MICROSOFT **POWERPOINT**

3 Adding Graphics, Animation, and Sound

Pictures add interest to a presentation, drawing objects add spark, and slide transitions and animations "bring the presentation to life." In this chapter, you will enhance a presentation that currently includes only text.

LEARNING OBJECTIVES

‣ Add pictures, screenshots, and shapes 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

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Project: Adding Eye Candy

The iJams presentation is evolving nicely. However, you know you will have to add some pizzazz to it if iJams is to contend with its competitors. Although you have created an error-free, technically perfect presentation, you can see that something is definitely missing! You decide that, if used sparingly, pictures and animation will enhance the presentation.

Working with Online Pictures

You can search for and insert pictures from the Internet directly from within PowerPoint. Adding pictures will help you emphasize key points and add polish to the presentation as a whole.

Microsoft uses the term *pictures* to refer to a range of graphic elements, including **clip art** and photographs. The term *clip art* is an industry-standard term referring to pre-drawn artwork that is added to computer documents. Searching for pictures from within PowerPoint displays results including both clip art and photographs.

Obeying Copyright Law

Per U.S. copyright law, it is illegal to use copyrighted pictures without the express consent of the copyright owner. This means you cannot simply search the Internet and use any picture you happen to find, as that picture may be protected by copyright. However, PowerPoint uses the Bing search engine to search for pictures online and by default displays only pictures licensed under Creative Commons, meaning you can use these pictures freely in your presentations.

Filter the results based on image type, color, size, or other characteristics.

This box is checked by default, ensuring results are licensed under the Creative Commons.
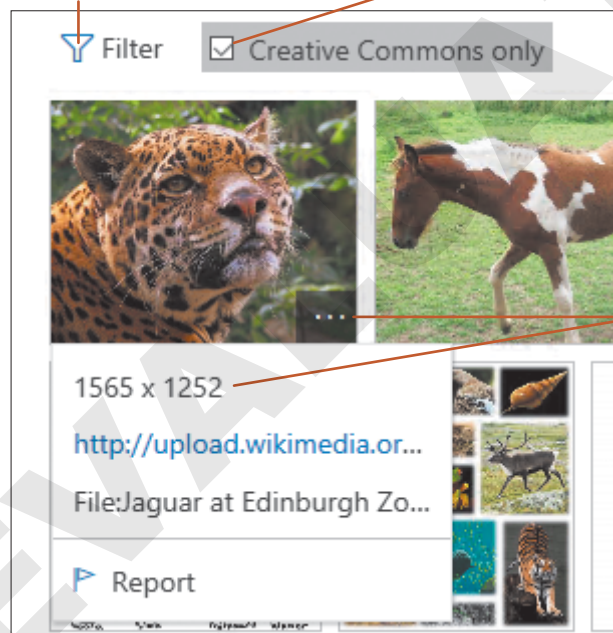
You can click the lower-right corner of a thumbnail to view details such as the image dimensions or source, or to report a possible copyright infringement.

WARNING! Using copyrighted pictures without permission can result in a lawsuit or fines of several thousand dollars.

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 such as tables, charts, photos, icons, clip art, videos, and 3D models.

Click to add title

▶ Click to add text

The Pictures icon inserts an image from your computer.

Some slide layouts include a group of eight icons.

The Stock Images icon opens a dialog box to search for photographs online.

SLIDE INSERT SHORTCUTS			
Icon	**To Insert**	**Icon**	**To Insert**
	Table		Chart or graph
	Picture from your computer		Online stock images
	SmartArt graphic		Video clip from your computer or online
	Online icon		Online 3D model

Deleting Placeholder Text

You may decide to replace all text on a slide with a graphic. Deleting all text inside a placeholder results in the slide displaying its eight default insert icons, making it easy to insert a picture or other objects.

▶ Many successes
▶ Record sales

▶ Click to add text

When all the text inside a placeholder is deleted… …the eight insert icons reappear.

DEVELOP YOUR SKILLS: P3-D1

In this exercise, you will get a slide ready to accept a picture.

1. Start PowerPoint. Open **P3-D1-Animation** from your **PowerPoint Chapter 3** folder and save it as: `P3-D1-AnimationRevised`

2. Select the **Our Services** slide from the Slides panel.

Choose a Layout and Format Text

3. Choose **Home→Slides→New Slide menu button** ⌄. Be sure to click the bottom half of the New Slide button so the menu displays.
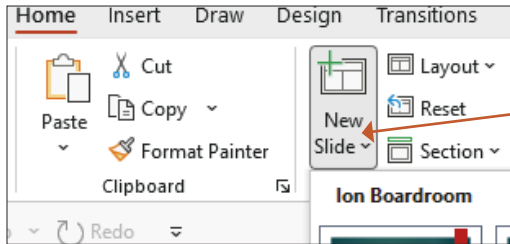
4. Select the **Content with Caption** layout.

    A new slide is inserted below Our Services *and has the Content with Caption layout applied in a single step. Using this method is faster than first adding a new slide and then changing its layout in a second step.*

5. In the Title placeholder, type: `Our Recent Success`

6. In the text box beneath the title, type:

    `Top of the Rock`[Enter]

    `Excellence in Service to Musicians`[Enter]

    `League of Electronic Music Distributors`

7. Select the text **Top of the Rock** and choose **Home→Font→Font Size menu button** ⌄→**24**.

8. Choose **Home→Font→Bold**.

9. Select the text **League of Electronic Music Distributors**.

10. Choose **Home→Font→Italic**.

11. Click in the large text placeholder at the right and type:

    `Many successes`[Enter]

    `Record-breaking sales`

    As soon as you start typing, the eight slide icons disappear. You decide instead to replace the bulleted text with a picture. You will delete all the text in the placeholder so the slide displays the eight insert icons again.

12. Click inside the text box, if necessary, to display its dashed border.

13. Click the dashed border to select the text box.

14. Tap [Delete].

    The text is deleted, and the eight insert icons reappear.

15. Save your presentation.

Searching for Pictures with the Online Pictures Search Window

The Online Pictures search window lets you search for pictures (photographs and clip art) on the Internet using the Bing search engine. Sometimes when you insert an online picture, PowerPoint also inserts a text box under the picture with the artist's attribution. It is suggested that you leave the attribution box on the slide, as it's likely required by the picture's licensing. Similarly, the Stock Images search window lets you search for photographs on the Internet. Use Stock Images rather than Online Pictures when you want photos only and no clip art.

☁ **View the video "The Online Pictures Search Window."**

> Insert a picture (photograph or clip art) from an online source: Insert→Images→ Pictures→Online Pictures 🖼

> Insert a photograph (not clip art) from an online source: Insert→Images→Pictures→ Stock Images 🖼 | Stock Images 🖼 on the slide

> Insert a picture from your computer: Insert→Images→Pictures→This Device 🖼 | Pictures 🖼 on the slide

DEVELOP YOUR SKILLS: P3-D2

In this exercise, you will insert a picture to add visual interest to a slide.

1. Save your file as: **P3-D2-AnimationRevised**
2. Choose **Insert→Images→Pictures→Online Pictures** 🖼 to open the Online Pictures search window.
3. Type **gramophone trophy** in the search box and tap [Enter].
4. Follow these steps to insert a picture on the slide:
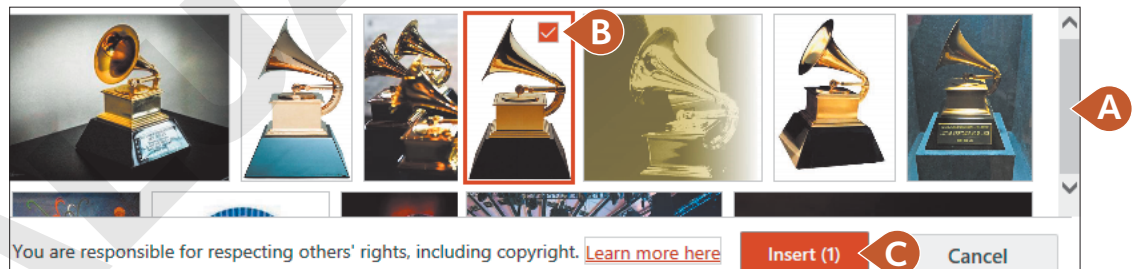
   A. Scroll until you find this gramophone statue. If you can't find it, choose any picture you like.
   B. Click the desired picture to select it.
   C. Click **Insert**.

> **TIP!** If you don't like the picture when you see it on the slide, tap [Delete] and then start this exercise over at step 2 to try a different picture.

   The picture is inserted on the slide and replaces the large text box. A text box containing the attribution details is likely inserted under the picture.

   You will move and resize the picture in the next activity.

5. Save the presentation.

Moving, Sizing, and Rotating Objects

When you click an object (such as a picture, icon, or 3D model), sizing handles and a rotate handle appear. You can easily move, size, and rotate the selected object so it fits perfectly on the slide.

You can resize objects to be wider or taller than their original size to better fit a slide's contents. If you want to maintain the original picture proportions, take care to drag the handles in the four corners of the picture only. Similarly, you can rotate a picture clockwise or counterclockwise by dragging the rotate handle above the picture.

TIP!   Remember that to manipulate the size or rotation of an object, you must select it first.

Objects can be moved around the slide as you like. When moving, it's not necessary to select the object first, though. Hovering the mouse pointer over the picture will change it to a four-headed arrow. That arrow means the object is ready to be moved.

View the video "Manipulating Objects."

DEVELOP YOUR SKILLS: P3-D3

In this exercise, you will move and resize an object.

1. Save your file as: **P3-D3-AnimationRevised**
2. Click the picture to select it and then follow these steps to rotate it:

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

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

C. Choose **Quick Access Toolbar→Undo**.

3. Follow these steps to resize the picture:
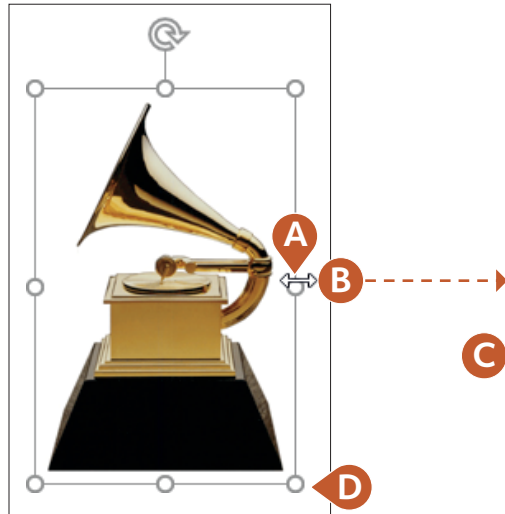
A. Point to the handle on the right side so the insertion point becomes a double-headed arrow.

B. Press the left mouse button and drag right until the image is twice as wide as the original and stretched too wide.

C. Choose **Quick Access Toolbar→Undo**.

D. Point to a bottom-right corner handle so the mouse becomes a double-headed arrow and drag to enlarge the image proportionately to your liking.

4. Point to the image itself (not the border or a resize handle) until the pointer becomes a four-headed arrow. Drag so the image is centered next to the bar of text.

