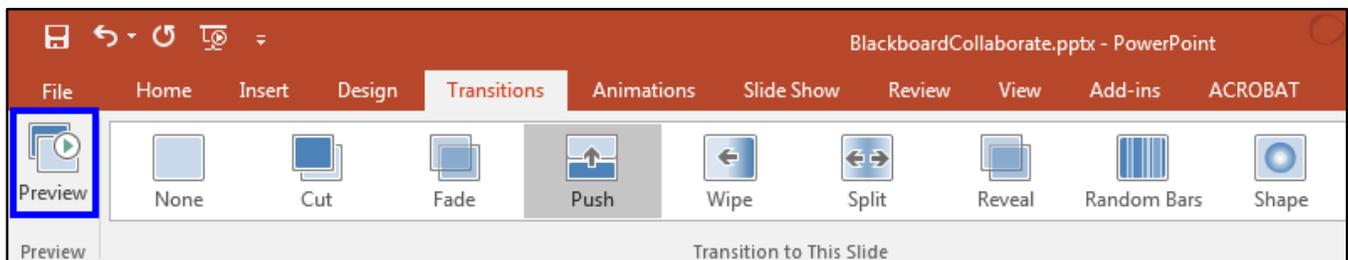


Figure 2 - Preview

6. If you would like the same transition for all slides in the presentation, click **Apply To All** in the *Timing* group.

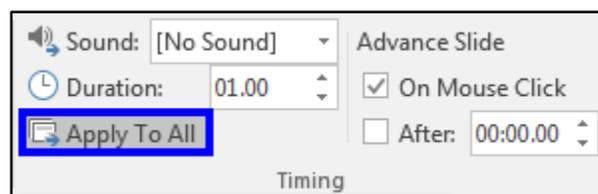


Figure 3 - Apply To All

## Changing the Properties of a Transition

Occasionally you may experience the transition speed is too fast or too slow. You may also want to add sound to a transition effect to enhance your presentation as well as control how the slide advances. In order to change these settings, follow the steps below:

1. Select the **Transitions** tab.
2. In the *Timing* group, click the **down-arrow** for Sound to add a sound effect for the transition (See Figure 4).
3. Select the **up/down arrow** next to Duration to choose the amount of time the transition lasts. (See Figure 4).



Figure 4 - Sound and Duration

4. Click the **Preview** button as shown in the Preview group as shown in Figure 2, to test your settings.
5. If you would like the same setting for all slides within the presentation, click **Apply to All**.
6. You can also set how the slide will advance; either by a mouse click or after a certain amount of time has elapsed.

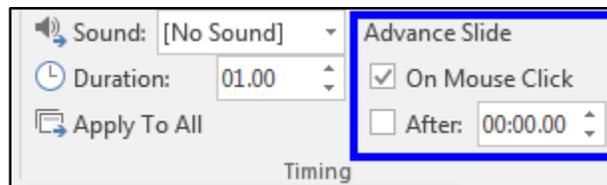


Figure 5 - Advance Slide

## Creating One or More Custom Animations

1. Click the **Animations** tab.
2. Click the object (i.e.: clipart, textbox, shape) you would like to animate to select it.
3. Click the **Add Animation** button.

