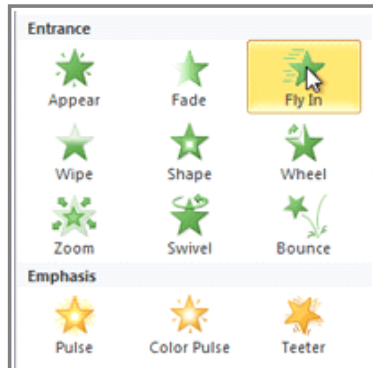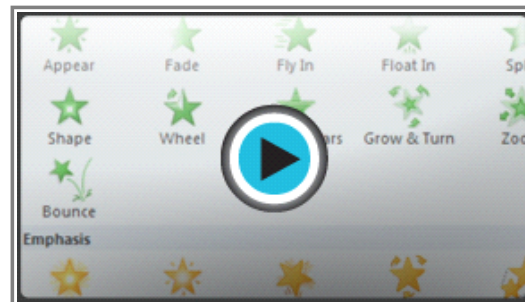 Animating Text and Objects

Introduction

In PowerPoint you can **animate** text and objects such as clip art, shapes, and pictures. Animation, or movement, on the slide can be used to **draw** the **audience's attention** to specific content or to make the slide easier to read.

In this lesson, you will learn how to add **animation effects** to text and objects and **customize them**.

Animating Text and Objects

 Watch the video to learn about animating text and objects.

Watch the video (3:56). [Need help?](#)
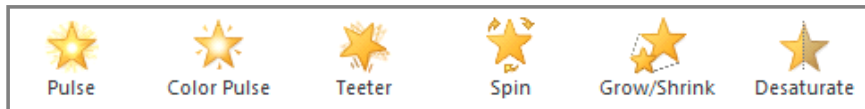
The Four Types of Animations

There are many different animation effects that you can choose from, and they are organized into four types:

- **Entrance:** These control how the object enters the slide. For example, with the **Bounce** animation, the object will "fall" onto the slide and then bounce several times.

Entrance effects

Emphasis: These animations occur while the object is on the slide, often triggered by a **mouse click**. For example, you can set an object to **Spin** when you click the mouse.

Emphasis effects

Exit: These control how the object exits the slide. For example, with the **Fade** animation, the object will simply fade away.
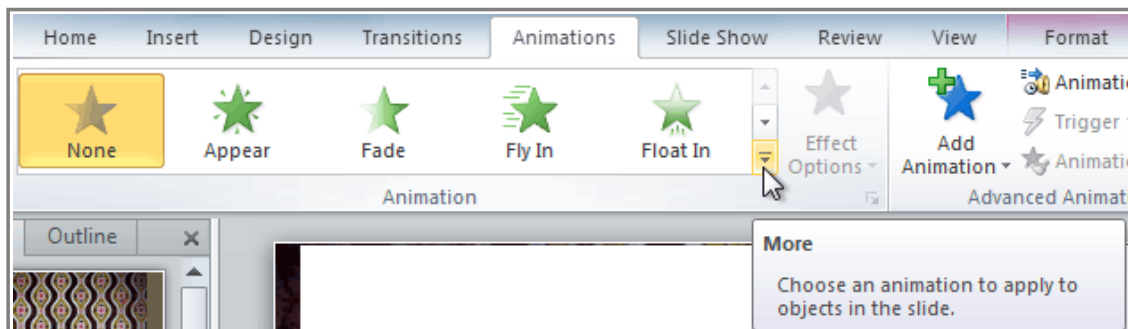

