

3 Adding Graphics, Animation, and Sound



LESSON OUTLINE

- 3.1 Working with Clip Art
- 3.2 Adding Other Graphics
- 3.3 Working with Shapes
- 3.4 Working with Slide Transitions
- 3.5 Using Slide Animation
- 3.6 Adding Sound Effects
- 3.7 Concepts Review

Reinforce Your Skills

Apply Your Skills

Critical Thinking & Work-Readiness Skills

LEARNING OBJECTIVES

After studying this lesson, you will be able to:

- Add clip art, photos, and screen shots to a presentation
- Remove backgrounds and apply artistic effects to slide images
- Add transition effects to a slide show
- Add animation to objects on a slide
- Add sound effects to transitions and animations

In this lesson, you will enhance the iJams presentation that you created in previous lessons. You will use clip art to add interest to the presentation, a drawing object to add spark, and slide transitions and animation to “bring the presentation to life.”

Student Resources

labyrinthlab.com/pp10

CASE STUDY

Adding Eye Candy

The iJams presentation is evolving nicely. However, Carthic Maddix returns from the JamWorks trade show knowing he will have to add some pizzazz to the presentation if he is to compete with his competitors. Although Carthic and Aurelia have created an error-free, technically perfect presentation, he can see that something is definitely missing! Aurelia suggests sprinkling clip art to illustrate Carthic's message. Knowing the robust animation tools in PowerPoint 2010, she also encourages Carthic to consider using animation to give life to the presentation. They decide that if used sparingly, clip art and animation will enhance their presentation.



The iJams presentation with stock clip art added

3.1 Working with Clip Art

Video Lesson

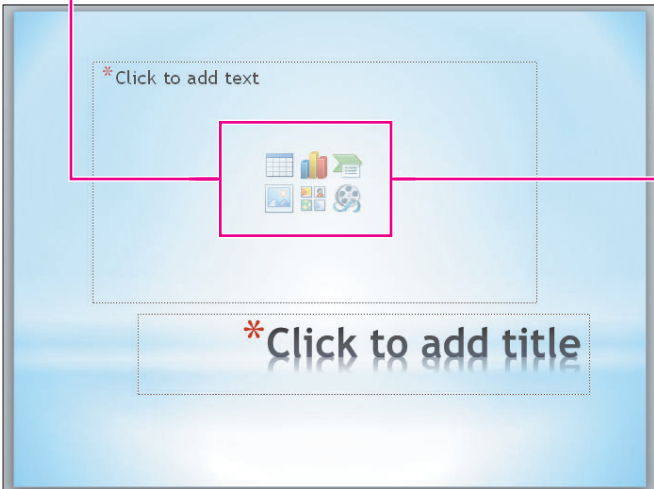
labyrinthlab.com/videos

Adding clip art to your presentations will help you emphasize key points and add polish to the presentation as a whole. Microsoft Office 2010 has a clip art collection of more than 130,000 pieces of art—and it grows daily. There is clip art available for any occasion.

Using Text and Object Layouts

PowerPoint creates slides with different layouts, such as slides with titles only and slides with titles and text. These slide layouts allow you to easily create slides with a standardized title and bulleted text. Many of PowerPoint's layouts, including the Title and Content layout and the Two Content layout, provide placeholders for titles, text, and various types of content including tables, charts, clip art, pictures, diagrams, organizational charts, and movies.

Some slide layouts include a group of six icons.









Click the Clip Art icon to open the Clip Art pane.

Click the Image icon to insert an image, such as a digital photograph or custom artwork.

These icons are simply shortcuts for inserting objects. You can also insert objects from one of the many groups from the Insert tab on the Ribbon.

QUICK REFERENCE

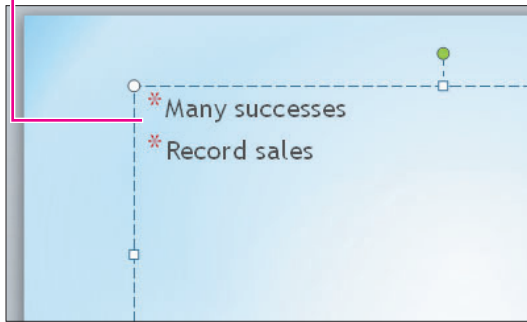
WORKING WITH SLIDE INSERT SHORTCUTS

Icon	What It Does	Icon	What It Does
	Inserts a table		Inserts an image
	Inserts a chart or graph		Inserts a SmartArt graphic
	Opens the Clip Art pane to insert clip art		Inserts a media clip

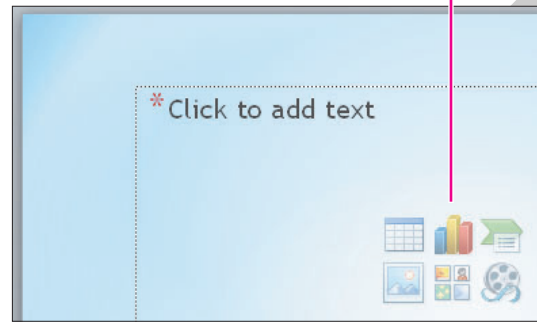
Deleting Placeholder Text

Sometimes you may decide to simply replace all the text on a slide with a graphic. Deleting all the text inside a placeholder results in the slide displaying its six default insert icons, making it easy to insert clip art or other objects.

When all the text inside a placeholder is deleted...





...the six insert icons reappear.



DEVELOP YOUR SKILLS 3.1.1

Get a Slide Ready for Clip Art

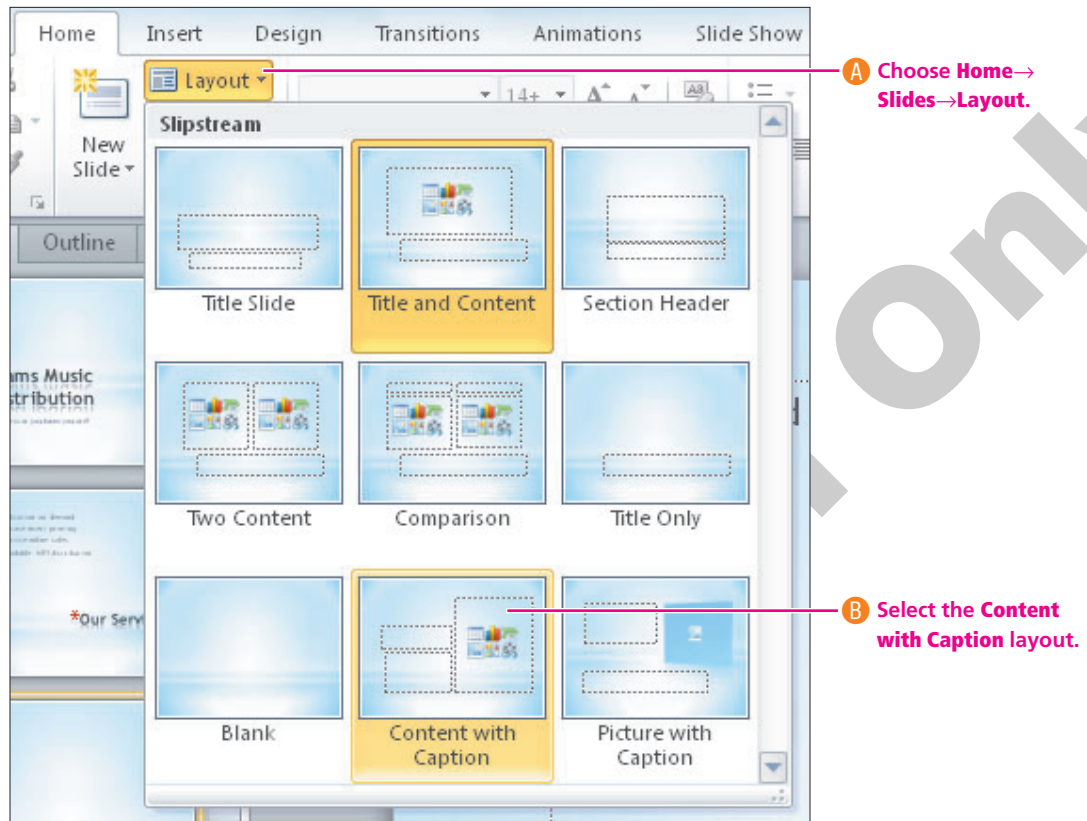
In this exercise, you will get a slide ready to accept clip art. The clip art will be added in the next exercise.

1. **Open** the iJams Animation presentation from the Lesson 03 folder on your file storage location.
2. If necessary, choose **View**→**Presentation Views**→**Normal**  to display the presentation in **Normal** view.
If it was not visible before, the Slides/Outline panel now appears on the left side of the PowerPoint window.
3. If necessary, choose the **Slides** tab in the Slides/Outline panel.
It will be easier to monitor your slide layouts if you are using the Slides panel rather than the Outline panel.
4. Select the **Our Services** slide from the Slides panel.
5. Choose **Home**→**Slides**→**New Slide** .

A new slide is inserted below Our Services. The new slide uses the same layout as the Our Services slide.

Choose a Layout and Format Text

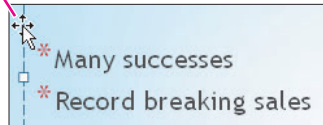
6. Follow these steps to apply a slide layout suitable for clip art:



7. In the Title placeholder, type **Our Recent Success.**
8. In the text box beneath the title, type
Top of the Rock [Enter] **Excellence in Service to Musicians** [Enter] **League of Electronic Music Distributors.**
9. Select the text *Top of the Rock* and increase the font size to 24 from the **Home→Font→Font Size** menu ▼ button.
10. Choose **Home→Font→Bold** to make the text bold.
11. Select the text *League of Electronic Music Distributors.*
12. Choose **Home→Font→Italic** to make the text italic.
Your slide is ready to have clip art added.
13. Click in the large text placeholder at the right and type **Many successes** [Enter]
Record breaking sales.
You decide instead to replace the bulleted text with clip art. You will delete all the text in the placeholder so the slide displays the six inert icons again.

14. Follow these steps to delete all the text in the placeholder:

A Point to the dashed border of the large text placeholder until your mouse pointer turns into a four-headed arrow and then click the dashed border to select the placeholder. The border turns solid to indicate the placeholder is selected.




B Tap **Delete**. The text, not the placeholder itself, is deleted and the six insert icons appear.

15. Save  your presentation.

Searching for Clip Art with the Clip Art Task Pane

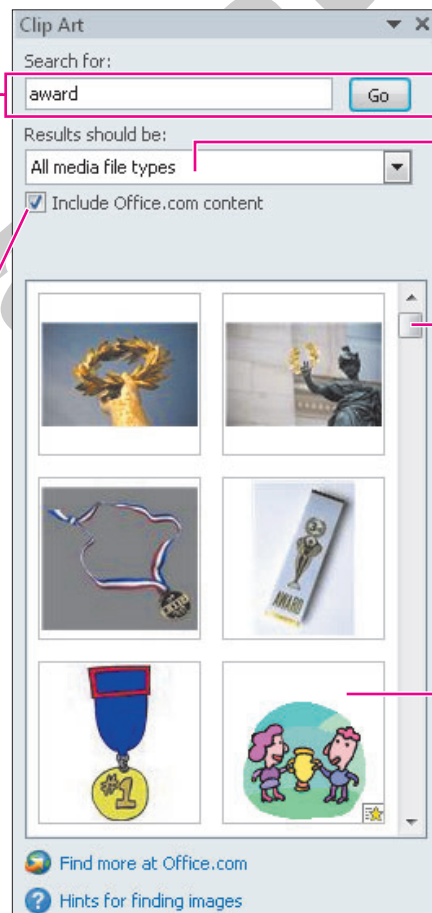
Video Lesson

labyrinthelab.com/videos

Finding clip art is easy: Click the Clip Art  icon in the slide placeholder to bring the Clip Art task pane to the right side of your screen. Alternatively, you can select Insert→Images→Clip Art from the Ribbon. You search for clip art by typing a keyword and clicking the Go button. Each piece of clip art is associated with keywords that describe its characteristics. For example, the images shown in the illustration can be located by using the keyword *awards* or *prizes*. The following illustration describes the Clip Art task pane.

