

OUTLINE FOR POWERPOINT LEVEL 3

BASIC ANIMATION TECHNIQUES

SLIDE ONE

1. Select **Insert-Illustrations-Picture**. Navigate to the wdata folder and double click on FlowerGroup.emf.
2. Position the picture on the bottom of the slide.
3. **Insert-Illustrations-Picture**
4. Select animatedButterfly3.gif and position it on the top of tallest flower.
5. Select **Animations-Animations-Custom Animations** (Notice that there are four options for effects, Entrance, Emphasis, Exit, and Motion Paths. In the past all we could do was an Entrance animation. Now we have many more options and much more control.
6. Select **Entrance – Fly In**.
7. Click on the **Start** drop down and notice the options. Select **With Previous**
8. Click on the **Direction** drop down and notice the options. The options here are dependent on the effect that you have chosen. Select **From Left**. Notice that you get a preview of a sample of what your selection will look like. That is driven by the **Auto Preview** check box at the bottom of the Custom Animation Task Pane. If you don't want to be bothered by that preview, simply uncheck that box.
9. Click on the **Speed** drop down and notice your options. Select **Very Slow** because butterflies don't fly very fast. That may be a little too slow so you can change it to **Slow** if you like.

Those are the very basic steps that you need to animate any object in PowerPoint 2002, but that is only the beginning. Let's take this butterfly a step further.

10. Click on **Add Effect** and select **Exit**
11. Select **Start After Previous**, Direction is **To Top-Right**, Speed is **Very Slow**.
12. Click on the exit animation line in the box where all the animations are listed. Click on the drop down button. Select **Effect Options** and click on the **Timing** tab. Set the Delay setting to 2 seconds.
13. Let's add one more nice effect to this animation. In the animation box (where all the animations are listed) click on the first animation and click on the drop down button. Select **Effect Options**

and be sure the Effect tab is active. Click on the **Smooth End** button. Click OK. Do the same for the second animation in the list but choose **Smooth Start**. Take a look at your animation.

14. OK, now let's do one more thing to really make this slide look good. Select **Design-Background-Background Styles**. Click on the drop down button and select **Format Backgrounds**. Click on the **Fill** tab and click on **Picture or texture fill**. Now click on File and navigate to the wdata folder and select the clouds.gif picture. Click on **Insert, OK** and **Apply**. Play the show and see what you have created.

SLIDE TWO

That first slide looks so good that we are going to leave it as it is. But we want to take this animation sequence a step further. Butterflies rarely fly in a straight line and so we want to make our butterfly take a different path. New to PowerPoint 2002 is the Path Animation tool and that is what we are going to work with on the second slide. It opens up a whole new realm of possibilities.

1. Go to the Slide Sorter view and click on the first slide.
2. Either right click on the first slide and select Duplicate or select **Home-Clipboard-Paste Dropdown-Duplicate** and double click on the new slide to open it in Normal view. Take note that all the animation settings that you applied to the first slide have been copied to the second slide. We aren't going to use them so let's remove them.
3. Click on the first one and click the Remove button. Repeat that step for the remaining animation.
4. Position the butterfly off the left side of the slide near the top. That will be the starting place for the path that we are going to create.
5. With the butterfly selected, click on **Add Effect – Motion Path – Draw Custom Path – Scribble**
6. Use the Pencil tool to draw a path on which the butterfly will fly. Make the path end on the third flower from the left.
7. Play the animation and see if you like it. If not you can right click on the Path and select Edit Points. Then you can change points, delete points, do whatever you need to do to smooth out your animation.
8. Now we want to make the butterfly fly up and over to another flower. Click on the butterfly. Click on **Add Effect – Motion Path – Draw Custom Path – Scribble**.
9. Draw a path from the ending point of the previous path to another flower. I chose one on the bottom of the picture. Take a look at the animation to see if you like the path that you drew. If not, fix it.
10. Finish out the slide by having the butterfly fly to another flower, pause and fly away. (Hint: use Zoom Out as the last animation in the sequence.)

