

# Advanced PowerPoint 2010

You can animate the text, pictures, shapes, tables, SmartArt graphics, and other objects in your Microsoft PowerPoint 2010 presentation to give them visual effects, including entrances, exits, changes in size or color, and even movement.

## Overview of animating text and objects


Animation is a great way to focus on important points, to control the flow of information, and to increase viewer interest in your presentation. You can apply animation effects to text or objects on individual slides, to text and objects on the slide master (slide master: The main slide that stores information about the theme and layouts of a presentation, including the background, color, fonts, effects, placeholder sizes, and positions.), or to placeholders on custom slide layouts.

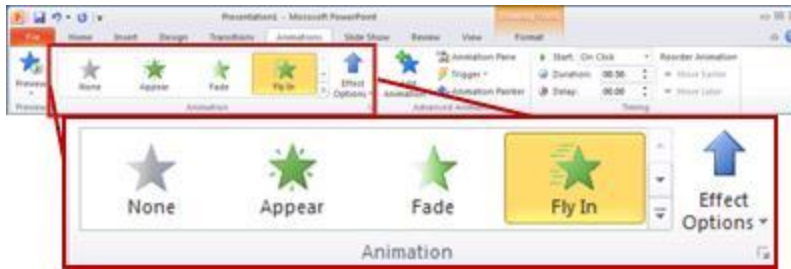
There are four different kinds of animation effects in PowerPoint 2010:

- Entrance effects. For example, you can make an object fade gradually into focus, fly onto the slide from an edge, or bounce into view.
- Exit effects. These effects include making an object fly off of the slide, disappear from view, or spiral off of the slide.
- Emphasis effects. Examples of these effects include making an object shrink or grow in size, change color, or spin on its center.
- Motion Paths (motion path: The path that a specified object or text will follow as part of an animation sequence for a slide.). You can use these effects to make an object move up or down, left or right, or in a star or circular pattern (among other effects).

You can use any animation by itself or combine multiple effects together. For instance, you can make a line of text fly in from the left while it grows in size by applying a Fly In entrance effect and a Grow/Shrink emphasis effect to it.

## Add animation to an object

1. To add an animation effect to an object, do the following:
2. Select the object that you want to animate.
3. On the Animations tab, in the Animation group, click the More  button, and then select the animation effect that you want.



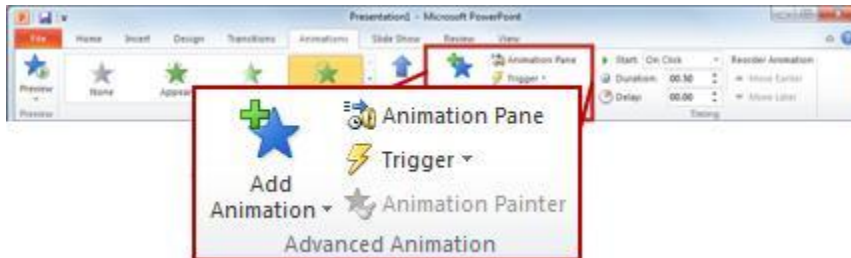
## NOTES

- If you do not see the entrance, exit, emphasis, or motion path animation affect that you want, click **More Entrance Effects**, **More Emphasis Effects**, **More Exit Effects**, or **More Motion Paths**.
- After you have applied an animation to an object or text, the animated items are labeled on the slide with a non-printing numbered tag, displayed near the text or object. The tag appears only in Normal view when the **Animations** tab is selected or the Animation task pane is visible

## Apply multiple animation effects to a single object

To apply multiple animations onto the same object, do the following:

