



Animations and Multimedia

Animate text or objects

You can animate the text, pictures, shapes, tables, SmartArt graphics, and other objects in your PowerPoint presentation. Effects can make an object appear, disappear, or move. They can change an object's size or color.

Add animations to text, pictures, shapes, and more in your presentation

1. Select the object or text you want to animate.
2. Select **Animations** and choose an animation.
3. Select **Effect Options** and choose an effect.

Manage animations and effects

There are different ways to start animations in your presentation:

- **On Click:** Start an animation when you click a slide.
- **With Previous:** Play an animation at the same time as the previous animation in your sequence.
- **After Previous:** Start an animation immediately after the previous one happens.
- **Duration:** Lengthen or shorten an effect.
- **Delay:** Add time before an effect runs.

Add more effects to an animation

1. Select an object or text with an animation.
2. Select **Add Animation** and choose one.

Change the order of animations

1. Select an animation marker.
2. Choose the option you want:
 - **Move Earlier:** Make an animation appear earlier in the sequence.
 - **Move Later:** Make an animation occur later in the sequence.

Add animation to grouped objects

You can add an animation to grouped objects, text, and more.

1. Press Ctrl and select the objects you want.
2. Select **Format > Group > Group** to group the objects together.
3. Select **Animations** and choose an animation.
- 4.

[Click to watch the "Add animations" video.](#)

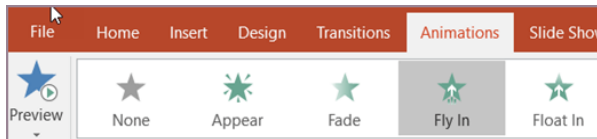


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Change, remove or turn off animation effects

Change an animation effect

1. Select the object that has the animation effect that you want to change.
2. On the **Animations** tab, select the new animation that you want.

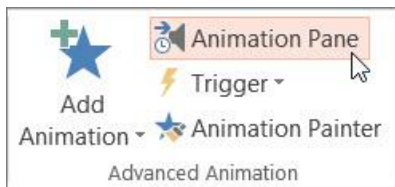


Remove one animation effect

You can remove animation effects that you previously applied to text or objects (such as pictures, shapes, SmartArt graphics, and so on).

Note: If you're looking for information on removing a transition effect from an entire slide, see [Add, change, or remove transitions between slides](#).

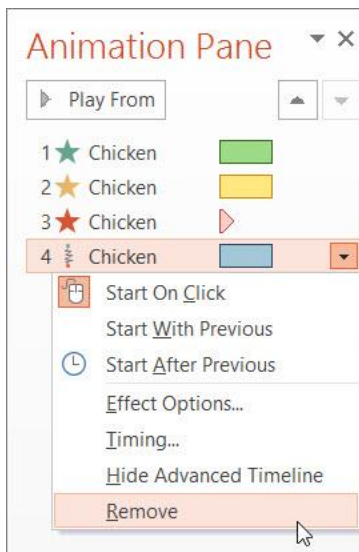
1. On the **Animation** tab, click **Animation Pane**.



2. On the slide, click the animated object that you want to remove the effect from.

Tip: All of the effects applied to that object are highlighted in the Animation Pane.

3. In the **Animation Pane**, click the effect to remove, click the down arrow, and then click **Remove**.





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Remove more than one or remove all animation effects

- To remove more than one animation effect from text or an object, in the **Animation Pane**, press Ctrl, click each animation effect that you want to remove, and then press Delete.
- To remove *all* animation effects from text or an object, click the object that you want to stop animating. Then, on the **Animations** tab, in the gallery of animation effects, click **None**.



Turn off all animations in a presentation

Although you can't remove all animations from an entire presentation in one step (you have to remove animations from each object individually, as described above), you can disable all animations in your presentation.

1. On the **Slide Show** tab, select **Set Up Slide Show**.
2. Under **Show options**, select **Show without animation**.



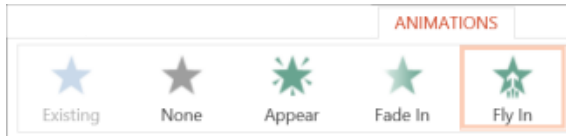
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Animate a picture on your slide

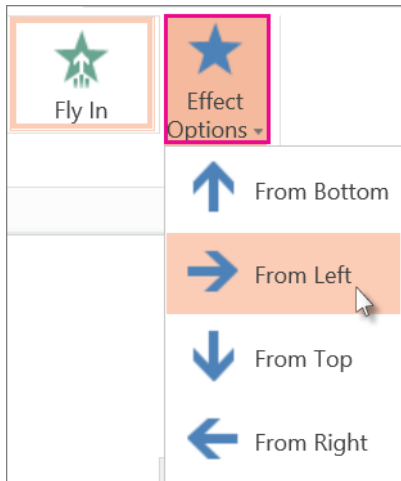
To add some spirit to your presentation, you can add an animation effect to a picture or to shapes on your slides.

