

Microsoft PowerPoint 2013: Animation And Effects

Modality: On Demand

Duration: 30 Min

About the course:

This online training program will cover everything that you need to understand to add transition and animation effects, as well as sound, to your MS PowerPoint slides, including how to adding narration to a presentation and apply animations to a recording.

Course Objective:

- How to use animations, animation pane, and animation emphasis effects
- Understanding of an animation effect options
- Apply animations to SmartArt graphics
- How to record animation effects on a slide
- How to remove an animation effect
- How to change an animation timing
- How to add sound to an animation
- How to use animation painter
- View additional animation
- Understanding to use motions path
- How to change, edit, draw and reverse a motion path
- Understanding of transition and effect
- Understanding of narration

Audience:

Anyone who want to enhance his/her skills on MS PowerPoint

Prerequisites:

This online training program required no prerequisites

Course Outline:

Getting Started

- What you'll learn in this training

Animations

- Using animations
- Using the animation pane
- Using animation emphasis effects
- Changing animation effect options
- Applying animation to a SmartArt graphic
- Changing the animation timing
- Applying multiple animations to a single object
- Recording animation effects on a slide
- Removing an animation effect
- Setting text animation to appear in reverse order
- Adding sounds to an animation
- Viewing additional animations
- Using the animation painter
- Animating parts of a chart

Motion Paths

- Using motion paths

- Changing motion path properties
- Editing a motion path
- Drawing a custom motion path
- Reversing a motion path

Transition and Effects

- Applying transition effects to slides
- Applying transition timings to slides
- Rehearsing and recording transition timings

Narration

- Recording/adding a narration to a presentation
- Turning off presentation slide timings/narrations