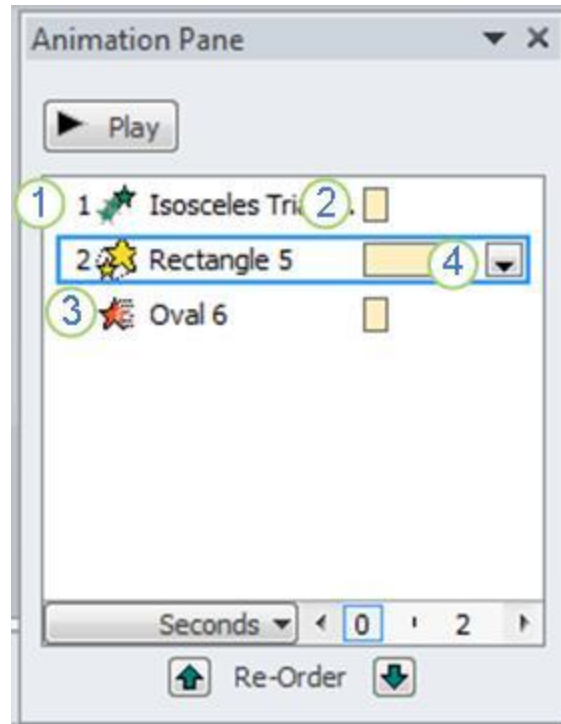
1. Select the text or object that you want to add multiple animations.
2. On the **Animations** tab, in the **Advanced Animation** group, click **Add Animation**.



## View a list of animations currently on the slide

You can view the list of all the animations on the slide in the Animation task pane. The Animation task pane shows important information about an animation effect, such as the type of effect, the order of multiple effects in relation to one another, the name of the object affected, and the duration of the effect.

To open the Animation task pane, on the Animations tab, in the Advanced Animation group, click Animation Pane.



4. In the task pane, numbers indicate the order in which the animation effects play. The numbers in the task pane correspond to the non-printing numbered tags that are displayed on the slide.
5. Timelines represent the duration of the effects.
6. Icons represent the type of animation effect. In this example, it is an Exit effect.
7. Select an item in the list to see the menu icon (down arrow), and then click the icon to reveal the menu.

## Set the effect options, timing, or order for an animation

- To set the **effect options** for an animation, on the **Animations** tab, in the **Animation** group, click the arrow to the right of **Effect Options** and click the option that you want.
- You can specify the start, duration, or delay timing for an animation on the **Animations** tab.
  - To set the **start timing** for an animation, in the **Timing** group, click the arrow to the right of the **Start** menu and select the timing that you want.
  - To set the **duration** of how long the animation will run, in the **Timing** group, enter the number of seconds that you want in the **Duration** box.
  - To set a **delay** before the animation begins, in the **Timing** group, enter the number of seconds that you want in the **Delay** box.
- To **reorder** an animation in the list, in the **Animation** task pane, select the animation that you want to reorder, and on the **Animations** tab, in the **Timing** group, under **Reorder Animation**, either select **Move**

Earlier to make the animation occur before another animation in the list or select Move Later to make the animation occur after another animation in the list.

## Test your animation effect

After you add one or more animation effects, to validate that they work, do the following:

- On the **Animations** tab, in the **Preview** group, click **Preview**.