5. Drag the **attribution text box** to position it under the picture.

Compare your slide to this example:
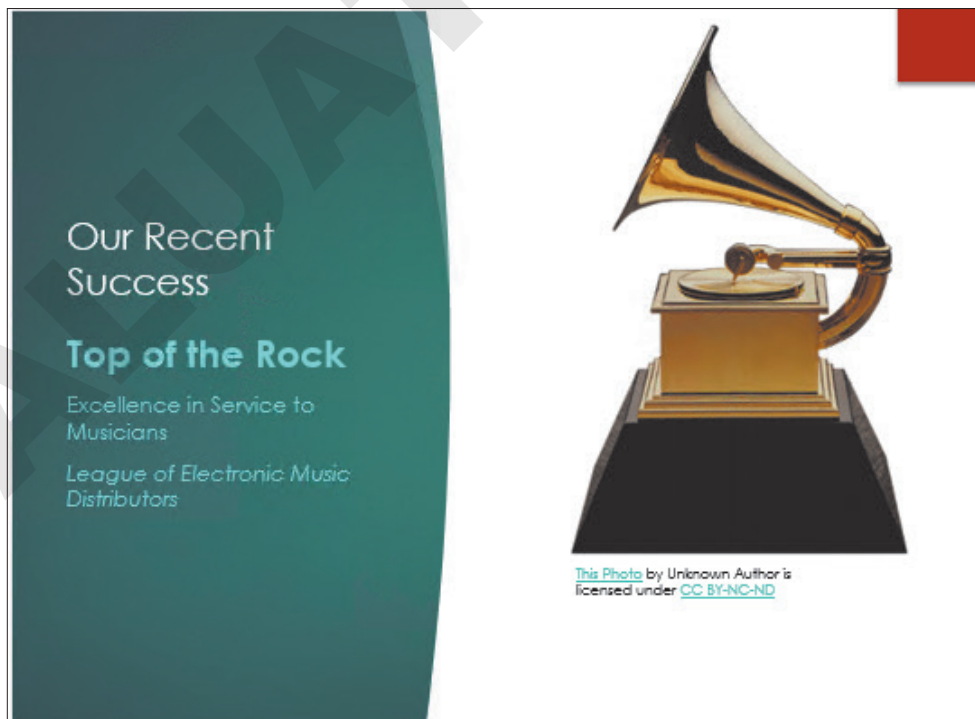
6. Save the presentation.

Adding Icons and 3D Models

In addition to pictures, you can insert icons and 3D models directly from the Ribbon. Icons are simple symbols that are typically recognized worldwide and can communicate ideas across language barriers. PowerPoint icons are black and white. 3D models are more ornate than regular pictures and icons. After you've inserted a 3D model, drag from its center to rotate it in three-dimensional space to your liking.

A 3D model when initially inserted (left) and at two different rotations (center and right).

Rotate a 3D model using a preset: 3D Model→3D Model Views

DEVELOP YOUR SKILLS: P3-D4

In this exercise, you will insert an icon and a 3D model.

1. Save your file as: **P3-D4-AnimationRevised**
2. Display the **first slide**.
3. Choose **Insert→Illustrations→Icons**.
4. Follow these steps to insert an icon appropriate to the slide:
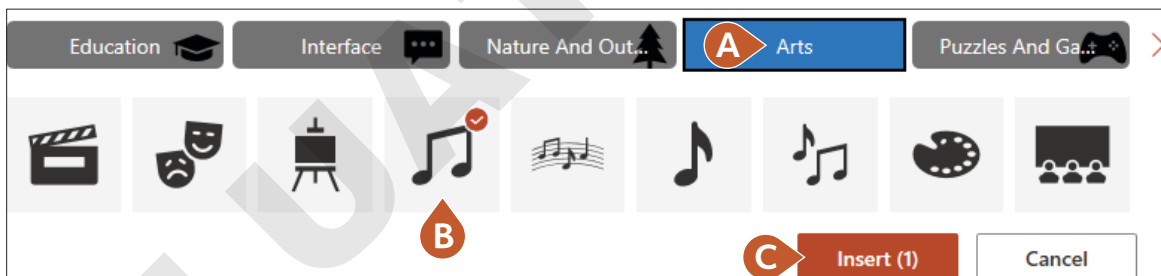
   A. Choose the **Arts** category.
   B. Click the music notes icon.
   C. Click **Insert**.
5. Drag the icon to the top-right corner of the slide to move it out of the way.
6. Choose **Insert→Illustrations→3D Models menu button ⌄→Stock 3D Models**.
7. Type **gramophone** in the search box and tap ⌷Enter⌷.

8. Scroll through the results until you find a model similar to this one, click to select it, and click **Insert**.

The 3D model is inserted in the center of the slide and displays a rotate icon in the center. Yours may differ from the figure.
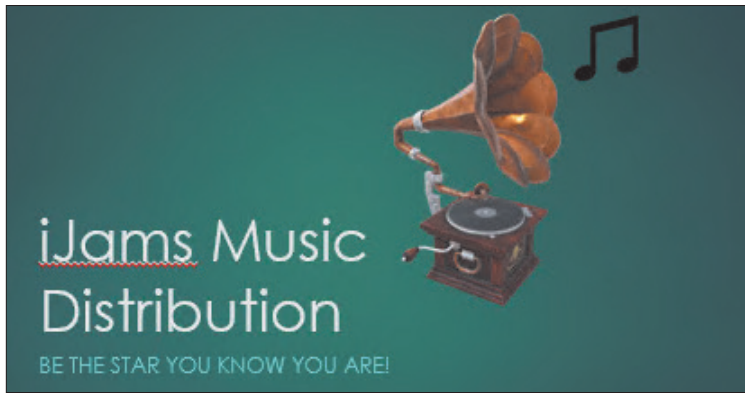
9. Click the center **rotate icon** and drag it slightly in all directions to rotate the model in 3D; rotate it to your liking.

The model is rotated but likely overlaps the text.

10. Drag the model to the right so it no longer overlaps the text; be careful not to drag from the center rotate icon.

11. Drag the icon next to the 3D model.

12. Save the presentation.

Ordering Objects

Sometimes when you insert a picture, it overlaps text or some other object(s). You can change the stacking order of objects, such as pictures and shapes, by moving them forward or backward.

If an object is covering text...   ...send it behind the text.

When you select an object such as a picture, icon, or 3D model, a custom contextual tab displays on the right end of the Ribbon with formatting options for that object. The tab name changes depending on the object selected. The Ribbon paths that follow begin with Picture Format because we're dealing with a photograph. The paths would begin with Graphics Format if an icon were selected or 3D Model if that type of object were selected. The example Ribbon paths are for reference, so just keep in mind that the contextual Ribbon tab name depends on the object. The Ribbon paths within exercise steps are written for the exact task at hand.

Move object one layer: Picture Format→Arrange→Send Backward ⬜ *or* Bring Forward 🔳

Move to front/back: Picture Format→Arrange→Send Backward 🔳 menu button ⌄→ Send to Back 🔳 *or* Bring Forward 🔳 menu button ⌄→Bring to Front 🔳

DEVELOP YOUR SKILLS: P3-D5

In this exercise, you will change the stacking order of objects.

1. Save your file as: **P3-D5-AnimationRevised**
2. On the **title slide**, drag the music notes icon so it underlaps the gramophone picture.
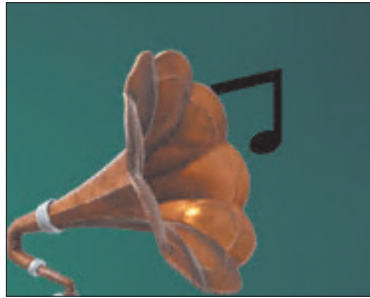
Because the picture was added to the slide after the icon, it is at the top of the stacking order.

3. With the icon still selected, choose **Graphics Format→Arrange→Bring Forward menu button** ⌄→**Bring to Front**.
4. Drag the icon so it matches this figure:
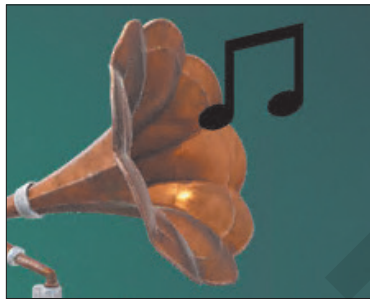
5. Save the presentation.

Align Objects

Alignment tools in PowerPoint include guides, smart guides, and gridlines. These can all be toggled on and off by right-clicking a slide and choosing the desired option. While these appear as lines on your slide, they do not display during a slide show. The alignment tools help you align objects to each other or to a slide.

Guides

Guides are dashed gray lines that display on a slide to help mark areas, such as the vertical or horizontal centers. If a guide is showing, objects will snap to it when dragged.

> Display/hide guides: Right-click a slide→Grid and Guides→Guides

Smart Guides

Smart guides are similar to guides in that dragged objects snap to them, but smart guides display automatically as you drag objects to help you determine when one object is close to the top, middle, sides, or bottom of another object. While guides are dashed gray lines, smart guides are dashed red lines.

> Enable/disable smart guides: Right-click a slide→Grid and Guides→Smart Guides

Gridlines

Gridlines are composed of a grid of guides that overlay the entire slide. You can change the size of the grid by adjusting the space between the gridlines.

> Show/hide gridlines: Right-click a slide→Grid and Guides→Gridlines

Alignment Tool Options

The Grid and Guides options let you customize your alignment preferences, such as having objects snap to guides or not, setting grid spacing, and displaying smart guides when objects are dragged.
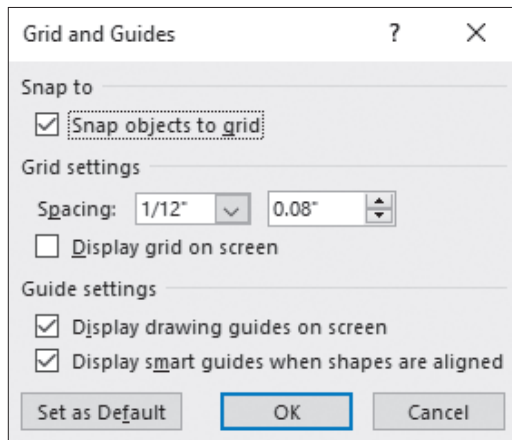
Customize the guides in the Grid and Guides dialog box.

> Display the options: Right-click a slide→Grid and Guides

Alignment Commands

You can also align objects by selecting them and using one of the alignment commands on the Ribbon. This method allows you to align objects to each other or the slide. You can also even out the spacing between objects.

> Graphics Format→Arrange→Align menu button ⌄

DEVELOP YOUR SKILLS: P3-D6

In this exercise, you will align objects.

1. Save your file as: **P3-D6-AnimationRevised**
2. On the **title slide**, drag the music notes icon toward the bottom of the gramophone picture.

   Smart guides display as you drag and snap the icon, helping you align the icon perfectly with the bottom of the picture or the slide text.
3. With the icon still selected, Shift+click the gramophone picture to select both and then choose **Graphics Format→Arrange→Align menu button ⌄→Align Top**.

   The icon moves up to be top-aligned with the picture.
4. Save the presentation.

Group Objects

Once you have aligned objects, you can group them to help protect the alignment. Grouped objects behave as a single object, but you still can move each individual object within the group. Figuring out exactly where to click to achieve this is tricky, as you will see in the next activity.

WARNING! You cannot group an object if it resides in a placeholder box.

> With the objects selected: Graphics Format→Arrange→Group→Group or Ungroup

DEVELOP YOUR SKILLS: P3-D7

In this exercise, you will group objects.

1. Save your file as: **P3-D7-AnimationRevised**
2. On the **title slide** with both the gramophone picture and music notes icon still selected, choose **Graphics Format→Arrange→Group→Group**.

   The individual borders of each object are replaced by a single large border that includes both objects.
3. Click in the top-left area of the slide to deselect the grouped objects.

   The border no longer displays.
4. With no selection border visible, point your mouse to either the picture or the icon.
5. Drag the object to the right.