In this example, we'll animate two pictures:

1. Select the first picture.
2. On the **Animations** tab, select an animation effect. For example, select **Fly In**.



3. Click **Effect Options**, and then pick a direction for the animation. For example, **From Left**.



4. Select the second picture that you want to animate.
5. On the **Animations** tab, pick **Fly In**.
6. Click **Effect Options** and pick **From Right**.
Tip: You can change the order of the animations by selecting a picture and, under **Reorder Animation** on the ribbon, clicking **Move Earlier** or **Move Later**.
7. To test the animations you just applied to the two pictures, select the **Slide Show** button located at the bottom-right corner of the browser window:



8. In slide show view, click a slide to start each animation.

Tip: To remove an animation effect, in Normal view, select the picture, and on the **Animations** tab, click **None**.



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Add, change, or remove transitions between slides

A slide transition is the visual effect that occurs when you move from one slide to the next during a presentation. You can control the speed, add sound, and customize the look of transition effects.

Add slide transitions to bring your presentation to life

1. Select the slide you want to add a transition to.
2. Select the **Transitions** tab and choose a transition. Select a transition to see a preview.
3. Select **Effect Options** to choose the direction and nature of the transition.
4. Select **Preview** to see what the transition looks like.

To remove a transition, select **Transitions > None**.

[Click to watch the "Add transitions between slides" video.](#)

Set the timing and speed of a transition

Set the speed of a transition

Use **Duration** to set transition speed. A shorter duration means that a slide advances faster, and a larger number makes the slide advance more slowly.

1. Select the slide that has the transition that you want to modify.
2. On the **Transitions** tab, in the **Timing** group, in the **Duration** box, type the number of seconds that you want.



Tip: If you want all the slide show's transitions to use the same speed, click **Apply to All**.

Modify the effect options for a transition

Many, but not all, of the transitions in PowerPoint can be customized.

1. Select the slide that has the transition you want to modify.
2. On the **Transitions** tab, in the **Transition to This Slide** group, click **Effect Options** and select the option that you want.





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In this example, a **Gallery** transition is applied to the slide and the **From Right** option is selected.



A **Gallery** transition, with the **From Right** option selected, during a presentation.

Specify a time to advance to the next slide

Advance Slide sets the transition timing by specifying how long a slide stays in view before the transition to the next slide begins. If no timing is selected, slides advance when you click the mouse.

1. Select the slide that you want to set the timing for.
2. On the **Transitions** tab, in the **Timing** group, under **Advance Slide**, do one of the following:



- To make the slide advance to the next slide when you click the mouse, select the **On Mouse Click** check box.
- To make the slide advance automatically, select the **After** check box, and then enter the number of minutes or seconds that you want. The timer starts when the final animation or other effect on the slide finishes.
- To enable both the mouse and automatic advance, select both the **On Mouse Click** check box and the **After** check box. Then, at **After**, enter the number of minutes or seconds that you want. The slide will advance automatically, but you can advance it more quickly by clicking the mouse.

Tip: If you want all the slides to advance using the same speed, click **Apply to All**.



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Add or Delete Audio

Add audio from your PC

1. Select **Insert > Audio**.
2. Select **Audio on My PC**.
3. In the **Insert Audio** dialog box, select the audio file you want to add.
4. Select **Insert**.

Record audio

1. Select **Insert > Audio**.
2. Select **Record Audio**.
3. Type in a name for your audio file, select **Record**, and then speak.

Note: Your device must have a microphone enabled in order to record audio.

4. To review your recording, select **Stop** and then select **Play**.
5. Select **Record** to re-record your clip, or select **OK** if you're satisfied.
6. To move your clip, select and drag the audio icon to where you want it on the slide.

If you're using more than one audio file per slide, we recommend putting the audio icon in the same spot on a slide to find it easily.

7. Select **Play**.

Change playback options

Select the audio icon and then select the **Audio Tools Playback** tab. Then select which options you'd like to use:

- To trim the audio, select **Trim** and then use the red and green sliders to trim the audio file accordingly.
- To fade in or fade out audio, change the number in the **Fade Duration** boxes.
- To adjust volume, select **Volume** and select the setting you prefer.
- To choose how the audio file starts, select the dropdown arrow and select an option:
 - **In Click Sequence:** Plays the audio file automatically with a click.
 - **Automatically:** Plays automatically once you advance to the slide that the audio file is on.
 - **When Clicked On:** Plays audio only when the icon is clicked on.
- To choose how the audio plays in your presentation, select an option:
 - **Play Across Slides:** Plays one audio file across all slides.
 - **Loop until Stopped:** Plays an audio file on loop until it's stopped manually by clicking the **Play/Pause** button.
- To have the audio play continuously across all slides in the background, select **Play in Background**.