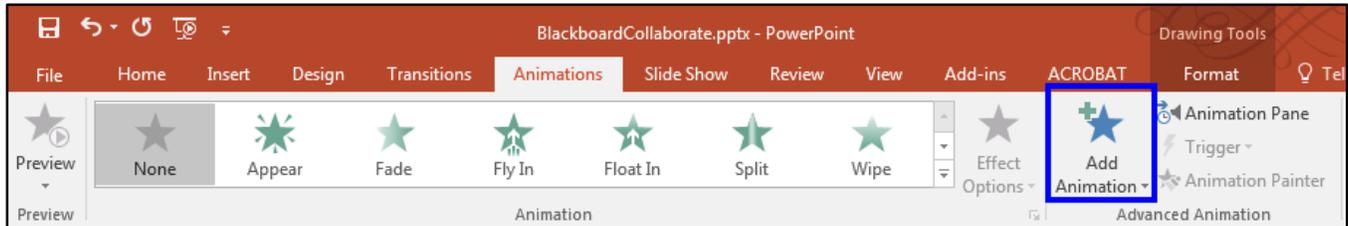


Figure 6 - Add Animation

4. Select the animation from the drop-down list which offers four types of animation effects (See Figure 7):
  - a. **Entrance:** Objects can enter the slide via any of the entrance effects, including *Fly In*, *Dissolve In*, *Grow & Turn*, *Swish*, and *Crawl In* (See Figure 7).

**Note:** If you do not apply an entrance effect, the animated object starts at the position where you placed it on the slide.
  - b. **Emphasis:** This effect draws attention to an object that is already on the slide via any of the emphasis effects available, including *Flash Bulb*, *Spin*, *Grow & Shrink*, and *Color Wave* (See Figure 7).
  - c. **Exit:** Objects can leave the slide via any of the exit effects such as *Fly Out*, *Disappear*, *Spiral Out*, and *Sink Down* (See Figure 7).
  - d. **Motion Paths:** Objects can travel along a track which was created based on predefined motion paths such as *Circle*, *Funnel*, *Stairs Down* or *Wave*. The object could also travel along one of four drawn custom paths: *Line*, *Curve*, *Freeform*, and *Scribble* (See **Error! Reference source not found.**Figure 7).

**Note:** To see a preview of the animation, select an animation and click the **Preview** button on the ribbon.



- To view additional effects, select either **More Entrance Effects**, **More Emphasis Effects**, **More Exit Effects**, or **More Motion Paths** from the bottom of the *Add Animations* menu (See Figure 7).