## Five tips for creating animations in PowerPoint 2010

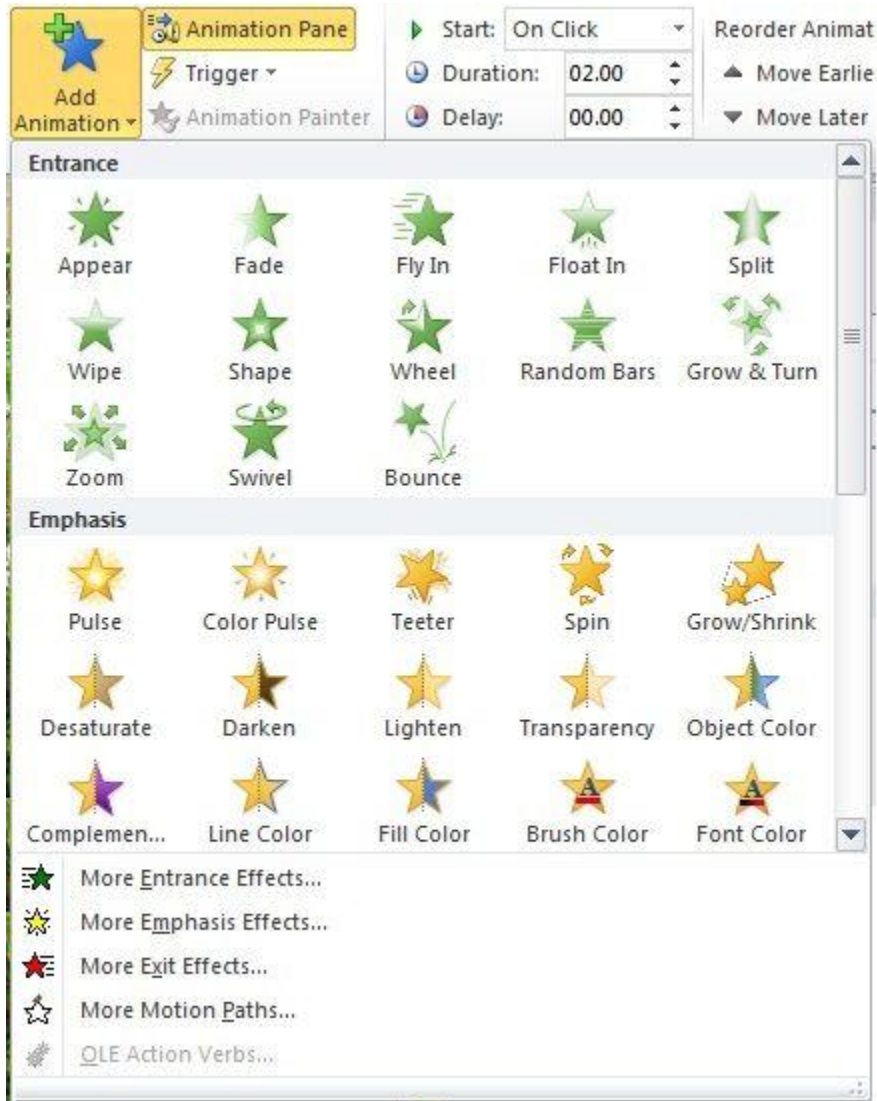
Takeaway: If you've struggled in the past with PowerPoint's animation tools, you may find the situation has improved with the latest version. Here are a few easy ways to create animation effects with PowerPoint 2010.

In previous versions of PowerPoint, animating elements on the screen was in equal parts (to me, at least) amusing and annoying. I loved it when the items did their little swirls or faded into view at just the right time. But I fussed and fumed over that one word bubble that would never arrive on cue. Now in PowerPoint 2010, the animation feature is easier — and goes farther — with just a few clicks of the mouse. Here's a small taste of these improvements.

### 1: Use ready-made animations

The Add Animation gallery presents simple animations you can easily apply to items on your slide. Simply click the element you want to animate, click the Animation tab, and click Add Animation. The gallery (**Figure A**) shows a number of simple animations that control the way objects enter, exit, appear, and disappear on your slides.

**Figure A**



The Add Animation gallery offers assorted ready-made animations you can apply to elements on your slide.

## 2: Set triggers

A trigger enables you to tie your animation to another action on the slide. You can create bookmarks in your presentation that trigger an animation to begin, or you can set the animation to start when you click the mouse. You can further control the trigger by indicating which action you will take to trigger the animation. Set a trigger for an animation by clicking the animated item and then clicking Trigger in the Advanced Animation group of the Animations tab.

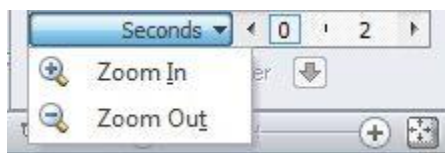
### 3: Use the Animation Painter

It's not unheard of to spend hours trying to get everything in your presentation animated perfectly. Getting things to move at the right speed, in the right order, and ending in the right sequence used to be a pretty tricky business. Now you can automate the animation sequences you like by using the Animation Painter. Available in the Advanced Animation group, the Animation Painter works like the Format Painter tool. You click the element with the animation you want to copy, click Animation Painter, and then drag the pointer over the item you want to receive the animation settings. PowerPoint does the rest.