Exit effects

Motion Paths: These are similar to **Emphasis** effects, except the object moves within the slide along a pre-determined path, for example a **circle**.
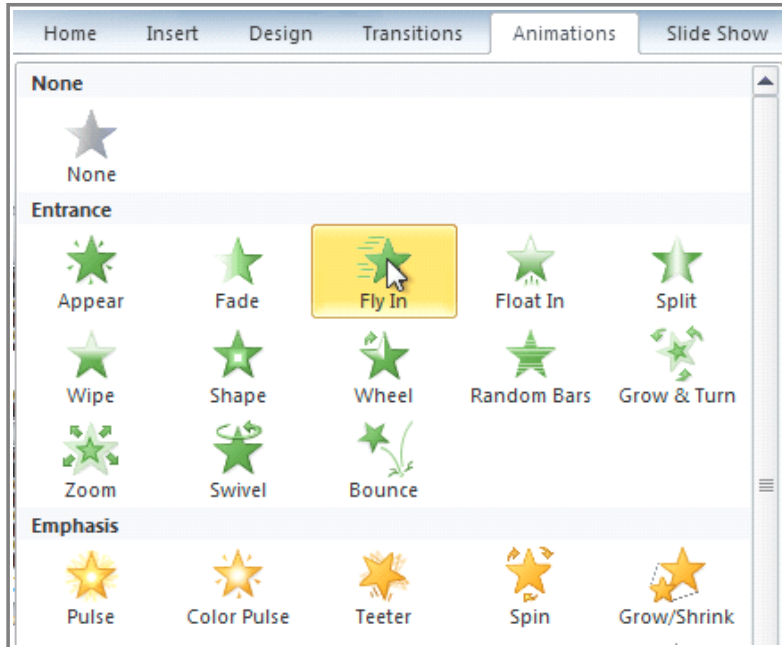

Motion Paths

To Apply an Animation to an Object:

1. Select an object.
2. Click the **Animations** tab.
3. In the **Animation** group, click the **More** drop-down arrow to view the available animations.
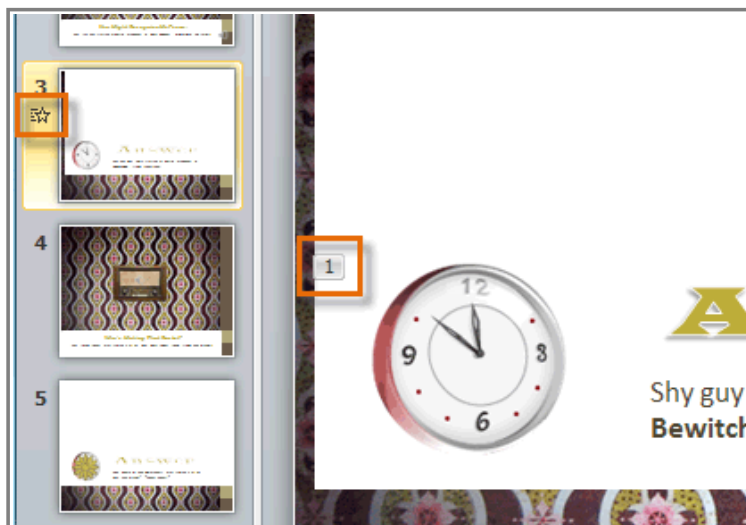
The More drop-down arrow
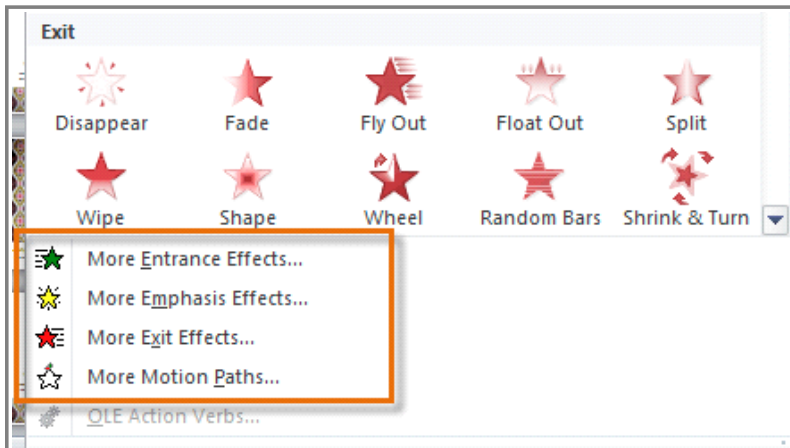
4. Select the desired animation effect.