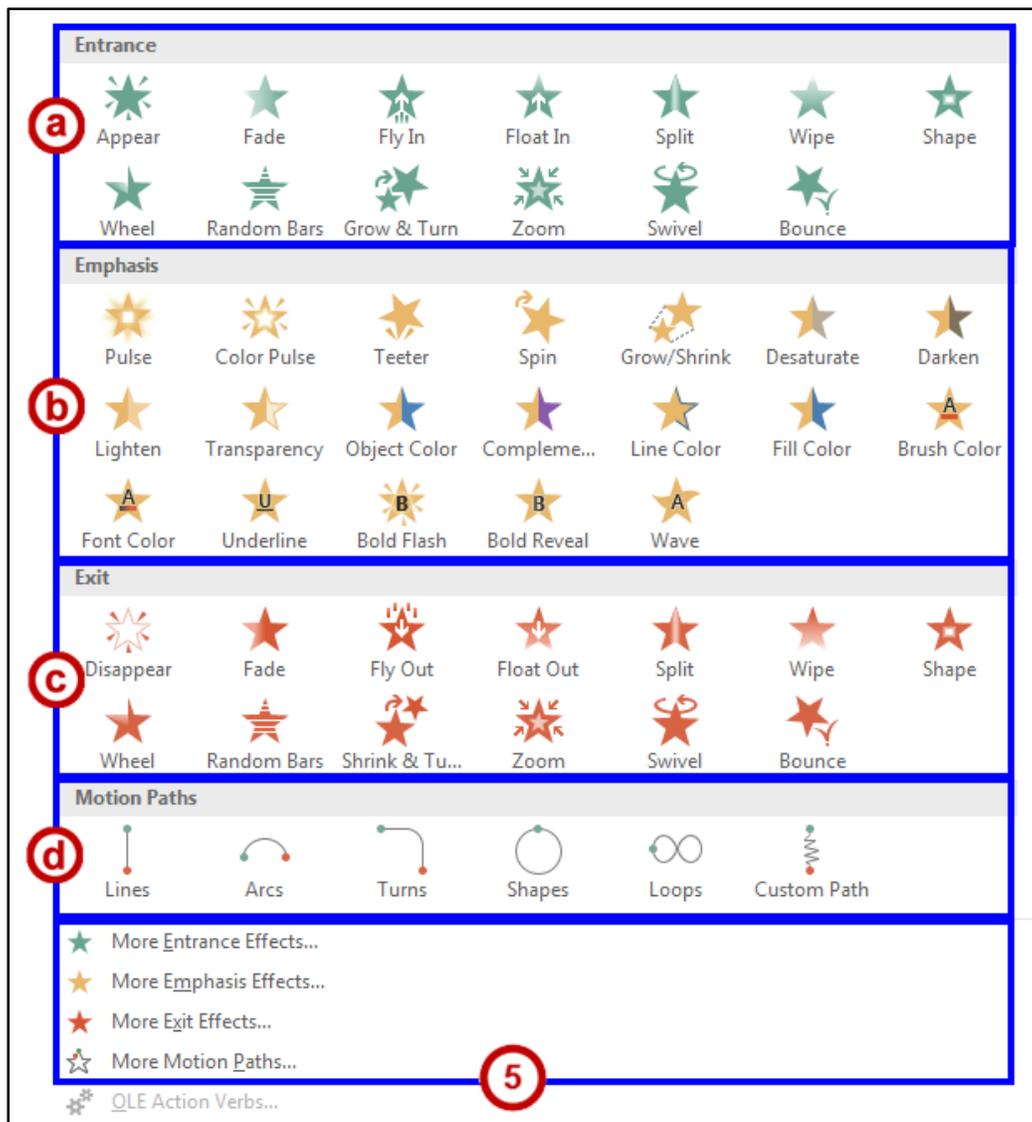


Figure 7 - Add Animations Effects

- Click the option of your choice to apply that animation effect to the selected object.

7. The Effect Options button may become available (Some effects such as Appear do not have any effect options). Click the **Effect Options** button, and change the option if desired.