An image can be located by typing a keyword and clicking the Go button.

You can limit your search by searching only your computer or including the online Microsoft Clip Art gallery.



You can filter your results by searching for specific media types, such as clip art, photographs, movies, or sounds.

The scroll bar is used to browse the clip art images resulting from your search.

The desired image can be inserted by clicking it.

DEVELOP YOUR SKILLS 3.1.2

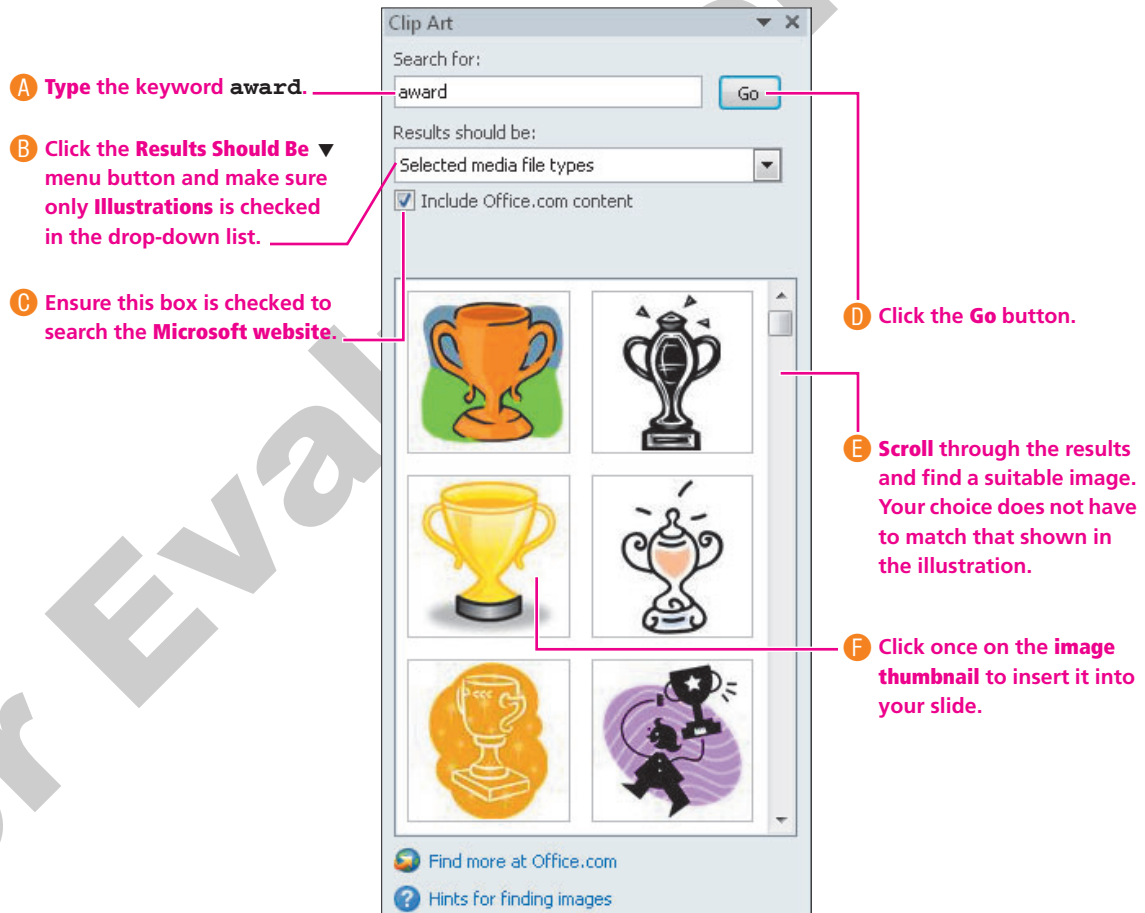
Insert Clip Art

In this exercise, you will insert clip art.

1. On the Our Recent Success slide, click the **Clip Art**  icon as shown to open the Clip Art task pane.



2. Configure the Clip Art task pane as shown:



The clip art image is inserted on the slide and replaces the large text box.

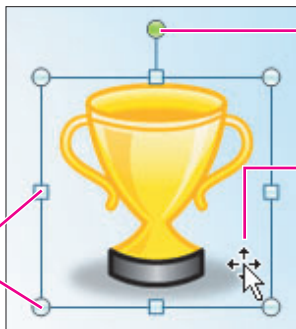
Moving, Sizing, and Rotating Objects

Video Lesson

labyrinthlab.com/videos

When you click an object (such as a clip art image), sizing handles and a rotate handle appear. You can easily move, size, and rotate selected objects as described in the following illustration.

Sizing handles appear on the sides and corners of the selected object. You can adjust the width or height of an object by dragging the top, side, or bottom handle. You can adjust the width and height proportionately by dragging a corner handle.



The green rotate handle rotates the object.

The Move pointer appears as a four-headed arrow when you point to an object. You can move an object by dragging it while the Move pointer is visible.

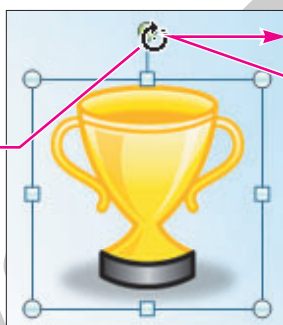
DEVELOP YOUR SKILLS 3.1.3

Move and Size Clip Art

In this exercise, you will manipulate clip art, sizing and moving it to place it on the slide.

1. Follow these steps to rotate the clip art image:

A Point to the **green rotate handle**, until the insertion point changes to a circular arrow.

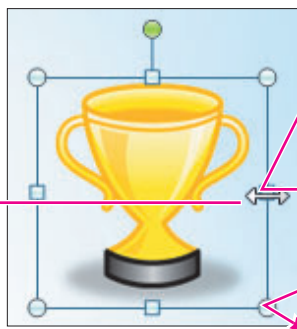


B Press the left mouse button and **drag** slowly to the right. Your image will rotate clockwise. **Release** the mouse button after the image has rotated about 90 degrees.

C Choose **Quick Access Toolbar**→**Undo**  to undo the rotation.

2. Follow these steps to resize the clip art image:

A Point to the **square handle on the right border** until the insertion point changes to a double-headed arrow.



B Press the left mouse button and **drag** slowly to the right until the image is about twice as wide as the original. Your image will stretch out of proportion (become too wide).

C Choose **Quick Access Toolbar**→**Undo**  to undo the resize.

D Point to a circular bottom-right corner handle and **drag** to enlarge the image proportionately to your liking.

3. Point to the **image** itself (not the border or a resize handle) until the pointer becomes a four-headed arrow. **Drag** the image so it is centered next to the bar of text. Compare your slide with the following illustration.



4. Save  your presentation.


Inserting Clip Art Without an Existing Placeholder

Video Lesson labyrinthlab.com/videos

If your slide does not have the shortcut icons to insert clip art, you can still insert an image by displaying the Clip Art task pane and choosing Insert→Images→Clip Art from the Ribbon.

Formatting Clip Art

After your image is on the slide, use the various groups on the contextual Format tab to add effects or align your image. You can add borders, drop-shadows, or bevels, rotate your image in 3-D from the Format→Picture Styles group. Other groups on the Format tab allow you to align, flip, crop, or perform basic image editing tasks.

QUICK REFERENCE	PERFORMING CLIP ART TASKS
Task	Procedure
Insert a clip art image	<ul style="list-style-type: none"> Click the Clip Art shortcut  on the slide to display the Clip Art task pane. Enter a keyword and configure the Results Should Be and Include Office.com Content options. Click the Go button. Click the desired thumbnail to insert the clip art in your slide.
Resize a clip art image	<ul style="list-style-type: none"> Click the clip art image to display its border. Drag any square handle along the top, bottom, or sides of the clip art's border to resize the image wider or taller. Drag any circular handle in the clip art's corners to resize the image proportionately.
Move a clip art image	<ul style="list-style-type: none"> Point to the image until the mouse pointer becomes a four-headed arrow. Drag the image to the desired location.
Rotate a clip art image	<ul style="list-style-type: none"> Click the clip art image to display its border. Point to the green rotate handle on top of the clip art's border until the mouse pointer becomes a circular arrow. Drag left or right to rotate the image.
Format a clip art image	<ul style="list-style-type: none"> Click the clip art image to display its border. Select a command from the Format→Picture Styles group on the Ribbon.

DEVELOP YOUR SKILLS 3.1.4

Insert and Format Clip Art

In this exercise, you will work with the Ribbon to insert and format an image on your slide.

Insert the Image

1. Display the **title slide**.
2. Choose **Insert→Images→Clip Art**  from the Ribbon if the Clip Art task pane is not already visible.

The Clip Art task pane should be displayed on the right side of your screen.

3. Follow these steps to insert clip art on the title slide:

A Type **cd** in the Search For box.

B Click the **Results Should Be** menu button and make sure only **Illustrations** is checked in the drop-down list.

C Ensure this box is checked to search the **Microsoft website**.

D Click the **Go** button.

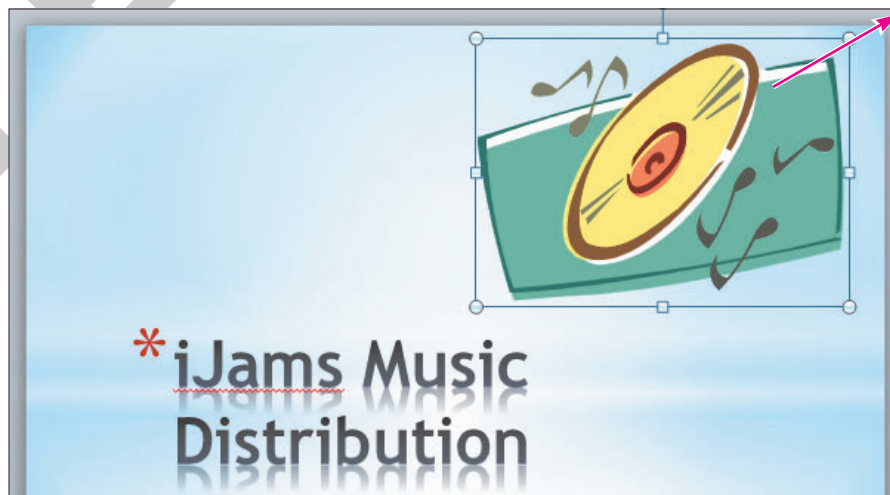
E Scroll through the results and find a suitable image. Your selection may differ from the illustration.

F Click once on the **image thumbnail** to insert it into your slide.

Size and Position the Image

In the next few steps, you will use the *Format* contextual tab to experiment with effect options.

4. **Drag** the image to the top of the slide so it no longer overlaps the text, and then **drag** the top-right circular handle toward the top-right corner of your slide to enlarge the image proportionately. Be careful not to size it too large. The image should still fit on the slide.



5. Choose **Format**→**Arrange**→**Align**→**Align Center** from the Ribbon to center the image horizontally.

Selecting an image object forces the display of the contextual Format tab.