ADVANCED ANIMATION TECHNIQUES

SLIDE THREE

On this slide we are going use another feature in that was added to PowerPoint in the 2002 version, the ability to animate multiple objects at the same time with different animation settings. This is really cool and it can be really powerful and make for some really interesting animations. Let's dig in.

1. It is quite easy to use multiple themes in a single presentation.
 - a. Add four new slides to the presentation (**Home-Slides-New Slide**)
 - b. Select the first and third new slide using Ctrl-Click method
 - c. Select **Design-Themes** and right click on a theme
 - d. Select **Apply to Selected Slides**
 - e. Apply a different theme to the second and fourth new slides
 - f. Now select the first new slide again
 - g. Right click on a theme in the themes group and select **Apply to Matching Slides**
 - h. Select the second new slide and repeat the process
2. Type the following limerick in text boxes, one text box per line. (**Insert-Text-Textbox**)
(Type the first line, format it with some styles, duplicate it (Home-Paste-Duplicate or right click), and then change the text)

There was a young fellow named Fisher

Who was fishing for fish in a fissure

When a cod, with a grin,

Pulled the fisherman in

Now they're fishing the fissure for Fisher.

3. From **Drawing Tools Format-Shape Styles** apply some style to the shapes
4. Be sure the Animation Task Pane is showing. (**Animations-Animations-Custom Animations**) Click **Add Effect – Entrance – More Effects**. This is all the Entrance animations that are available in PowerPoint 2002 and there are many more here than in previous versions. As you can see, they are divided into four categories, Basic, Subtle, Moderate, and Exciting. I like the exciting ones so let's take a look at them.
5. Move the Add Entrance Effect dialogue box down just a bit so you can see the top line of the limerick. Click on Boomerang. As you can see when you click on one of the animation options. That is a nice feature and it is controlled by the check box at the bottom of the dialogue box. Choose **Magnify**. Click OK.

6. Notice in the options that you don't have as many as we have seen previously. You can only control when this happens (the Start setting) and the speed. There are no Property options with this animation. As I said earlier, these options will vary depending on the particular animation that you choose.
7. Set this animation to start "After Previous."
8. Choose a different entry animation for each of the other text boxes and set the start property to **With Previous**. The **With Previous** setting enables you to animate multiple objects at the same time completely independent of one another. This is really cool and really powerful.
9. Preview the results.

SLIDE FOUR

1. Create a new slide. You will notice that the design template is the same as the last slide. It will remain the same until we change it. Let's change it now.
2. From **Design-Background-Background Styles** click on the dropdown button. Select **Format Background**, click on the **Fill** tab and click on the **Picture or texture fill**. Now click on **File** and navigate to the folder with the files for the workshop and select the pond.jpg graphic. Click OK and **Close**.
3. Copy the text boxes from the previous slide and paste them into this slide. (You can either draw a box around them or use the **Selection Pane** from **Home-Drawing-Arrange**. You will notice (if you are looking at the Custom Animation task pane) that not only are the text boxes copied, but all the animation settings are copied as well. We don't want to use those settings so we will need to remove them.
4. Click somewhere on the slide to de-select all the text boxes. Now click on the first animation in the sequence, hold down the shift key, and click on the last animation in the sequence. The delete key will not remove them, but there is a button at the top of the task pane that will. Click on the **Remove** button now.
5. Let's remove the formatting that we applied to these text boxes on the previous slide because it just doesn't quite fit with what we are doing here.
 - a. Select all the boxes
 - b. From **Drawing Tools Format-Shape Styles-Shape Fill** choose No Fill
 - c. From **Drawing Tools Format-Shape Styles-Shape Effect** choose No Reflection
 - d. From **Drawing Tools Format-WordArt Styles-Text Fill** change the color to yellow
 - e. Add a Text outline to make the text stand out a bit better