Selecting an effect

5. The object will now have a small **number** next to it to show that it has an animation. Also, in the Slide pane, the slide will now have a **star** symbol next to it.

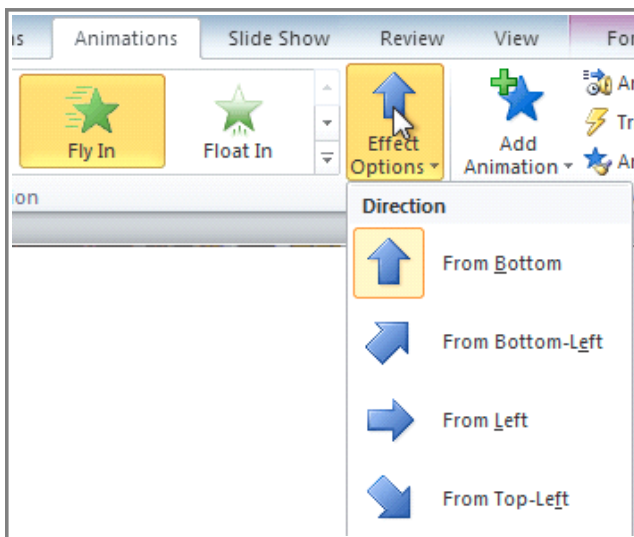*The number and the star indicate that an effect has been added*

At the bottom of the menu, you can access even more effects.

More animation effects

Effect Options

Some effects will have **options** that you can change. For example, with the **Fly In** effect, you can control **which direction** the object comes from. These options can be accessed from the **Effect Options** command in the Animation group.
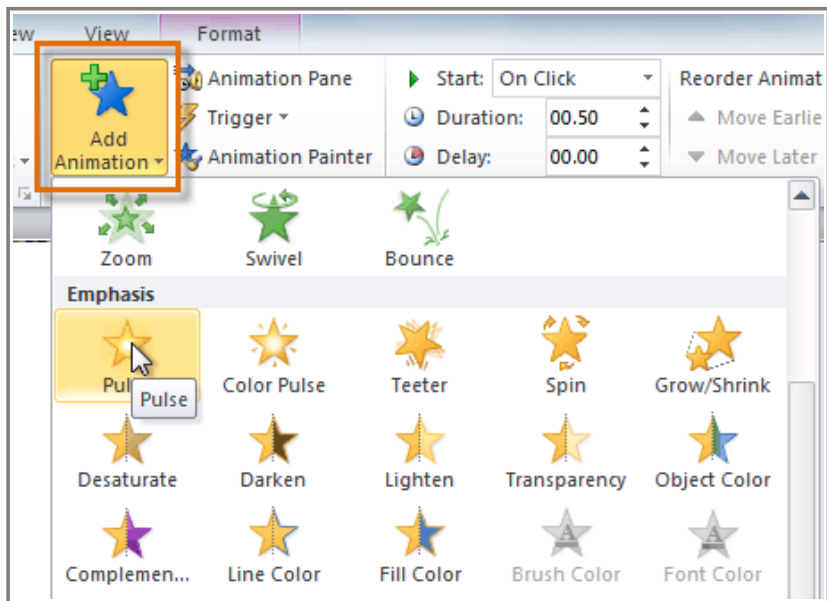

Viewing the options for the Fly In effect

Working with Animations
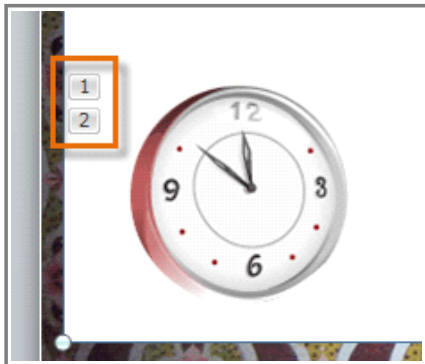
To Add Multiple Animations to an Object:

If you select a new animation from the the menu in the Animation group, it will **replace the object's current animation**. However, you'll sometimes want to place **more than one animation** on an object, for example an **Entrance** and an **Exit** effect. To do this, you'll need to use the **Add Animation** command, which will allow you to keep your current animations while adding new ones.