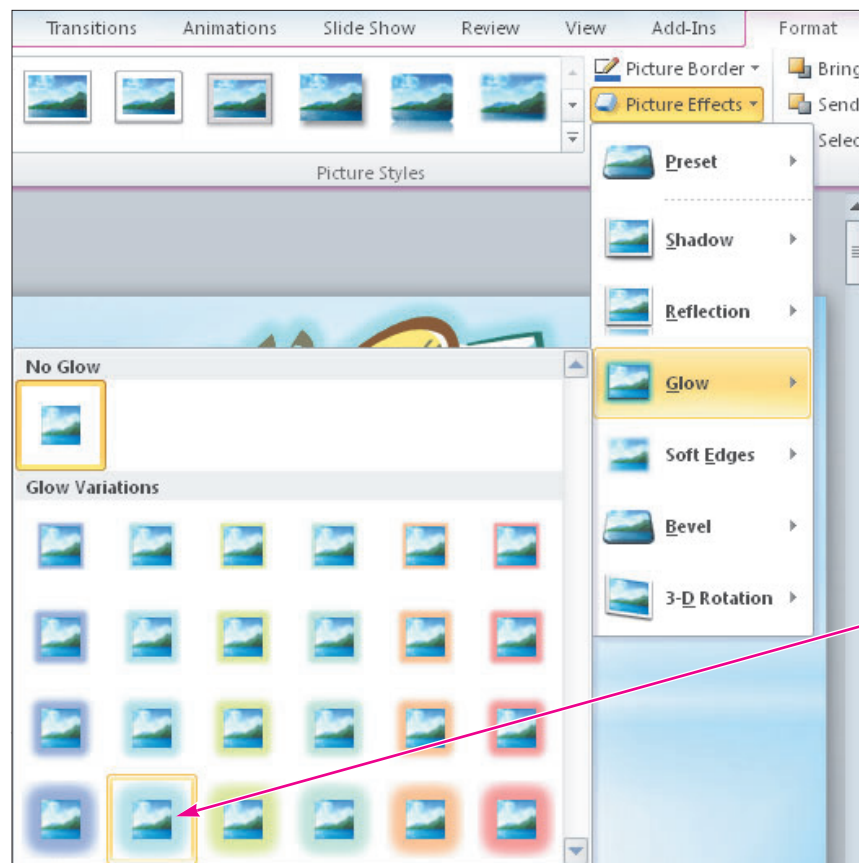
6. Follow these steps to format the image:

- Make sure the image displays handles to indicate it is selected.
- Choose **Format**→**Picture Styles**→**Picture Effects**  from the Ribbon.

7. **Roll** your insertion point over several of the items in the **Picture Effects** gallery to view a Live Preview of each effect.

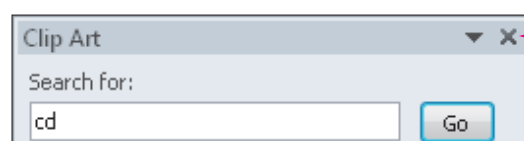
As you have seen with other commands, Live Preview makes it easy to anticipate the effect of a command without the need to undo it if you don't like the effect.

8. Choose **Format**→**Picture Styles**→**Picture Effects** →**Glow**→**Turquoise, 18 pt glow, Accent color 2** as shown in the following illustration.



PowerPoint applies a glowing effect to the edge of the image.

9. **Close** the Clip Art task pane.



10. Compare your finished slide to the following illustration.



The completed title slide

11. Save  your presentation.

3.2 Adding Other Graphics

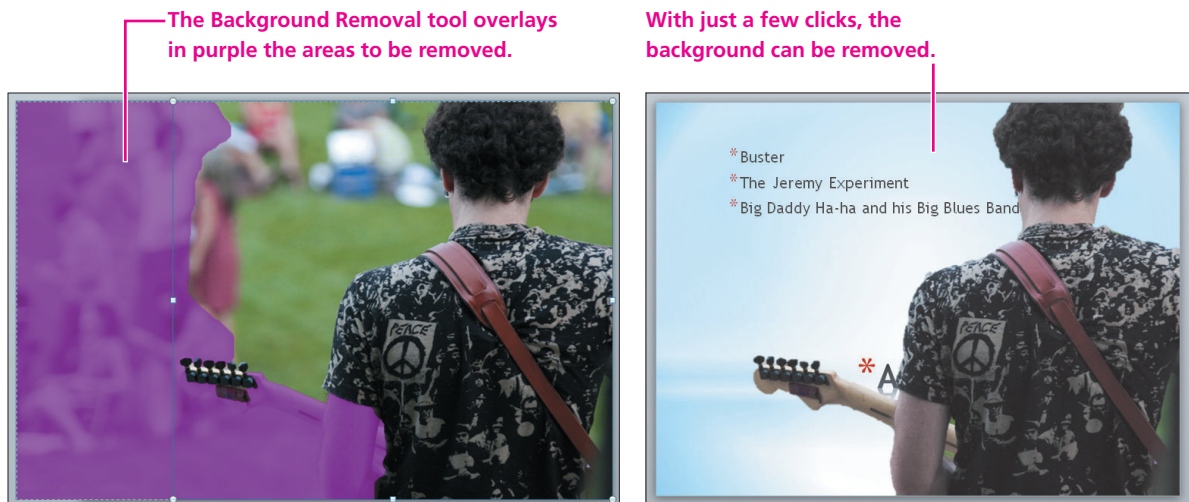
Video Lesson

labyrinthlab.com/videos

Sometimes you just can't find that perfect image through clip art. Oftentimes you can incorporate more unique and personal imagery if you take your own pictures or download professional photographs from a commercial website. PowerPoint 2010 has some new tools and features to make the most of your images, including the ability to remove a background and add artistic effects.

Removing a Background

Many times a photograph contains more than what you need. In the past, it was necessary to learn how to use a graphics editing program to remove the background or other unwanted elements. PowerPoint 2010 includes a new feature that allows you to remove backgrounds with just a few clicks. When removing a background the original picture is not harmed, because PowerPoint works on a copy of the picture embedded into the slide. Additionally, nothing is actually removed from the picture. PowerPoint just hides areas of the picture you mark as those to be removed. The hidden areas can always be made visible again. You can adjust the settings of the removal tool at any time after the background's initial removal, so there is no need to worry about getting it perfect on your first try.



DEVELOP YOUR SKILLS 3.2.1

Remove a Background

In this exercise, you will insert a picture and remove the background.

Insert a Picture

1. **Scroll down** the Slides pane, if necessary, and **select** the sixth slide, Artist Successes.
2. Choose **Insert**→**Images**→**Picture** from the Ribbon.
3. **Navigate** to your Lesson 03 folder, select the picture **Guitarist Back**, and click **Insert**.
The picture is inserted on the slide, but contains more imagery than we need.

Remove the Background

4. **Drag** the picture up so the top of the picture snaps to the top of the slide.
5. **Drag** the bottom-left circular handle down and to the left until the bottom of the picture snaps to the bottom of the slide.
The picture now covers the whole slide.
6. Choose **Picture Tools**→**Format**→**Adjust**→**Remove Background**.
PowerPoint places a rectangle border inside the picture and does its best to guess what you want to remove. A purple overlay indicates what will be removed. You will adjust this.
7. **Drag** the top-right circular handle of the rectangular box inside the picture so it snaps to the top-right corner of the picture.

8. **Drag** the bottom-left circular handle of the rectangular box down and to the right so the entire guitar is inside the box. Your slide should resemble the following figure, but it will not be exact.

When you resize the box inside the picture, PowerPoint adjusts the purple overlay. The overlay still needs to be adjusted so we can see the whole guitarist.

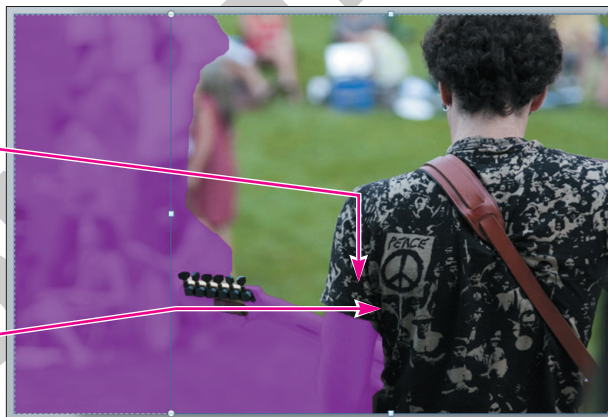


9. Choose **Background Removal**→**Refine**→**Mark Areas to Keep**.

10. Follow these steps to adjust the overlay:

- A **Point to the top of the left shoulder and drag down to the bottom of the elbow to tell PowerPoint not to remove this area.**

- B **Point to the left edge of the guitar and drag right to keep this area.**

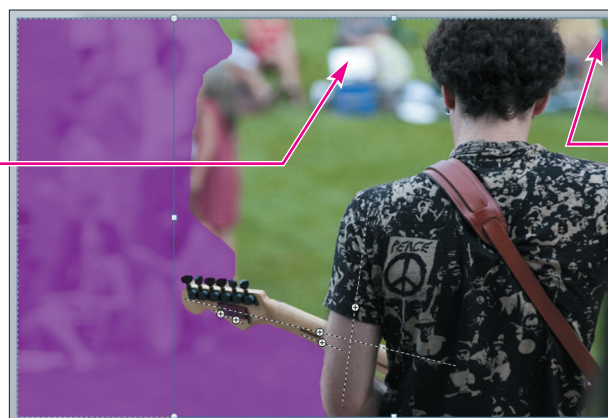


- C **Drag over any other purple on the guitarist or the guitar.**

11. Choose **Background Removal**→**Refine**→**Mark Areas to Remove**.

12. Follow these steps to define areas to be removed:

- A **Drag over the background to tell PowerPoint to remove this area.**

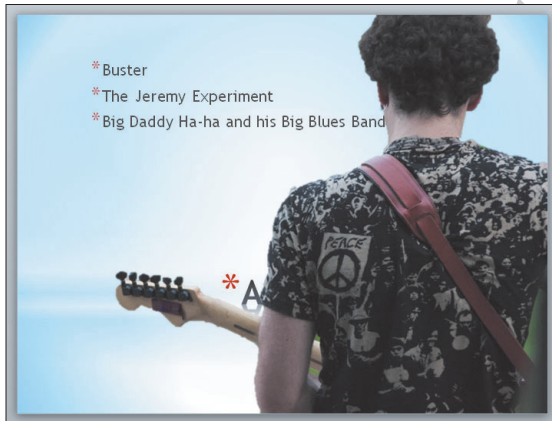


- B **Drag over this section to remove it as well.**

13. You will probably have to go back and forth with the Mark Areas to Keep and Mark Areas to Remove buttons as you continue to tweak the purple overlay. When done, your slide should match the following figure.



14. Choose **Background Removal**→**Close**→**Keep Changes**. Your slide should resemble the following figure. If it doesn't, choose **Picture Tools**→**Format**→**Adjust**→**Remove Background** to adjust the overlay.



15. **Save** your presentation.

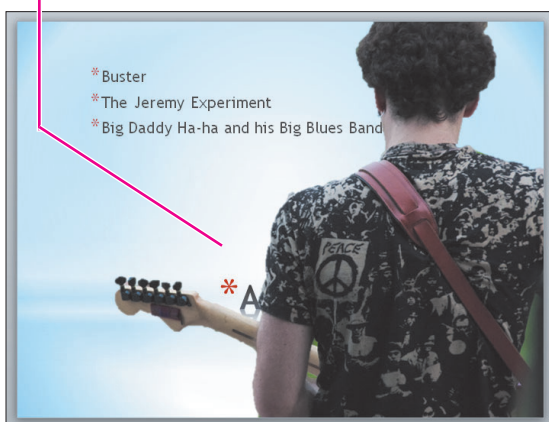
Applying Artistic Effects

Video Lesson

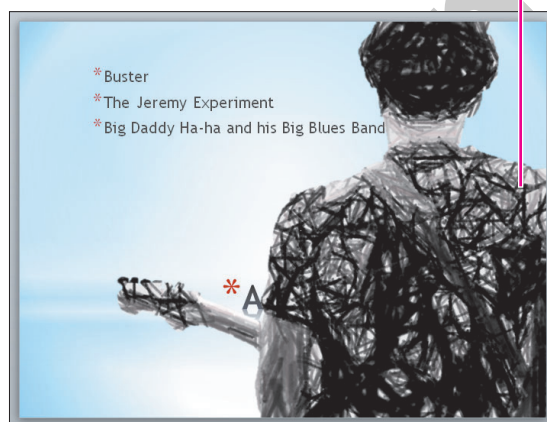
labyrinthelab.com/videos

PowerPoint 2010 includes new artistic effects that can be applied to pictures, making photographs look like pencil sketches, cement, or pastels. Additionally, pictures can be re-colored to create a color cast that blends with your theme.