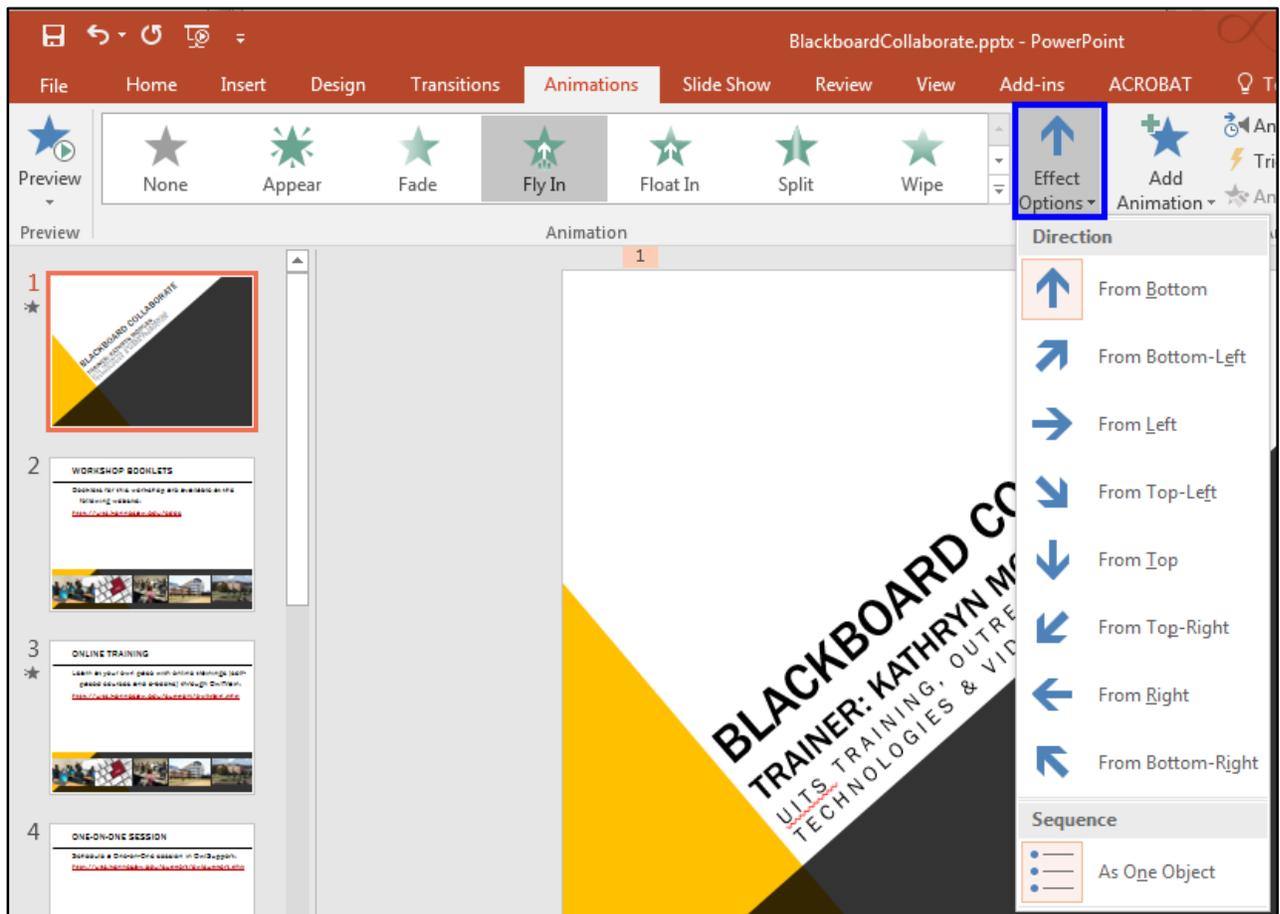


Figure 8 - Effect Options

**Note:** The effect options will vary depending on which animation is chosen.

8. Apply the timing options for your animation effect.
  - a. By default, the animation will play upon a mouse click. To make the animation play automatically when the slide loads, change the **Start** from *On Click* to *After Previous*.

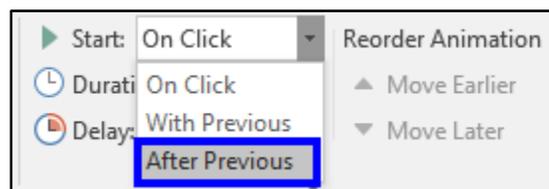


Figure 9 - Timing Options

b. You can specify the length of an animation by editing the **duration**.

**Note:** The longer the duration, the slower the effect.

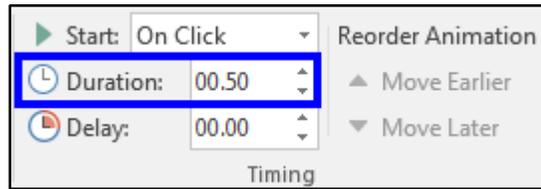


Figure 10 - Duration

c. You can set the animation to play after a certain number of seconds by specifying a **delay**.

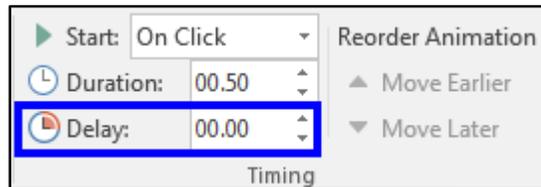


Figure 11 - Delay

9. Once the basic settings are in place, click the **Preview** button on the left side of the Animations ribbon to visualize the animation.



Figure 12 - Preview

10. To create more than one animation for a given object, click the **Add Animation** button again and repeat steps 4 through 9. You can, for example, give an object an *entrance* effect, an *emphasis* effect, and an *exit* effect. This would let you bring an object onscreen, draw attention to it, and then have it leave the screen.

## Reordering Animations

After applying a few animations to one or more objects on a slide, you may wish to change their order sequence.