6. Set the entry animation properties (**Animations-Animations-Custom Animations**) for the first text box to **Compress, After Previous, and Fast**. Do the same for the second text box. Left align both text boxes and make sure they are up against the left edge of the slide.
15. Insert the Fish.wmf file (**Insert-Illustrations-Picture**)and position it in the lower left hand corner of the slide. Set its entry animation properties to **Fly In – After Previous – From Right – Medium**.
7. Because we don't want the fish to swim into the scene immediately following the previous line of text, we have to set the delay timing. Click on that animation in the animation task pane and then click on the drop down arrow. You can either click on Effect Options or Timing. They both bring up a property sheet with two tabs. Take a look at the Effect tab. Choose **Smooth End**.
8. Click on the Timing tab and change the Delay setting to 1.5 seconds. You can either use the spinner buttons or you can type in the numbers. If you type in the numbers you are not limited to what is on the list, so you could set a delay of 1.39 seconds if you wanted to.
9. Take note of the Repeat property. This is also new to PP2002. You can repeat an animation 2, 3, 4, 5, or 10 times, or you can have it repeat until the next mouse click or until you leave this slide. For example, say you set some text to change colors. Now you can tell it to keep changing colors until you go to the next slide. And, if you have an entry animation before the emphasis animation and an exit animation after the emphasis animation, all set to start with previous and all set to repeat until the end of the slide, well, about the only limitation is your imagination. (Take a look at slide 5 to see an example.) Click OK to return to the slide.
10. Now what we want to do is make the fish pull the other third and fourth lines of the limerick onto the slide. Move the last line up to the middle of the slide. Position the third and fourth lines near the fish's tail. Set the animation for the third line to **Fly In – With Previous – From Right – Medium**. Do the same for the 4th line.
 - a. You may also want to turn on the Smooth Start and Smooth End properties for these two lines
16. Insert the picture (**Insert-Illustrations-Picture**) called fisherman.gif on the slide. Make him a bit bigger and position him on the right side of the slide with his fishing line in the water near the fish. Use the **Order** tool (**Picture Tools Format-Arrange**) to send him to the back and then reposition him so that all of the words can be easily read.
11. Now we are going to make the fish exit with his text.
 - a. Click on the fish, click on **Add an Effect**, and select **Exit Animation**.
 - b. Choose **Crawl Out** and set the properties to **After Previous – To Left – Very Fast**.
 - c. Set the **delay** to 2 seconds.
 - d. Use the same settings for the two text boxes except change After Previous to **With Previous** and the speed to **Medium**.
 - e. Test the animation.

12. Next we want to make the fish pull the fisherman also.
 - a. Click on the fisherman and set a **path animation** using the **Diagonal Down Right** path.
 - b. Zoom out so that you can see the “stage” (Zoom slider at bottom right side of screen)
 - c. Grab the end of the path and drag it off the left side of the slide.
 - d. Set the timing to **With Previous** and the speed to **medium**.
 - e. Be sure that the fisherman is selected.
 - f. Click the **Add Effect** button, select the **Exit Animation** option, and choose **Fade**.
 - g. Set the Start property to With Previous
 - h. Test the animation.

13. Now let’s add an exit animation for the first two lines that will happen at the same time that everything else is exiting.
 - a. The Exit Animation that we want to use on both text boxes is **Light Speed – With Previous – Medium**.

14. Now for the last line of the poem.
 - a. Select the last line text box and make the text larger (44) and bold
 - b. Place it in the vertical center of the slide.
 - c. Set the entry animation to **Magnify – With Previous**.
 - d. Next add an emphasis animation, **Wave – After Previous – Very Fast**
 - e. Set the Delay to 1 second.
 - f. Finally set the exit animation to **Sling – After Previous – Medium** and delay it 1 second.

CHARTING WITH POWERPOINT

Let’s shift gears just a little bit here. As you may or may not know, PowerPoint has a very effective and easy to use charting tool. Not only can you create a variety of charts, you can also animate the elements on the chart.

1. Create a new slide and set the layout to Blank
2. Select **Insert-Illustrations-Chart**
3. Notice that you can choose from a large variety of chart styles. Select column chart and click OK
4. PowerPoint actually opens Excel! Cool.