The picture before any effect has been applied



The picture after the Pencil Grayscale and recolor effects have been applied



QUICK REFERENCE

MODIFYING PICTURES

Task

Insert a picture from your computer

Procedure

- Choose Insert→Images→Picture from the Ribbon.
- Navigate your hard drive to the picture you want to use.
- Select your picture and click Insert.

Remove a background

- Select the picture and choose Picture Tools→Format→Adjust→Remove Background from the Ribbon.
- Adjust the marquee to include the portion of the picture you want to keep.
- To mark additional areas of the picture to include, choose Background Removal→Refine→Mark Areas to Keep and drag over the areas of the picture to keep.
- To mark additional areas of the picture to exclude, choose Background Removal→Refine→Mark Areas to Remove and drag over the areas of the picture to exclude.
- Choose Background Removal→Refine→Keep Changes to apply your settings.
- Choose Picture Tools→Format→Adjust→Remove Background from the Ribbon to adjust the background removal at any time.

Apply artistic effects

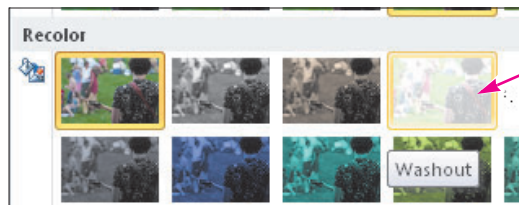
- Select the picture and choose Picture Tools→Format→Adjust→Artistic Effects from the Ribbon.
- Choose an effect to apply the default settings, or choose Artistic Effects Options to customize the settings.
- If you choose to customize the settings, choose an effect from the drop-down menu and adjust its settings and click Close.

DEVELOP YOUR SKILLS 3.2.2

Apply Artistic Effects

In this exercise, you will apply artistic effects to a picture.

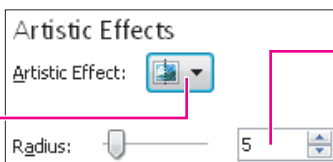
1. If necessary, select the picture on the sixth slide, **Artistic Successes**.
The picture is covering up the text. You will move it behind the text.
2. Choose **Picture Tools**→**Format**→**Arrange**→**Send Backward** ▼→**Send to Back** from the Ribbon.
The picture appears behind the text, but is still too dark to see the text.
3. Choose **Picture Tools**→**Format**→**Adjust**→**Color** from the Ribbon.
4. Point to several **color adjustments** to see how they change the picture on the slide. Notice a tooltip appears when you point to an adjustment, indicating its name.
5. Select the **Recolor**→**Washout** adjustment to fade out the picture.



The text can now be seen, but the picture is a little too crisp and distracts from the text. You will blur it slightly to move it further into the background.

6. Choose **Picture Tools**→**Format**→**Adjust**→**Artistic Effects** from the Ribbon.
7. Point to several **effects** to see how they change the picture on the slide. Notice a tooltip appears when you point to an effect, indicating the name of the effect.
8. Point to the **Blur** effect, the last thumbnail in the second row, and see how it affects the picture.
The default blur effect is too blurry.
9. Choose **Picture Tools**→**Format**→**Adjust**→**Artistic Effects**→**Artistic Effects Options** from the Ribbon.
10. Follow these steps to customize the Blur effect:

A Choose the **Blur** effect from the menu. It is the last thumbnail in the second row.



B Change the Radius to 5 to lessen the blur. The Radius setting controls the amount of blur.

C Click **Close**.

11. **Save** your presentation.

Inserting a Screenshot

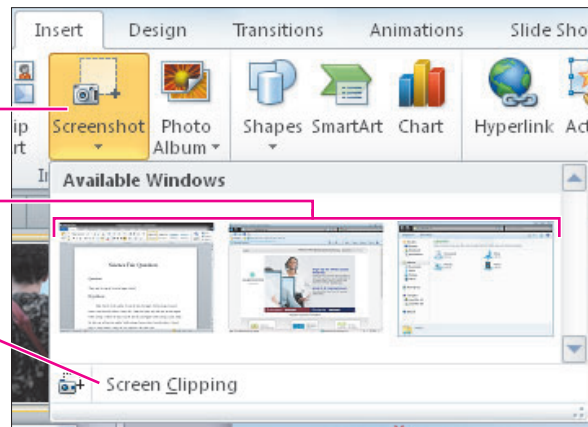
Video Lesson labyrinthelab.com/videos

Sometimes you may want to include a picture of something, such as a program window or web page, on your computer screen in a presentation. PowerPoint's new Screenshot tool lets you insert a picture of any open window or program or drag on your screen to define an area to insert.

The Screenshot command is available on the Insert tab.

You can insert any open window as a picture.

Alternatively, you can drag on the screen to define an area to capture.



QUICK REFERENCE

INSERTING A SCREENSHOT

Task

Insert a picture of an entire program window

Procedure

- Start the program or open the window you want to capture.
- Return to PowerPoint and choose the slide on which to insert the picture.
- Choose Insert→Images→Screenshot ▼ menu→from the Ribbon.
- Click the picture of the window you want to insert.

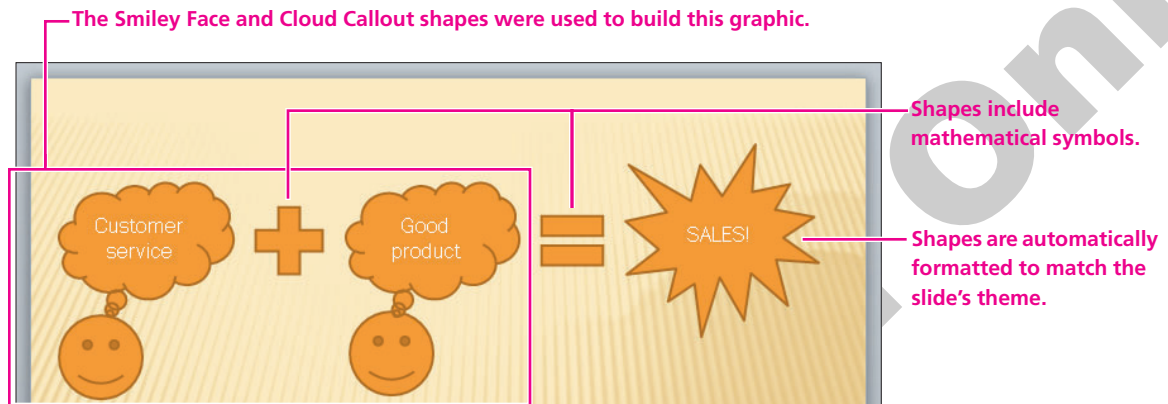
Insert a picture of a portion of the screen

- Display the program or window you wish to insert.
- Return to PowerPoint and choose the slide on which to insert the picture.
- Choose Insert→Images→Screenshot ▼ menu→Screen Clipping from the Ribbon.
- Drag to define the area you wish to insert or tap **[Esc]** to leave the Screen Clipping tool.

3.3 Working with Shapes

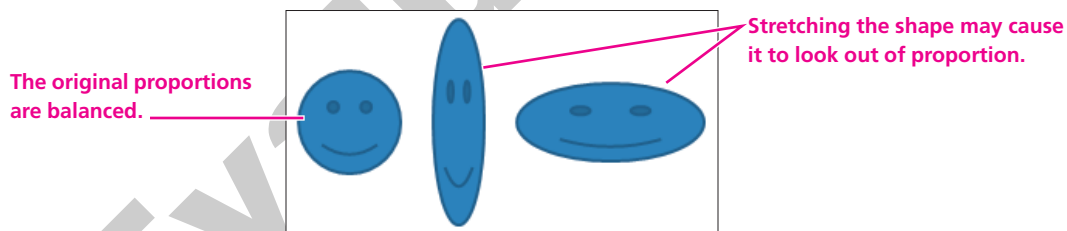
Video Lesson labyrinthelab.com/videos

PowerPoint offers over 150 shapes that you can add to your slides. You can use these shapes to build your own custom flowcharts, mathematical equations, speech and thought bubbles, or other design. Shapes can even include text.



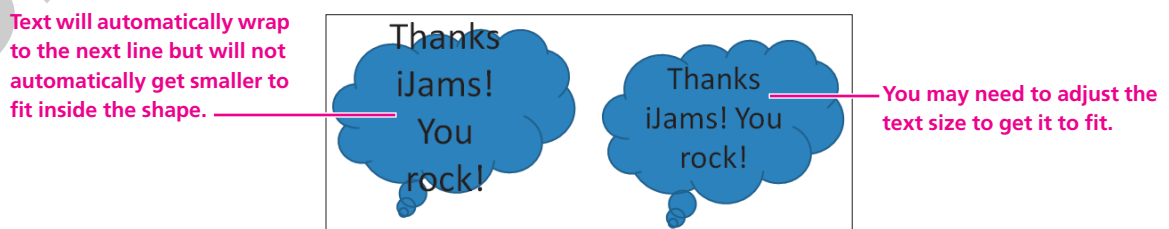
Adding a Shape

When adding a shape to a slide, you can stretch it to make it wider/narrower or taller/shorter. All shapes are pre-formatted with a specific ratio of width to height, so stretching a shape can sometimes make it appear unbalanced. You can use the Shift key to maintain the original width-to-height ratio.



Adding Text to a Shape

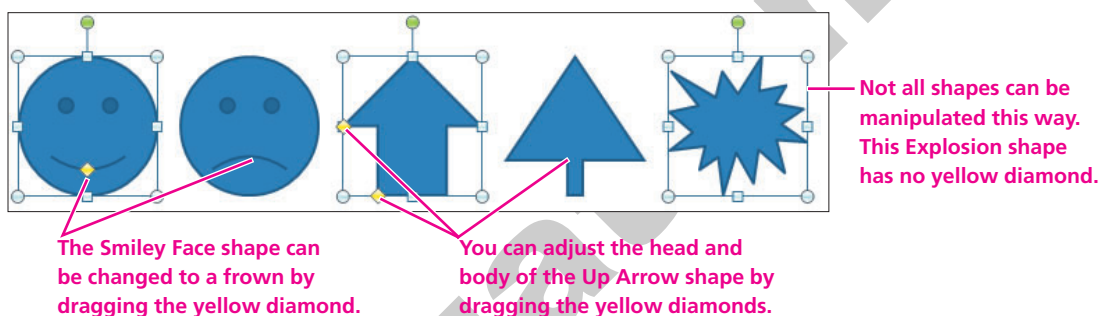
You can easily add text to a shape, but the text does not automatically resize itself to fit nicely. Text will, however, automatically wrap to the next line so there is no need to tap Enter as you type.



QUICK REFERENCE	ADDING SHAPES
Task	Procedure
Add a shape	<ul style="list-style-type: none"> Choose Insert→Illustrations→Shapes ▼ from the Ribbon. Select the shape you want and then drag on the slide to draw the shape. Hold [Shift] as you drag the shape to maintain the original proportions.
Add text to a shape	<ul style="list-style-type: none"> Add a shape to a slide. With the shape selected and displaying a solid border, start typing. The text will automatically wrap to the next line when it reaches the edge of the shape, but it will not automatically resize itself to fit inside the shape.

