

BEGINNER

# 5 Easy Steps to PowerPoint: *Click Animations*

## 01 Import Object

From the tabs in the ribbon select *'Insert' > 'Pictures'*. **Or**, from your computer's File Explorer, simply *select, drag and drop* the image directly into the document.

## 02 Apply Animation

Select the object you wish to animate and select *'Fade'* from the animation toolbar at the top. For multiple objects, ensure you group them before selecting the desired animation.

## 03 Animation Sequence pt1

In the Animation Pane, you will see all the groups to which the animation has been applied. Here you can rearrange the order of progression for the animated object.

## 04 Animation Sequence pt2

With the animated objects selected via the Animation Pane, select *'▶Start' > 'On Click'*.

## 05 Preview and Adjust

In the Animation Pane you should see mouse icons besides the selected animations, this shows that the animation will now begin when you click on the presentation screen.

If you would like more information about these animations feel free to use the link below:  
<https://support.microsoft.com/en-us/office/powerpoint-for-windows-training-40e8c930-cb0b-40d8-82c4-bd53d3398787>

Or register for a class on LinkedIn Learning for more advanced tutorials.

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# 5 Easy Steps to PowerPoint: *Bounce* Animations

## 01 Import Object

From the tabs in the ribbon select '*Insert*' > '*Pictures*'. **Or**, from your computer's File Explorer, simply *select, drag and drop* the image directly into the document.

## 02 Apply Animation

Select the object you wish to animate and select '*Fly In*' from the animation toolbar at the top. For multiple objects, ensure you group them before selecting the desired animation.

## 03 Effects and Timing

From the '*Effects Option*' drop-down list, select the direction you want your object to appear on the screen. Edit the '*Duration*' of this animation to change how quickly you want your object to appear.

## 04 Animation Sequence

*Right-Click* on the group selection from the animation pane and select '*Effect Options*' > '*Bounce*'.

## 05 Preview and Adjust

In the Animation Pane, make sure to adjust the timing of the animations and always do a preview of the animation sequence.

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# 5 Easy Steps to PowerPoint: Animation Triggers

## 01 Import Object

From the tabs in the ribbon select *'Insert'* > *'Pictures'*. **Or**, from your computer's File Explorer, simply *select, drag and drop* the image directly into the document.

## 02 Apply Animation

Select the object you wish to animate and select *'Fade'* from the animation toolbar at the top. For multiple objects, ensure you group them before selecting the desired animation.

## 03 Animation Trigger

From the animation toolbar select *'Trigger'* > *'On-Click Of'*, then from the drop-down list select *'Object/Group Name'*

## 04 Animation Sequence

To activate the animation sequence during a presentation, click on the Object/Group from the previous step.

## 05 Preview and Adjust

In the Animation Pane, make sure to adjust the timing of the animations and always do a preview of the animation sequence.

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# 5 Easy Steps to PowerPoint: *Delayed Animations*

## 01 Import Object

From the tabs in the ribbon select '*Insert*' > '*Pictures*'. **Or**, from your computer's File Explorer, simply *select, drag and drop* the image directly into the document.

## 02 Apply Animation

Select the object you wish to animate and select '*Fly-In*' from the animation toolbar at the top. For multiple elements, ensure you group them before selecting the desired animation.

## 03 Timing and Duration

From the animation toolbar select '*Duration*' to adjust the time it takes for the object to appear. Do this for each object and select a different length.

## 04 Animation Sequence

To create a bounce effect, *Right Click* on the object or group from the animation pane. Select '*Effect Options*' > '*Bounce*'.

## 05 Preview and Adjust

In the Animation Pane, make sure to adjust the timing of the animations and always do a preview of the animation sequence.

If you would like more information about these animations feel free to use the link below:  
<https://support.microsoft.com/en-us/office/powerpoint-for-windows-training-40e8c930-cb0b-40d8-82c4-bd53d3398787>

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# 5 Easy Steps to PowerPoint: *Auto-Reverse* *Animation*

## 01 Import Object

From the tabs in the ribbon select '*Insert*' > '*Pictures*'. **Or**, from your computer's File Explorer, simply *select, drag and drop* the image directly into the document.

## 02 Apply Animation

Select the object you wish to animate and select '*Motion Path*' from the animation toolbar at the top. For multiple elements, ensure you group them before selecting the desired animation.

## 03 Animation Trigger

From the animation toolbar select '*Effect Options*' > '*Adjust Direction*' and then select the direction of travel.

## 04 Animation Sequence

Drag the red dot on the object to adjust the distance of travel. In the animation pane, *Right Click* and select '*Effect Options*' > '*Auto-Reverse*'. Go to '*Timing*' > '*Until End of Slide*'.