   Regardless of whether you dragged the picture or the icon, both objects move together as a single unit because they are grouped, maintaining their alignment and relative position to each other. Additionally, the group's border displays once you stop dragging.
6. Press [Ctrl]+[Z] to undo the move.
7. Click the gramophone picture to select it so that its border displays inside the group border.
8. Move the mouse over the picture so it displays as a four-headed arrow and then drag the picture down.

   Only the individual picture, and not the entire group, moved. If an individual border displays within the group border, you can drag each object individually. If only the group border, or no border, displays, you can drag the entire group as a single unit.
9. Press [Ctrl]+[Z] to undo the move.
10. Save the presentation.

Formatting Graphics

After your picture, 3D model, or icon is on the slide, use the various groups on the custom contextual tab on the right side of the Ribbon to add color or effects or to align your graphics. You can add borders, drop shadows, and bevels and rotate your picture in three dimensions. You can also align, flip, crop, and perform basic image-editing tasks.

Depending on whether you select a picture, 3D model, icon, text, or group, a different custom tab (with different commands) is displayed. The various custom tabs contain similar commands, some of which are specific to the type of object selected.

FORMAT TAB FOR DIFFERENT OBJECTS	
Click this object...	**...to display this Ribbon tab**
Picture	Picture Format
Icon	Graphics Format
3D Model	3D Model
Text	Shape Format
Group	The appropriate Ribbon tab for each individual group member

DEVELOP YOUR SKILLS: P3-D8

In this exercise, you will work with the Ribbon to format a graphic.

1. Save your file as: **P3-D8-AnimationRevised**

2. Click the music notes icon to select the group and then click the music notes icon a second time to select it within the group.

   Two borders display: one around the group and one around the music notes icon.

3. Choose **Graphics Format→Graphics Styles→Graphics Fill menu button ⌄→White, Background 1** (the first white color swatch in the top row).

   *The music notes icon turns white to match the rest of the slide.*

4. Choose **Graphics Format→Graphics Styles→Graphics Effects menu button ⌄→Shadow** and point to several shadow types to view a Live Preview of each before selecting **Perspective: Upper Right**.

   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.

5. Click the gramophone picture to select it and display its border within the group.

6. Choose **3D Model**.

   The 3D Model tab is different from the Graphics Format tab, and there is no command to add effects to a 3D model.

7. Click a blank area of the slide to deselect the group.
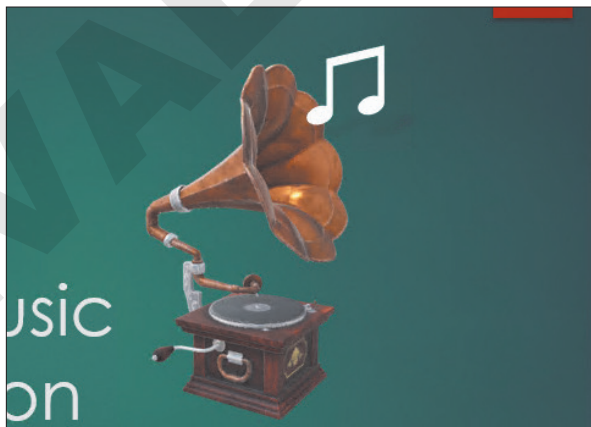
8. Save your presentation.

Adding Other Graphics

Sometimes you just can't find that perfect picture through PowerPoint's online search. Often you can incorporate more unique and personal imagery if you take your own pictures or download professional photographs from a commercial website. PowerPoint includes tools and features to make the most of your pictures, 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 use a graphics-editing program to remove the background or other unwanted elements. PowerPoint includes a 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 in the slide.

Additionally, nothing is actually removed from the picture. PowerPoint just hides areas of the picture that you mark 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 using the Mark Areas to Keep and Mark Areas to Remove commands, so there is no need to worry about getting it perfect on your first try.

The Background Removal tool overlays in purple the areas to be removed.
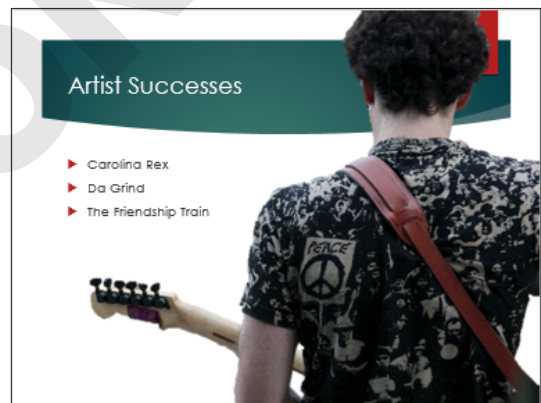
With just a few clicks, the background can be removed.

Picture Format→Adjust→Remove Background 🖼️

DEVELOP YOUR SKILLS: P3-D9

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

1. Save your file as: **P3-D9-AnimationRevised**
2. Scroll down the Slides panel, if necessary, and select the **Artist Successes** slide.
3. Choose **Insert→Images→Pictures→This Device** 🖼️.
4. Navigate to your **PowerPoint Chapter 3** folder, select the **P3-D9-Guitarist.jpg** picture, and click **Insert**.

   The picture is inserted on the slide but contains more imagery than we need.

Remove the Background

5. Drag the picture up so its top snaps to the top of the slide.

6. Drag the bottom-left corner handle down and left until the bottom of the picture snaps to the bottom of the slide.

   Dragging a corner handle maintains the proportions of the picture so it doesn't appear stretched or distorted. The picture now covers the whole slide. The left part of the picture extends off the slide and will be cut off during a slide show. This is preferable to dragging the picture taller out of proportion and having it fit the slide exactly.

7. Choose **Picture Format→Adjust→Remove Background**.

   PowerPoint does its best to guess what you want to remove. A purple overlay indicates the content that will be removed. You can see the final result on the slide thumbnail in the Slides panel to the left. Unfortunately, PowerPoint did a poor job in this case! You will adjust the areas to keep and remove.

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

9. 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 Power-Point 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 until neither has any purple remaining; it may take several additional strokes.

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

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

A. Drag over the background in the lower-right corner to tell PowerPoint to remove this area.

B. Drag over these small sections to remove them as well.

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. Be sure no part of the guitarist's shirt is purple.

12. Choose **Background Removal→Close→Keep Changes**.

13. Drag the image to the right so the red ribbon at the top of the slide is covered by the picture.

14. If your slide doesn't resemble this figure, choose **Picture Format→Adjust→Remove Background** to adjust the overlay.

Parts of the picture extend to the right beyond the slide. While it may look strange in Normal view, it will look fine as a slide show. The areas outside the slide will not display.

15. Save your presentation.

Artistic Effects

PowerPoint includes artistic effects that can be applied to pictures, making photographs look like pencil sketches, cement, or pastels. Additionally, pictures can be recolored to create a color cast that blends with your theme.
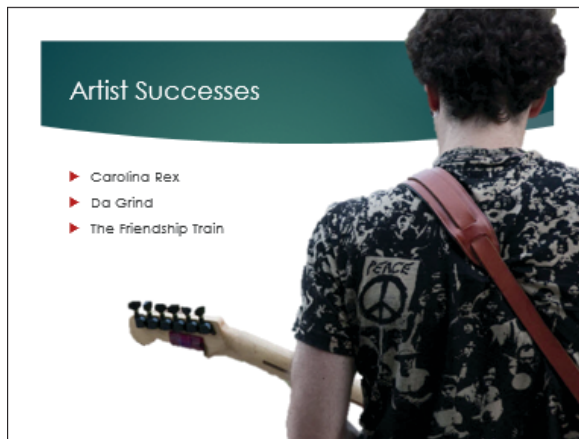
No effects have been applied.

Pencil Sketch and Recolor effects have been applied.

> **Picture Format→Adjust→Artistic Effects** 🖼️

DEVELOP YOUR SKILLS: P3-D10

In this exercise, you will apply artistic effects to a picture to enhance its visual appeal.

1. Save your file as: **P3-D10-AnimationRevised**
2. If necessary, select the picture on the **sixth slide**, *Artist Successes*.
3. Choose **Picture Format→Adjust→Artistic Effects menu button** ⌄.
4. Point to several effects to see how they change the picture on the slide. Notice that a ToolTip appears when you point to an effect, indicating its name.
5. Select the **Pencil Grayscale** effect.
6. Choose **Picture Format→Adjust→Color**.
7. Point to several color adjustments to see how they change the picture on the slide.

   Notice the ToolTips that appear.
8. Select the **Recolor→Teal, Accent Color 5 Light** adjustment.
9. Save your presentation.

Inserting a Screenshot

You may want to include a picture of something on your computer screen, such as a program window or web page, in a presentation. PowerPoint's Screenshot tool lets you insert a picture of any open window or program or drag on your screen to define an area to insert. You can insert either a full program or folder window or take a screenshot of a portion of a window.

☁ **View the video "Adding Screenshots from Other Applications."**

Insert→Images→Screenshot 🖼 menu button ⌄

Shapes

PowerPoint offers more than 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 designs. Shapes can even include text—and they are all preformatted to match a slide's theme.

Insert→Illustrations→Shapes 🔲

Stretching a Shape

You can stretch shapes to make them wider/narrower or taller/shorter. All shapes are preformatted with a specific ratio of width to height, so stretching a shape can sometimes make it appear unbalanced. Whenever possible, you should maintain the original aspect ratio, as a distorted shape makes a slide appear amateurish.
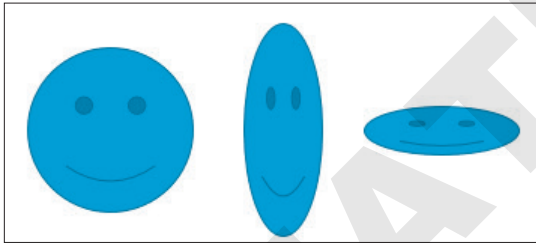
The original proportions are balanced (left) but stretching the shape may cause it to look distorted and unprofessional.
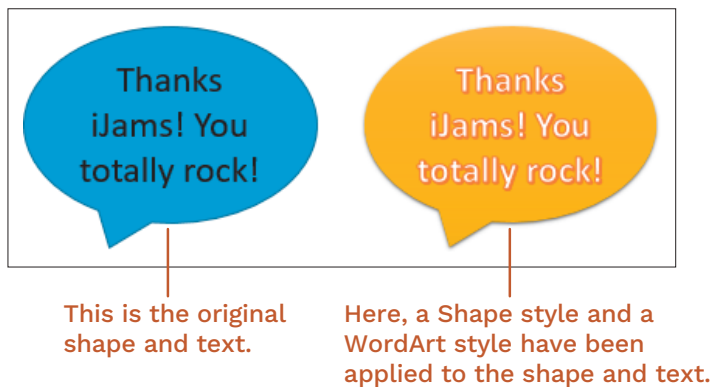
Adding Text to a Shape

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.

Text automatically wraps to the next line but does not automatically get smaller to fit inside the shape. You may need to adjust the text size to get it to fit.

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 3D effect. Adding a Shape style or WordArt style can make your shape graphics really pop.

This is the original shape and text.

Here, a Shape style and a WordArt style have been applied to the shape and text.

Shape Variations

When selected on a slide, some shapes display a yellow handle that you can use to change the shape's properties. For example, you can change the Smiley Face shape to a frown.
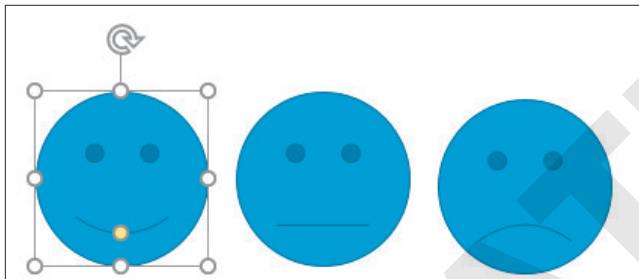
Dragging the yellow handle generates shape variations.