5. Put the following information into the spreadsheet.

Fruit	1998	1999	2000	2001	2002
Apples	5675	5890	6784	7684	9870
Bananas	7898	7985	8056	8143	8454
Grapes	7874	7976	7015	6782	5767

6. Close Excel as you normally would and the chart is created in PowerPoint
7. Explore the various options for working with charts in the **Chart Tools-Design, Layout, and Format** tabs on the ribbon
- In the Design tab you can change the chart style, edit the data, adjust layouts, and apply styles to the chart.
 - In the Layout tab you can perform a variety of layout functions
 - In the current selections group you can select an individual object on the slide and then format that selection
 - In the insert group you can place pictures, shapes and textboxes on your chart
 - The labels and axes group allows you to customize the information that is visible on your chart
 - The backgrounds group will allow you to adjust the look of the plot area (where the actual bars are located) and some 3D settings if you have chosen a 3D chart type
 - In the Custom Animation task pane select the Wipe entry animation.
 - Make it On Click, From Bottom, and Fast.
 - Preview the animation. You will see that the whole chart is animated as one graphic and that might be what you want, but it might not. So let's see what we can do to change it and make it a little more effective.
 - Click on the animation in the task pane animation list.
 - Click on the drop down arrow and select Effect Options.
 - Click on the Chart Animation Tab and select By Series and uncheck the checkbox.
 - Test the animation. Remember to click the mouse to make it work.

J. Try the other options on the Chart Animation tab in the Effects Options window.

SMART ART

Versions of Microsoft Office earlier than the 2007 Microsoft Office system included a Diagram Gallery that contained six diagrams. That gallery has been replaced by a new feature in 2007 called SmartArt. Those diagrams and their closest SmartArt graphics, along with the type that contains the layout for the SmartArt graphic, are shown below.

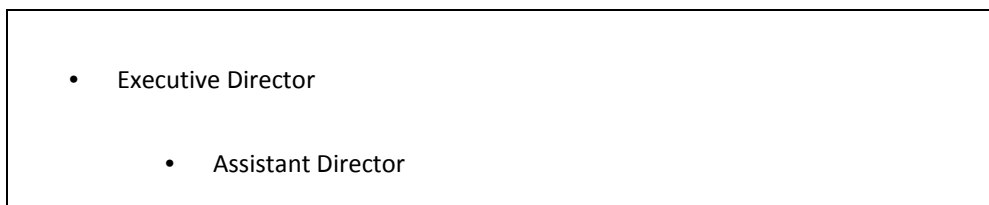
A SmartArt graphic is a visual representation of information and ideas. A type is similar to a category of SmartArt graphic, and each type contains several different layouts.

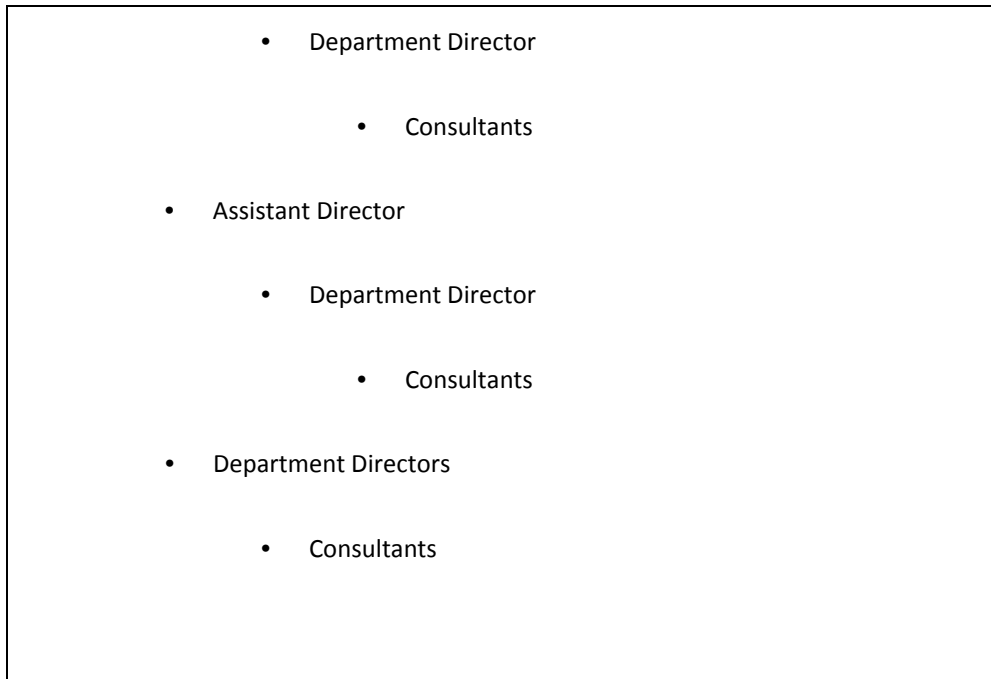
Create a sample of each and experiment with animating them.

