Lesson 4 Power Point Animation – Transition - Music

In this lesson you will create an animation power point that will take an object and move it across the screen. You will only be limited by your imagination.

1. You may create your own object or I have provided for you a website with animation.
2. I would suggest going to the following animation site
   a. Click on the link to my website on the computer
   b. Click the link so it fills the whole screen
   c. Scroll down on the right side to (**Smart Board**)
   d. Choose the Green button far right (**Animation Special Effects**)
   e. Scroll down to #21 Special Animation Gifs(List just about everything)
   f. Find the gif or gifs that you would like make animate in a short story
   g. Paste them into your first PP slide.
3. Go to google and find a background that would be suitable for your story
4. Save the background picture (save Picture as) in your sub folder (you created a new folder for this lesson called animation –last name?)
5. Open up power point and choose Layout and then blank.
6. Place the cursor in the middle and click the right button and format
   a. Click on Picture then File and find your folder
   b. With this background choose **Apply to all**.
7. Place your gifs in one place and then go to the slides listed on the left of your screen.
8. Copy and paste this slide and then move your gif just a little and repeat step 7
9. Click on Transitions Advance after and apply to all No special effects.
10. Click then F5 Function key to run the PP
11. If you have a series of slides that you wish to repeat go to sorter view and click the first slide in the series and then hold the shift key down on the last slide in the series **Ctrl C** and place the curser at the place you want to repeat and click **Ctrl V**

INSERTING MUSIC IN POWER POINT

1. Your music must be placed in the same folder as the power point.
2. Go to first slide of power point where you want the music to start.
3. Go to Insert – Audio – the file should be inside of same file as your power point (Important must be in the same file) You should now have **two** items in this folder 1. Power point 2. Music.
4. Click on Playback TAB. Start music Automatic and play across all slides.
   a. If you have multiple songs determine where one ends and the second one begins.
   b. You have Fade in and Fade out (Sounds better with this)
   c. Choose Hide during show.
   d. You may trim audio if you want (often not necessary)
5. Loop until stopped --- rewind after playing (options)
6. Save your animation often Call it animation and your last name give it a backup name also.