

**Technology Workshop:  
Basic PowerPoint Animation for Music Presentations**


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## Three Basic Animation Techniques

1. Making things appear
2. Making things disappear
3. Making things move

### 1. How to Make Things Appear

To demonstrate how to make objects appear, we'll build a sample slide showing the pictures, names, and dates of three different composers. The image files used in this tutorial can be downloaded from: <http://powerpoint.music15.com/>

**NB:** On Macs, many objects can be editing by holding down the *ctrl* key while clicking the mouse. For the purpose of this guide, this will be called “ctrl-clicking”. Many shortcut key combinations on Macs use the  key located to the left of the spacebar. For this guide, that key will be called the “Command” key.

1. Start with a blank slide—delete all text boxes that might be present.
2. We'll leave the background color white for this exercise.
3. From the *Insert* menu, select *Picture > From File...*
4. Find the image “handel.jpg” on your hard drive.
5. Resize the image to fit in the left third of the screen by dragging outwards while clicking (and holding) on one of the square dots on its corners.
6. Now repeat steps 3 through 5 with the following two images:
  - a. Place “mozart.jpg” in the center of the screen.
  - b. Place “beethoven.jpg” in the right third of the screen.
7. Now let's place captions underneath each of the three composers.
  - a. From the *Insert* menu, select *Text Box*
  - b. Draw a text box underneath Handel by clicking and dragging.
  - c. Center the text box underneath the portrait by dragging on the edge.
  - d. Type “Handel” and then add “1685 – 1759” on the line below.  
(If necessary, center the text by going to *Format, Alignment > Center.*)
  - e. If the box has a border around it, get rid of it by ctrl+clicking on the border, and selecting *Format Text Box*. Under the *Colors and Lines* tab, make sure Line Color is “No Line.”
8. To save time, let's replicate the formatting we just did for the other two composers.
  - a. Click on the edge of the Handel text box so that the small white circles appear around the edges.
  - b. Once the box is selected, go to the *Edit* menu and select *Copy*. (Or Command+c)
  - c. Now click on the white background of the page so that no object is currently selected.
  - d. Now go to the *Edit* menu and select *Paste*. (Or press Command+v)
  - e. Move the text box that has appeared under Mozart's portrait.
  - f. Select *Paste* again and move the third text box under Beethoven.
  - g. Change the text as appropriate (e.g. Mozart: 1756-1791; Beethoven: 1770-1827)

9. Now that we've prepared, let's do some animation!
  - a. Go to the *Slide Show* menu and select *Custom Animation* to bring up the animation window.
  - b. Select "handel" from the list on the left side of the window (it will be blue when selected) and then click on the *Add Effect...* button.
  - c. Make sure the "Entrance" tab on the top of the new window is blue and then select *Fade* from the list below.
  - d. Once you've selected *Fade* a new entry will appear in the animation order list labeled "1. handel". (You can alter the speed with which the image fades in using the Speed setting below the list while the entry is selected. For our needs, "Medium" is good.)
  - e. Now repeat steps 9b for "mozart" and "beethoven".

As things stand, when the slide is shown in presentation mode it will first appear with only the white background and the three captions. On the first click of the mouse (or press of the space bar) Handel will fade into view; the next click will bring Mozart; and finally, Beethoven. **NB:** When you animate an object with an "entrance" effect (like we've just done), it will be hidden until the time that the effect is triggered.

10. Now let's animate the captions. Animating a text box is very similar to the process we just did with the graphics.
  - a. With the Custom Animation window open (*Slide Show > Custom Animation*), select "Text 4: 'Handel...'" from the list at left.
  - b. We'll try a different entrance effect. Click on the *Add Effect..* button and, making sure the "Entrance" tab is still blue, select *Grow & Turn*.
  - c. Now do the same for "Text 5: 'Mozart...'" and "Text 6: 'Beethoven'". (Feel free to experiment by trying other entrance effects from the list!)

Now look at your slide in presentation mode. If all went well, it should first appear as a completely blank white slide. On the first three clicks each of the three composer portraits should appear. The following three clicks should bring about their names, and the last three clicks will bring up the dates.

## 2. How to Make Things Disappear

Now that we've established how to make graphics and text appear, let's try doing the opposite. To demonstrate how to make things disappear, we'll reconfigure the slide so that only one composer is visible at any time.