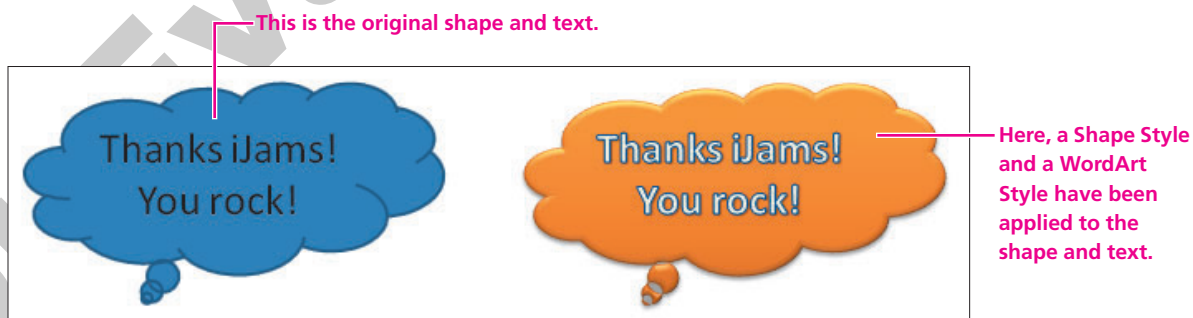
Resizing a Shape

Shapes can be resized and rotated just like clip art. Additionally, some shapes include a yellow diamond that you can use to change the shape's properties. For example, you can change the Smiley Face shape to a frown or you can change the head and body of an arrow shape.



Formatting Shapes and Shape Text

While shapes and the text they contain are automatically formatted to match the slide's theme, you may want a more exciting look such as a drop shadow or three-dimensional effect. Adding a Shape Style or WordArt Style can make your shape graphics really pop.



QUICK REFERENCE	FORMATTING A SHAPE AND SHAPE TEXT
Task	Procedure
Format a shape	<ul style="list-style-type: none"> ■ Select the shape on the slide you wish to format. ■ Choose a command from the Drawing Tools→Format→Shape Styles group on the Ribbon.
Format shape text	<ul style="list-style-type: none"> ■ Select the shape on the slide containing the text you wish to format. ■ Choose a command from the Drawing Tools→Format→WordArt Styles group on the Ribbon.

DEVELOP YOUR SKILLS 3.3.1

Add and Format a Shape with Text

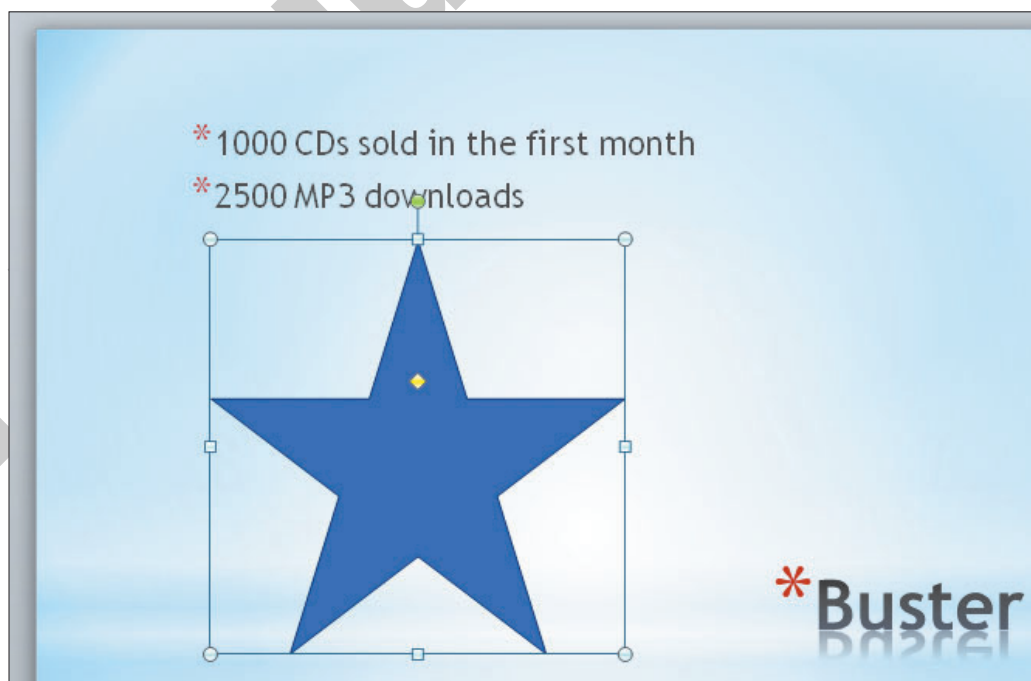
In this exercise, you will add and format a shape with text.

Add a Shape with Text

1. Display the seventh slide, **Buster**.
2. Choose **Insert**→**Illustrations**→**Shapes** ▼→**Stars and Banners**→**5-Point Star** from the Ribbon.



3. Hold **[Shift]** as you **drag** on the slide to create a star shape similar to the following figure.



4. Type the following: **Top Seller!**

Your star shape should resemble the following figure.



5. Click the **dashed border** of the shape so it turns solid.

When the shape is selected, you can format its text.

6. Choose **Home**→**Font**→**Font Size** ▼→**44** from the Ribbon.

The font size increases, but the text no longer fits nicely inside the shape. You will fix this in the next few steps.

Customize the Shape

7. Follow these steps to change the shape of the star and make the text fit nicely:

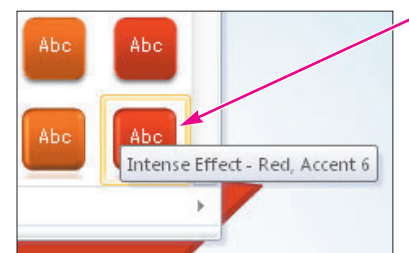
- A Drag the yellow diamond up a little bit to change the shape of the star.



- B Try to match your star shape to the figure. You may have to drag the yellow diamond up or down.

Format the Shape and Text

8. Choose **Drawing Tools**→**Format**→**Shape Styles**→**More**→**Intense Effect – Red, Accent 6**. It is the bottom-right choice in the Shape Styles gallery.
The shape changes color, appears three-dimensional, and displays a bottom reflection. However, the text remains the same.



9. Choose **Drawing Tools**→**Format**→**WordArt Styles**→**More**→**Fill – White, Outline – Accent 1**. It is the fourth choice in the top row.



The text within the shape changes.

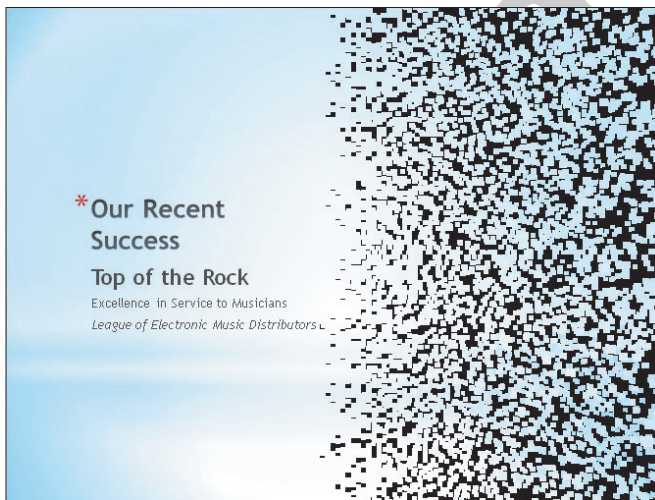
10. **Save**  your presentation.

3.4 Working with Slide Transitions

Video Lesson

labyrinthlab.com/videos

A slide transition is the animation between slides. Used properly, they can add zest and excitement to your presentation and provide a distinct breaking point between slides. PowerPoint 2010 includes many new transitions that are often used in video production, such as 3-D rotations and other animated effects.



The Vortex transition
occurring between two slides

Creating Transitions in Slide Sorter View

Most of the time, you will want to apply the same transition to the entire presentation. Using the Slide Sorter view is a quick and easy way to accomplish this task. You can apply transitions to a single slide, multiple slides, or all slides in a presentation. When you apply a transition, it animates the change from one slide to another, not individual elements of the slide.

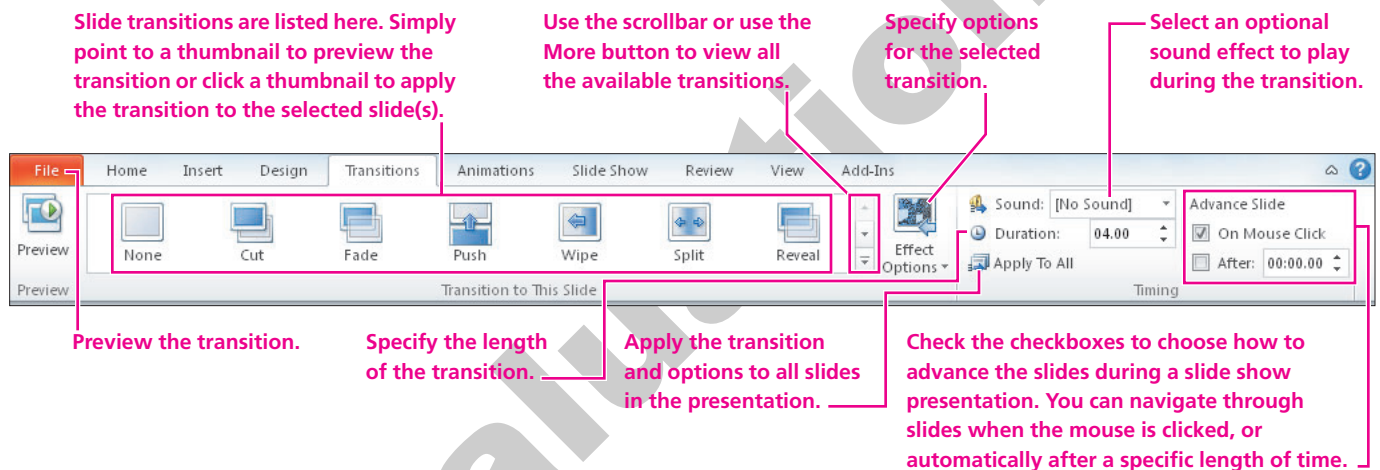
Selecting Slides for Transitions

To easily select all slides in a presentation from Slide Sorter view, click to select the first slide in the presentation. If necessary, scroll to the bottom of the Slide Sorter window pane, press and hold the **[Shift]** key, click the last slide in the presentation, and then release the **[Shift]** key. All slides will be selected. After the slides are selected, choose Transitions→Transitions to This Slide from the Ribbon, and select a transition effect. The transition will be applied to all selected slides. You can also use this same method from the Normal view's Slides panel to select all slides in a presentation.

To apply a transition to a single slide, simply select a single slide in either Normal or Slide Sorter view, and then choose a slide transition from Transitions→Transitions to This Slide. The transition will be applied to the selected slide.

The Transitions Tab

The Transitions tab contains the Transitions to This Slide group, which you use to implement your slide transitions. The Transitions tab contains commands to apply transitions, sound, and other transition options to slides.



QUICK REFERENCE

ADDING TRANSITIONS TO A PRESENTATION

Task

Add transitions to an entire presentation

Set a transition for individual slides

Procedure


- From Slide Sorter view, press **[Ctrl]+[A]** to select all slides in a presentation.
- Choose Transitions→Transition to This Slide and select the desired transition.
- Select the slide(s) to which you wish to apply a special transition. (Remember that transitions are seen when navigating to a slide when a slide loads.)
- Choose Transitions→Transition to This Slide and select the desired transition.

DEVELOP YOUR SKILLS 3.4.1

Apply Transition Effects

In this exercise, you will apply the Vortex transition to all slides except the title slide.