1. Click the **object** that has the animations you wish to reorder.

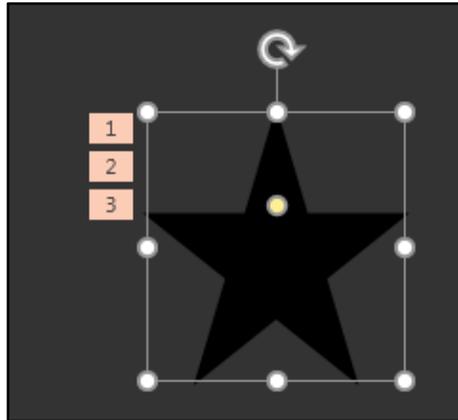


Figure 13 - Select Object

2. Click the **number** to the left of the object that is representing the effect you wish to move.

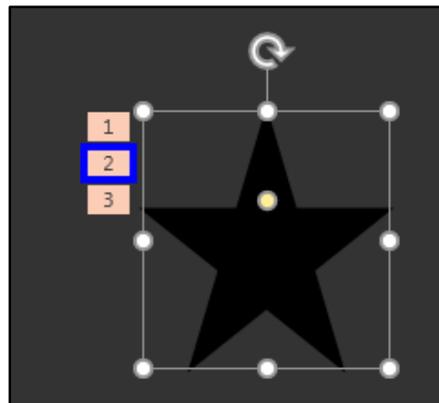


Figure 14 - Select Effects

3. At the right side of the ribbon, in the *Reorder Animation* group, click the button of your choice to **Move Earlier** or **Move Later**.

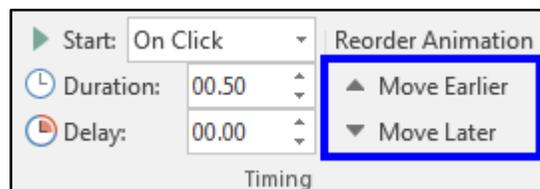


Figure 15 - Reorder Animation

4. Upon making these adjustments, the animation order will change.

## The Animation Painter

The **Animation Painter** makes it easy to copy a complete animation effect from one object to another.

1. Click the **animated object**.

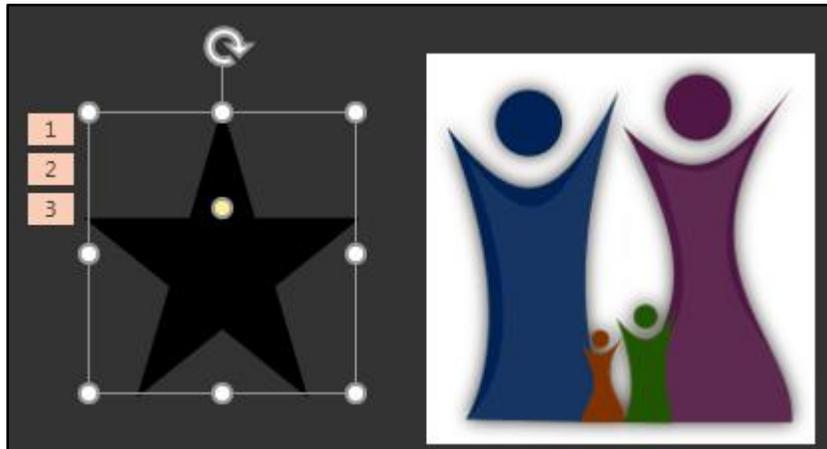


Figure 16 - Select Animated Object

2. Click the **Animation Painter** button on the ribbon. A small paint brush will appear next to the cursor.

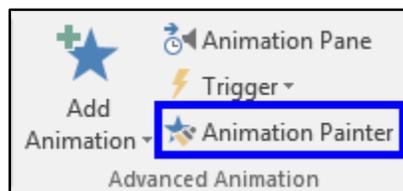


Figure 17 - Animation Painter

3. Click the **object** where you wish to apply the animation(s). The animations created for the first object are applied to the second object selected.