### 4: Let the timeline help you out

The timeline appears at the bottom of the Animation Pane to help you see how the animations are unfolding on your slide. You can use the timeline to gauge the entry and exit of various items and to determine whether you want to change the time or sequence of events. Each individual animation also shows the length of time it requires by displaying a small time segment to the right of each animation entry. You can scroll along the timeline by clicking the arrows at either end or click the Seconds control to Zoom In or Zoom Out and change the increments of time you are working with (**Figure B**). This can help you fine-tune the animations so that the motion occurs precisely when you want it to.

**Figure B**

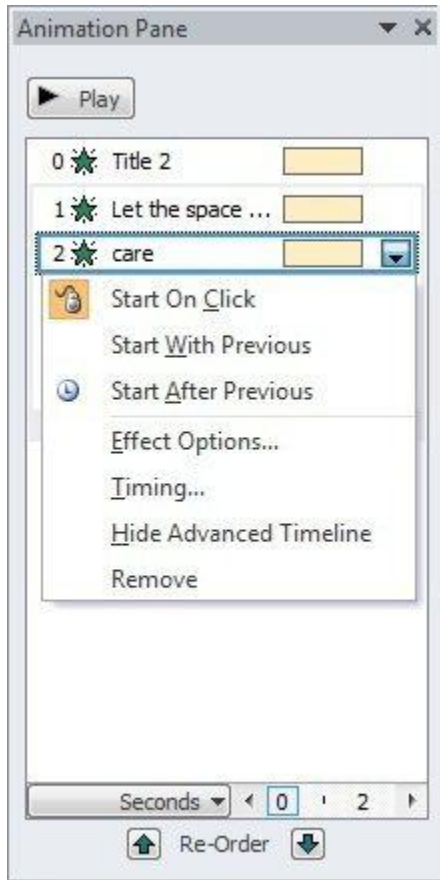


You can change the increments on the timeline to fine-tune the animation of elements on your slide.

### 5: See it all in the Animation Pane

The Animation Pane (**Figure C**) brings together all kinds of information and tools for you to use as you organize, order, and time the animation features you add to elements on your slides. Display the Animation Pane by clicking the Animation tab and choosing Animation Pane in the Advanced Animation group. The task pane lets you preview the animation (click Play), reorder animations, and see where they fall on the timeline. You can also access options related to each animation by clicking its arrow and choosing the tool you want to use. You can set options, control time, or even remove the animation if you like.

Figure C



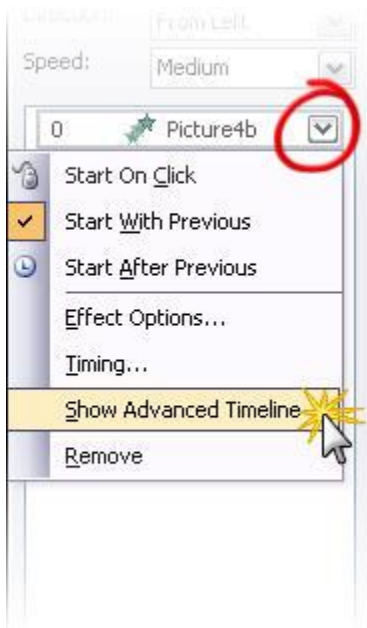
The Animation Pane brings together all the settings you may want to change for individual animations.

## Advanced Animation Timeline

When you need to fine tune the animation timings, you need to display the very powerful Advanced Timeline. When you open the animation pane, which do you see:



With the advanced Timeline you can see the duration, start and end for each animation in relation to the other animations. For advanced animation needs the WITH PREVIOUS setting is utilized more and the animation start position and duration are adjusted with the Advanced Timeline (as example when a subtle overlapping animation is needed).



To see the Advanced Timeline, click any animation and choose SHOW ADVANCED TIMELINE.