Choose Transition Effects

1. Choose **View**→**Presentation Views**→**Slide Sorter**  from the Ribbon.
2. Choose the **Transitions** tab from the Ribbon.
3. Follow these steps to select multiple slides and choose a transition effect:

A Click once on the **Our Services** slide.

B Press and hold the **[Shift]** key, click the **Contact Us** slide, and release the **[Shift]** key. (This selects all slides except the opening title slide.)

C Click the **More** button and locate the **Exciting** category.

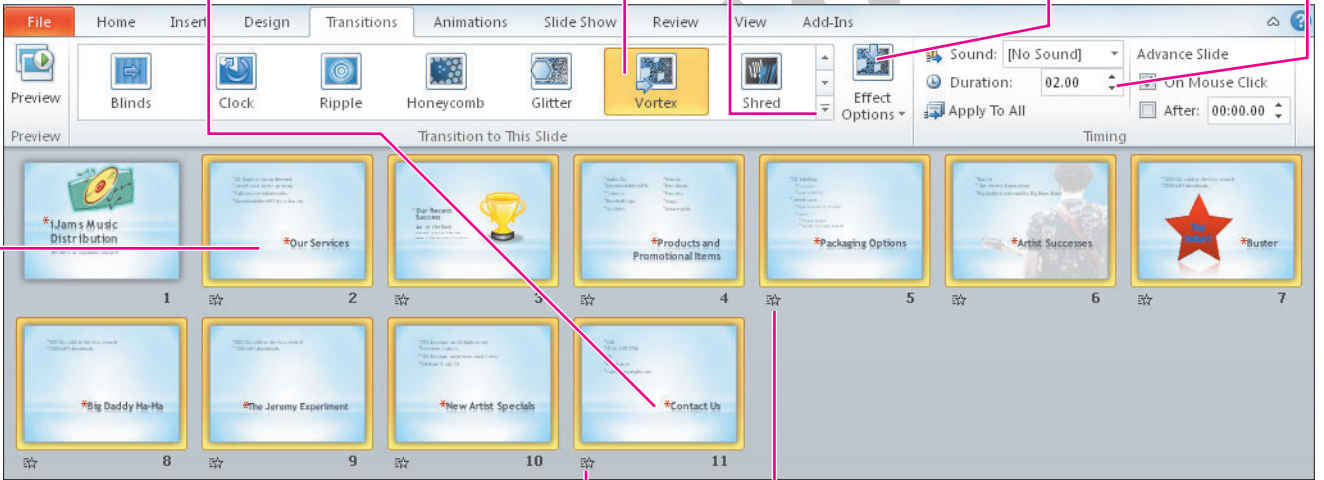
D Choose **Vortex** from the **Exciting** category. A preview of the transition appears on each slide.

E If you don't want to wait for all the previews to finish, tap **[Esc]** to stop them.

F Set the **Effect Options** to **From Top** to have the transition effect animate from top to bottom and then tap **[Esc]** to stop the previews.



G Click the **Down** button repeatedly to set the **Duration** to **2.00**.

H Notice the star icons indicating a transition effect for the slides.



The title slide does not have the star icon because there is no transition applied to it.

Run the Presentation

4. Choose **Slide Show**→**Start Slide Show**→**From Beginning**  from the Ribbon.
The title slide appears without a transition. The title slide would have opened with the Vortex transition if you had applied the transition to it.
5. Click the **mouse button** to advance to the next slide.
The Vortex transition effect displays as the slides advance.
6. Continue to click the **mouse button** until you reach the end of the presentation and the Slide Sorter window reappears.
7. **Save**  your presentation.

3.5 Using Slide Animation

Video Lesson

labyrinthelab.com/videos

Whereas transitions are applied to slides as a whole, animations are applied to individual objects *within* a slide. Animations begin only after any transition effect is completed. Some examples of animation include the following:

- A clip art image that moves across the slide to its final location
- A slide that starts out empty, and then has a heading and other elements that fade into view with a mouse click
- Bulleted paragraphs that fly in from the bottom of the slide one by one each time the presenter clicks with the mouse

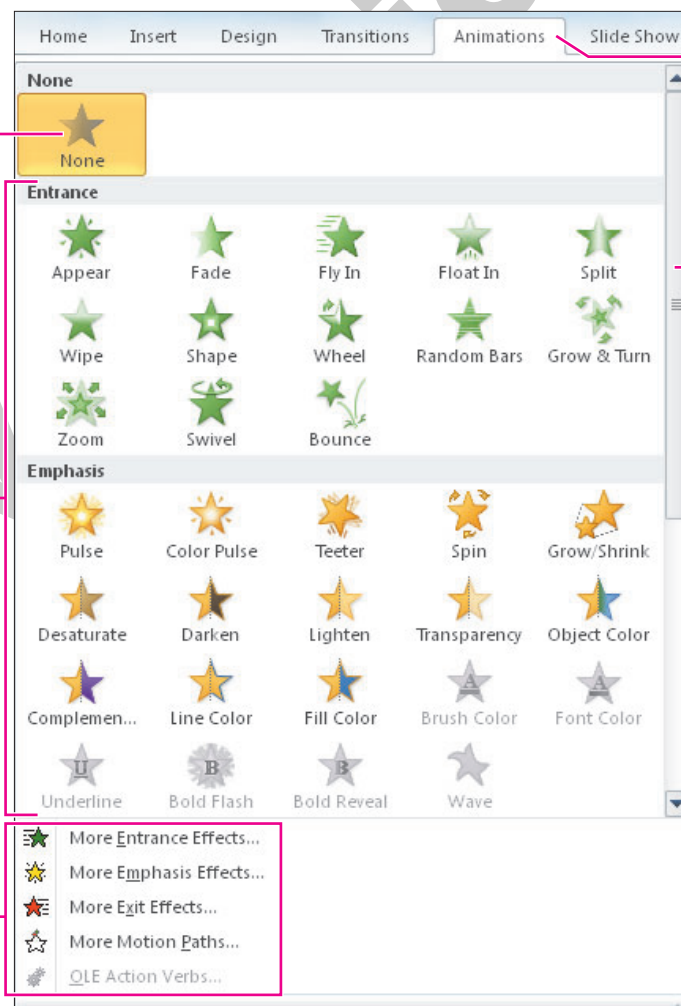
Adding Animations

PowerPoint offers more than 40 animations you can add to objects on a slide by using a single command. For example, the Fade animation tells PowerPoint to gradually make objects on a slide fade into view after any transition effect is completed.

You can remove an animation from the selected object by choosing None.

You can apply an animation to the selected object by simply clicking the animation of your choice. You can also preview an animation by pointing to it.

Additional animations not represented by icons within the gallery can be accessed here.

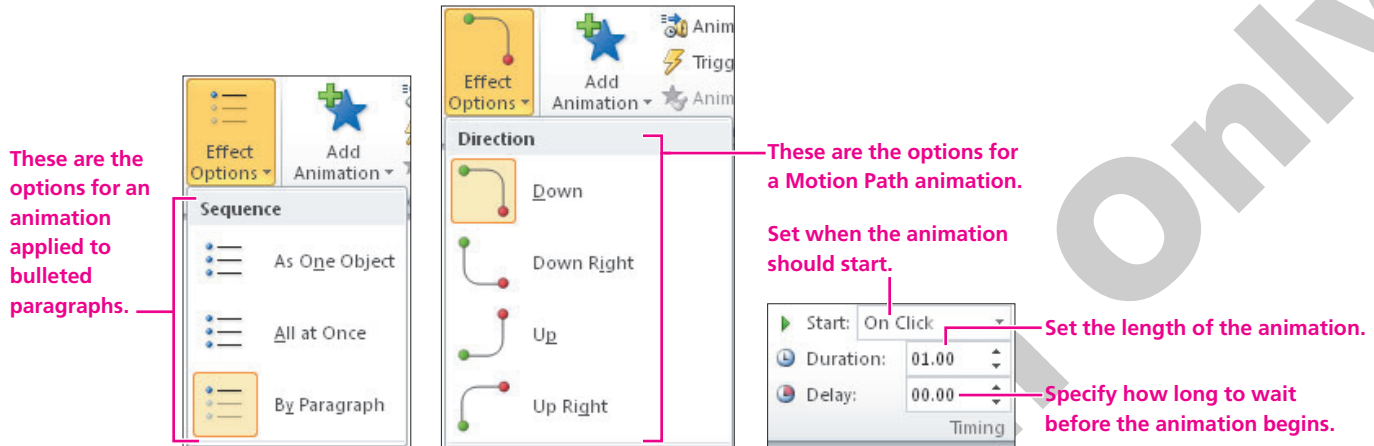


Commonly used animations are available from the Animations tab on the Ribbon.

More common animations may be previewed by scrolling down.

Setting Animation Options

After applying an animation to an object, you will likely want to set the animation options to control exactly how the animation effect works. The available options differ based on whether the animation was applied to text or an image. The options also differ based on the animation itself. Additionally, you can set timing options to control the speed of the animation.



QUICK REFERENCE

ADDING ANIMATION TO SLIDES

Task

Procedure

Apply a common animation to an object on a slide

- Display the slide containing the object(s) to be animated.
- Select the object (text object, picture, etc.) on the slide you wish to animate.
- Choose Animations→Animation from the Ribbon.
- Choose the desired animation from the menu.

Set animation options

- Select the object containing the animation.
- Choose Animation→Animation→Effect Options ▼ menu from the Ribbon.
- Choose the desired option from the menu.
- Set the options in the Animation→Timing group if desired.


Remove an animation

- Select the object containing the animation.
- Choose Animation→Animation→None from the Ribbon.

DEVELOP YOUR SKILLS 3.5.1

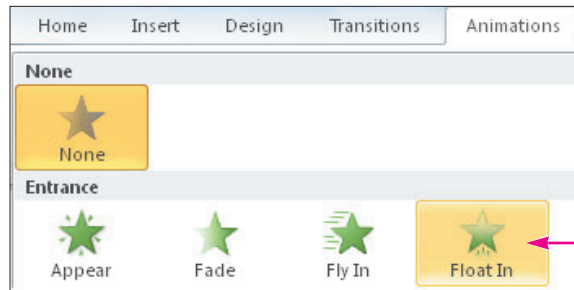
Apply Animation to Bulleted Paragraphs

In this exercise, you will apply an animation to text objects on a slide.

1. Choose **View→Presentation Views→Normal**  from the Ribbon.
2. Display the **Our Services** slide.
3. Click once in the **bulleted text** so a dashed border appears around the text box.

4. Choose **Animations**→**Animation**→**More** →**Entrance**→**Float In**, as shown in the following figure.

The animation previews, and you see each first-level paragraph animate across the slide.



5. Choose **Animations**→**Effect Option**→**Float Down** from the Ribbon to have the paragraphs animate from the top of the slide down.
The numbers next to each bulleted paragraph indicate the order in which the animation is applied. By default, each paragraph will animate after a mouse click.
6. Choose **Slide Show**→**Start Slide Show**→**From Beginning** from the Ribbon to start the slide show.
7. **Click** anywhere with the mouse to advance to the second slide.
The transition effect animates, but no bulleted paragraph appears yet.
8. **Click** anywhere with the mouse.
The first bulleted paragraph animates into view.
9. Continue **clicking** until all four bulleted paragraphs are visible and the slide show advances to the third slide, Our Recent Success.
10. **Tap** **[Esc]** to end the slide show and return to Normal view.
11. **Save** your presentation.

