



# Producing Creative Animations - Microsoft PowerPoint 2007 & 2010

## 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 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.

Improve your skills for timing animation effects by learning about timing, setting delays and how it allows overlap effects.

## Pre-requisites

An understanding of Windows / MS Office 2007/2010 will be an added advantage.

Level	Duration	Time
Advanced	1 Day / 7.5 Hours	9:00 am to 5:30 pm

### Module 1. Preset Animation Schemes

This module discusses the easiest way to add animations using readymade preset animation scheme.

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

### Module 2. Custom Animation

This module shows how to edit animation schemes (speed, direction of an effect) using custom animation.

- 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

### Module 3. Custom Effects for Text and Pictures

This module further explores custom animation, showing how to animate text by word or letter, hide text after its effect plays, dim text with another color, and use a sound enhancement.

- 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

### Module 4. Adding Effects for Chart

This module shows how to set chart animation, insert sound and video within the presentation.

- Animating a Chart
- Inserting Sounds and Video
- Changing Multimedia Settings
- Inserting Animated GIF's
- Practice

### Module 5. Laws of Motion Paths

This module describes the types and usage of motion paths.

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

### Module 6. Motion Paths Adjustments

This module shows how to edit points for finer adjustments to a path, such as altering a curve or changing just the start or end point.

- Turn on Edit Points
- Use the Edit Points menu
- Practice

### Module 7. Reverse Path Direction

This module 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.

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

### Module 8. Setting Timing and Other Options

This module shows how to set time delays for effects, which greatly opens up the possibilities for complex and interesting sequences.

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

### Module 9. The Timeline

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

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