

Adding Objects and Effects

Hyperlinks

You may have an additional document or a great website to enhance your presentation. Adding hyperlinks into your presentation can allow you to quickly jump to supplemental information while you are presenting.

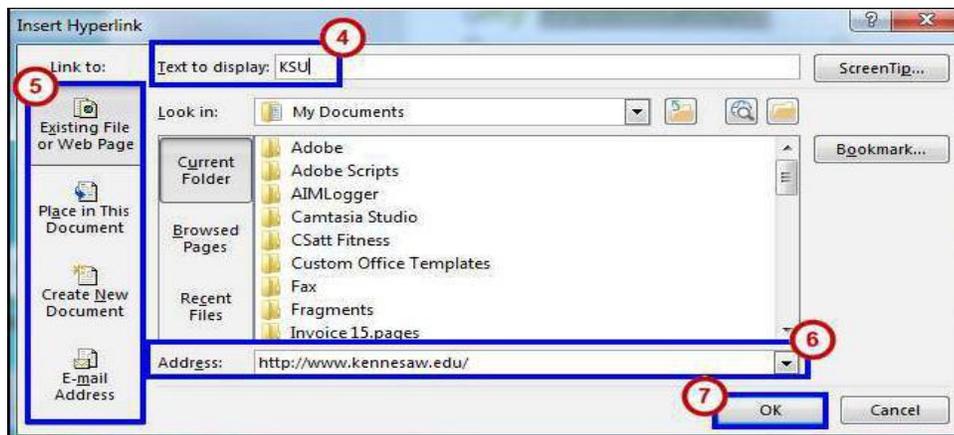
Adding a Hyperlink

1. Select the **text** that you would like to change to a hyperlink.
2. Select the **Insert tab** (See Figure 43).
3. Click **Hyperlink** (See Figure 43).



Figure 43 - Inserting a Hyperlink

4. The text you selected will appear in the *Text to Display* field at the top of the window (See Figure 44). You can change the text if you would like.
5. Select the location where you want to link to from the *Link To* column on the left (See Figure 44).
6. Type the address that you want to link to in the Address field (See Figure 44).
7. Click **OK** (See Figure 44). The text that you selected will now hyperlink to the web address.



Note: You can also type the hyperlink out and press **enter**, and *PowerPoint* will automatically create the hyperlink.

Adding Transition Effects and Animation Effects

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.

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

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.



☒ 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.

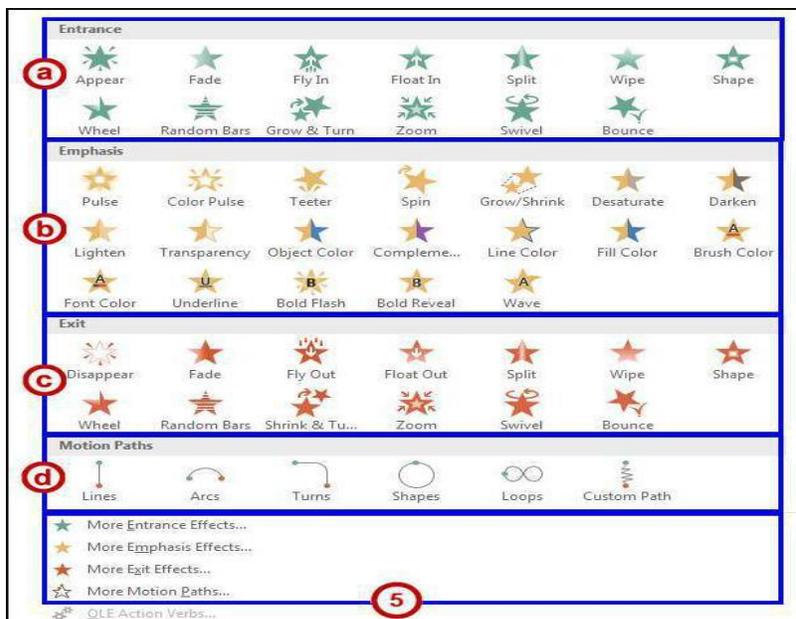
☒ **Emphasis:** This effect draws attention to an object that is already on the slide via any of the emphasis effects available, including *Flash Bulb*, *Spin*, *Grow & Shrink*, and *Color Wave* (See Figure 7).

☒ **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).

☒ **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.

- 1) 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).



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.

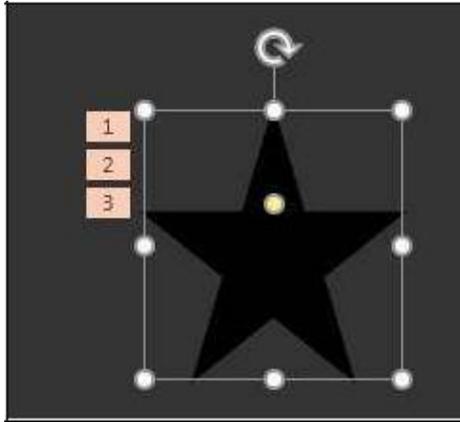


Figure 13 - Select Object

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

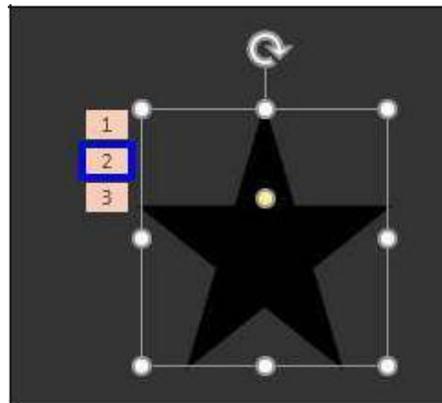


Figure 14 - Select Effects

- 1) 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

. 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.