Using the Animation Pane

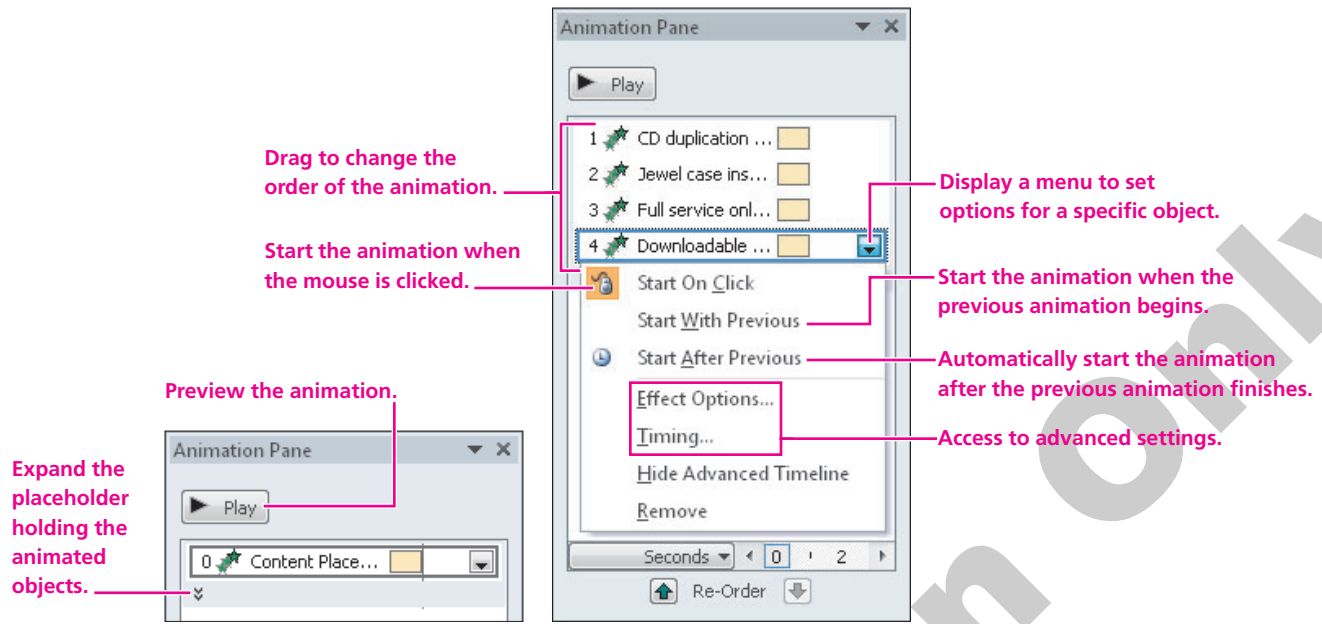
Video Lesson

labyrinthlab.com/videos

By using the Animation pane, you have many more choices for effects than you have in the animation menu you used previously. You can also individually set the animation for each element on a slide. When using the Animation pane, you can control the visual effects, timing, and sequencing of the animation process. For example, rather than having to click each time to display the next animated bulleted paragraph, you can set it so that the animation starts automatically after the slide transition and continues until all objects on the slide have been animated.

Budgeting Your Time

Using the Animation pane to customize each animation is a time consuming process. Be prepared to spend a significant amount of time selecting each animated object individually and then setting its options. The following figure describes the options on the Animation pane.



DEVELOP YOUR SKILLS 3.5.2

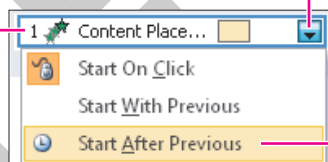
Use the Animation Pane

In this exercise, you will use the Animation pane to configure the bulleted paragraphs to animate automatically after the slide transition completes.

1. Display the second slide, **Our Services**.
2. Click once in the **bulleted text** so a dashed border appears around the text box.
3. Choose **Animations**→**Advanced Animation**→**Animation Pane** from the Ribbon. The Animation pane displays on the right side of the screen.
4. Follow these steps to begin to configure the advanced animation settings:

A Click once on the only item in the pane to display the menu button.

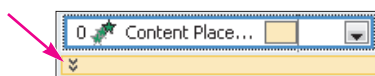
B Click the menu button to display the menu.



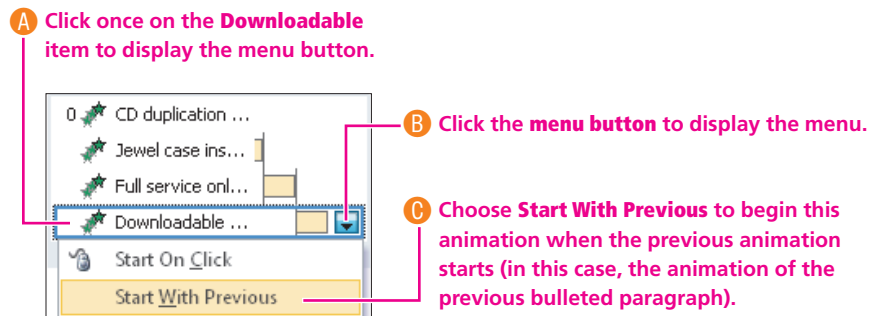
C Choose **Start After Previous** so the animation begins automatically after the previous animation (in this case, the slide transition).

D Notice that the numbers next to each bulleted paragraph on the slide have changed to zeros, indicating their animations all happen at the same time automatically after the slide transition.

5. Click the **Click to Expand Contents** bar to show each individual paragraph.



6. Follow these steps to customize the animation for the last paragraph:



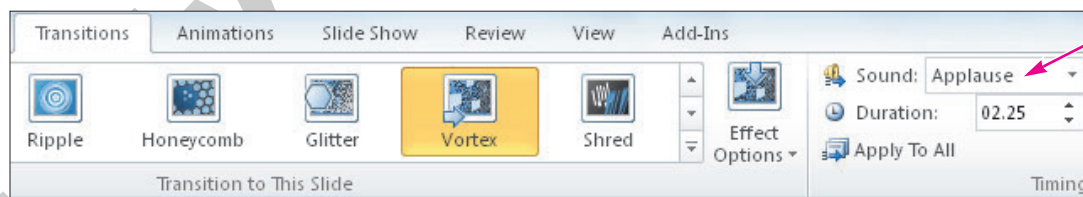
7. Choose **Slide Show**→**Start Slide Show**→**From Beginning** from the Ribbon to start the slide show.
8. **Click** anywhere with the mouse to advance to the second slide.
The bulleted paragraphs animate automatically after the slide transition ends. Each animation happens sequentially, except for the last bulleted paragraph, which animates with the previous item.
9. Tap **[Esc]** to end the slide show and return to Normal view.
10. **Save** your presentation.

3.6 Adding Sound Effects

Video Lesson

labyrinthlab.com/videos

PowerPoint 2010 provides audio clips and sound effects to accompany or accentuate your slide elements. For example, you may attach sound effects to slide transitions or animations. You can use the Transitions tab to add a sound to a slide transition or the Animation Pane to add a sound to an animation.



An example of a sound effect added to a slide transition

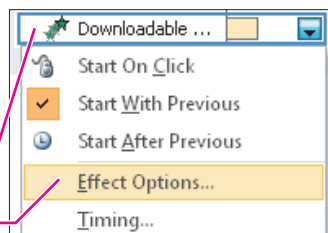
Adding a Sound Effect to an Animation

Sometimes you don't want a sound effect to play during a slide transition, but rather when an animation causes an object to move across the slide. The following illustration describes the steps used to apply sound effects to animations.

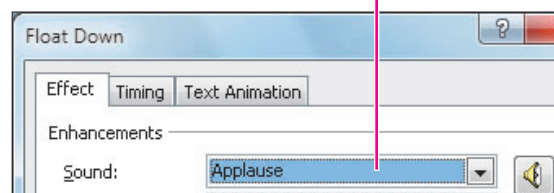
Select an object on the slide that has a custom animation applied.

In the Animation Pane, click the menu for the applied effect.

Choose Effect Options.



Select your sound effect from the dialog box and click the OK button.



QUICK REFERENCE

ADDING SOUND TO SLIDES

Task

Procedure

Add sound to an animation

- Display the slide with the animation to which you wish to add sound. Or add an animation to the slide object first. (You must create the animation before you can add sound to it.)
- Choose Animations→Advanced Animation→Animation Pane to display the Animation Pane.
- Click the menu button for the object to receive sound, and then choose Effect Options from the drop-down menu.
- In the Enhancements section of the dialog box, choose the sound you wish to apply, and then click OK.

Add sound to a transition

- Select a slide from the Slides panel or Slide Sorter view.
- Choose Transitions→Timing→Sound menu and then select a sound effect. The sound will play as the selected slide loads.

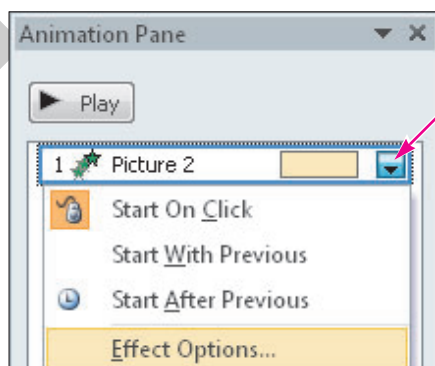
DEVELOP YOUR SKILLS 3.6.1

Apply Sound Effects

In this exercise, you will apply two sounds to the presentation.

Apply a Sound Effect to an Animation

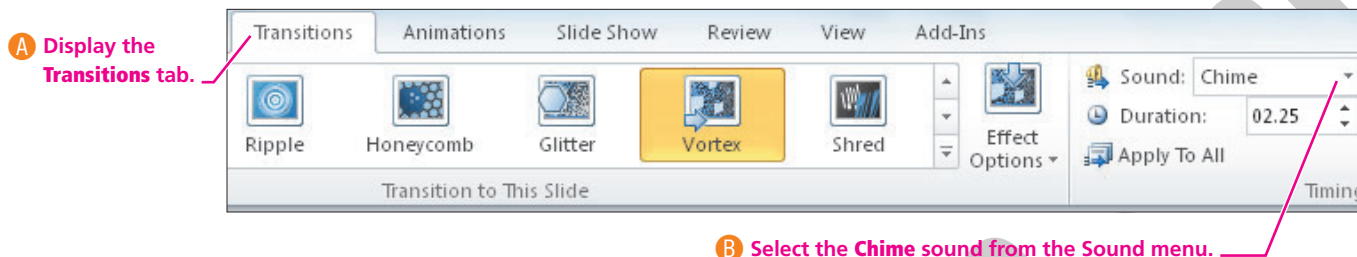
1. Choose the **Our Recent Success** slide, and then select the **clip art object**.
2. Choose **Animations**→**Animation**→**More**→**Entrance**→**Bounce** from the Ribbon to apply the Bounce animation to the trophy.
3. Click the **drop-down menu** for the clip art animation in the Animation Pane and choose **Effect Options**.



4. Click the **Sound** drop-down menu in the Effect tab and choose the **Applause** sound effect.
5. Click **OK**, and the animation and sound will be previewed.

Apply a Transition Sound Effect

6. Display the **Our Services** slide.
7. Follow these steps to add a transition sound effect:



PowerPoint applies the Chime sound to the transition effect for this slide.

8. Choose **Slide Show**→**Start Slide Show**→**From Beginning** from the Ribbon.
9. **Navigate** through the presentation until you hear the applause and see the Bounce animation on the Our Recent Success slide.



You may not be able to hear the sound effect if your computer does not have speakers.

10. Press the **[Esc]** key to end the slide show early and return to Normal view.
11. **Close** the Animation Pane.



12. **Save** your presentation.
13. Choose **File**→**Close** to close the presentation.

3.7 Concepts Review

Concepts Review labyrinthlab.com/pp10



To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz by going to the URL listed above. If your classroom is using Labyrinth eLab, you may complete the Concepts Review quiz from within your eLab course.