Diagram Gallery diagram available prior to the 2007 Office release	Layout for SmartArt graphic available in the 2007 Office release	Type of SmartArt graphic	Notes
Organization Chart	Organization Chart	Hierarchy	The assistant shape and the Org Chart hanging layouts are available with this layout. For more information about organization charts, see Create an organization chart .
Cycle Diagram	Text Cycle	Cycle	
Radial Diagram	Basic Radial	Cycle	
Pyramid Diagram	Basic Pyramid	Pyramid	
Venn Diagram	Basic Venn	Relationship	The Basic Venn layout for a SmartArt graphic is limited to seven circles.
Target Diagram	Basic Target	Relationship	The Basic Target layout for a SmartArt graphic is limited to five circles.

1. Org chart example

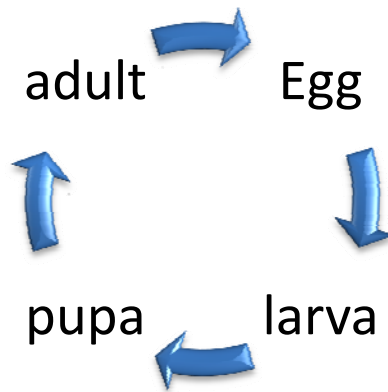
a. Use this layout and let them see how the bullet level relates to the position on the chart