Sketched Lines

If you want a more casual feel to your presentation, you can change the style of any shape using the Sketched outline command.
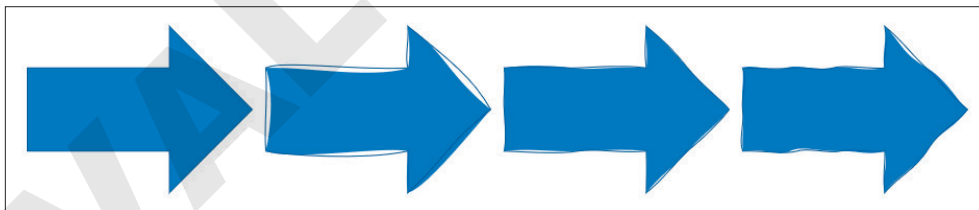
Notice how the look of the original shape (at left) changes with the Curved, Freehand, and Scribble outlines applied.

With the shape selected: Shape Format→Shape Styles→Shape Outline→Sketched

Merging Shapes

If you need a shape that PowerPoint doesn't offer, you can merge shapes to generate your own custom shape. The benefit of this is that your new custom shape has a single outline and truly looks and behaves like a single shape rather than several overlapped or grouped shapes.

☁ **View the video "Custom Shapes."**

DEVELOP YOUR SKILLS: P3-D11

In this exercise, you will use a shape to emphasize important slide text.

1. Save your file as: **P3-D11-AnimationRevised**

2. Display the **seventh slide**, *Carolina Rex*.

3. Choose **Insert→Illustrations→Shapes menu button ⌄→Stars and Banners→Star: 5 Points**.
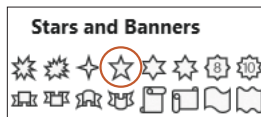
4. Hold ⟨Shift⟩ as you drag on the slide to create a star shape that fills most of the white area to the right of the text. Make sure the shape does not extend into the top, colored part of the slide.
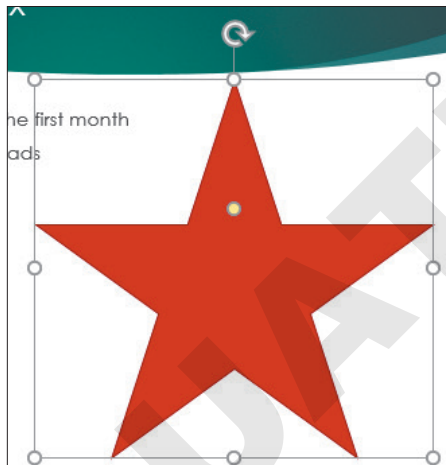
5. Type **Top Seller!** in the shape.

   Your star shape should resemble this figure, though your text may span two lines.

6. Click the dashed border of the shape so it turns solid.

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

7. Choose **Home→Font→Font Size menu button ∨→54**.

    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

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

   A. Drag the **yellow handle** up a little to change the shape of the star.

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

Format the Shape and Text

9. Choose **Shape Format→Shape Styles→Shape Outline→Sketched→Curved** (the second line type from the top).

10. Choose **Shape Format→Shape Styles→More ⌄→Theme Styles→Light 1 Outline, Colored FIll – Teal, Accent 5**.

    The shape changes color and appears three-dimensional. However, the text remains the same.

11. Choose **Shape Format→WordArt Styles→More ⌄→Fill: White; Outline: Teal, Accent Color 5; Shadow**.

    The text within the shape changes.

12. If necessary, change the size of the star shape so the text fits on two lines.

13. Save your presentation.

Working with Slide Transitions

Slide transitions animate the change from one slide to another, not individual elements of the slide. Used properly, these transitions can add zest and excitement to your presentation and provide a distinct breaking point between slides. PowerPoint includes many transitions that are often used in video production, such as 3D rotations and other animated effects. The Transitions tab on the Ribbon contains commands to apply transitions, as well as sound, duration, and other options.

☁ **View the video "Slide Transitions."**

> **TIP!** Consistency within a presentation helps keep the audience focused. Avoid using different transitions within a single presentation.

Creating Transitions in Slide Sorter View

Most of the time, you will apply the same transition to the entire presentation because a consistent transition style looks more professional (less haphazard) and is less distracting for the audience. Using the Slide Sorter view is a quick and easy way to apply transitions, as you can see all slide thumbnails at the same time. From there you can apply transitions to a single slide, multiple slides, or all slides in a presentation.

> Transitions→Transition to This Slide

Morph Transition

The Morph transition is a visually appealing modern effect that can be difficult to use unless your slides are set up correctly. The key to this transition is having things repeat from slide to slide. For example, entire words, single text characters (letters/numbers/symbols), or specific objects (pictures/icons) must be duplicated across slides for this transition to work. When navigating slides during a slide show, the repeated elements will morph from slide to slide.

> **DEVELOP YOUR SKILLS: P3-D12**

In this exercise, you will apply a transition to all slides except the title slide to make the slide show more interesting.

1. Save your file as: **P3-D12-AnimationRevised**
2. Choose **View→Presentation Views→Slide Sorter**.
3. Press Ctrl+A to select all slides.
4. Use Ctrl+click on the **first slide** to remove it from the selection.

   Slides 2–11 are selected.
5. Choose **Transitions→Transition to This Slide→Morph**.

   PowerPoint displays an animated preview of each slide transition. The default option for the Morph transition is to morph objects, but there are no objects that repeat across slides so the transition isn't very exciting.
6. Tap Esc to stop the transition previews.

7. Choose **Transitions→Transition to This Slide→Effect Options menu button ˅→Characters**.

This sets the transition to morph characters (letters and numbers) across slides. The effect is much more exciting now.

8. Tap ⎯Esc⎯ to stop the transition previews.

9. Follow these steps to change the transition duration:
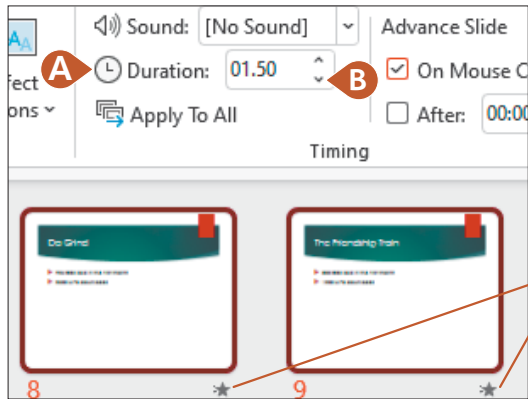
A. Locate the **Transitions→Timing→Duration** setting.

B. Click the **down** button repeatedly to set the duration to **01.50**.

C. 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

10. Choose **Slide Show→Start Slide Show→From Beginning**.

The title slide appears without a transition. The title slide would have opened with the Morph transition if you had applied the transition to it.

11. Click the mouse button to advance to the next slide.

The Morph transition effect displays as the slides advance.

12. Continue to click the mouse button until you reach the end of the presentation and the Slide Sorter window reappears.

13. Save your presentation.

Using Slide Animation

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

- A picture that moves across the slide to its final location
- A slide that starts out empty and then has a title 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

| TIP!   Less is more. Animation can distract an audience, so use it sparingly.

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.

☁ **View the video "Animations."**

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.

☁ **View the video "Customizing Animations."**

> Animations→Animation→Effect Options

DEVELOP YOUR SKILLS: P3-D13

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

1. Save your file as: **P3-D13-AnimationRevised**
2. Choose **View→Presentation Views→Normal**.
3. Display the **Our Services** slide.
4. Click once in the bulleted text so a dashed border appears around the text box.
5. Choose **Animations→Animation→More ⯆→Entrance→Float In**.

   The animation previews, and you see each level-1 paragraph float up the slide.
6. Choose **Animations→Animation→Effect Options menu button ⌄→Float Down** 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. The numbers appear only when on the Animations tab.
7. Display the **Our Recent Success** slide.
8. Click in a blank space in the bottom-right corner of the slide so the slide, rather than the slide thumbnail, is selected in the Slides panel.
9. Press ⎈Ctrl+Ⓐ to select all the objects on the slide.
10. Choose **Animations→Animation→More ⯆→Entrance→Float In**.

    Applying the same animation across slides adds consistency to the presentation. The preview shows several objects floating in at the same time. The slide shows two objects marked with the number 1, one object marked with the number 2, and three objects marked with the number 3, indicating there will be three animations on this slide. In the next activity, you will change the animation grouping so the objects float in with better organization.
11. Choose **Slide Show→Start Slide Show→From Beginning** to start the slide show.
12. Click anywhere with the mouse to advance to the second slide.

    The transition effect animates, but no bulleted paragraph appears yet.

13. Click anywhere with the mouse.

The first bulleted paragraph animates into view.

14. Continue clicking until all four bulleted paragraphs are visible and the slide show advances to the third slide, Our Recent Success.

15. Continue clicking to trigger the animations on the Our Recent Success slide and advance to the Products and Promotional Items slide.

16. Tap [Esc] to end the slide show and return to Normal view.

17. Save your presentation.

The Animation Pane

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. From 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 the animation starts automatically after the slide transition and continues until all objects on the slide have been animated.

> Animations→Advanced Animation→Animation Pane

Reorder Animations on a Slide

If objects do not animate in the order or groups you want, you can reorder them from the Animation tab or Animation pane. To change the grouping or perform other advanced changes, you must use the Animation pane. 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.

Selected objects can be reordered with up/down buttons.

Use the Animation pane for advanced changes to slide animation.
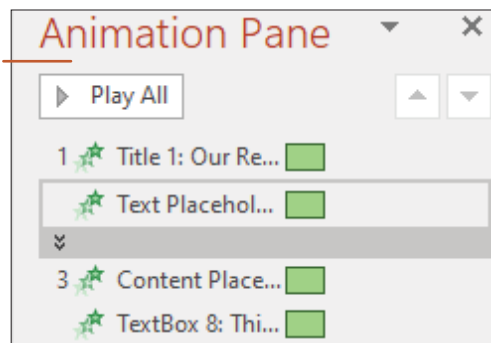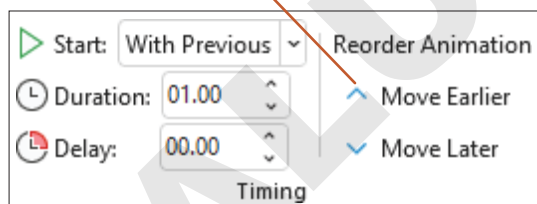
☁ **View the video "The Animation Pane."**

DEVELOP YOUR SKILLS: P3-D14

In this exercise, you will use the Animation pane to regroup and reorder the animations on the Our Recent Success slide. You will also configure the bulleted paragraphs on the Our Services slide to animate automatically after the slide transition completes. This reduces the need for you to click constantly during a slide show.

1. Save your file as: **P3-D14-AnimationRevised**

2. Display the **third slide**, *Our Recent Success*, if necessary.

   You will regroup the animation so the slide title animates by itself, the picture and attribution caption animates as a group, and the rest of the text animates as a single group.