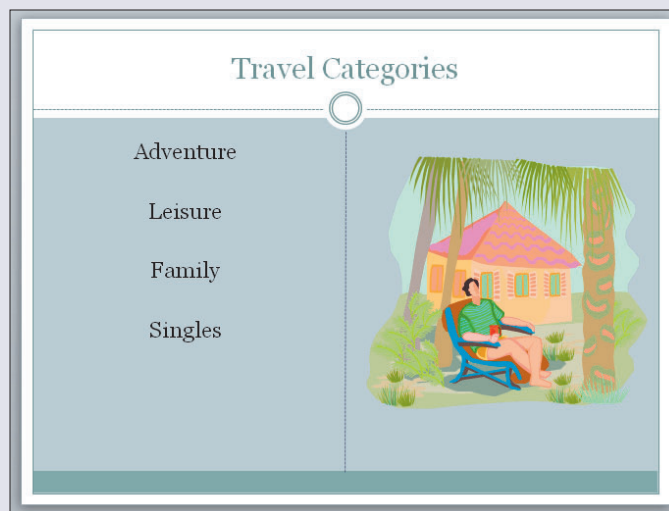
Reinforce Your Skills



REINFORCE YOUR SKILLS 3.1

Insert Clip Art

1. In this exercise, you will add clip art to the Tropical Getaways Animation presentation.
2. **Open** the rs-Tropical Getaways Animation presentation from your Lesson 03 folder.
3. Choose **View**→**Presentation Views**→**Normal**  from the Ribbon.
4. Choose the **Travel Categories** slide (the second slide).
5. Choose **Home**→**Slides**→**Layout**→**Two Content**, as shown at right, to change the layout of the slide.
6. Click the **Clip Art**  icon on the slide to display the Clip Art task pane.
7. Enter the keyword **vacation**.
8. Verify that Include **Office.com** content is checked and that Results Should Be is set to only **Illustrations**, and then click the **Go** button.
9. Choose a **clip art image** that appeals to you and click **OK**.
If necessary, size and position your clip art image. Your slide may differ from the illustration.



10. **Close** the Clip Art task pane.
11. **Save** your presentation and continue with the next exercise.

REINFORCE YOUR SKILLS 3.2

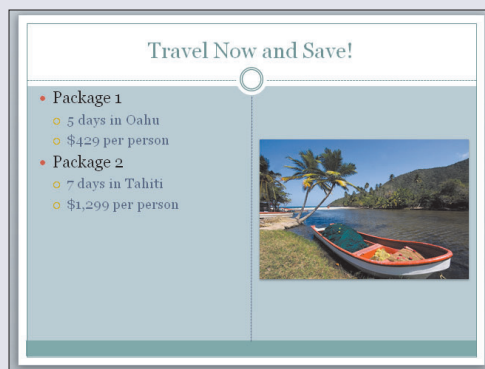
Format Clip Art

In this exercise, you will format clip art to add visual appeal to the presentation.

Before You Begin: The *rs-Tropical Getaways Animation* presentation from the previous exercise should be open.

1. Choose the **Travel Now and Save!** slide (the fifth slide).
2. Choose **Home**→**Slides**→**Layout**→**Two Content** to change the layout of the slide.
3. Click the **Clip Art** icon in the right column of the slide placeholder to display the Clip Art task pane.
4. Enter the keyword **tropics**.
5. Verify that **Include Office.com Content** is checked and that Results Should Be is set to only **Photographs**, and then click the **Go** button.
6. Choose a clip art **photograph** that appeals to you and click **OK**.

If necessary, size and position your clip art photograph. Your slide may differ from the illustration.



7. Verify that the **photograph** is selected (you see its border with resize handles), and then choose **Format**→**Picture Styles**→**More** and select a style from the gallery.
The illustration shows the Rotated White style applied. Your slide may differ.




8. **Close** the Clip Art task pane.
9. **Save** the changes to your presentation.

REINFORCE YOUR SKILLS 3.3**Apply Slide Transitions**

In this exercise, you will apply slide transitions to your presentation.

Before You Begin: The rs-Tropical Getaways Animation presentation from the previous exercise should be open.

1. Choose **View**→**Presentation Views**→**Slide Sorter** from the Ribbon.
2. **Select** the first slide, and then **[Shift]**+click the last slide.
This selects all the slides in the presentation.
3. Choose **Transitions**→**Transition to This Slide**→**More** , and then select a transition effect from the gallery.
4. If you are unhappy with your effect, choose **Transitions**→**Transition to This Slide**→**More** and select a different transition.
5. **Save** your presentation.

REINFORCE YOUR SKILLS 3.4**Apply an Animation**

In this exercise, you will animate bulleted paragraphs on a slide.

Before You Begin: The rs-Tropical Getaways Animation presentation from the previous exercise should be open.

1. Make sure you are in **Normal** view and choose the **Most Popular Destinations** slide (the third slide).
2. Select the **text object** on the left side of the slide.
3. Choose **Animations**→**Animation**→**More**→**Entrance**→**Grow & Turn** from the Ribbon.
4. Click in the **text** on the right side of the slide and apply the **Grow & Turn** animation.
5. **Save** your presentation.

REINFORCE YOUR SKILLS 3.5**Use the Animation Pane**

In this exercise, you will animate clip art images with entry effects and sound.

Before You Begin: The rs-Tropical Getaways Animation presentation from the previous exercise should be open.

Animate the Vacation Image

1. Make sure you are in Normal view and choose the **Travel Categories** slide (the second slide).
2. Select the **clip art image**.
3. Choose **Animations**→**Animation**→**More**→**More Entrance Effects** from the Ribbon.

4. Scroll to the bottom of the **Change Entrance Effect** dialog box and choose the **Boomerang** effect as in the following figure, then click **OK**.



5. Choose **Animations**→**Advanced Animation**→**Animation Pane** from the Ribbon to display the Animation Pane.
6. Follow these steps to apply advanced options to the animation:

A If necessary, click the object listed in the **Animation** pane. Your picture name may vary from the figure.

B Click the **menu button** to display the menu options.

C Select **Start After Previous** so the animation starts automatically.

D Click the **menu button** again.

E Select **Effect Options**.

F On the **Effects** tab, click the **Sound** drop-down menu button and choose the **Wind** effect.

G Click **OK**.

Animate the Tropics Image

7. Choose the **Travel Now and Save!** slide (the fifth slide).
8. Select the **photograph**.
9. Choose **Animations**→**Animation**→**More**→**More Entrance Effects** from the Ribbon.
10. Scroll down to the **Exciting** category, select the **Spiral In** effect, and click **OK**.
11. Use the **Animation Pane** to set the **Start** option to **Start After Previous**.
12. Apply a **sound effect** that you think works well with the photograph, such as the **Camera** effect.
13. **Close** the Animation Pane
14. Choose **Slide Show**→**Start Slide Show**→**From Beginning** from the Ribbon.
15. Work through the presentation, ensuring that the animation functions properly.
16. Feel free to add or modify the animation in your presentation.
17. **Save** the changes to the presentation and then **close** it.

Apply Your Skills



APPLY YOUR SKILLS 3.1

Remove the Background from a Picture

In this exercise, you will add a picture and remove the background.

1. **Open** the as-Classic Cars Animation presentation from the Lesson 03 folder.
2. Display the **Seminar Topics** slide.
3. Insert the **Classic Car** photo from the Lesson 03 folder.
4. Use the **Background Removal** tool to remove all but the yellow car from the picture and then **resize** the picture to fit on the slide. Your slide should resemble the following figure.



5. **Save** the presentation.

APPLY YOUR SKILLS 3.2**Insert and Format Clip Art**

In this exercise, you will insert and format clip art.

Before you begin: The *as-Classic Cars Animation* presentation from the previous exercise should be open.

1. Select the **last slide**.
2. Use the **Clip Art** task pane to search for the phrase *classic car* and add an appropriate piece of clip art. Your slide may resemble this figure. Close the Clip Art task panel when you are finished.



3. Choose the **Format** tab and apply a **Picture Style** or **Picture Effect** to your image. The following figure shows the Half Reflection, Touching Picture Effect.



4. **Save** your presentation.

APPLY YOUR SKILLS 3.3

Add Slide Transitions to a Presentation

In this exercise, you will add slide transitions to the Classic Cars Animation presentation.

Before You Begin: The as-Classic Cars Animation presentation from the previous exercise should be open.

1. Display **Slide Sorter** view and select all slides in the presentation.
2. Display the **Transitions** tab and select a slide transition to be applied to every slide.
3. Choose **Slide Show**→**Start Slide Show**→**From Beginning** to test your transition.
Change the transition effect if you are not happy with your current selection.
4. **Save** the presentation.

APPLY YOUR SKILLS 3.4

Add Animations to a Presentation

In this exercise, you will add animations to the Classic Cars Animation presentation.

Before You Begin: The as-Classic Cars Animation presentation from the previous exercise should be open.

1. Display **Normal** view and apply the **Zoom** animation to the bulleted paragraph on the **Seminar Topics** slide.
2. Use the following settings to apply an animation to the car picture on the Seminar Topics slide:
 - Use the **Random Bars** entrance effect.
 - Set the Effect Options to **Vertical**.
 - Set the Start time to **After Previous**.
 - Apply a **Chime** sound effect or some other effect that you prefer.
3. Use the following settings to apply custom animation to the clip art image on the closing slide:
 - Use the **Random Bars** entrance effect.
 - Set the animation to begin **after** the previous event has finished.
 - Set the Duration to **0.25**.
 - Apply a **Chime** sound effect or some other effect that you prefer.
4. **Run** the presentation when you have finished.
5. **Save** and **close** your presentation.

Critical Thinking & Work-Readiness Skills



In the course of working through the following Microsoft Office-based Critical Thinking exercises, you will also be utilizing various work-readiness skills, some of which are listed next to each exercise. Go to labyrinthelab.com/workreadiness to learn more about the work-readiness skills.

3.1 Find and Use Clip Art

WORK-READINESS SKILLS APPLIED

- Serving clients/customers
- Seeing things in the mind's eye
- Participating as a member of a team

Aurelia begins her project to, as Carthic says, “liven up” the presentation. “Customers—people—are very busy these days,” he says. “I need to be able to attract and hold the attention of music lovers and the music press.” Open **ct-Clip Art** (Lesson 03 folder). Find clip art with a musical meaning and insert it where you think it will work best. Try changing its size and rotating it. Save your final iteration of the file to your Lesson 03 folder as **ct-Clip Art Revised** and close it. If working in a group, discuss where else can you find clip art or other graphics you can use. If working alone, type your answer in a Word document named **ct-Questions** saved to your Lesson 03 folder.

3.2 Use Animation and Transitions

WORK-READINESS SKILLS APPLIED

- Thinking creatively
- Acquiring and evaluating information
- Participating as a member of a team

Carthic likes the clip art, but as he looks at the presentation again he says, “I think animation is very appropriate to our presentation. After all, music is often accompanied by motion of some kind—dancers or the musicians themselves. So, let’s animate our logo or something along those lines—and have the slides themselves blend into each other. On the first slide and wherever there are bullet points, have the animations come in when I click rather than having them all together. OK?” Open **ct-Clip Art Revised** from your Lesson 03 folder and save it as **ct-Animation**. Make the changes Carthic suggests. Show the presentation to your instructor or to classmates for discussion.

3.3 Use Sound Clips

WORK-READINESS SKILLS APPLIED

- Serving clients/customers
- Organizing and maintaining information
- Listening

Carthic practices with the new transitions Aurelia has put in and likes the dramatic effect. “There are three reasons I founded iJams,” he says, practicing his speaking voice. He continues speaking, with each of the points sliding in as he clicks forward. “Great,” he says, “but I have one request. Can you add a last slide with the title, ‘Thanks for listening!’ and put our URL (www.ijams.example.com), our 800 number, and my email carthic@ijams.example.com. Oh, and put drum sounds behind it.” Open **ct-Animation** and insert a final slide, as described, and add a sound clip of drums. Save the presentation to your Lesson 03 folder as **ct-Sound**.

For Evaluation Only