1. Select the object.
2. Click the **Animations** tab.
3. In the **Advanced Animation** group, click the **Add Animation** command to view the available animations.
4. Select the desired animation effect.

Adding an additional animation

5. If the object has more than one effect, it will have a different **number** for each effect. The numbers indicate the **order** in which the effects will occur.
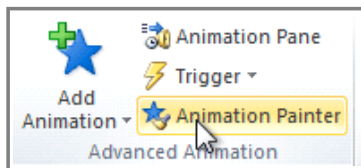

An object with two animations

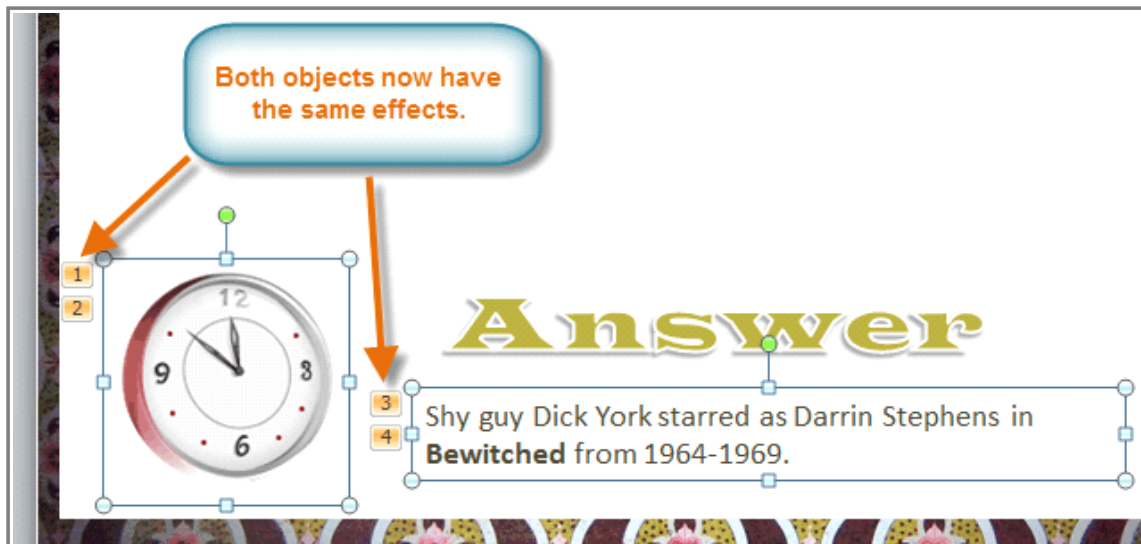## To Copy Animations with the Animation Painter:

In some cases, you may want to apply the same effects to more than one object. You can do that by **copying** the effects from one object to another using the **Animation Painter**.

1. Click on the object that has the effects that you want to copy.
2. From the **Animations** tab, click the **Animation Painter** command.

The Animation Painter command

3. Click on the object that you want to copy the effects to. The effects will be applied to the object.
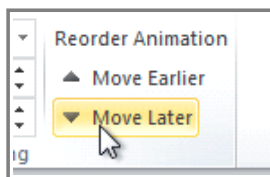

After copying the effects

To Reorder the Animations:

1. Select the **number** of the effect that you want to change.

Selecting an effect

2. From the **Animations** tab, click the **Move Earlier** or **Move Later** commands to change the ordering.
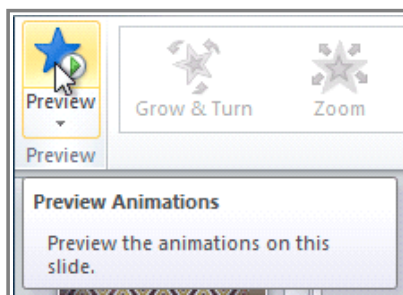

*Moving the effect
later*

To Preview Animations:

Any animation effects that you have applied will show up when you play the slide show. However, you can also quickly **preview** the animations for the current slide without viewing the slide show.