3. Choose **Animations→Advanced Animation→Animation Pane**.

4. Follow these steps to explore the objects in the first animation sequence:
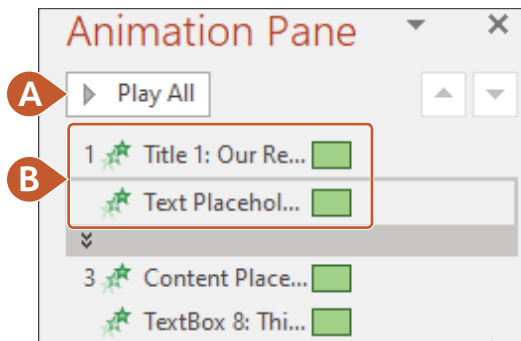
   A. Click **Play All** and notice that the two objects animate as a group for the first animation.

   B. Click each of the items in the first animation group one at a time and notice that their number becomes highlighted on the slide. A mouse icon displays next to the number 1 if the Animation pane is wide enough.

5. Follow these steps to explore the objects in the second and third animation sequences:
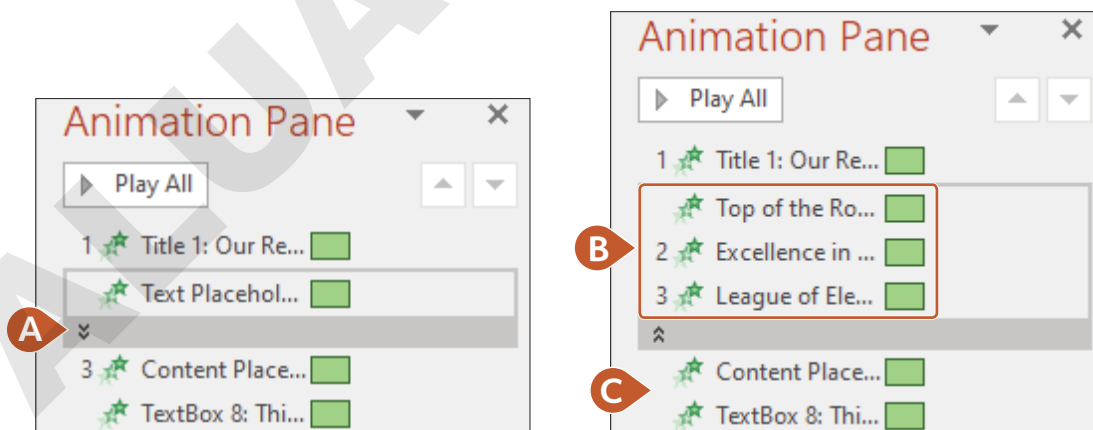
   A. Click the **stacked arrows** to expand the Text Placeholder and see its contents.

   B. Notice that the first line of text, *Top of the Rock,* animates with the first sequence while the second and third lines animate with the second and third sequences, respectively.

   C. The picture's attribution caption is grouped with the last line of text in the third sequence.

6. Follow these steps to redefine the animation sequence:

A. Click the trophy picture on the slide to select it and highlight it in the Animation pane.

B. Click the **Move Up** button three times.

C. Click the attribution caption on the slide.

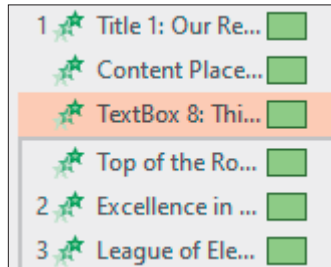**D.** Click the **Move Up** button three times.

Your sequence should match this figure:

7. Follow these steps to redefine when the animations start:
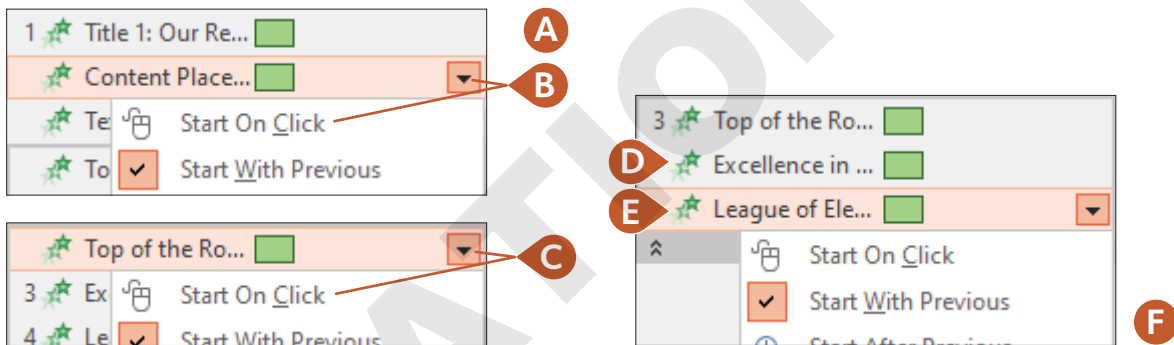
A. Click the trophy picture on the slide to easily select it in the Animation pane.

B. Click its **menu** button ⌄ and choose **Start On Click**.

C. Click the **Top of the Rock** item in the Animation pane, click its **menu** button ⌄, and choose **Start On Click**.

D. Click the **Excellence** item and then click its **menu** button ⌄ and choose **Start With Previous** to group it with the preceding items.

E. Click the **League** item and then click its **menu** button ⌄ and choose **Start With Previous** to group it with the preceding items.

F. Click in a blank space at the bottom of the Animation pane to deselect the League item.

8. Your Animation pane should match this figure. Click **Play All** to preview the three animation sequences.

While the Play All button on the Animation pane shows a preview of the animation sequences on the slide, the mouse icons next to each group in the Animation pane indicate the mouse must be clicked during a slide show for each of the sequences to play.

Auto-Advance Animation Sequences

9. Display the **second slide**, *Our Services*.

10. Click once in the bulleted text so a dashed border appears around the text box.

11. Follow these steps to begin to configure the advanced animation settings:
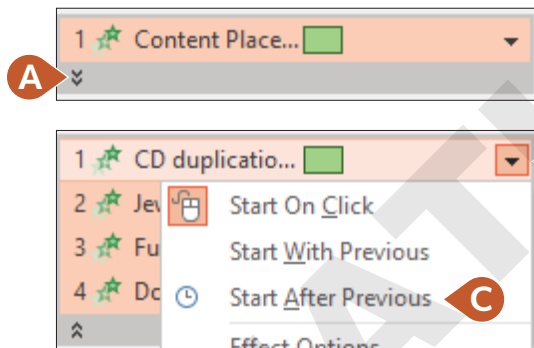
A. Click the arrows in the Animation pane to expand the items.

B. Click the first item and then click its **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).

12. Ensure each of the remaining items is set to **Start After Previous**.
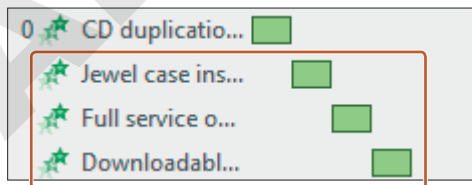
The green rectangles next to each item are staggered to indicate the items will animate one after the other rather than all at the same time.

13. Choose **Slide Show→Start Slide Show→From Beginning**.

14. 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.

15. Click anywhere to advance to the third slide.

    The slide displays, but no content displays yet.

16. Click anywhere on the slide to trigger the first animation sequence.

    The slide title animates into view.

17. Click anywhere on the slide to trigger the second animation sequence.

    The picture and caption animate into view.

18. Click anywhere on the slide to trigger the third animation sequence.

    The detail text animates into view.

19. Tap Esc to end the slide show and return to Normal view.

20. Save your presentation.

3D Animations

If you've added a 3D model to a slide, you can add a 3D animation. These special animations are available only to 3D models and cannot be applied to non-3D objects.

DEVELOP YOUR SKILLS: P3-D15

In this exercise, you will apply a 3D animation.

1. Save your file as: **P3-D15-AnimationRevised**

2. Display the **first slide** and click the gramophone picture.

   The gramophone and music notes icon are still grouped. You will break up the group so you can more easily apply a different animation to each object.

3. Choose **Graphics Format→Arrange→Group menu button ⌄→Ungroup**.

4. Click any blank area of the slide to deselect the objects.

5. Click the gramophone picture to select it.

6. Navigate to the **Animations** tab and notice that several new animations applicable only to 3D models appear in the Animation gallery.

7. Click the 3D animations one at a time to preview each on the slide and then choose the **Jump & Turn** animation.
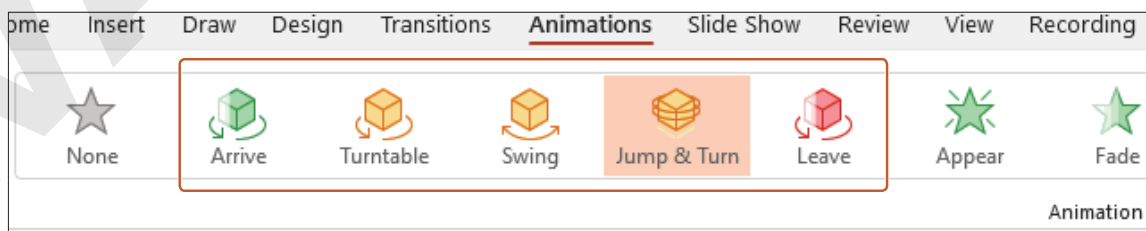
8. Save your presentation.

Motion Paths

Rather than limiting yourself to the default single straight lines that some animated objects travel, you can create custom animation paths so objects follow a curved line or some other path. There are several preset motion paths from which to choose, or you can create your own custom path.

The Motion Paths category in the Animation gallery includes preset and custom animation paths.

DEVELOP YOUR SKILLS: P3-D16

In this exercise, you will define a custom path for an animated object.

1. Save your file as: **P3-D16-AnimationRevised**
2. Click the music notes icon on the slide.
3. Choose **Animations→Animation→More ⯆→Motion Paths→Custom Path**.
4. Follow these steps to create a motion path:

A. Click the bottom-left corner of the slide to set the starting point.

B. Click the **dot** above the letter *i*.

C. Click the **dot** under the exclamation point.

D. Double-click in the middle of the icon's border box to end the path.

The motion path is completed and PowerPoint previews the animation on the slide. At this point, you could experiment with dragging the borders of the animation path to resize it just as with any object. In this case, you will leave it as it is.

5. Follow these steps to simultaneously animate the gramophone and music notes as soon as the slide displays:
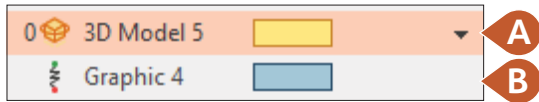
A. Click the **3D Model** item in the Animation pane to select it, click its **menu** button ⌄, and choose **Start With Previous**.

B. Set the second item (music notes) to also **Start With Previous**.

6. Choose **Slide Show→Start Slide Show→From Beginning**.

The picture and icon animate together when the slide displays without having to click the mouse.

7. Tap ⌊Esc⌋ to end the slide show and return to Normal view.

8. Save your presentation.

Adding Sound Effects

PowerPoint 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.

☁ **View the video "Sound Effects on Transitions."**

Transitions→Timing→Sound 🔊

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. PowerPoint lets you do this as well.

☁ **View the video "Sound Effects on Animations."**

DEVELOP YOUR SKILLS: P3-D17

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

1. Save your file as: **P3-D17-AnimationRevised**

2. Choose the **Our Recent Success** slide and then select the picture.

3. Follow these steps to display the effect options:
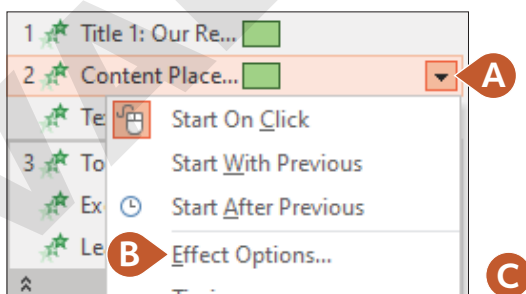
A. Click the drop-down **menu** button ⌄ for the animation.