## Recording a Voice Narration in PowerPoint

You might want to add narration to a presentation in the following cases:

- For a Web-based presentation
- For archiving a meeting so that presenters can review it later and hear comments made during the presentation
- For self-running slide show presentations

Your computer must be equipped with a sound card, microphone, and speakers for you to record and hear a narration. You can record the narration before you run a presentation, or record it during the presentation and include audience comments in the recording.

If you don't want narration throughout the presentation, you can record comments on selected slides. When you're finished recording a narration, a sound icon  appears on each slide where you've recorded. You can either click the icon to play the sound, or set up the sound to play automatically.

Because voice narration takes precedence over other sounds, if you've inserted another sound to play automatically in the presentation, it gets overridden by the narration.

### Automatic slide timings

As you record, Microsoft PowerPoint records the amount of time you take on each slide. You can choose to save these slide timings with the narration, or you can set slide timings separately. Slide timings are especially useful if you want the presentation to run through automatically. You can turn them off when you don't want the presentation to use them.

### Embed or link the narration

You have a choice to either link or embed the narration.

- If you embed the narration, the narration sound file becomes part of the presentation and it travels with the presentation. However, embedding the narration results in a large file size.
- If you want the file size to be smaller, you can link the narration. The file is then stored where you specify on your hard drive and plays with the presentation. If you present the show on a different computer, you must carry the linked sound file with you and install it on that computer. A linked file will also play faster.

### Accompany the narration with notes

Because audience needs and computer equipment varies, consider accompanying your narration with notes. This benefits anyone who is deaf or hard of hearing or whose computer lacks a sound card. If you save the presentation as a Web page (.htm file), the notes will appear beneath each slide as it displays. If you save it as a presentation (.ppt) file, you can print out the notes and make them available to your audience.

## Instructions

1. Prepare the PPTX slides with all the animation effects that you want to include;
2. Prepare notes for each slide with your narration;
3. Take a printout of your notes and mark the places in the text where you want to click for the animation effects to start during the slide show presentation;
4. Make mp3 files with your narration for each slide using the notes.
5. From the "Insert" panel, insert audio files in the slides
6. Open the "Animation Pane" in the "Animations" panel
  - a. Move the audio file to the top of the list of effects. Make sure that the animation effect for the audio file is set to "Play."
  - b. From the top-down menu for the audio file in the Animation Pane, click "Start With Previous." The audio file order number should show "0."
  - c. Select from the top-down menu "Effect Options" and change "Stop playing" to "After current slide."
7. Click "Record Slide Show" in the "Slide Show" panel. Use the marks in the printed notes to click and start the animation effects and advance to the next slide while listening to the narration.

In PowerPoint 2010 you have an option to save the slide show with the animations and narrations as a high-quality Windows media Video (.wmv) file, played back on computers even if PowerPoint is not installed. To do that, click "Share" and then under "File Types" select "Create a Video."

## Working with Movies in PPT

You can embed a video or link to a video from your PowerPoint presentation. When you embed your video, you don't have to worry about lost files when you deliver your presentation because all the files are there. If you want to limit the size of your presentation, you can link to a video file on your local drive or to a video file that you uploaded to a web site, such as YouTube or hulu.

### Embed a video in your presentation

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With Microsoft PowerPoint 2010, you can now embed a video from a file directly into your presentation. And, as you have with earlier versions of PowerPoint, you can also embed an animated .gif file from the Clip Art library.

#### Notes

PowerPoint will support QuickTime (.mov, .mp4) and Adobe Flash (.swf) files when you have installed the QuickTime and Adobe Flash players.

There are some limitations when using Flash in PowerPoint 2010, including the inability to use special effects (such as shadows, reflections, glow effects, soft edges, bevels, and 3-D rotation), the fade and trim capabilities, and the ability to compress these files for easier sharing and distribution.