1. Navigate to the **slide** that you want to preview.
2. From the **Animations** tab, click the **Preview** command. The animations for the current slide will play.
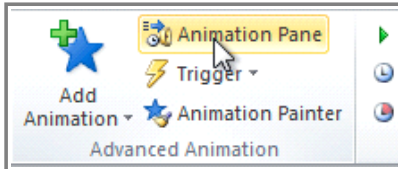

Previewing the animations

The Animation Pane

The **Animation Pane** allows you to view and manage all of the effects that are on the current slide. You can **modify** and **reorder** effects directly from the Animation Pane, which is especially useful when you have a large number of effects.
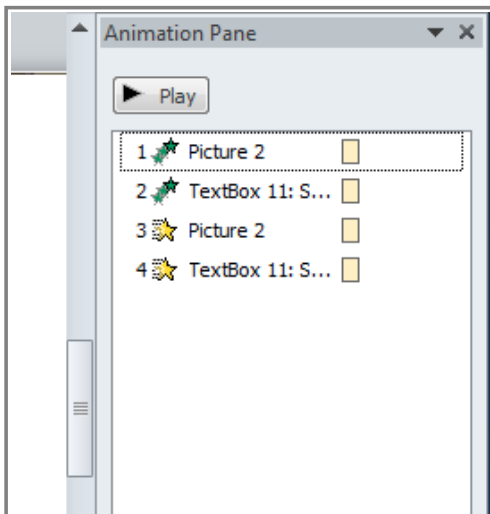
To Open the Animation Pane:

1. From the **Animations** tab, click the **Animation Pane** command.
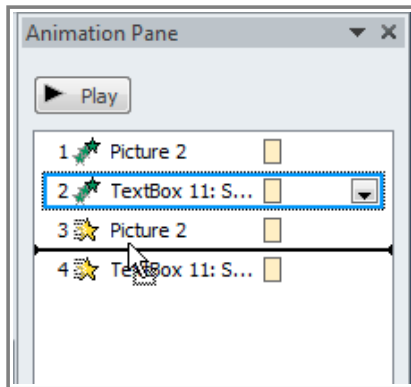

Opening the Animation Pane

2. The Animation Pane will open on the right side of the window. It will show all of the effects for the current slide in the order that they will appear.

The Animation Pane

To Reorder Effects from the Animation Pane:

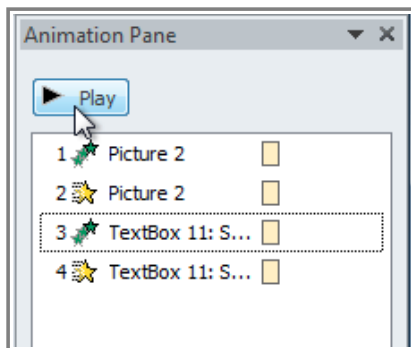1. On the **Animation Pane**, click and drag an effect up or down.

Dragging an effect to change the order
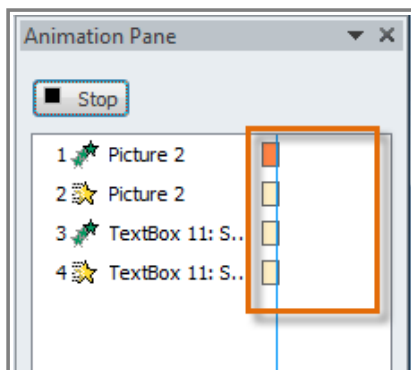
2. The effects will reorder themselves.

