



Microsoft Office Virtual Learning Animating Text and Objects in PowerPoint & Google Slides

April 20, 2020



Lesson: April 20, 2020

Objective/Learning Target:

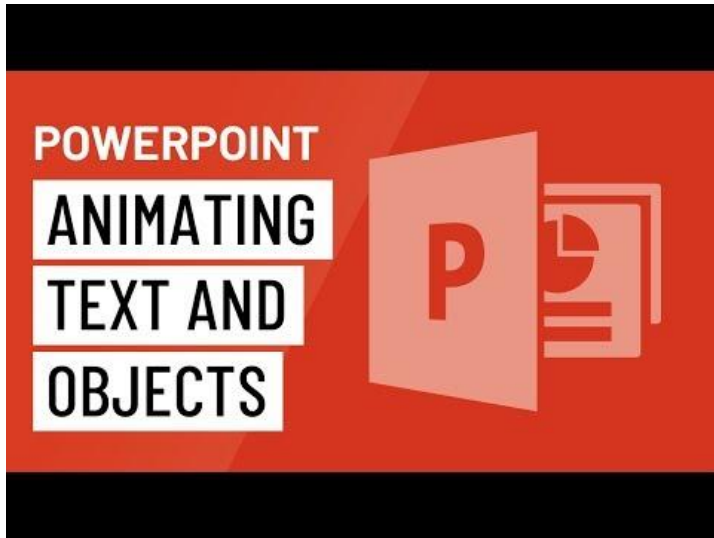
Students will understand how to animate texts and objects in Microsoft PowerPoint and Google Slides



Introduction

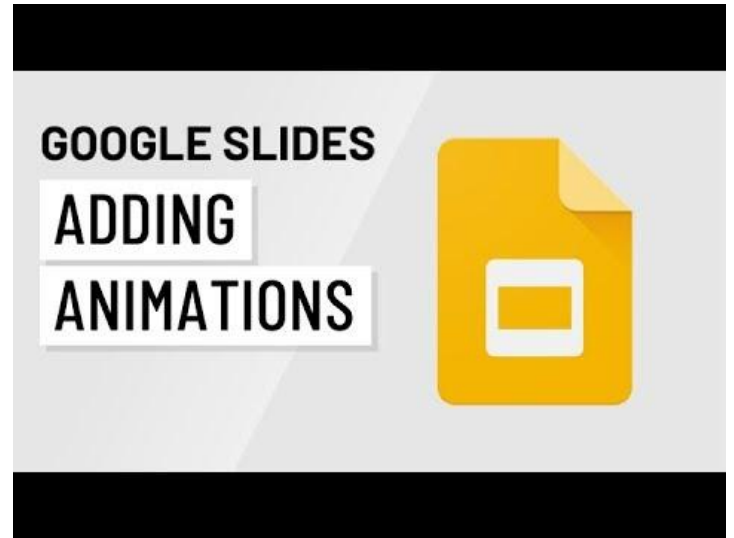
In both PowerPoint and Google Slides, you can **animate** text and objects such as clip art, shapes, and pictures. Animation—or movement—on the slide can be used to **draw** the **audience's attention** to specific content or to make the slide easier to read.

PowerPoint



https://youtu.be/kw_udjD2xwo

Google Slides



<https://youtu.be/H2zAx21LxOY>

Types of Animation

PowerPoint

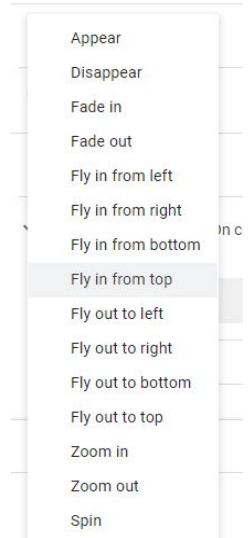
There are several animation effects you can choose from, and they are organized into four types:

- **Entrance:** These control how the object enters the slide. For example, with the **Bounce** animation the object will "fall" onto the slide and then bounce several times.
- **Emphasis:** These animations occur while the object is on the slide, often triggered by a **mouse click**. For example, you can set an object to **spin** when you click the mouse.
- **Exit:** These control how the object exits the slide. For example, with the **Fade** animation the object will simply fade away.
- **Motion Paths:** These are similar to **Emphasis** effects, except the object moves within the slide along a predetermined path, like a **circle**.

Google Slides

Google Slides has one pane to manage all of your transitions and animations. The Animations pane will allow you to configure the transition and all animations for the current slide.

- Appear
- Disappear
- Fade In
- Fade Out
- Fly in from left/right
- Fly in from bottom/top
- Zoom in/Zoom out
- Spin