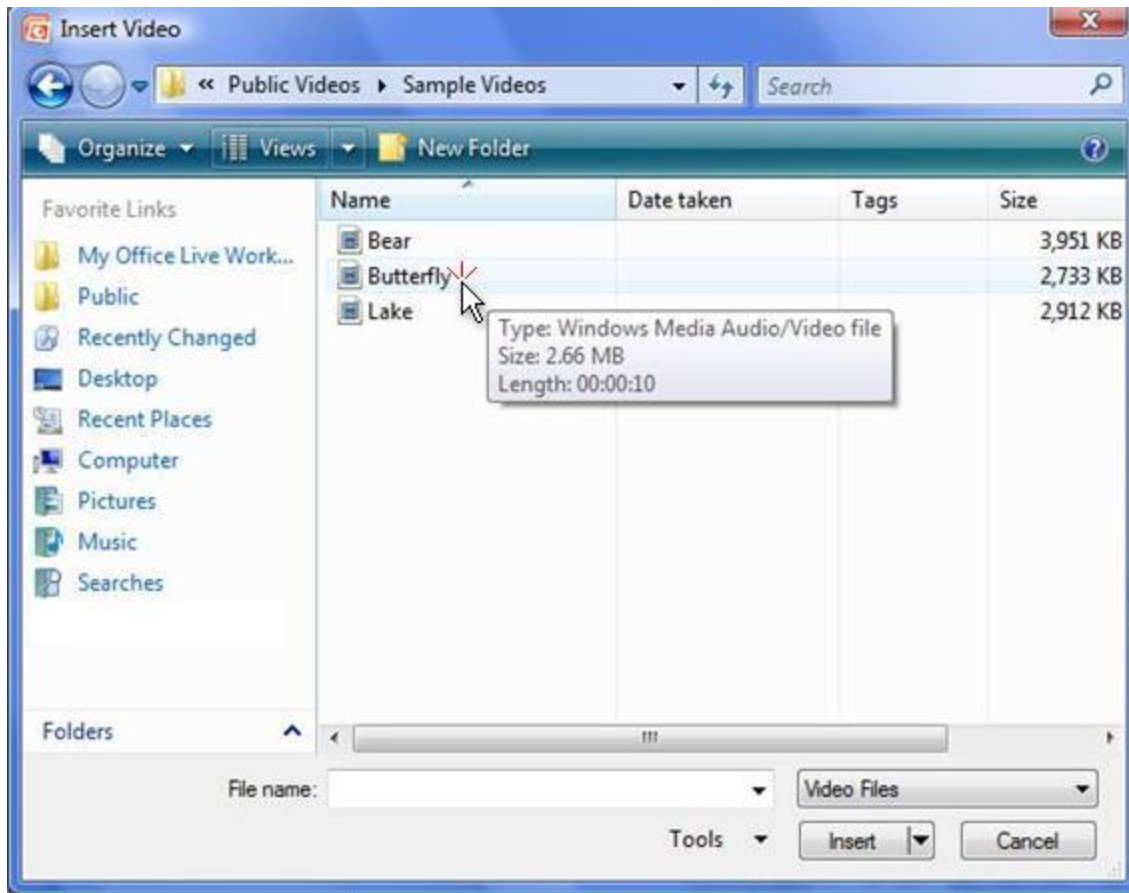
PowerPoint 2010 does not support 64-bit versions of QuickTime or Flash.

### Embed a video from a file

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1. In **Normal** view, click the slide in which you want to embed a video.
2. On the **Insert** tab, in the **Media** group, click the arrow under **Video**, and then click **Video from file**.
3. In the **Insert Video** dialog box, locate and click the video that you want to embed, and then click **Insert**.