To Preview Effects from the Animation Pane:

1. From the **Animation Pane**, click the **Play** button.

The Play button

2. The effects for the current slide will play. On the right side of the Animation Pane, you will be able to see a **timeline** that shows the progress through each effect.
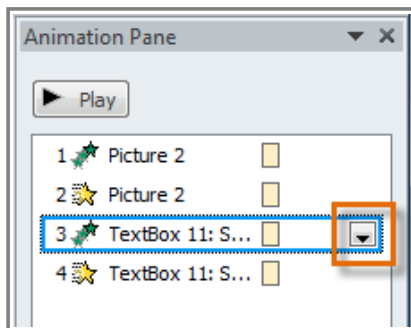

The timeline shows which effect is playing

If the timeline is not visible, click the drop-down arrow for an effect and select **Show Advanced Timeline**.
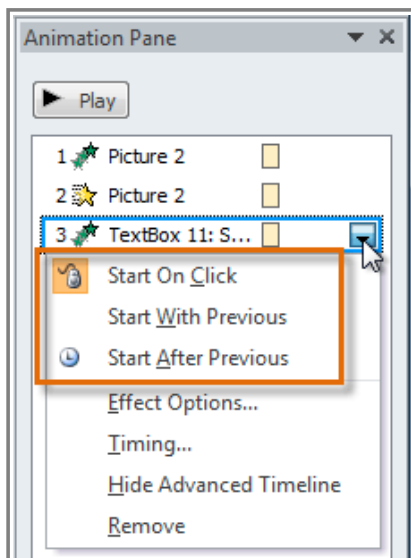
To Change an Effect's Start Option:

By default, an effect starts playing when you click the mouse during a slide show. If you have multiple effects, you will need to click multiple times to start each effect individually. However, by changing the **start option** for each effect, you can have effects that automatically play **at the same time** or **one after the other**.

1. From the **Animation Pane**, select an effect. A drop-down arrow will appear next to the effect.

The drop-down arrow for an effect

2. Click the drop-down arrow. You will see three **start options**:
   - **Start on Click:** This will start the effect when the mouse is clicked.
   - **Start With Previous:** This will start the effect at the same time as the previous effect.
   - **Start After Previous:** This will start the effect when the previous effect ends.

The three start options
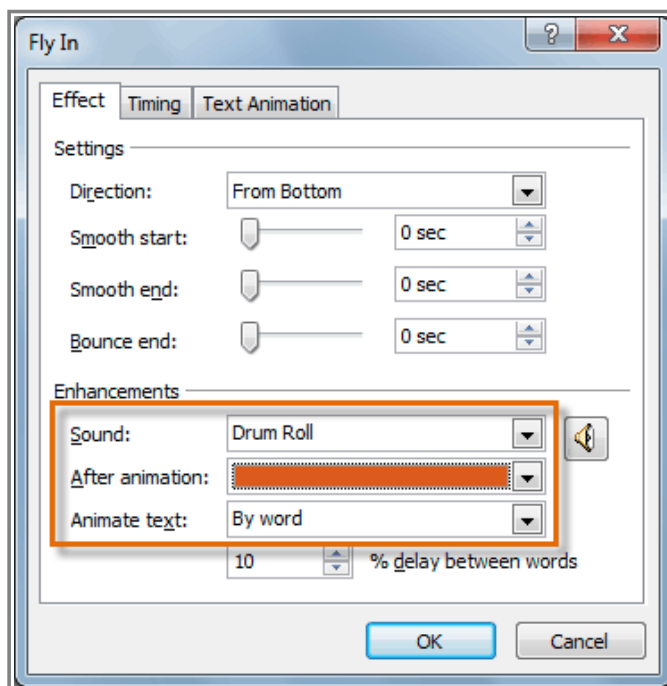
3. Select the desired start option.

When you **preview** the animations, all of the effects will play through automatically. To test effects that are set to **Start on Click**, you will need to play the slide show.

The Effect Options Dialog Box

From the Animation Pane, you can access the **Effect Options** dialog box, which contains more advanced options that you can use to fine-tune your animations.

