# PowerPoint 3:
## animating objects

**Microsoft PowerPoint**

Microsoft PowerPoint is Microsoft's presentation creator. Presentations can include any or all of the following items:

- text
- pictures (photographs, clip art, shapes)
- multimedia materials (sounds, music, videos)

**Getting Started**

- Open Microsoft PowerPoint using the search function on the charms bar.
- If a presentation has already been created, double-click on its icon to open it.
- Use the navigation pane on the left side of the Microsoft PowerPoint window to quickly select a slide to edit.

**Terminology**

- Transitions are the ways in which **slides** enter the screen.
- Animations are the ways in which **objects and text** enter or leave the slide.

**Viewing the Presentation**

- To view the presentation, click on the Slide Show tab. Click on either "From Beginning" or "From Current Slide."
- To exit the presentation while viewing it, press the Escape key.
- View each slide after adding animations.
- View the entire presentation from the beginning when it is finished.

**Animations**

- Animations are the ways in which **objects and text** enter or leave the slide.
- Multiple animations can be chosen for each object.
- Click on the object to be animated and then click on an animation on the Animations tab.
- Animations auto-play when selected.
- Additional animations can be added to each object using the Add Animation tool on the Animations tab.
- Entrance animations are green on the Animations tab and in the Animation Pane.
- Exit animations are red on the Animations tab and in the Animation Pane.
- View the Animation Pane by clicking on Animation Pane on the Animations tab.
  - The Animation Pane lists all of the objects which are currently animated.
  - Contents can be expanded or hidden.
- Use the Animation Pane to perform the following actions:
  - Edit the order of appearance using the Re-Order arrows at the bottom of the Animation Pane.
  - Play the current slide. Note that this does not illustrate objects' triggers.
  - Change an object's trigger by using the drop-down menu next to the animation.

**Tips**

- Choose animation styles that don't distract the audience.
- Use consistent animation styles throughout the presentation.
- Consider your audience.
- Don't be afraid to ask for help.

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