**TIP** You can also click the **Video** icon in a content layout to insert a video.



## Link to a video file from your presentation

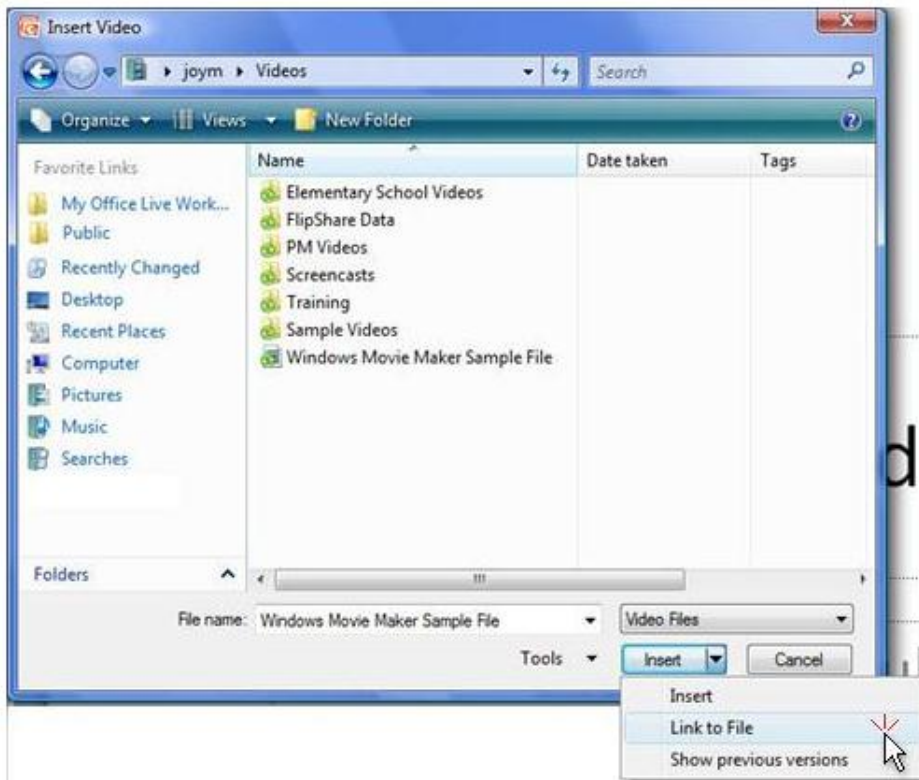
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You can link to an external video or movie file from your Microsoft PowerPoint 2010 presentation. By linking your video, you can reduce the file size of your presentation.

To add a link to a video from your PowerPoint presentation, do the following:

1. On the **Slides** tab in **Normal** view, click the slide to which you want to add a video or animated GIF file.
2. On the **Insert** tab, in the **Media** group, click the arrow under **Video**.
3. Click **Video from File**, locate and click the file that you want to link to.
4. On the **Insert** button, click the down arrow, and then click **Link to file**.

**IMPORTANT** To prevent possible problems with broken links, it is a good idea to copy the videos into the same folder as your presentation, and link to them there



## Link to a video file on a web site

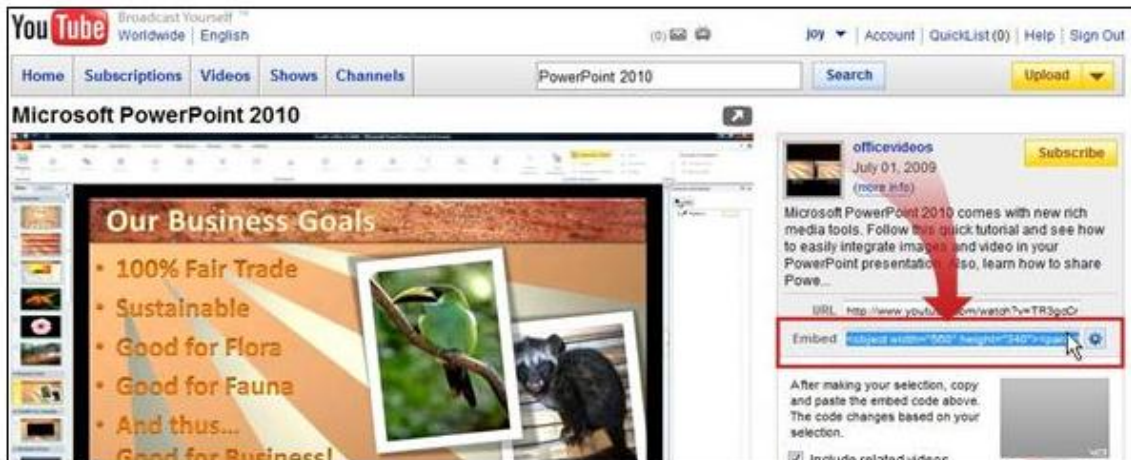
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You can link to a video file on your local drive or to a video file that you uploaded to a web site, such as YouTube or hulu.

