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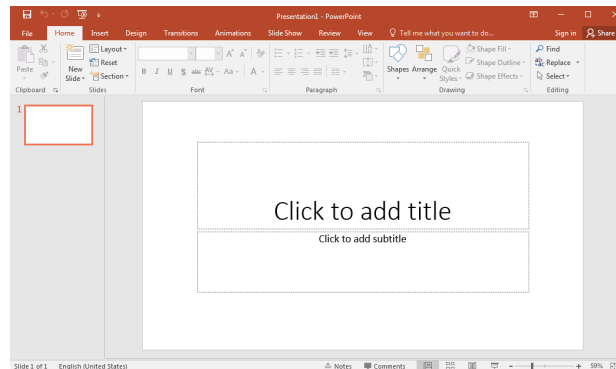https://library.albany.edu/imc/
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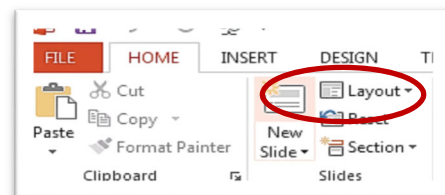
Animating an Element in PowerPoint

Animating elements of a PowerPoint presentation is popular and easy to do. Among the elements that you can animate are:

- Images
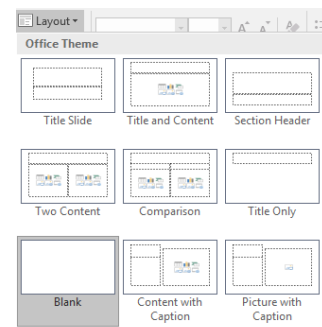- Shapes
- Text boxes
- Segments of text

For this example we will start with a blank slide. Open PowerPoint and select the Blank Presentation thumbnail option. Your screen will now resemble the example below.
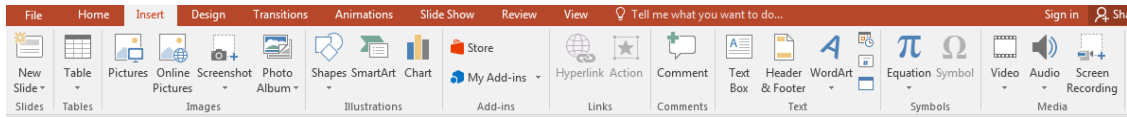

Make sure the Home tab on the ribbon is selected, then click the Layout button in the Slides zone.
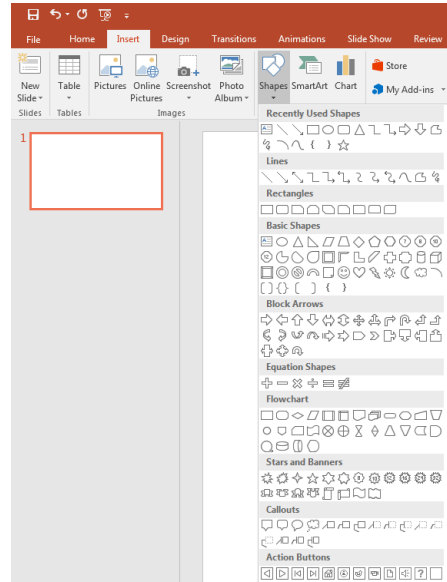

Select the Blank layout from the panel. This layout will be easiest to work. You will now have a blank slide.
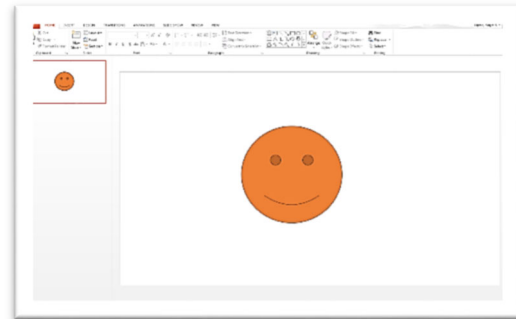
Click the Insert tab on the ribbon. The ribbon will change to show you insert options as shown below.
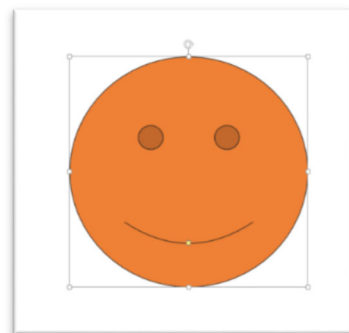