B. Choose **Effect Options**.

C. On the **Effect** tab, click the **Sound menu** button ⌄ and choose **Applause**.

4. Click **OK**, and the animation and sound will be previewed.

Apply a Transition Sound Effect

5. Display the **Our Services** slide.

6. Choose **Transitions→Timing→Sound→Chime**.
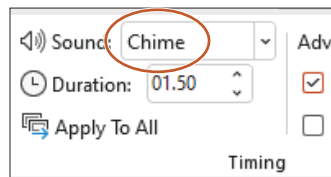
PowerPoint applies the Chime sound to the transition effect for this slide.

7. Choose **Slide Show→Start Slide Show→From Beginning**.

8. Navigate through the presentation until you hear the applause and see the animation on the Our Recent Success slide.

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

9. Tap ⎡Esc⎦ to end the slide show early and return to Normal view.

10. Click the **X** to close the Animation pane.
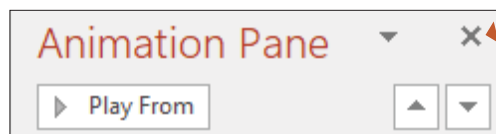
11. Save your presentation and exit PowerPoint.

Self-Assessment

Use the Self-Assessment quiz to check your knowledge of the key concepts and skills introduced in this chapter. You can complete the quiz in your ebook, from your eLab course, and from the Student Resource Center.

Reinforce Your Skills

Work with Pictures

In this exercise, you will add pictures to the Kids for Change community presentation to increase interest in the group's promoted events.

1. Start PowerPoint, open **P3-R1-KidsPics** from your **PowerPoint Chapter 3** folder, and save it as: **P3-R1-KidsPicsRevised**

2. Choose the **second slide**, *Events*.

3. Choose **Home→Slides→Layout menu button ⌄→Two Content**.

Insert and Format a Picture

4. Choose **Insert→Images→Pictures→Online Pictures** on the slide to display the Online Pictures search window.

5. Type **calendar** in the search box and tap ⏎Enter.

6. Scroll through the results until you find an appropriate image, click it, and then click **Insert**.

7. Click a blank area of the slide to deselect the picture and its attribution caption (if applicable).

8. Click the picture to select it.

9. Drag any of the picture's **corner handles** to resize it so it fills the right half of the slide.

10. Drag from the center of the picture to move and position it so it does not overlap any text.

11. Drag the **rotate handle** above the top edge of the picture to rotate it slightly for visual interest.

12. With the picture still selected, go to **Picture Format→Picture Styles**.

13. Point to several of the thumbnail samples in the Picture Styles gallery to preview them and then click one to apply it. Choose a style that works well with your calendar image.

14. Drag the **attribution caption**, if one was inserted, to an appropriate location near the picture.

Apply Advanced Image Editing Skills

15. Display the **fourth slide**, *Contact Us*.

16. Choose **Insert→Images→Pictures→This Device**.

17. Browse to your **PowerPoint Chapter 3** folder and insert the **P3-R1-Phone.jpg** picture.

18. With the picture selected on the slide, choose **Picture Format→Adjust→Remove Background**.

19. Use the Mark Areas to Keep and Mark Areas to Remove commands to remove the background (be sure to keep the phone and the wires) and then choose **Background Removal→Close→Keep Changes**.

20. Move the phone so it is roughly centered below the phone number.

21. With the picture still selected, choose **Picture Format→Adjust→Artistic Effects→Pencil Sketch**.

22. Choose **Picture Format→Adjust→Color→Recolor→Dark Green, Accent Color 4 Light**.

23. Save the changes and exit PowerPoint.

REINFORCE YOUR SKILLS: P3-R2

Add Shapes and Animations

In this exercise, you will create a custom shape of a house and incorporate animation to add visual appeal to the presentation.

1. Start PowerPoint, open **P3-R2-KidsAnimated** from your **PowerPoint Chapter 3** folder, and save it as: **P3-R2-KidsAnimatedRevised**

2. Display the **second slide**, *This Month*.

3. Choose **Insert→Illustrations→Shapes menu button ⌄→Rectangles→Rectangle**.

4. Drag on the slide to draw a rectangle. Resize and move it so it roughly matches this figure.
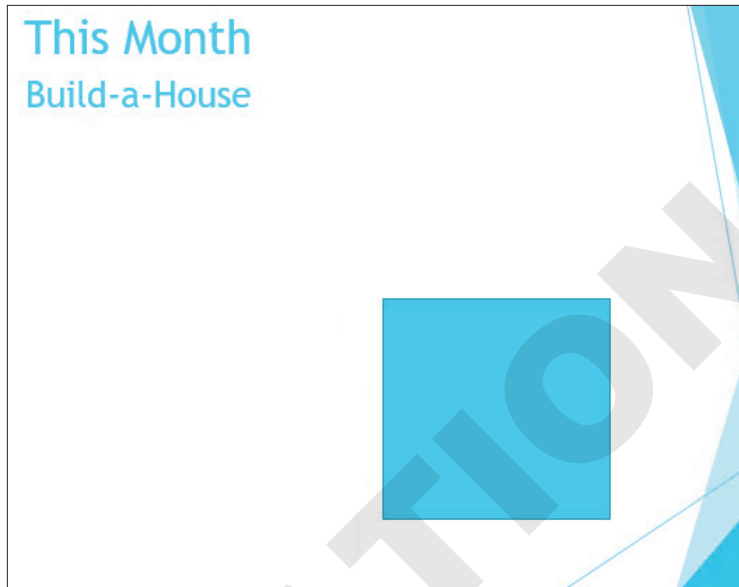
5. Choose **Insert→Illustrations→Shapes menu button ⌄→Basic Shapes→Isosceles Triangle**.

6. Drag on the slide to draw a triangle to act as the roof of the house, resizing and moving it so it roughly matches the figure in step 8.

7. Choose **Insert→Illustrations→Shapes menu button ⌄→Rectangles→Rectangle**.

8. Drag on the slide to draw a small rectangle to act as a chimney, resizing and moving it to roughly match this figure.
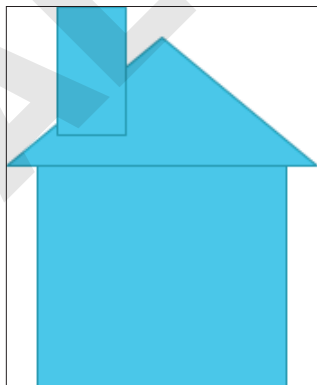
Merge Shapes

9. Click the large rectangle on the slide to select it and then use ⎡Shift⎤+click on the triangular roof and the small chimney to select all three shapes.

10. Choose **Shape Format→Insert Shapes→Merge Shapes menu button ∨→Union**.

11. Choose **Insert→Illustrations→Shapes menu button ∨→Rectangles→Rectangle**.

12. Drag on the slide to draw a rectangle to act as the door; adjust as necessary to roughly match this figure.
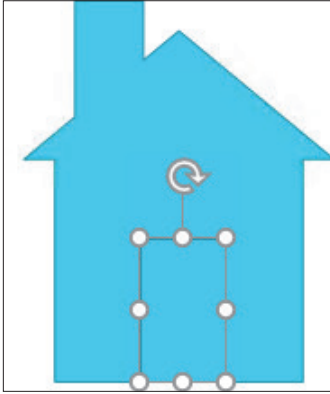
13. Click the door shape to select it, if necessary, and then use ⎡Shift⎤+click on the house so both shapes are selected.

14. Choose **Shape Format→Insert Shapes→Merge Shapes→Combine**.

Format and Add Text to a Shape

15. Choose **Shape Format→Shape Styles→Shape Outline→Sketched→Freehand**.

16. Click the house shape to ensure it's selected and its border displays and then type:
    Home⎡Enter⎤**Sweet**⎡Enter⎤**Home**⎡Enter⎤

17. Click the shape's dashed border to select it.

18. Choose **Home→Font→Font Size menu button ∨→36**.

    If your text no longer fits in the shape, choose a smaller font size or adjust the size of the house shape.

19. Choose **Shape Format→Shape Styles→More→Theme Styles→Moderate Effect – Blue, Accent 2** (toward the bottom of the third column).

20. Resize and move the shape so it fits in the upper-right area of the slide; adjust the font size as necessary.

Apply Transition Effects

21. Select **slide 2**, *This Month*, in the Slides panel.

22. Use ⌈Shift⌉+click on the **last slide** in the Slides panel to select all but the title slide.

23. Choose **Transitions→Transition to This Slide→More→Subtle→Random Bars**.

Add Animation

24. Display the **second slide**, *This Month*, if necessary, and then click the house shape to select it.

25. Choose **Animations→Animation→More→Entrance→Bounce**.

26. Choose **Animations→Timing→Start menu button ⌄→After Previous**.

27. Click the up arrow on the Delay box four times to set the delay to **1 second**.

28. Display the **third slide**, *Event Benefits*.

29. Click in any text in the left column so a dashed border appears around the text box.

30. Choose **Animations→Animation→More→Entrance→Float In**.

31. Click in any of the text in the right column so a dashed border appears around the text box and choose **Animations→Animation→More→Entrance→Float In**.

32. Choose **Animations→Advanced Animation→Animation Pane**.

33. Click the double arrows to expand the top group of content in the Animation pane.
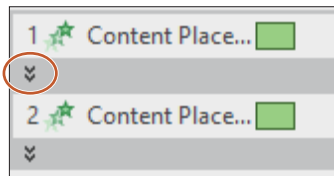
34. Click the second item, **Homeless families**, to display its menu button.

35. Click the item's **menu** button ⌄ and choose **Start After Previous**.

36. Click the third item, **$0 mortgage**, and then click its **menu** button ⌄ and choose **Start After Previous**.

37. Click the fourth item, **A fresh start**, and then click its **menu** button ⌄ and choose **Start After Previous**.

38. Expand the second group's contents and set each of the four items to **Start After Previous**.

Add a Sound Effect to an Animation

39. Display the **second slide**, *This Month*.

40. Click the house shape to select it.

41. Click the single item in the Animation pane and then click its **menu** button ⌄ and choose **Effect Options**.

42. Set the Sound menu to **Whoosh** and click **OK**. Close the Animation pane.

43. Choose **Slide Show→Start Slide Show→From Beginning** and click each slide until the slide show ends and you return to Normal view.

44. Save the changes and then exit PowerPoint.

REINFORCE YOUR SKILLS: P3-R3

Add Visual Interest

In this exercise, you will add a 3D model, pictures, and animation to enhance a presentation and inspire audience members to donate to the group's toy drive.

1. Start PowerPoint, open **P3-R3-KidsVisual** from your **PowerPoint Chapter 3** folder, and save it as: **P3-R3-KidsVisualRevised**
2. Display the **third slide**.
3. Choose **Home→Slides→Layout menu button ⌄→Two Content**.

Insert Pictures

4. Click the **Pictures** icon on the slide to insert a picture from your computer.
5. Browse to your **PowerPoint Chapter 3** folder and insert the **P3-R3-Girl.jpg** picture.
6. Drag the picture to roughly fill the right side of the slide.
7. Display the **fourth slide** and choose **Home→Slides→Layout menu button ⌄→Two Content**.
8. Click the border of the placeholder box on the right and tap [Delete].