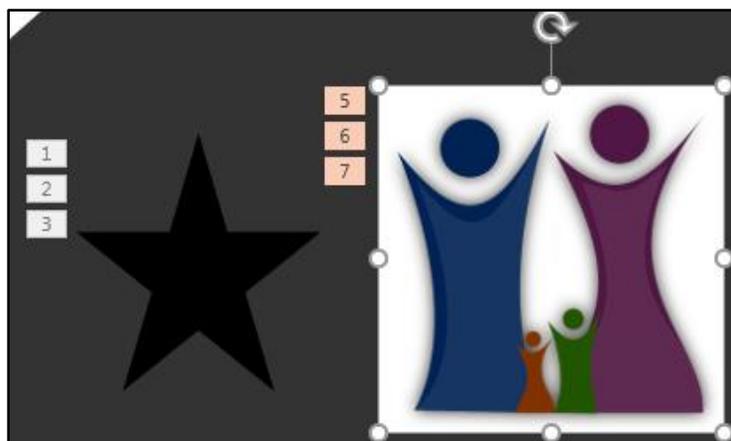


Figure 18 - Duplicated Animation Effects

## Removing an Animation

1. Click the **object** that has an animation already applied and that you wish to remove.
2. Click the **number** to the left of the object that is representing the effect you wish to delete.

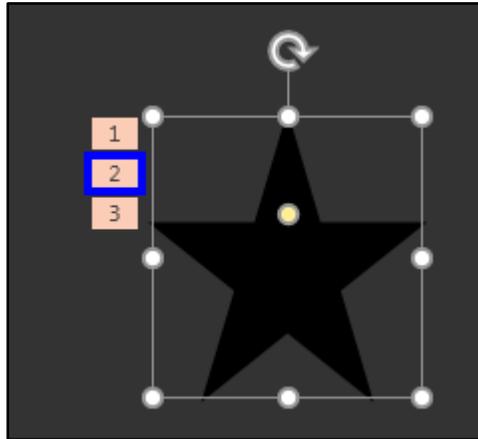


Figure 19 - Select Effect to be Deleted

3. Press the **Delete** key on the keyboard. This will delete the animation.

## The Animation Pane

You may access additional and more advanced animation options such as timeline, sound, and timing by enabling the animation pane.

1. From the *Animations* tab, click the **Animation Pane** button on the ribbon.

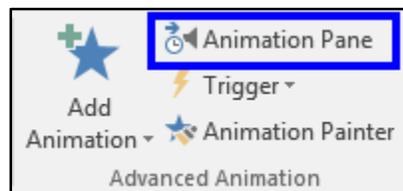


Figure 20 - Animation Pane Button

2. In the list in the *Animation Pane*, click the **animation** to be adjusted to select it.

3. Click the small **drop-down arrow** to the right of the selected animation.

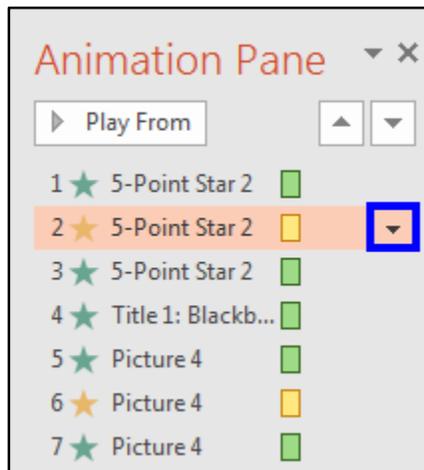


Figure 21 - Animation Pane

4. Select **Effect Options**.

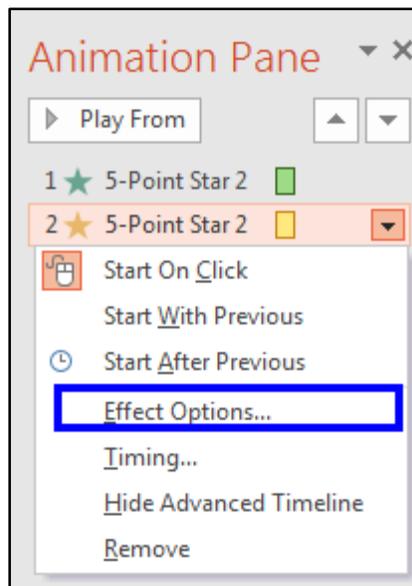


Figure 22 - Select Effect Options

- Under the *Enhancements* section, you can add **sound** and set the object to **not dim** after the animation.