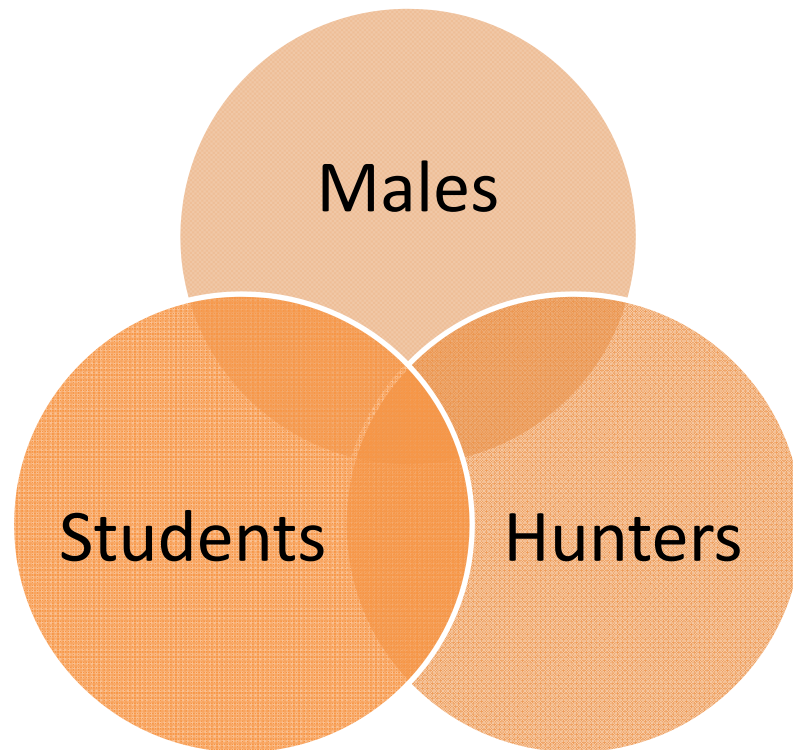


b. Animate with Zoom and experiment with all the settings in SmartArt Animation

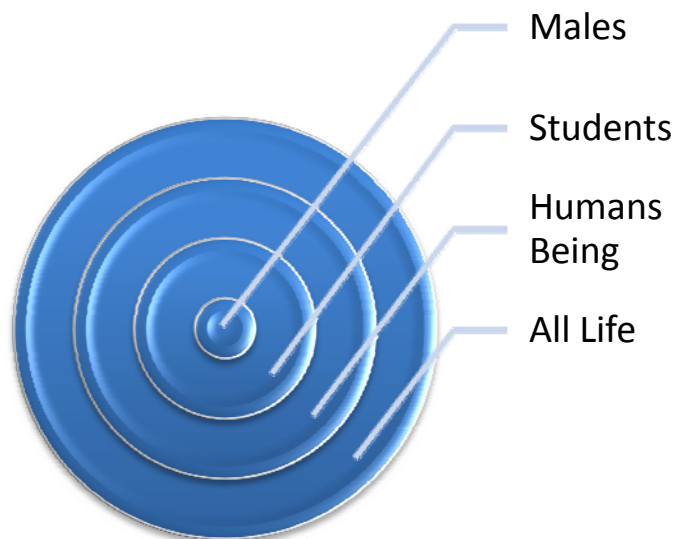
2. Cycle...



3. Venn Diagrams



4. Basic Target



SmartArt can be very useful in your classroom to help students visualize and internalize important elements in your curriculum. Before we take a look at what is available in SmartArt let me just give you a quick and dirty on how you could use this feature in your teaching.

To Show...	Use...
Non-sequential information	List
Steps in a process or timeline	Process
A continual process	Cycle
A decision tree	Hierarchy
An organization chart	Hierarchy
An illustration of connections	Relationships
How parts related to a whole	Matrix
Proportional relationships	Pyramid

POWERPOINT ON THE WEB

You have been able to put a PowerPoint presentation on the web for quite some time. In fact, all you have to do is open a website (in FrontPage), drag it into the web, and create a clickable link to the file. When someone clicks on your link, the presentation opens and it is just as though they have the presentation on their computer. It is as simple as that.

However, there may be a problem with that method. What do you suppose would happen if the person who is clicking on your link doesn't have PP on their computer? We aren't sure what would happen. I think if they are using Internet Explorer 5 or above it would work just fine but I am not sure about that. And what about the people (all 20 of them) who still use Netscape or the growing number of folks who use Opera or some other "off brand" browser? They probably won't be able to see your presentation. So what is a person to do?

The answer is quite simple with PP 2002. Simply save the presentation as a web page. I have tried this with earlier versions of the program with some mixed success. More often than not, the graphics would be messed up, the animation didn't work, and this list of reasons to not use this technique was quite long. Microsoft seems to have addressed those issues and in this version of PP that feature works quite well. PowerPoint will convert your presentation, complete with animations and transitions, into an html presentation with javascript elements to take care of the fancy stuff. Let's see how it works.

Be sure that you have saved you current presentation as a presentation. Now select File – Save As Web Page and click on the Publish button. This is where you will set the options for the web based presentation. Notice that you can publish the whole presentation, only certain slides, or you can even publish a custom show if you have one set up in your presentation. Click on the Web Options button. Take a look at the General, Browsers, Files, and Pictures tabs. You have a lot of control over what the end product will look like and how it will function. Click OK. Choose a location for you presentation and click on Save.