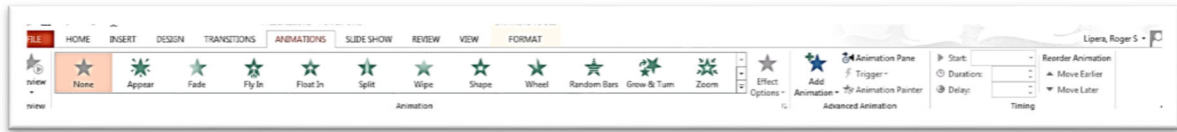Click Insert Shapes. A drop down panel showing the many standard shapes appears.

Click an "interesting shape" and draw it on your slide. In the example we have drawn a smiley face, but you can use any shape you wish. You can perform all of these same steps with a photograph, too.
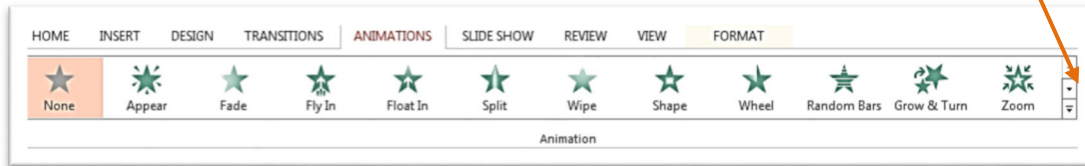

Click the shape to select it. It will have an outline with editing handles in the corners, top, bottom, and sides.

Click the Animation tab on the Ribbon. The Ribbon will change to show you your animation options as illustrated below. Select an animation.
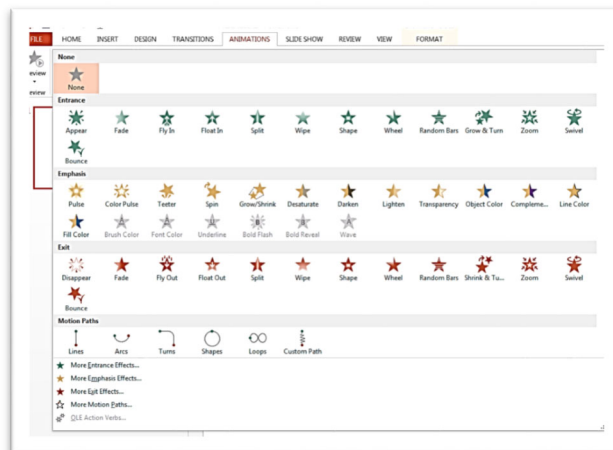

If you do not see an animation you like, click the drop down list arrow on the right end of the Animations section.

Additional animations appear in a drop down panel. Now you can select from any of the new choices.

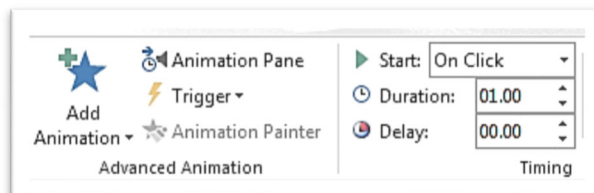Notice that the animations are divided into categories - Entrances, Emphasis, Exits, and Motion Paths.

Each category has many possibilities. You do not necessarily have to stick with a particular category for your application. For instance, you may wish to use an emphasis animation for an entrance. This sort of "mixing and matching" is perfectly fine.

At the bottom of this drop down panel are links to additional effects. If you do not see the effect you need on the panel, follow one of the links to discover more.

Click any animation to apply it to your shape. Notice that when you apply the animation it will be demonstrated on the shape. If it is not satisfactory you can apply a different animation.

One the animation has been applied you can customize it with the options in the Advanced Animation and Timing sections of the Ribbon.