1. Draw a rectangle around Mozart and his caption. (To draw a rectangle, you'll need to make the *Drawing* toolbar appear. Go to the *View* menu and select *Toolbars > Drawing*. It will appear somewhere on your screen. Click on the square-ish button on this toolbar to get the rectangle tool. Now click and drag around Mozart to draw the rectangle.
2. If the Mozart is covered up in the process, double-click on the rectangle you've just drawn to bring up the formatting window. Under the *Colors and Lines* tab, make sure the Fill Color is set to "No Fill."
3. Now we're going re-arrange the order in which our various animated objects appear on the screen. We now want the portraits and captions to appear sequentially for each composer.
  - a. Open the Custom Animation window again (*Slide Show > Custom Animation*) and click on the fourth entry in the "Animation order" list on the right side of the window. (This entry should be labeled "Text 4: Handel 1685-1759" or something similar.) Now move it so that it's second from the top by clicking on the little blue up-arrow directly left of the list.
  - b. Now use the same technique to move "Text 5: Mozart 1756-1791" so that it's fourth in the list.
  - c. At this point, the animation order list should look like:
    1. handel

2. Text 4: "Handel 1685 – 1759"
  3. mozart
  4. Text 5: "Mozart 1656 – 1791"
  5. beethoven
  6. Text 6: "Beethoven 1770 – 1827"
4. Now we're going to start adding "Exits" to make our objects disappear at specific times.
- a. With the Custom Animation window still open, select "handel" from the top of the list on the left. (This entry relates to the portrait of handel.) Now hold down the Command key (the one with the Apple on it) while clicking on "Text 4: "Handel...". At this point, both entries should be highlighted in blue.
  - b. Click the *Add Effect...* button and click the *Exit* tab to show the list of exit effects.
  - c. Select *Faded Zoom*.
  - d. Change "Speed:" to "Fast"
  - e. Now repeat steps 4a. through 4d. with "mozart" and "Text 5: 'Mozart...'".
5. Now a slightly tricky bit: we want to re-arrange our list so that Handel and his caption disappear just as Mozart is arriving; Mozart, in turn, will disappear on Beethoven's entrance. Take it slowly and remember that you can always fix mistakes through experimentation.
- a. In the "Animation order" list, select the "handel" entry that is shown next to a icon of slide with a little light blue arrow. **NB:** In the "Animation order" list, PowerPoint for Mac uses icons with red arrows entrance effects and icons with blue arrows for exit effects.
  - b. Move this blue "handel" entry so that it is fourth from the top by using the arrow keys that are just to the left of the "Animation order" list. (We want Handel to disappear just as Mozart is arriving.)
  - c. Now move the blue "Text 4: Handel..." entry so that it is in the fifth position from the top of the list.
  - d. Next, we move the blue "mozart" right under the "beethoven" entry (8<sup>th</sup> from top) and the blue "Text 5: Mozart..." to the ninth position right below it. This will ensure that the portrait and caption of Mozart fade away when Beethoven fades in.
  - e. In the end the list should be: ("r" = red arrow; "b" = blue arrow)
    1. (r) handel
    2. (r) Text 4: "Handel 1685 – 1759"
    3. (r) mozart
    4. (b) Text 4: "Handel 1685 – 1759"
    5. (b) handel
    6. (r) Text 5: "Mozart 1756-1791"
    7. (r) beethoven
    8. (b) mozart
    9. (b) Text 5: "Mozart 1756 – 1791"
    10. (r) Text 6: "Beethoven 1770 – 1827"
6. We're almost finished! Now we just need to make arrange it so that a few of the effects happen simultaneously. At the moment, all of our effects happen in sequence, each on the click of the mouse. Now we'll change it so that one click will make one composer appear while simultaneously signalling another's departure.
- a. With the Custom Animaton window still open, click on the fourth entry in the "Animation order" list (blue "Text 4: 'Handel...'").
  - b. Go to the setting just below that says "Start:" and change it from "On Click" to "With Previous."
  - c. Now repeat this same process with the other blue "exit" entries in the list (numbers 5, 8, and 9).
  - d. Once these settings have been completed, click the OK button to close the Custom Animation window.

7. Last Step! (This would be a good point to check and see whether each of the composers now makes his appearance in turn.) If everything looks right, our last step is going to be to move them all into the same frame. One thing to note—PowerPoint isn't really designed for elaborate animation and one of the results of this is that animating multiple objects to appear in the same place requires you to pile up them up in a rather clumsy and confusing way. You'll see what I mean: :
  - a. Select Beethoven and his caption box by click on both while holding down the *Shift* key.
  - b. Once both are selected, move them into rectangle to that they are directly over Mozart. It's ok if Mozart gets covered up in the process—it will display correctly when you see the slide in presentation mode.
  - c. Now select Handel and his caption text box and move him to the middle as well. At this point you should have a big composer pile surrounded by a rectangle.

Now view your slide! Hopefully each composer and their information will appear in the correct order, with the preceding composer fading away just in time for the next to arrive.

### Some Helpful Keyboard Shortcuts

*number* + ENTER

Go directly to slide *number*

A or EQUAL

Show or hide arrow pointer

B or PERIOD

Display black screen / return from black screen

W or COMMA

Display white screen / return from white screen

E

Erase on-screen annotations

H

Go to the subsequent hidden slide

CTRL + S

Display the All Slides dialog box