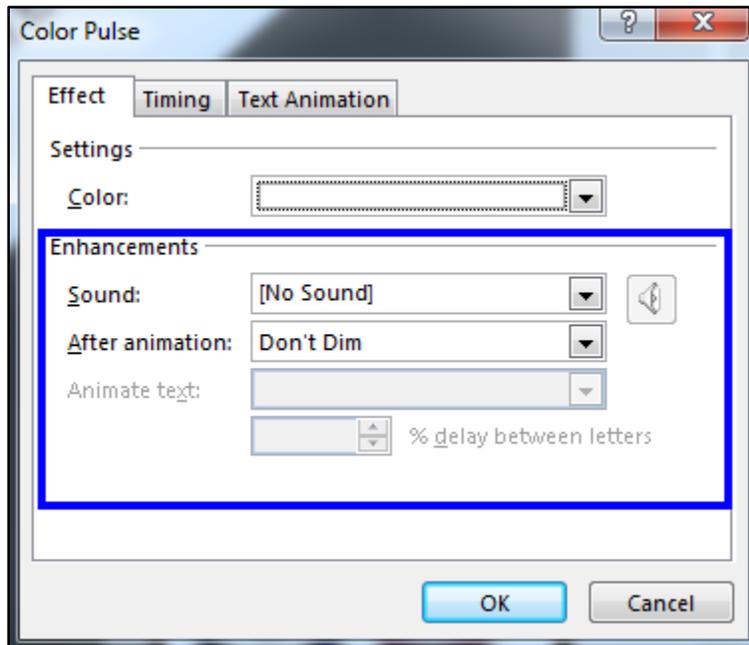


Figure 23 - Enhancements

- Click the *Timing* tab. From the **Timing** tab, you may set the animation to repeat and/or rewind when done playing. The **Speed** setting can be adjusted as well. Some effects have an additional property setting that allows you to control the range of an object's movement (See Figure 24).
- Click **OK** (See Figure 24).

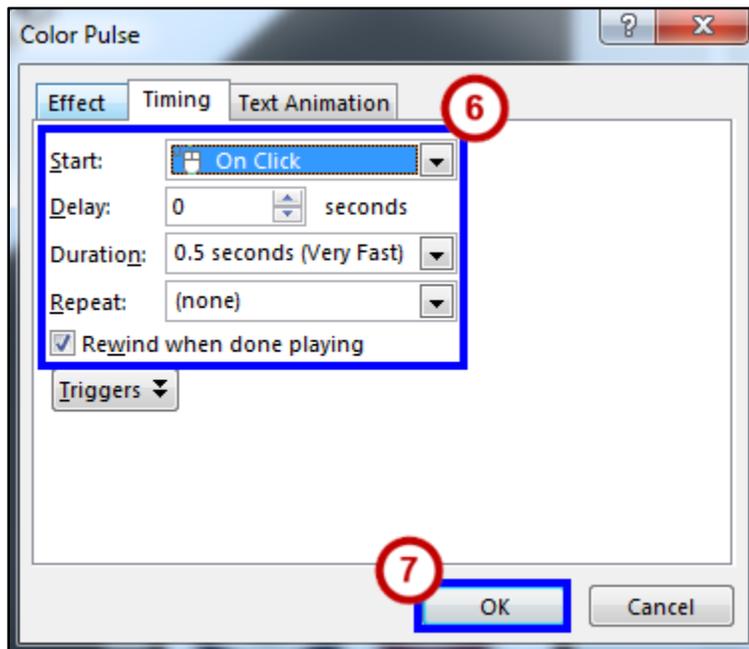


Figure 24 - Timing Tab

- Click the **Play From** button on top of the Animation Pane to see your animation(s) in action.