You can add an additional animation to the shape by clicking Add Animation. The new animation will occur after the previous one.
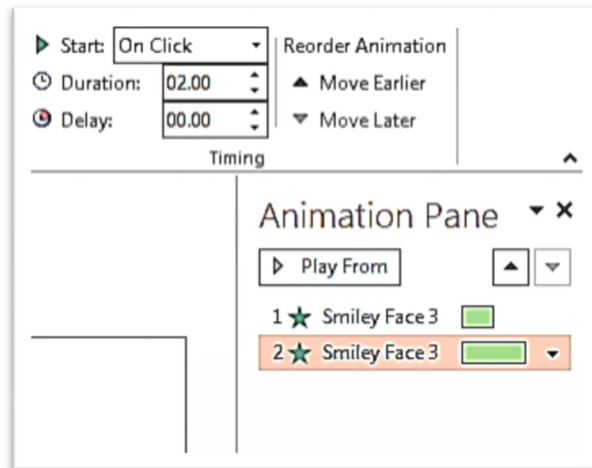
A trigger, if you want one, can be set for the animation to start when the shape is clicked, or when a bookmark occurs. Otherwise you can set the Start of the animation to be On Click, After Previous, or With Previous.

- On Click activates the animation when there is a mouse click, keyboard click, or remote control click. The shape itself does not have to be clicked.
- The After Previous causes animations to be performed in sequence. The animation to which this Start function is applied will happen *after* the previous animation goes off.
- With Previous bands animations together. The animation to which this choice is applied occurs *at the same time* as the previous animation.

The Duration option sets the length of time that the animation lasts.

The Delay option sets the length of time before an animation occurs.

Setting various combinations of these options allows you to create very complex animation sequences. Click the Animation Pane button to open the Animation Pane on the right side of your screen.
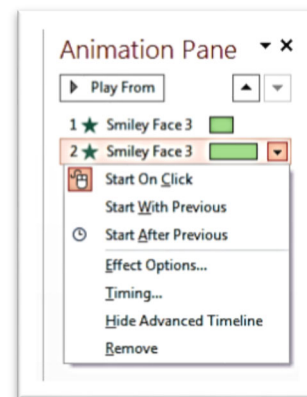
The Animation Pane lists the applied animations. In the example on the right, two animations have been attached to the Smiley Face.
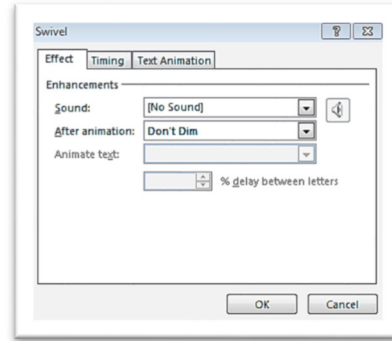
Each animation is listed in order and there is a graphical representation of the timing.

You can reorder the animations by selecting an animation and then clicking the up or down arrows.

In addition, you can expand an animation downwards to display a mini-control panel where you can change specific details about the animation
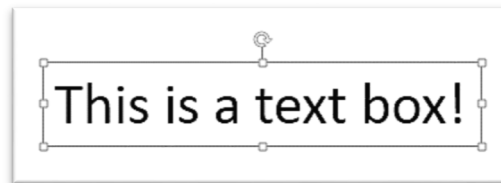
The Effect Options choice allows you to set additional specifications. For instance, you can control timing and attach sound and visual affects.

While photographs can be animated exactly the same way as shapes can be, text boxes have a few other options.

The box that contains the text works exactly the same was as shape animations. But the text within the box is different.
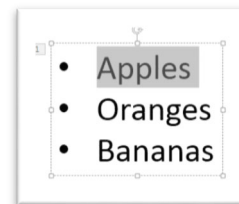
In the illustration on the right the text box has been selected, *not* the text. It is very important to be aware of the difference.

The example on the right shows the text selected. In this instance it is a single line. You can apply animation to this text as described above.

In the example on the right there are several bullet points. The top item is highlighted. When you apply an animation to that item, the other two are unaffected. Each item on the bulleted list can be animated separated from the others.

This is extremely useful when you want to have individual bullet points appear on your command. By setting each animation to On Click the bullet point will come onto the screen exactly when desired. You can also set bullet points to After Previous for them to come up in an automatic sequence. Timing delays can also be applied.

It is important to note that in paragraphs or other blocks of text you can highlight a segment, but the animation will be applied to the *entire* block. You cannot break out the highlighted text into an isolated animation as you can with bullet points.

Roger Lipera 1/2014 v2; updated for 2016, 5/18