Creating sequences

Normally graphics in PowerPoint appear in one piece when the slide appears. Even if Preset Text Animation has been chosen in the Slide Sorter view, only text created by the Autotemplates with text blocks will be affected by that animation. In order to have slides develop sequentially we have to use the Custom Animation command under the Slide Show menu.

Animation is an unfortunate choice of terminology for this function. Although some effects do include movement, the idea is to sequentially present material for better understanding. Inappropriate use of movement effects can create a distraction from the development of a concept, or create a misleading impression.

Using the Custom Animation dialogue

We want the graphic just created in the drawing tools section to appear in the following sequence.

The file can be downloaded from http://idea.uwosh.edu/nick/handouts.htm

The dialogue box which appears has several layers—if Order & Timing is not on top, click on the tab to bring it to the front. The upper left window lists all the elements on the slide, including the title and any text blocks created by the autotemplates.

Those elements not in the animation order will appear at the slide transition.

In order to have several objects appear at the same time they must be grouped together.

In order to have objects come in separately they cannot be grouped together.

In order to create the sequence we want, we will have to change the groups that were made when this graphic was created.
**Ungrouping, selecting and grouping**

When ungrouping objects and forming them into other groups, be careful not to move them. If you do accidentally move them, choose Undo from the Edit menu. Powerpoint will undo up to that last ten actions.

Keep in mind that many groups are formed by grouping groups of objects, so in order to put things into the groups you need you may have to repeat the Ungroup command several times.

In the example, the top two circles are grouped together; that group is grouped with the bottom circle, and that group is grouped with the object that forms their intersection, so to get down to the individual circles (so you can group them together with their labels) you would have to ungroup three times.

In order to select multiple objects so you can group them together, hold down the Shift key while selecting objects, or surround them with a selection rectangle by clicking on the background near the object, holding down the mouse button and dragging the dotted rectangle until it surrounds all the objects you want to select.

If an extra object gets inadvertently selected, you can deselect that one by holding down the shift key and clicking on it, or by surrounding just that object with the shift key held down.

When you have all the objects selected that you want to form the group, choose Group from the top of the Draw menu.

**Grouping can affect layering order**

One complication of grouping to determine the order we want things to appear is the layering of objects. As we created the graphic, the word “Power” is above the circles, but in order for it to appear that the intersection is just filled, the Intersection object has to be behind the circles. When objects are grouped, they both become placed on the same layer. This shows the faceting of the intersection object. So we can’t make these two appear simultaneously. We can make them appear one after the other with just one mouse click, so just leave them ungrouped for now.
Creating sequences

Moving objects into the Animation Order

When you have the elements you want to appear together grouped appropriately, you can begin to build your sequence. Check the box next to the object and it will be added to the Animation Order list.

The default action for making the object appear is a mouse click, but at the lower right of the dialogue box, you can specify a time if you want the sequence to build automatically. You can combine mouse clicks and timed entry on the same slide.

In order to make the Intersection object (Freeform 2) and the word “Power” (Text 6) enter sequentially with one mouse click, choose On mouse click for Freeform 2, and Automatically after 0 (zero) seconds for Text 6.

If you decide to change the order in which you want objects to appear, click on that object in the Animation order, and then click on the up or down arrow next to the list.

Custom Animation in the Macintosh version (2001)

In the Macintosh version, 2001, the entry of an object and an exit can be set in the animation order; each with its own effect.

If played back in another version, the exit event simply won’t happen.

In Powerpoint 2002, the version in Office XP, currently not supported at UW Oshkosh, there are both entrance and exit events in the animation order. Again, if played back in earlier versions, the exit events won’t happen.

When you have the elements you want to appear together grouped appropriately, you can begin to build your sequence. Check the box next to the object and it will be added to the Animation Order list.

The default action for making the object appear is a mouse click, but at the lower right of the dialogue box, you can specify a time if you want the sequence to build automatically. You can combine mouse clicks and timed entry on the same slide.

In order to make the Intersection object (Freeform 2) and the word “Power” (Text 6) enter sequentially with one mouse click, choose On mouse click for Freeform 2, and Automatically after 0 (zero) seconds for Text 6.

If you decide to change the order in which you want objects to appear, click on that object in the Animation order, and then click on the up or down arrow next to the list.
Choosing effects for the entry of an object

Click on the Effects tab to bring the effects selections to the front.

You can choose an effect for each object to appear. Most of these are similar to the effects available for transitions and preset text animation.

If you don’t choose an effect, the default is “fly from left.” This is a pretty noticeable effect and can give a carnival-like character to your presentation. Stay low key until you want to emphasize a point.

You can select several objects on the list to apply the same effect to by holding down the Control Key while you click on them. (The key on the Macintosh)

Several sounds are available to accompany the entrance of an object, or you can import sounds. Imported sounds are not embedded into the PowerPoint file, so you have to keep the sound file available with the same relative path when it was imported. The best plan is to create a folder and save your file there and put everything you wish to import into the folder before importing it. Then, when you copy or move the presentation, just copy or move the whole folder.

You can also choose to dim an item after the next one appears in order to keep your audience focused on the item at hand.

You can choose a color from the palette or choose a custom color. If the object involved has several colors, they all change to the new color when dimmed.

You can also choose to have the object disappear as soon as the effect is done, or to disappear on the next mouse click.

If the object is a text block, you can choose if you want it to appear grouped by a certain level in the outline hierarchy. For example, you can have a major point and all its subpoints appear at once (1st level paragraphs), or you can have each subpoint appear as a separate item (2nd or 3rd level paragraphs).

In the Macintosh version, this function is on an Options tab in the Custom Animation dialogue.

Unlike the Preset text animation available in the Slide Sorter view, Custom Animation can be applied to any text block, whether created from an autotemplate or from the text block tool.

Note: Custom animation is a property of the object it is applied to, so if you copy and paste an object from one slide to the another, it will be animated on the new slide.

You can preview the sequence by clicking Preview (Windows) or Play (Macintosh).

Click OK to exit the dialogue box and save the settings.
Creating sequences

Chart Animation

Charts can also be animated.

Options are available for revealing chart elements in a variety of sequences. Most of the effects and sounds are available.

Only one effect can be applied to all elements in the chart.

Setting Custom Animation on your Master Slide

You can apply custom animation to your master slide so you don’t have to set up each slide individually.

Usually, the animation will only apply to slides created with autotemplates that include text blocks, because that’s basically all that exists on the master slide.

Any graphics you add to an individual slide either through the autotemplates, or imported or created with the drawing tools must be animated individually.

Graphic objects on the master slide can also be animated.

You can override the animation of the text block on any individual slide, but you can’t override the animation of any graphics from the master slide.

If you had an individual slide in which you didn’t want the graphics from the master slide animated, your only option would be to hide them with Background command (found under the Format menu), and if you wanted them to appear, yet not be animated, copy and paste from the master on to the individual slide.

Since copied objects carry animation characteristics with them, you would have to go to custom animation and turn animation off for that item.