Delete audio

To delete an audio clip, select the audio icon on the slide and press Delete.



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Add and play a video in a presentation

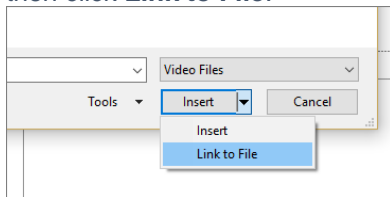
Embed a video stored on your PC

1. In **Normal** view, click the slide that you want the video to be in.
2. On the **Insert** tab, click the arrow under **Video**, and then click **Video on My PC**.
3. In the **Insert Video** box, click the video that you want, and then click **Insert**.

Link to a video stored on your PC

To help prevent broken links, we recommend copying the video into the same folder as your presentation, and then linking to it there.

1. In **Normal** view, click the slide where you want the link to the video to be in.
2. On the **Insert** tab, click the arrow under **Video**, and then click **Video on my PC**.
3. In the **Insert Video** box, click the file that you want to link to, click the down arrow next to the **Insert** button, and then click **Link to File**.



PowerPoint 2016 and newer versions support the playback of video with multiple audio tracks. They also support closed captions and subtitles that are embedded in video files.

Find out where a linked video is stored

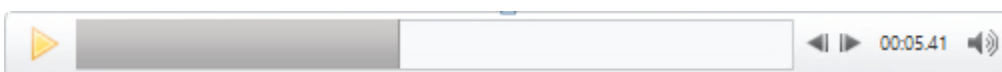
If there's already a video on a slide and you want to know where it's stored, go to **File > Info**. Under **Optimize Media Compatibility**, there will be information about all media files in the presentation—whether they are linked or embedded in the file. If there are any linked videos, PowerPoint gives you a **View Links** hyperlink. Click it to open a dialog box that shows the storage location of any linked files.

YouTube video

If you want to insert a video on YouTube, switch to [Insert or link to a video on YouTube](#).

Preview a video

When a video is selected on a slide, a toolbar appears below the video that has a play/pause button, a progress bar, incremental forward/backward buttons, a timer, and a volume control. Click the **Play** button at the left of that toolbar to preview the video.





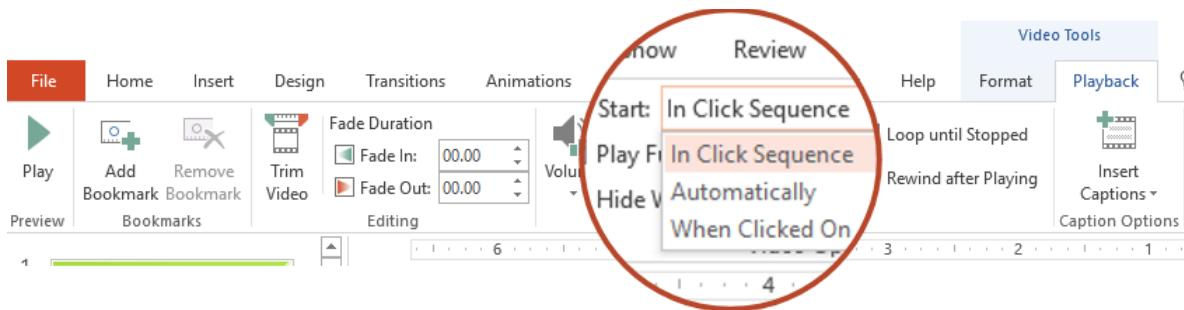
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Play a video automatically or when clicked

By default, in Slide Show, the video plays as part of the click sequence. That means that when you click anywhere on the slide to advance to the next step (or when you press the Spacebar, Right arrow key, or other key that advances to the next step) the video plays. This **Start** option is called **In Click Sequence**.

But if you prefer, you can make the video start automatically as soon as it appears onscreen, or make it play when it is clicked:

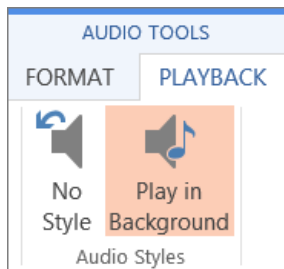
1. Select the video frame.
2. On the ribbon, on the **Video Tools Playback** tab, open the **Start** list and choose the option you prefer:



Play music During your slideshow

To play a song across slides

1. On the **Insert** tab, select **Audio**, and then **Audio on My PC**.
2. In the file explorer, locate the music file you want to use and then select **Insert**.
3. With the audio icon selected on the slide, on the **Playback** tab, select **Play in Background**.



Play in Background makes the audio file start automatically during a slide show and also makes the audio play across multiple slides.

For more information, please refer to the Microsoft training resource page [HERE](#)