



Producing Creative Animations

Course Aims

Make text and pictures fly in, bounce, and zoom out using the animation features in Microsoft PowerPoint. Apply preset animation schemes, and use custom animation to modify them or create animation sequences of your own.

Expand your animation horizons in Microsoft PowerPoint with motion path effects. Discover types of paths from preset lines, curves, and shapes to custom paths that let you scribble freely. You'll learn good uses for paths, how to edit them, and about options and tricks available for them.

Improve your skills for timing animation effects by learning about timing delays and how they let you overlap effects. Also, become a pro with the Advanced Timeline.

Who should attend?

Advanced Microsoft PowerPoint users who wish to differentiate their presentation slides using attention getting animations.

Productivity Gained

The participants will achieve productivity gain as follows:

- Apply consistent, lively animation effects to text using preset schemes.
- Use custom animation to change preset effects or to create animation sequences of your own.
- Animate text by word, letter, or line and add dimming and sound effects.
- Use entrance and exit effects to fade pictures in and out with items in a bulleted list.
- Discover uses for motion paths and apply both preset and custom types.
- Use paths to move text around on a slide and create a custom entrance effect.
- Become skilled at manipulating and editing paths on your slides.
- Know about options and tricks you can use with paths.
- Create overlapping effects by using time delays.
- Learn different ways to create time delays, and explore other timing options.
- Use the Advanced Timeline to get a new view of an animation sequence and adjust how effects play together.

Brief Outline

- Preset animation schemes
- Custom animation
- Custom effects for text and pictures
- Laws of motion paths
- Use edit points to reshape the path
- Reverse path direction and other tips
- Timing delays and other options
- The timeline
- Adding Special Effects

Course Coverage

Our productivity centric learning includes:

- Eight instructor led lessons
- Eight practice sessions for hands-on experience.
- Eight short tests, conducted at the end of each lesson.
- One drill lesson
- One lab session

Level	Duration	Time
Advanced	1 Day / 8 Hours	9:00 am to 5:30 pm



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Pre-requisites

The participants attending this course must have the knowledge stated below:

- Basic knowledge of creating a PowerPoint presentation and printing handouts OR have attended SkillzXpress (PPT) Microsoft PowerPoint 101 course

Detail Outline

Module 1. Preset animation schemes

This lesson discusses the easiest way to add animations, which is to use a preset, or readymade, animation scheme.

Topics and Activities

- What's a scheme?
- How to apply one
- How to remove one
- Practice
- Test yourself

Module 2. Custom animation

This module shows how to use custom animation to make changes to your animation schemes. You can also do things like alter the speed and direction of an effect.

Topics and Activities

- The Custom Animation task pane
- Change or add an effect
- Start the effect
- Direction and speed
- Remove effects
- Copy effects from master to slide
- Practice
- Test yourself

Module 3. Custom effects for text and pictures

This lesson further explores custom animation, showing you how to animate text by word or letter, hide text after its effect plays, dim text with another color, and use a sound enhancement. Finally, see how to use entrance and exit effects with pictures in a bulleted list.

Topics and Activities

- Animate a list
- Discover more options for effects
- Animate by word or letter
- Add a sound; dim or hide text
- Intersperse pictures within a list
- Practice
- Test yourself

Module 4. Laws of motion paths

This lesson describes the types of motion paths you can use, how to apply them, and how to resize or move them.

Topics and Activities

- Preset paths
- Custom paths
- Apply a path
- Edit a path
- Position, size, and rotate a path
- Practice
- Test yourself

Module 5. Use edit points to reshape the path

In this lesson, you'll see how edit points let you make even finer adjustments to a path, such as altering a curve or changing just the start or end point.

Topics and Activities

- Turn on edit points
- Use the Edit Points menu
- Practice
- Test yourself

Module 6. Reverse path direction and other tips

This lesson offers a few tips that will round out your knowledge of motion paths and give you a bit more to work with down the road.

Topics and Activities

- Reverse a motion path
- Lock a path and move its item
- Smooth start, Smooth end, and Auto-reverse
- Practice
- Bonus practice: samples
- Test yourself

Module 7. Timing delays and other options

This module show how to set time delays so effects can overlap each other, which greatly opens up the possibilities for complex, interesting sequences.

Topics and Activities

- Delaying the start of an effect
- Other timing options
- Practice
- Test yourself

Module 8. The timeline

This module introduces the Advanced Timeline that gives you another way to set time delays and speed for effects.

Topics and Activities

- Timeline view
- Changing durations
- "With" and "After," visually
- Other duration types
- Time-dependent groups show together
- Zooming the timeline
- Practice
- Test yourself

Drills

Module 9. Adding Special Effects

- Applying an Animation Scheme
- Animating Text and Objects
- Setting Animation Timing



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- Animating a Chart
- Inserting Sounds and Video
- Changing Multimedia Settings
- Inserting Animated GIF's
- Labs - Adding Special Effects