To Open the Effect Options Dialog Box:

1. From the **Animation Pane**, select an effect. A drop-down arrow will appear next to the effect.
2. Click the drop-down arrow and select **Effect Options**. The Effect Options dialog box will appear.
3. From here, you can add various **enhancements** to the effect:
   - **Sound:** Adds a sound effect to the animation.
   - **After animation:** Changes the color or hides the object after the animation is over.
   - **Animate text:** If you are animating text, you can choose to animate it **all at once**, **one word at a time**, or **one letter at a time**.
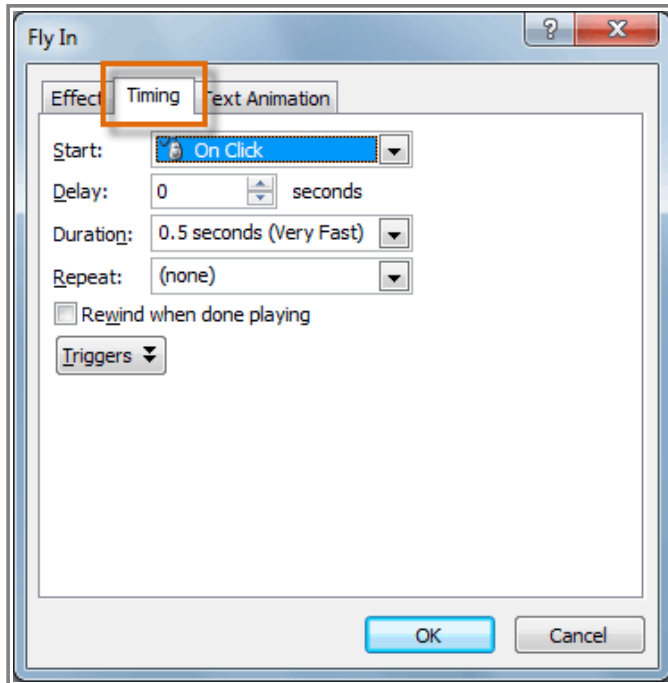
The Effect Options dialog box

Some effects have **additional options** that you can change. These will vary depending on which effect you have selected.
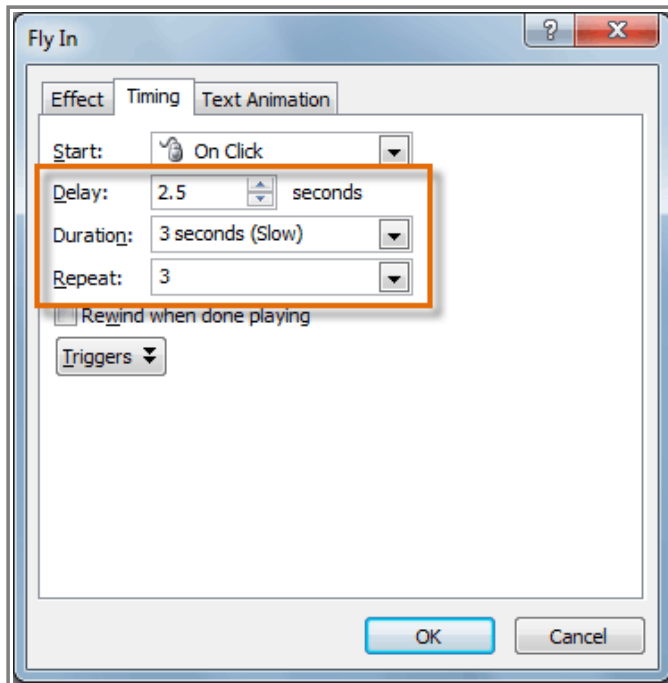
To Change the Effect Timing:

1. From the **Effect Options** dialog box, select the **Timing** tab.

Selecting the Timing tab

2. From here, you can add a **delay** before the effect starts, change the **duration** of the effect, and control whether or not the effect **repeats**.

Changing the timing options

Challenge!

1. Open an **existing PowerPoint presentation**. If you want, you can use this example.
2. Add an **entrance** effect to an object. If you are using the example, use one of the objects on Slide 3.
3. Use the **Animation Painter** to copy the effect to another object.
4. Use the **Animation Pane** to reorder the effects.
5. Experiment with different **start options** and **timings**.
6. Add **two additional effects** to one of the objects.