**IMPORTANT** Please make sure that you obtain the owner's approval before you distribute content (that you did not create) that is copyrighted.

1. On the **Slides** tab in **Normal** view, click the slide to which you want to add a video.
2. In your browser, go to the web site that contains the video that you want to link to, such as YouTube or hulu.
3. On the web site, locate the video, and then locate and copy the **Embed** code.

4. Note Most web sites that contain videos include an embed code, yet the locations of embed codes will differ depending on each web site. And, some videos do not have an embed code, and therefore you cannot link to those. And, to be clear, even though they are called 'embed codes', you are actually linking to the video and not embedding it in your presentation.



1. In YouTube, the **Embed** code is located to the right of the video.
2. Back in PowerPoint, on the **Insert** tab, in the **Media** group, click the arrow under **Video**.
3. Click **Video From Web Site**.
4. In the **Video From Web Site** dialog box, paste the embed code, and then click **Insert**.

# How to Upload PowerPoint to YouTube

Microsoft PowerPoint is the de facto standard for slide show and presentation creation software. With Microsoft PowerPoint you can create slide shows that react as you click, that are optimized for projection or large room display. PowerPoint slide shows also represent an easy way of distributing information in a simple slide format. If you have created a PowerPoint presentation and want to distribute it to someone, without giving them access to edit it, you can use an online site like YouTube to host it. Using YouTube to distribute your PowerPoint presentations requires you to first export it as a video. Microsoft PowerPoint can easily export to video and so no additional software is required.

## Instructions

1. Open the Microsoft PowerPoint presentation file that you want to upload to YouTube. Make sure that it is completely finished and free of errors.
2. Click "File," then click "Save & Send" to load up the alternative export options.
3. Click "Create a Video" under the "File Types" list, then click "Computer & HD Displays." Select the "Web" option from the list, then click "Create Video."
4. Specify a location for your exported video to be saved, then click "Save."
5. Go to the YouTube Video File Upload page (see the "Resources" section of this article) and click "Upload video." Locate your exported video from PowerPoint, select it and click "Upload" to upload your PowerPoint presentation to YouTube.

## How to upload your video to YouTube

Once you have created your video, make sure it's **smaller than 2GB in size**, in an **acceptable file format**, and **less than 15 minutes** unless you have permission to upload videos of unlimited duration.

If all of these things are in order, you are now ready to upload!

### To upload your video:

1. Click the **Upload** link at the top of any YouTube page.
2. Click the **Upload video** button to browse for the video file you'd like to upload to our site. Select the file you want to upload and click **Open**.
3. As the video file is uploading, enter as much information about your video as possible in the relevant fields (including Title, Description, Tags, and Category). You're not required to provide specific information, but the more information you include, the easier it is for users to find your video!
4. Click the **Save changes** button to save the updates you've made to the video file.

### Have more than one video file to upload?

Not a problem! You can upload up to 10 video files in a single uploading session

### Here's a list of some well-known formats that YouTube supports:

- **WebM files** - Vp8 video codec and Vorbis Audio codecs
- **.MPEG4, 3GPP** and **MOV files** - Typically supporting h264, mpeg4 video codecs, and AAC audio codec
- **.AVI** - Many cameras output this format - typically the video codec is MJPEG and audio is PCM
- **.MPEGPS** - Typically supporting MPEG2 video codec and MP2 audio
- **.WMV** - Windows Movie Maker, PowerPoint video
- **.FLV** - Adobe-FLV1 video codec, MP3 audio