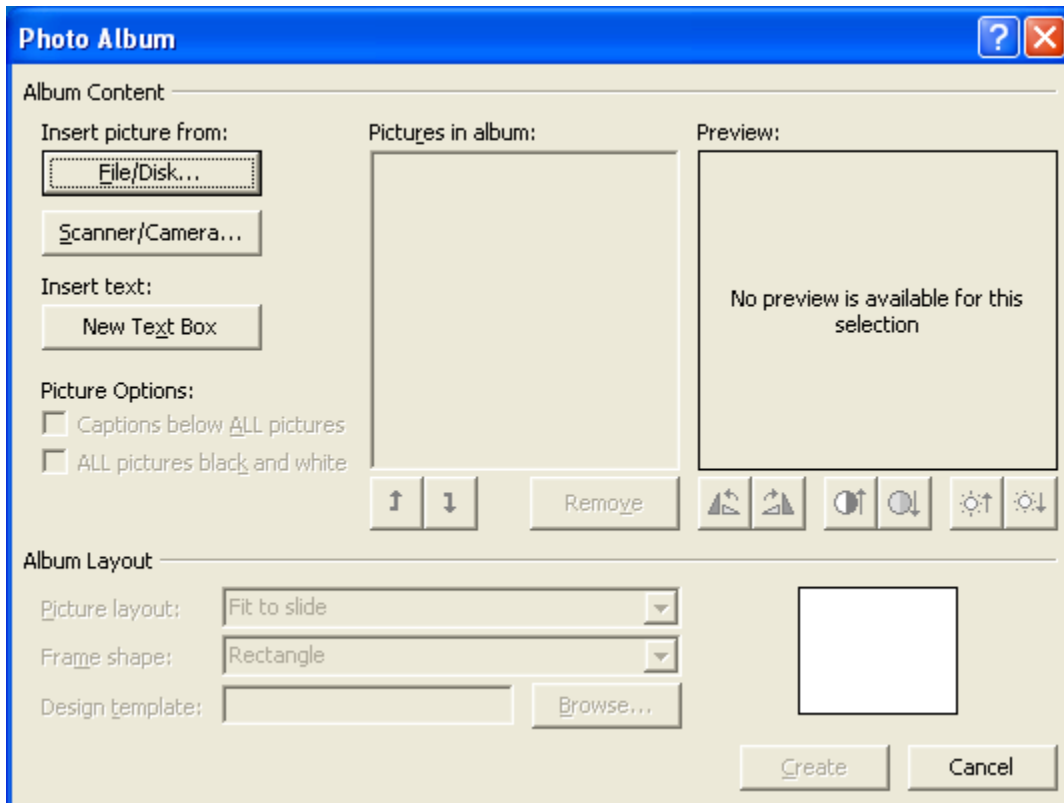
One Note: I have had less success with this feature if I change the name of the html file. For example, if the name of the presentation is sample.ppt, then the suggested name of the html page will be sample.htm. I have found that it is best if you don't change that. Will it work if you do? It might. I just haven't had as much success when I do change the name.

So publish the presentation that you have been working on to a folder in you My Documents folder and take a look at it.

PHOTO ALBUM

A new feature in PP2002 is the ability to create a quick and easy Photo Album. This is a really nice feature that has a lot of applications. Here's how it works.

1. Open a new file (although that is not a requirement)
2. Select Insert – Picture – New Photo Album. The Format Photo Album dialogue appears.



3. Click on the File/Disk button to select your pictures. Navigate to the location of the pictures (the Photo Album folder in the PowerPoint folder in the wdata folder) and select all the pictures.
4. Click the Insert button. All the pictures are added to the album list. You can click on a picture in the list and see it in the preview. Click on the first one and notice that it doesn't fit the slide very well. Remove it by clicking on the Remove button.
5. Find the Deke and Max picture and move it to the top using the up and down buttons at the bottom of the list.
6. Take note of the tools that you have at your disposal for rotating the pictures and adjusting the contrast and brightness

7. In the "Album Layout" section you can control the layout of the pictures on the slides, the frame shape, and the design template that the album will use. Take a look at the various options.
8. Choose the options that you like and create the album.
9. To make changes after you have created the album, select Format – Photo Album and make the desired changes. Click the Update button
10. Take a look at the album and make any changes that you want to make. You can add transitions, text boxes, animations and so on. You can also publish this file on the web and have an online photo album if you like.

You can use this feature (or your students can use it) to present historical information (i.e. man's trip to the moon, World War II, etc) ethnographic information, scientific and many other types of information.

Create another photo album using the pictures in the space folder.

CREATING POWERPOINT TEMPLATES

As you know, PowerPoint comes with a gallery of design templates to choose from, but what you may not know is that you can also create a template of your own and add it to the **Slide Design** task pane. Starting from a "blank" design, you can apply such elements as a background and color scheme, font style, layout, and even artwork. Here's how you do it.

1. Create a new presentation and set up the background and the text colors that way you want them in your new template
2. Save As – Other Formats – PowerPoint template
3. When you open PowerPoint select New – My Templates and it will be listed