## 05 Preview and Adjust

In the Animation Pane, make sure to adjust the timing of the animations and always do a preview of the animation sequence.

If you would like more information about these animations feel free to use the link below:  
<https://support.microsoft.com/en-us/office/powerpoint-for-windows-training-40e8c930-cb0b-40d8-82c4-bd53d3398787>

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# 5 Easy Steps to PowerPoint: *Morph* Transitions

## 01 Import Object

From the tabs in the ribbon select '*Insert*' > '*Pictures*'. **Or**, from your computer's File Explorer, simply *select, drag and drop* the image directly into the document.

## 02 Duplicate Object

Select the object(s) you wish to animate and duplicate them using *Copy and Paste*. Ensure that you have the object(s) on separate slides and positioned where you want them to be.

## 03 Animation Sequence pt1

To create a change in the animation sequence you must ensure that there is a difference in either the position or scale of the objects in question.

## 04 Animation Sequence pt2

On the duplicated slide, from the Transition panel select '*Morph*'. The program will create a seamless transition between the identical objects.

## 05 Preview and Adjust

Make sure to adjust the duration of the transition and always do a preview of the animation sequence.

If you would like more information about these animations feel free to use the link below:  
[https://youtu.be/\\_I8O5ZDystM](https://youtu.be/_I8O5ZDystM)

Or register for a class on LinkedIn Learning for more advanced tutorials.

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# 5 Easy Steps to PowerPoint: *GIF/Video Animations*

## 01 Import GIF/ Video

From the tabs in the ribbon select *'Insert' > 'Pictures'*. **Or**, from your computer's File Explorer, simply *select, drag and drop* the image directly into the document.

## 02 GIF Animation

Rename the object(s) you wish to use as triggers. Apply an animation from the animation toolbar to the selected GIF. In the animation toolbar select *'Trigger' > 'On Click' > 'Object Name'*.

## 03 Video Animation pt1

Rename the object(s) you wish to use as triggers. Apply an animation from the animation toolbar to the selected Video. In the animation toolbar select *'Trigger' > 'On Click' > 'Object Name'*.

## 04 Video Animation pt2

Select the video and select *'Add Animation' > 'Play'*, then place the new animation under the correct heading in the animation pane.

## 05 Preview and Adjust

Make sure to adjust the duration of the animation and always do a preview of the animation sequence.

If you would like more information about these animations feel free to use the link below:  
<https://support.microsoft.com/en-us/office/powerpoint-for-windows-training-40e8c930-cb0b-40d8-82c4-bd53d3398787>

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# 5 Easy Steps to PowerPoint: Mask Animations

## 01 Import Object

From the tabs in the ribbon select '*Insert*' > '*Pictures*'. **Or**, from your computer's File Explorer, simply *select, drag and drop* the image directly into the document.

## 02 Object Creation

Select the **object1** you wish to act as a *mask* and duplicate them using *Copy and Paste*. Select '*Insert*' > '*Shape*'. In the Shape Format toolbar, ensure the shape has no outlines, covers the *masking object1*, and has a *Shape Fill*.

## 03 Masking

With the shape behind the **object1**, select both and choose '*Merge Shapes*' > '*Subtract*' to create a **mask**. Place **object2** over the new subtraction.

## 04 Animation Sequence

Insert a shape behind the mask. In the selection pane, select **mask** > '*Format Shape*' > '*Slide Background Fill*'. Now you can add an animation effect to **object2**.

## 05 Preview and Adjust

Make sure to adjust the duration of the animation and always do a preview of the animation sequence.

If you would like more information about these animations feel free to use the link below:

[https://www.youtube.com/watch?v=5jzp4M\\_Knrg&t=0s](https://www.youtube.com/watch?v=5jzp4M_Knrg&t=0s)

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# 4 Easy Steps to PowerPoint: 3D Model Animations

## 01 Import Object pt1

From the tabs in the ribbon select *'Insert' > '3D Model'*. Once selected, you can adjust the view and rotation angle from the 3D Model toolbar.

## 02 Import Object pt2

To insert an object from your personal device, *'Insert' > '3D Model' > 'This Device'*. Acceptable file formats are:

- Filmbox Format - .fbx files
- Object Format - \*.obj files
- 3D Manufacturing Format - \*.3mf files
- Polygon Format – \*.ply files
- StereoLithography Format – \*.stl files
- Binary GL Transmission Format – \*.glb files

## 03 Animation

In the Animation Toolbar, you will be given specific animations for the new 3D Model you have inserted.

## 04 Preview and Adjust

Make sure to adjust the duration of the transition and always do a preview of the animation sequence.

If you would like more information about these animations feel free to use the link below:

<https://www.youtube.com/watch?v=uf4Vle6MuFY&t=0s>

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