13) Click the **animated object**.

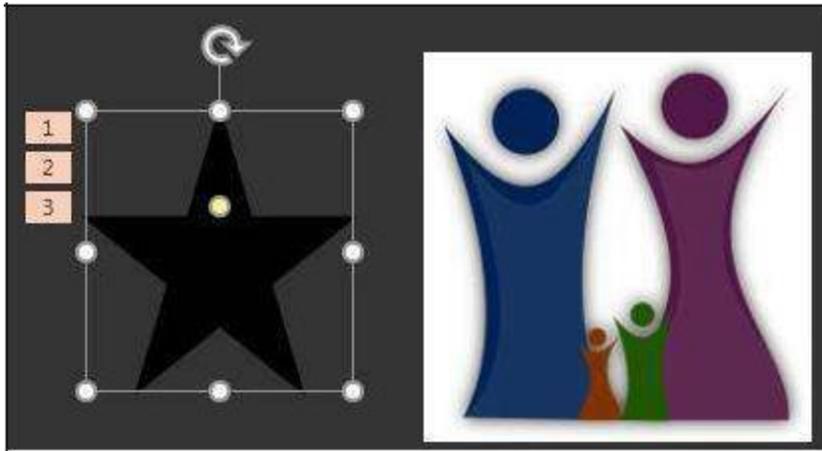


Figure 16 - Select Animated Object

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

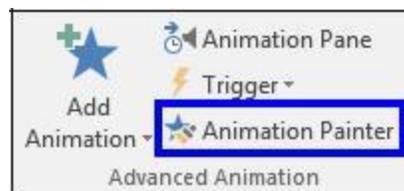


Figure 17 - Animation Painter

- 7) 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.

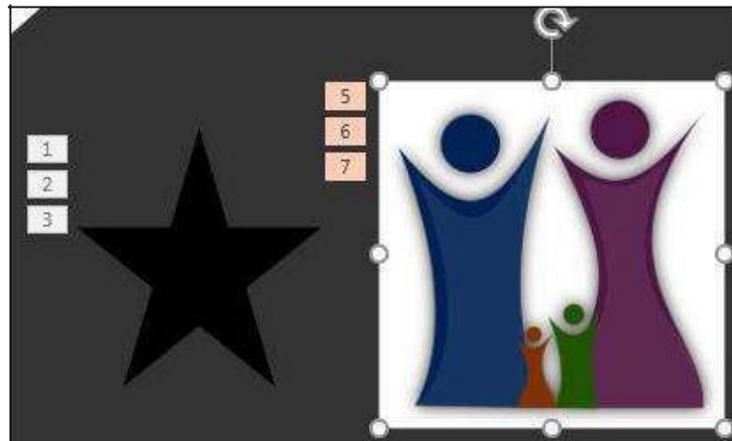


Figure 18 - Duplicated Animation Effects

Removing an Animation

- 7) Click the **object** that has an animation already applied and that you wish to remove.
- 8) Click the **number** to the left of the object that is representing the effect you wish to delete.

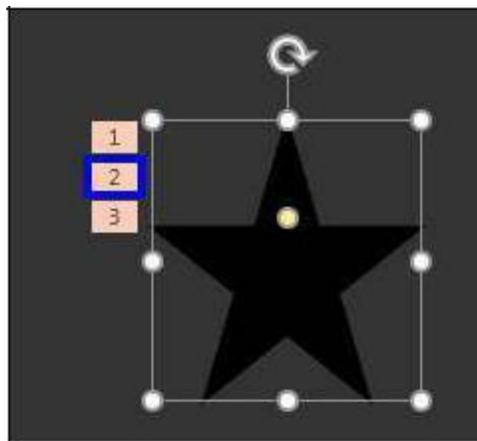


Figure 19 - Select Effect to be Deleted

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.

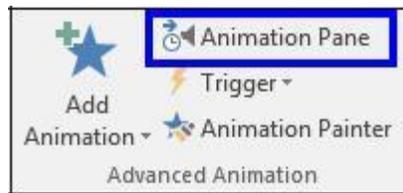


Figure 20 - Animation Pane Button

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**.

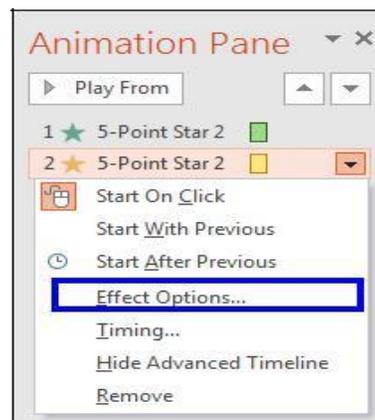


Figure 22 - Select Effect Options