   You changed the slide layout to Two Content to match the previous slide and then deleted the placeholder on the right because there is no icon on it to add a 3D model.
9. Choose **Insert→Illustrations→3D Models**.
10. Type **truck** in the search box and tap [Enter].
11. Scroll through the results, click a truck you like, and then click **Insert**.
12. Adjust the picture as indicated:
    • Drag the **rotate icon** in the center of the truck to rotate it to your liking.
    • Drag a **corner handle** of the truck's border to enlarge the truck to your liking.
    • Drag the truck picture to roughly center it on the slide.
13. Display the **fifth slide** and choose **Insert→Images→Pictures→Online Pictures**.
14. Type **toy** in the search box and tap [Enter].
15. Scroll through the results until you find a toy you like and click that image to select it.
16. Continue to scroll and look for more toys. Click additional toys to add them to your selection. After you have selected six toys, click **Insert**.

Move, Size, and Rotate Pictures

17. Click an empty area of the slide to deselect the inserted pictures.
18. Click one of the toys on the slide to select it.
19. Adjust the picture as indicated:
    • Drag a **corner handle** on the picture's border to make the picture smaller.
    • Drag the **rotate handle** above the top edge of the picture to slightly rotate it.
    • Drag the picture to move it to a position of your liking.
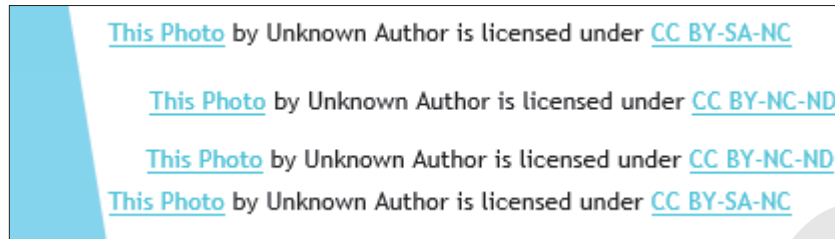
    Do not be concerned if the picture becomes separated from its attribution caption, if one exists. You will format all the attribution captions later.

20. Resize, rotate, and move the remaining toys so they are spaced throughout the slide, leaving room at the bottom for the attribution captions (if any exist).

   Do not be concerned if the picture backgrounds overlap one another or the slide text at this point.

Align and Space Objects

21. Drag each of the attribution captions to the bottom of the slide as shown; do not be concerned with the alignment or spacing.

   This Photo by Unknown Author is licensed under CC BY-SA-NC

   This Photo by Unknown Author is licensed under CC BY-NC-ND

   This Photo by Unknown Author is licensed under CC BY-NC-ND
   This Photo by Unknown Author is licensed under CC BY-SA-NC

22. Click the first caption to select it and then ⎡Shift⎤+click the other captions so all are selected.

23. Choose **Shape Format→Arrange→Align menu button ⌄→Align Left**.

24. Choose **Shape Format→Arrange→Align menu button ⌄→Distribute Vertically**.

Remove a Background

25. Click any toy and choose **Picture Format→Adjust→Remove Background**.

26. Use the **Mark Areas to Remove** and **Mark Areas to Keep** commands as needed to define the background that should be removed and then choose **Background Removal→Close→Keep Changes**.

27. Remove the backgrounds of the other five pictures, if necessary, and then drag the pictures to reposition them to your liking.

Format Pictures

28. Display the **third slide** and click the picture of the girl and her teddy bear.

29. Choose **Picture Format→Picture Styles→More→Rotated, White**.

30. Drag the picture to reposition it, if necessary.

31. Choose **Picture Format→Adjust→Artistic Effects menu button ⌄→Glow, Diffused**.

Add and Format a Shape with Text

32. Choose **Insert→Illustrations→Shapes menu button ⌄→Stars and Banners→Ribbon: Tilted Up**.

33. Use ⎡Shift⎤+drag to create a proportional ribbon that fills the left side of the slide under the text.

34. Type: **My 1st toy**

35. Click the blue ribbon shape to select it and tap ⎡Ctrl⎤+⎡C⎤ to copy it.

36. Display the **fourth slide** with the truck.

37. Tap ⎡Ctrl⎤+⎡V⎤ to paste the shape.

38. Drag the ribbon and truck pictures so they don't overlap.

39. Click the blue ribbon shape and then choose **Shape Format→Shape Styles→Shape Effects menu button ⌄→Reflection→Reflection Variations→Half Reflection: Touching**.

40. Choose **Home→Clipboard→Format Painter** to copy the formatting.

41. Display the **third slide** and click the blue ribbon to duplicate the shape's effect.

Apply Transition Effects

42. Choose **View→Presentation Views→Slide Sorter**.

43. Click **slide 2** and then Shift+click on **slide 5** to select all but the title slide.

44. Choose **Transitions→Transition to This Slide→More→Exciting→Glitter**.

45. Choose **Transitions→Transition to This Slide→Effect Options menu button ⌄→Diamonds from Top** and click the **down arrow** as necessary to set the duration to **02.00**.

Apply an Animation

46. Double-click **slide 5** to display it in Normal view.

47. Click one of the toys on the slide and choose **Animations→Animation→More→Entrance→ Grow & Turn**.

48. Click a second toy on the slide to select it and choose **Animations→Animation→More→ Entrance→Grow & Turn**.

49. One at a time, click each remaining toy and apply the **Grow & Turn** animation.

Use the Animation Pane

50. Choose **Animations→Advanced Animation→Animation Pane**.

51. Click the first animated item in the Animation pane to display its menu button ⌄.

52. Click the **menu** button ⌄ and choose **Start After Previous**.

53. One at a time, click each remaining item and set it to **Start After Previous**.

Add a Sound Effect to an Animation

54. Click the last item in the Animation pane, click its **menu** button ⌄, and choose **Effect Options**.

55. Set the sound effect to **Applause**, click **OK**, and then close the Animation pane.

56. Choose **Slide Show→Start Slide Show→From Beginning** and click each slide to view the presentation. Return to Normal view when you are finished.

57. Save the changes and then exit PowerPoint.

Apply Your Skills

APPLY YOUR SKILLS: P3-A1

Work with Pictures

In this exercise, you will add pictures and remove the backgrounds for the Universal Corporate Events presentation. You will also format the pictures to enhance the slides' visual appeal.

1. Start PowerPoint, open **P3-A1-UniversalPics** from your **PowerPoint Chapter 3** folder, and save it as: **P3-A1-UniversalPicsRevised**
2. Choose the **third slide**, *Catering*, and apply the **Two Content** layout.
3. Select **slides 4–9** in the Slides panel and apply the **Two Content** layout to change all selected slides at once.
4. Display **slide 3**.
5. Search for and insert an online picture appropriate for a catering slide.
6. Search for and insert an appropriate photograph on slides 4–9. Each slide's photograph should represent the slide's text content.

Format Objects and Finalize the Presentation

7. Resize and reposition the photographs on each slide so they fill the right half of the slide.
8. Add a picture style or picture effect to each photograph. Use a maximum of two effect styles.
9. Remove each photo's background if applicable. You may want to resize or move the photos after removing the backgrounds.
10. Display **slide 5**, *Graphic Design*, and apply an artistic effect to the photo.
11. Save the changes and exit PowerPoint.

APPLY YOUR SKILLS: P3-A2

Add Shapes and Animations

In this exercise, you will add shapes and an animation to emphasize specific slides.

1. Start PowerPoint, open **P3-A2-UniversalAnimated** from your **PowerPoint Chapter 3** folder, and save it as: **P3-A2-UniversalAnimatedRevised**
2. Display **slide 3**, *Vegan*.
3. Insert the **Explosion: 14 Points** shape.
4. Type **Certified Vegan!** in the shape.
5. Resize and reposition the shape so it fills the area below the text.
6. Enlarge the font size of the shape's text to be as large as possible while remaining inside the shape.
7. Add the **Explosion: 8 Points** shape to **slide 4** with the text: **Certified Kosher!**
8. Resize and reposition the shape so it fills the area below the text.
9. Enlarge the font size of the shape's text to be as large as possible while remaining inside the shape.
10. Add the **Ribbon: Curved and Tilted Up** shape to **slide 5** with the text: **Certified Organic!**

11. Use the three yellow dots on the shape to alter the shape to your liking.

12. Resize and reposition the shape so it fills the area below the text.

13. Enlarge the font size of the shape's text to be as large as possible while remaining inside the shape.

Merge and Format Shapes

14. Display the **last slide** and insert a **Rectangle** shape, resizing it to be tall and thin.

15. Insert a **Teardrop** shape and adjust the size and shape so it looks like a candle flame. Position it on top of the thin rectangle.

16. Merge the **Rectangle** and **Teardrop** shapes into a single candle shape.

17. Copy the new candle shape and paste three copies on the slide, arranging them similarly to this example:

18. Select all four candles and group them.

19. Insert a **Rectangle: Rounded Corners** shape on the slide and position it over the bottom of the candles to create a birthday cake.

20. Go to **Shape Format→Shape Styles** and apply the **Moderate Effect – Dark Red, Accent 2** style to the shapes on **slides 3–6**.

Apply Transition Effects and Animations

21. Select all slides except the title slide.

22. Apply the **Checkerboard** transition and set the Effect Options to **From Top**.

23. Display the **second slide**, *Catering*.

24. Apply the **Fade** animation to the bulleted paragraphs.

25. Use the Animation pane to select the **Kosher Dishes** item and set it to **Start with Previous**.

26. Set **Meat-lovers dishes** and **Desserts** to **Start with Previous** so all four paragraphs will fade in at the same time after a click.

Add a Sound Effect to an Animation

27. Select the **Vegan dishes** item in the Animation pane and apply the **Applause** sound effect.

28. Close the Animation pane.

29. Choose **Slide Show→Start Slide Show→From Beginning** and click each slide until the slide show ends and you return to Normal view.

30. Save the changes and exit PowerPoint.

APPLY YOUR SKILLS: P3-A3

Add an Icon

In this exercise, you will add 3D Models, icons, and animation to enhance the Universal Corporate Events presentation.

1. Start PowerPoint, open **P3-A3-UniversalVisual** from your **PowerPoint Chapter 3** folder, and save it as: **P3-A3-UniversalVisualRevised**
2. Display the **second slide**.
3. Insert a world icon from the Location category of icons.
4. Enlarge the icon and center it on the slide.

Remove a Background and Apply Artistic Effects

5. Display the **title slide**.
6. Insert the **P3-A3-Hand.jpg** picture from your **PowerPoint Chapter 3** folder.
7. Use the **Background Removal** tool to remove the picture's white background.
8. Move the picture to the lower-right corner of the slide and resize it so it doesn't overlap any text.
9. Apply the **Photocopy** artistic effect to the picture.
10. Use the **Picture Format→Adjust→Color** gallery to apply **Color Tone→Temperature: 7200k**.

Add 3D Models

11. On the **third slide**, insert a 3D model of a bus.
12. Rotate and enlarge it so it fills the right half of the slide.
13. Add **3D models** to **slides 4 and 5** appropriately matched to their content.

Apply Transition Effects and Add Animation

14. Apply the **Reveal** transition to all but the title slide.
15. Set the effect on all slides to **Through Black from Right**.
16. Set the transition duration on all slides to **3** seconds.
17. Apply the **Fly In** animation to the hand picture on the **title slide**.
18. Set the option effect to appear **From Right**.
19. Apply the **Arrive** 3D animation to the 3D models on **slides 3–5**.

