



**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/>

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 circular 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 right-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 ctrl+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 ctrl+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 *Slide Show > Custom Animation* to bring up the animation palette on the right side of the screen.
 - b. Click on Handel so that he is selected and then click on the *Add Effect* button in the animation palette. Select *Entrance > Fade* from the menu that appears. (Note: If *Fade* isn't listed as an option, click on *More Effects* at the bottom of the menu to see a full list.
 - c. Once you've selected *Fade* a new entry will appear in the animation palette labeled "handel". (You can alter the speed with which the image fades in by using the Speed setting in the animation palette while the image is selected. For our needs, "Medium" is good.)
 - d. 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 except for one detail: with text, you can either animate the entire box as a unit or just portions of the text within. Let's try the latter:
 - a. Click on the "Handel" text box until a blinking cursor appears.
 - b. Now highlight the word "Handel" (but not the dates below).
 - c. We'll try a different entrance effect. Select *Add Effect > Entrance > Grow & Turn*. (Again, if *Grow & Turn* doesn't appear, select *More Effects* at the bottom of the list.
 - d. Change "Speed:" to "Slow"
 - e. Now do the same for "Mozart" and "Beethoven"
11. Finally, let's animate the dates with a different effect:
 - a. Highlight Handel's dates and select *Add Effect > Entrance > Fly In*.
 - b. Do the same for the dates under Mozart and Beethoven.

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 our various animated objects appear on the screen. We now want the portraits, names, and dates to appear sequentially for each composer.

- a. In the Custom Animation palette on the right side of the screen, move the fourth entry (labeled "Handel") so that it's second from the top by click and dragging it. Now use the same technique to move "1685-1759" so that it's third from the top of the list.
 - b. Do the same for the remaining items so that the list looks like:
 1. handel
 2. Handel
 3. 1685-1759
 4. mozart
 5. Mozart
 6. 1756-1791
 7. beethoven
 8. Beethoven
 9. 1770-1827
4. Now we're going to start adding "Exits" for our objects.
- a. Select both the portrait and caption for Handel. (Do this by first clicking on the portrait and then clicking on the caption box *while holding down the Ctrl key on the keyboard*.)
 - b. Select *Add Effect > Exit > Fade*.
 - c. Change "Speed:" to "Fast"
 - d. Now do the same for the portrait and captions of Mozart.
5. Now a slightly tricky bit: we want to re-arrange our list so that Handel (and his text) disappears 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 list, select the three red-starred Handel entries ("handel," "Handel," and "1685-1759"). **NB:** PowerPoint uses green stars for entrances and red stars for exits. To select all three, click on them while holding down the Ctrl key.
 - b. Once selected, move these three Handel exits so that they appear underneath the first Mozart entrance (i.e. green-starred "mozart").
 - c. Now select the red-starred "handel." In the "Start:" field above the animation list, change the setting from "On Click" to "With Previous."
 - d. Finally, move the three red-starred Mozart items so that they are underneath the first "beethoven" item. As you just did for "handel," select the red-starred "mozart" and change the "Start:" setting to "With Previous."
 - e. In the end the list should be: ("g" = green star; "r" = red star)
 1. (g) handel
 2. (g) Handel
 3. (g) 1685-1759
 4. (g) mozart
 5. (r) handel
 6. (r) Handel
 7. (r) 1685-1759
 8. (g) Mozart
 9. (g) 1756-1791
 10. (g) beethoven
 11. (r) mozart
 12. (r) Mozart
 13. (r) 1756-1791
 14. (g) Beethoven
 15. (g) 1770-1827

6. Almost done! (This would be a good time to check and see whether each of the composers now makes his appearance in turn.) 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 rather clumsy and confusing way. You'll see what I mean:
 - a. Select Beethoven and his caption box by clicking on both while holding down the *Ctrl* 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 order, with the preceding composer fading away just in time for the next to arrive.

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