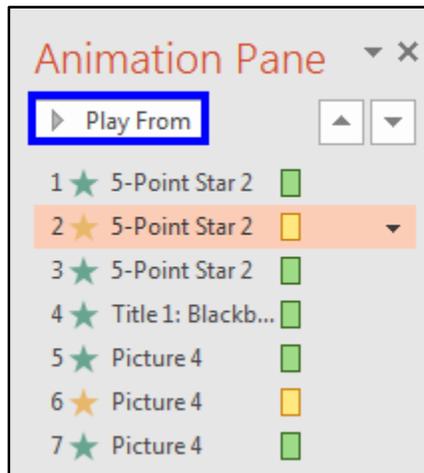


Figure 25 - Play From

**Note:** Click the **X** in the upper right corner of the *Animation Pane*, to close it.

## Timing the Presentation

A good way to determine how long it will actually take you to do the presentation is to use the Rehearse Timing tool.

- On the *Slide Show* tab, in the *Set Up* group, click **Rehearse Timings**. The Rehearsal toolbar appears and the Slide Time box begins timing the presentation.



Figure 26 - Rehearse Timings

## The Rehearsal Toolbar

- A. Next (advance to next slide)
- B. Pause
- C. Slide Time
- D. Repeat
- E. Total presentation time

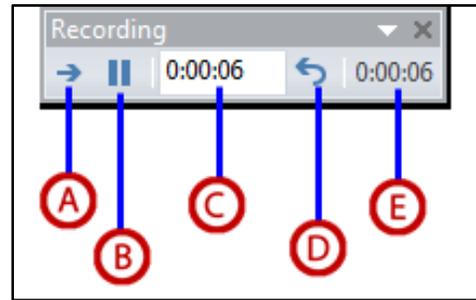


Figure 27 - Rehearsal Toolbar

1. While timing your presentation, do one or more of the following on the Rehearsal toolbar:
  - To move to the next slide, click **Next** (See Figure 27).
  - To temporarily stop recording the time, click **Pause** (See Figure 27).
  - To restart recording, click the **Resume Recording** button in the window that appears (See Figure 28).

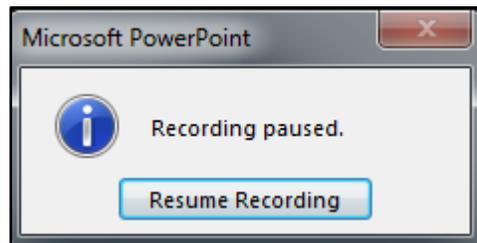


Figure 28 - Resume Recording

- To set an exact length of time for a slide to appear, type the length of time in the Slide Time box.
  - To restart the recording time for the current slide, click **Repeat**.
2. After you set the time for the last slide, a message box displays the total time for the presentation and prompts you to do one of the following:
    - To keep the recorded slide timings, click **Yes**.
    - To discard the recorded slide timings, click **No**.
  3. Slide Sorter view appears and displays the time of each slide in your presentation.

## Advancing Slides Automatically

You can set your slides to advance automatically so that you will not have to advance them manually.

1. Select the slide that you would like to apply a timing for.
2. Select the **Transitions** tab on the ribbon.
3. Within the *Timing* group, go to the **Advance Slide** section.
4. Insert a check next to **After**, and then enter the amount of time that you would like to display the slide.

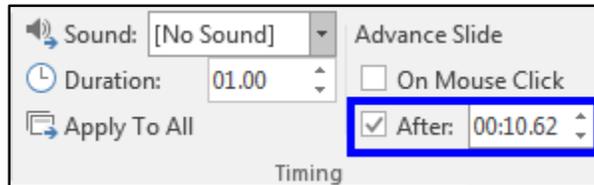


Figure 29 - Advance Slide

5. Select another slide and repeat the process.

## Additional Help

For additional support, please contact the KSU Service Desk:

### KSU Service Desk for Faculty & Staff

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