



University Information
Technology Services

Microsoft Office PowerPoint 2016 for Windows

Transitions & Animations; Timing the Presentation

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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University Information Technology Services

Microsoft Office: PowerPoint 2016 for Windows Transitions & Animations; Timing the Presentation

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Introduction

This booklet is the companion the *PowerPoint 2016: Transitions & Animations; Timing Your Presentation* workshop. It will explain how to add transitions and animations to presentation slides. Text, graphics, diagrams, charts, shapes, and other objects placed on your slides can all be animated to draw attention, emphasize important points, control the flow of information, and add interest to the presentation during the slideshow. You can rehearse your presentation to make sure that it fits within a certain time frame. This booklet will also explain how to time your presentation to record the amount of time needed to present each slide.

This booklet offers step-by-step instructions to creating dynamic presentations using transitions, animations, and timing. For other functionalities, please refer to the *PowerPoint 2016: Intro to PowerPoint* booklet.

Learning Objectives

After reading this booklet, you should be able to:

- Apply transitions
- Change the properties of a transition
- Create one or more animations to a slide
- Reorder animations
- Use the animation painter
- Remove an animation
- Use the animation pane
- Time the presentation

Transitions

Transitions are used to control the pace of your presentation and create a better flow between slides. Rather than simply changing from one slide to the next, you can apply special effects to the slides as they transition. The steps below explain how to apply transitions to your slides.

Adding a Slide Transition

1. Select the slide you wish to apply a transition to.
2. Select the *Transitions* tab (See Figure 1).
3. Select a **transition effect** from the *Transitions to this Slide* group (See Figure 1).
4. Select the **down-arrow** to view all of the available Transitions at once (See Figure 1).

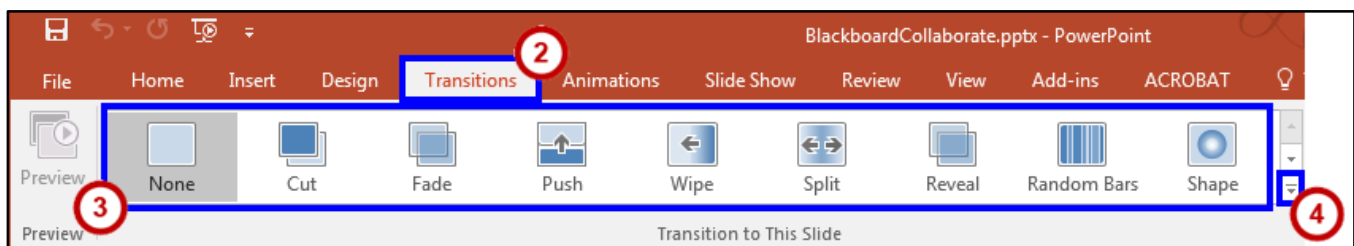


Figure 1 - Apply Transitions

5. Once you select a transition type, click **Preview** to view the effect on the slide.

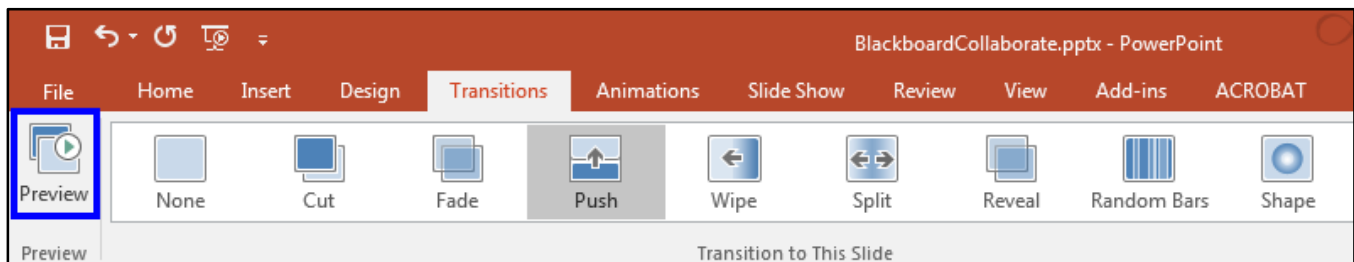


Figure 2 - Preview

6. If you would like the same transition for all slides in the presentation, click **Apply To All** in the *Timing* group.

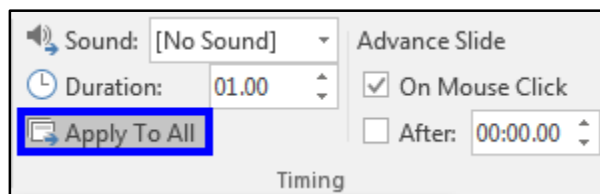


Figure 3 - Apply To All

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