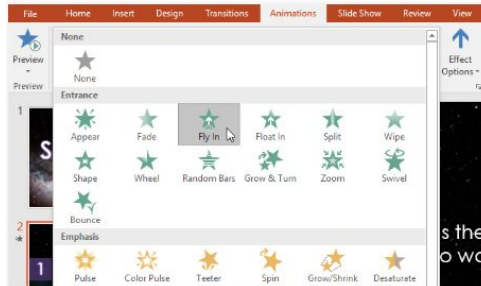
Practice: Adding an Animation

PowerPoint

1. Select the object you want to animate
2. On the animations tab, click the More drop-down arrow in the animation group

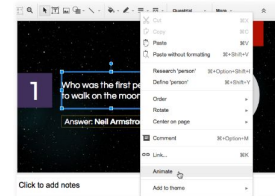


3. A drop-down menu of animation effects will appear. Select the desired effect

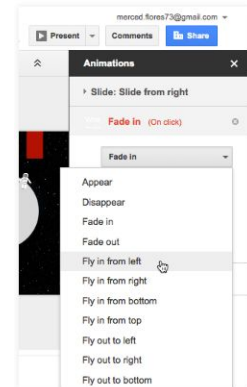


Google Slides

1. Right-click the desired object, then select Animate



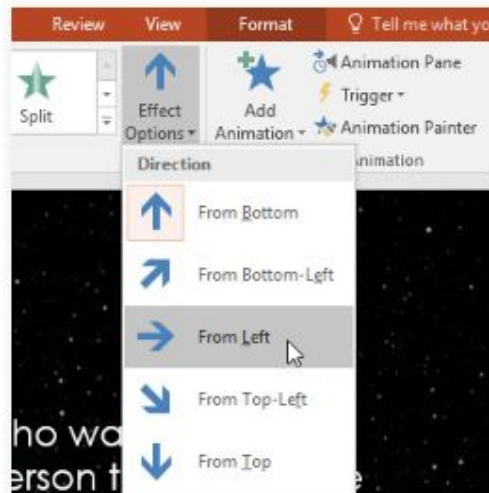
2. The Animations pane will appear. A default animation will be added to the selected object and displayed in the pane.
3. Open the first drop-down box and select the desired animation.



Effects

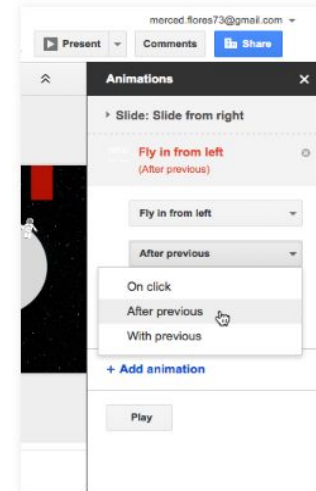
PowerPoint

Some effects will have options you can change. For example, with the Fly In effect you can control which direction the object comes from. These options can be accessed from the Effect Options command in the Animation group.



Google Slides

By default, an effect starts playing when you click the mouse during a slide show. If you have multiple effects, you will need to click multiple times to start each effect individually. However, by changing the start option for each effect, you can have effects that automatically play after the previous effect or with the previous effect.

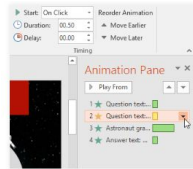


Practice: Change Effect's Start Option

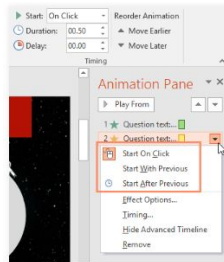
PowerPoint

By default, an effect starts playing when you click the mouse during a slide show. If you have multiple effects, you will need to click multiple times to start each effect individually. However, by changing the start option for each effect, you can have effects that automatically play at the same time or one after the other.

1. From the Animation Pane, select an effect. A drop-down arrow will appear next to the effect.



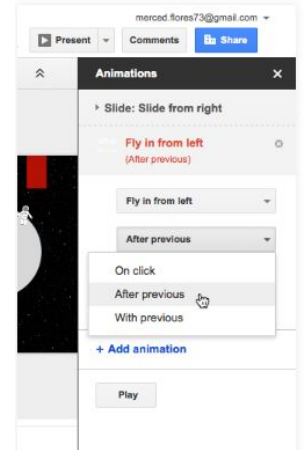
2. Click the drop-down arrow and select one of the three desired start options. Start on Click will start the effect when the mouse is clicked, Start With Previous will start the effect at the same time as the previous effect, and Start After Previous will start the effect when the previous effect ends.



Google Slides

By default, an effect starts playing when you click the mouse during a slide show. If you have multiple effects, you will need to click multiple times to start each effect individually. However, by changing the start option for each effect, you can have effects that automatically play after the previous effect or with the previous effect.

1. From the animation pane, select the drop down arrow under your select effect.
2. Click the drop-down arrow and select one of the three desired start options. Start on Click will start the effect when the mouse is clicked, Start With Previous will start the effect at the same time as the previous effect, and Start After Previous will start the effect when the previous effect ends.





Challenge

PowerPoint

1. Open a new PowerPoint Presentation
2. On the title slide, type "My School"
3. Click on your Title textbox
4. Add the Wipe animation from the Entrance group
5. Change the Effect Options so it wipes From Left
6. Insert a picture from the web of your school logo and place it in the bottom right corner of your slide
7. Add the **Pulse** animation from the Emphasis group
8. Change your picture start option so it starts **After Previous**

Google Slides

1. Open a new Google Slides Presentation
2. On the title slide, type "My School"
3. Click on your Title textbox
4. Add the Fade In animation
5. Insert a picture from the web of your school logo and place it in the bottom right corner of your slide
6. Add the Appear Animation
7. Change your picture start option so it starts After Previous

For More Resources:

Google Slides:

<https://edu.gcfglobal.org/en/googleslides/adding-transitions-and-animations/1/>

Microsoft PowerPoint:

<https://edu.gcfglobal.org/en/powerpoint2016/animating-text-and-objects/1/>