Use the Animation Pane to Add Sound

20. Use the Animation pane to add the **Whoosh** sound effect to the hand's animation.
21. Close the Animation pane.
22. Choose **Slide Show→Start Slide Show→From Beginning** and click each slide to view the presentation, returning to **Normal** view when you are finished.
23. Save the changes and exit PowerPoint.

Project Grader

If your class is using eLab (labyrinthelab.com), you may upload your completed Project Grader assignments for automated grading. You may complete these projects even if your class doesn't use eLab, though you will not be able to upload your work for automated grading.

## PROJECT GRADER: P3-P1

Adding Flair to Your Presentation

Now it's time to liven up the New at Taylor Games *presentation. In this exercise, you'll add a picture, an icon, and shapes along with animations and slide transitions to create interesting effects.*

1. Download and open your Project Grader starting file.

   • *Using eLab:* Download **P3_P1_Flair_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.

   • *Not using eLab:* Open **P3-P1-Flair** from your **PowerPoint Chapter 3** folder.

2. Apply these Grid and Guide settings:

   • **Snap objects to grid**

   • Spacing: **½"**

   • **Display grid on screen**

   • Guide settings: You decide

3. On **slide 1**, insert the **Taylor Games Logo.png** picture from your **PowerPoint Chapter 3** folder.

4. Move the logo to the position shown here, letting it snap to the grid points.

5. On **slide 3**, insert the following **People** icon, positioning and sizing it as shown:
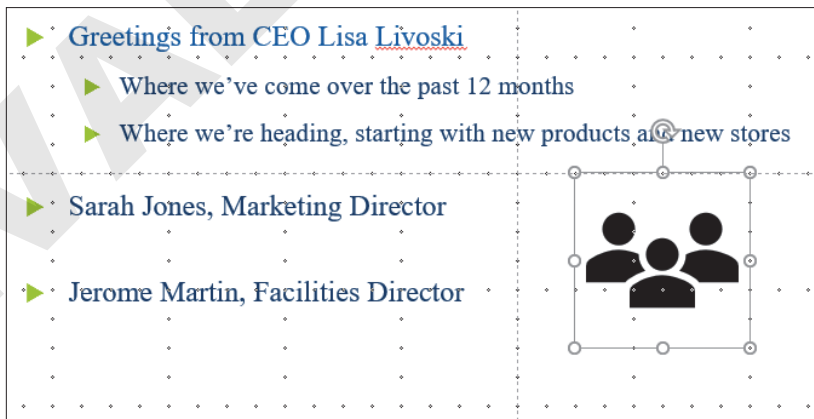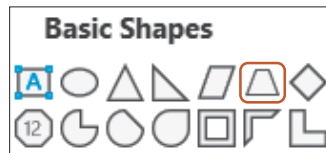
6. Apply an animation to the icon using these settings:

| Setting	Value
Animation	**Fly In**
Start	**With Previous**
Effect Options Direction	**From Bottom-Right**
Effect Options Sound	**Whoosh**

7. On **slide 5**, insert a shape using these guidelines:

• Set the Grid and Guides Spacing to **¼"** and choose **Snap objects to grid**.
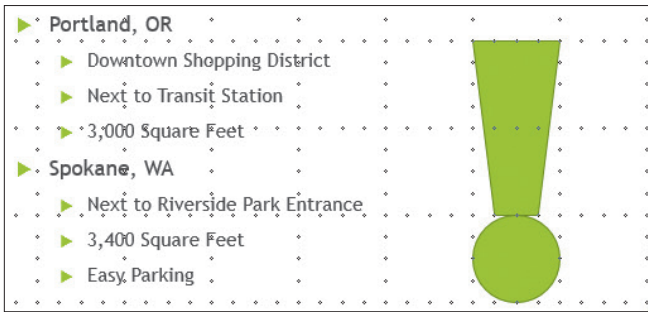
• Choose the **trapezoid** shape.

• Create the trapezoid with the size and position shown here:
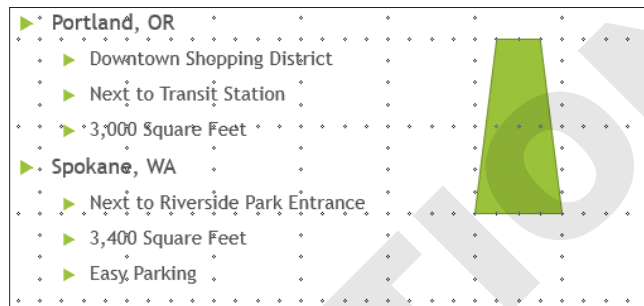
8. Choose the **oval** shape to insert a circle with the size and position shown here:
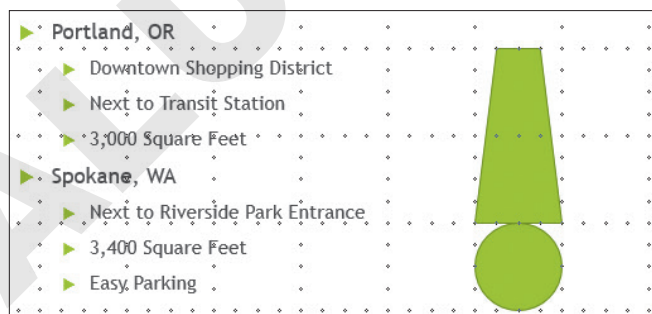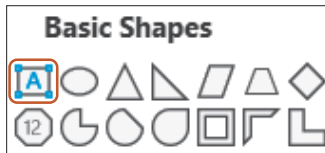
9. Rotate the trapezoid so it is flipped vertically.

10. Insert and format a shape using these guidelines:

• Choose the **text box** shape.

• Position the text box by clicking somewhere above the trapezoid.

• Type **Great**, tap ⌗Enter⌗, and then type **Locations** to complete the text entry.

• Set the font size of all text to **24** and apply **Bold** formatting.

• **Center** the text within the box.

11. Move the text box until it is positioned approximately as shown here, where the word *Great* is contained within the top of the trapezoid.

Hint: You can nudge objects using keyboard arrows and the ⌗Ctrl⌗ *key or turn off grid snapping.*

12. On **slide 1**, apply the following animations and settings:

Text to Apply To	Animation and Setting
New at Taylor Games title	**Grow & Turn**, **Start After Previous**
Products, Stores, and More! subtitle	**Float In**, **Start With Previous**
Taylor Games Logo picture	**Shape**, **Start With Previous**

13. Reorder the animations to occur in this sequence:

• *Taylor Games Logo* picture

• *New at Taylor Games* title

• *Products, Stores, and More!* subtitle

14. Add the **Wipe** transition to **slides 2–5**.

15. Add a **Drum Roll** transition sound to **slide 1**.

16. Save your presentation.

- *Using eLab:* Save it to your **PowerPoint Chapter 3** folder as **P3_P1_Flair_eSubmission** *and* attach the file to your eLab assignment for grading.
- *Not using eLab:* Save it to your **PowerPoint Chapter 3** folder as: **P3-P1-FlairRevised**

PROJECT GRADER: P3-P2

Enhance the Classic Cars Club Presentation

It's time to put the Classic Cars Club presentation in motion. In this exercise, you will add pictures and other enhancements prior to the first presentation to potential advertisers.

1. Download and open your Project Grader starting file.

- *Using eLab:* Download **P3_P2_Enhance_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
- *Not using eLab:* Open **P3-P2-Enhance** from your **PowerPoint Chapter 3** folder.

2. On **slide 1**, insert the **Classic Cars 1.png** picture from your **PowerPoint Chapter 3** folder.

3. Move the picture down so it is vertically centered (doesn't have to be exact) between the subtitle and bottom of the slide.

Hint: You can nudge objects using keyboard arrows and the Ctrl *key.*

4. Use these guidelines to align the slide objects:

- Make these Grid and Guide settings: **Snap Objects to Grid**, **Display Grid on Screen**, Grid Spacing, **1"**.
- Move the title, subtitle, and picture to the right until their right edges snap to the vertical grid line as shown here.
- If necessary, nudge the picture up or down until it closely matches the position shown here:

5. Apply an animation to the picture using these settings:

Setting	Value
Animation	**Fly In**
Start	**With Previous**
Effect Options Direction	**From Left**
Effect Options Sound	**Whoosh**

6. On **slide 4**, change the layout to **Two Content**.

7. Select the **Pictures** icon in the right placeholder to insert the **Classic Cars 2.jpg** picture from your **PowerPoint Chapter 3** folder.

8. Apply the **Glow Edges** artistic effect to the picture (the last effect on the Artistic Effects list).

9. On **slide 5**, insert the following **Technology and Electronics** icon, positioning and sizing it as shown here:

10. Apply an animation to the icon using these settings:

Setting	Value
Animation	**Grow & Turn**
Start	**With Previous**
Effect Option Sound	**Cash Register**

11. Apply the **Wipe** transition to **slides 2–6**.

12. Save your presentation.

- *Using eLab:* Save it to your **PowerPoint Chapter 3** folder as `P3_P2_Enhance _eSubmission` *and* attach the file to your eLab assignment for grading.
- *Not using eLab:* Save it to your **PowerPoint Chapter 3** folder as: `P3-P2-EnhanceRevised`

Extend Your Skills

These exercises challenge you to think critically and apply your new skills in a real-world setting. You will be evaluated on your ability to follow directions, completeness, creativity, and the use of proper grammar and mechanics. Save files to your chapter folder. Submit assignments as directed.

P3-E1   THAT'S THE WAY I SEE IT

New PowerPoint users often use too many transitions, animations, and sound effects. In this exercise, you will see how less can be more. Create a new presentation, saved as **P3-E1-AnimationOverkill** and that includes at least six slides, in which every slide except the title slide includes a title, text, an icon, and a picture or 3D model. Apply any design theme and variation. Make sure the presentation focuses on a single idea (for example, a classic car collection, your favorite movies, or inspirational people). Apply a different transition to each slide. Apply a different animation to each text block and each graphic. Add a different sound effect to each slide. In other words—overdo it! View the presentation as a slide show and then save it as: **P3-E1-AnimationAppropriate**

Now edit the presentation so each slide uses the same subtle transition. Remove the animation from each graphic and standardize the animation on the text blocks. Maintain consistency by using either an icon on all slides, a 3D model on all slides, or a picture on all slides (do not mix and match). Choose a subtle entrance animation. Remove all sound effects. Save your changes. View the revised presentation as a slide show and compare it with your "overkill" version.

P3-E2   BE YOUR OWN BOSS

Open **P3-E2-BlueJeanAnimated** and save it as: **P3-E2-BlueJeanAnimatedRevised**

View the presentation as a slide show and notice where the animations occur; then edit the presentation so they occur when a slide is clicked rather than automatically. Also, make sure the bulleted text animates one line at a time. Add a final slide using the Section Header layout. Use **Get Outside More** as the title and **It'll do you good!** as the subtitle. Insert **P3-E2-Flowers.jpg** and make these changes:

- Remove the photo background.
- Move the image to appear behind the text.
- Apply the same slide transition used by the other slides.
- Add a sound effect that you feel is appropriate.

P3-E3   DEMONSTRATE PROFICIENCY

Stormy BBQ needs a slide show to play on television screens throughout its seating area. It should feature images of mouthwatering barbeque. Create a new presentation named **P3-E3-BBQSlideShow** with at least five slides, where each slide includes a single photo of delicious barbeque. Remove the backgrounds from the images as necessary. Use slide transitions to fade one slide into the next. Include an animated title on each slide that names the dish. Choose one slide on which to add a shape. Add a shape from the Stars and Banners category with the text **Blue Ribbon Winner** added. Format the shape and its text to add visual interest while keeping the text easy to read.