Digital Skills Training on Microsoft Office

PowerPoint Tutorial

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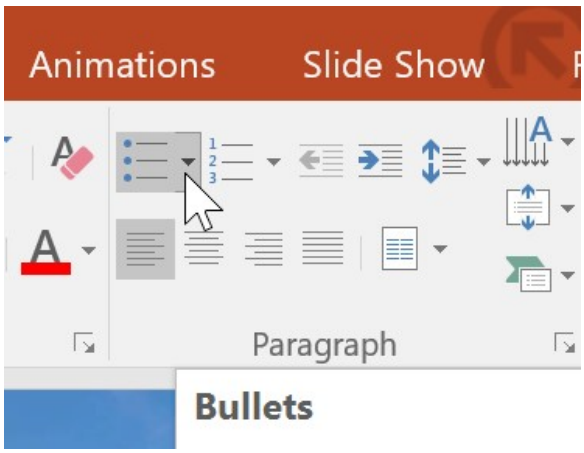
Lesson 3: Texts and Objects

List

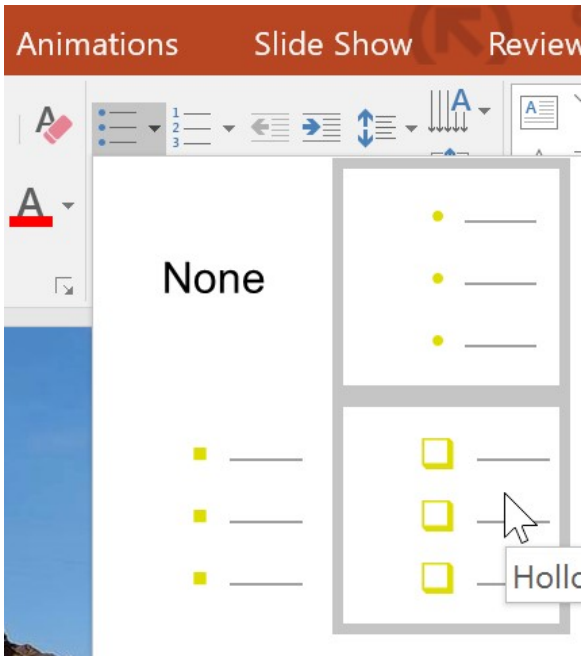
To create effective PowerPoint presentations, it's important to make your slides **easy for the audience to read**. One of the most common ways of doing this is to format the text as a **bulleted or numbered list**. By default, when you type text into a placeholder, a **bullet** is placed at the beginning of each paragraph, automatically creating a **bulleted list**. If you want, you can modify a list by choosing a different bullet **style** or by switching to a **numbered list**.

To modify the bullet style:

1. Select an existing list you want to format.
2. On the **Home** tab, click the **Bullets** drop-down arrow.



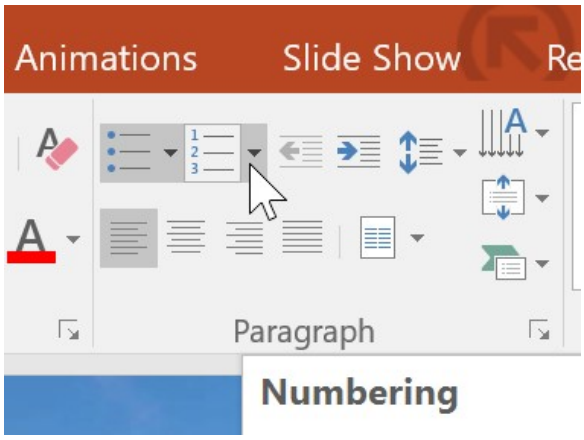
3. Select the desired **bullet style** from the menu that appears.



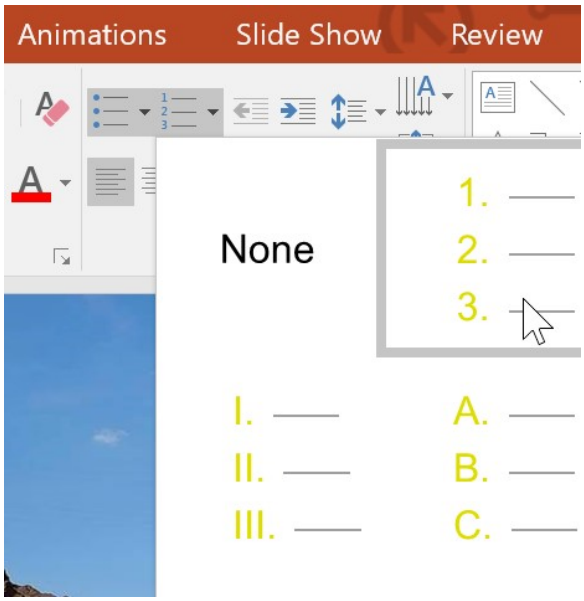
4. The bullet style will appear in the list.

To modify a numbered list:

1. Select an existing list you want to format.
2. On the **Home** tab, click the **Numbering** drop-down arrow.



3. Select the desired **numbering option** from the menu that appears.

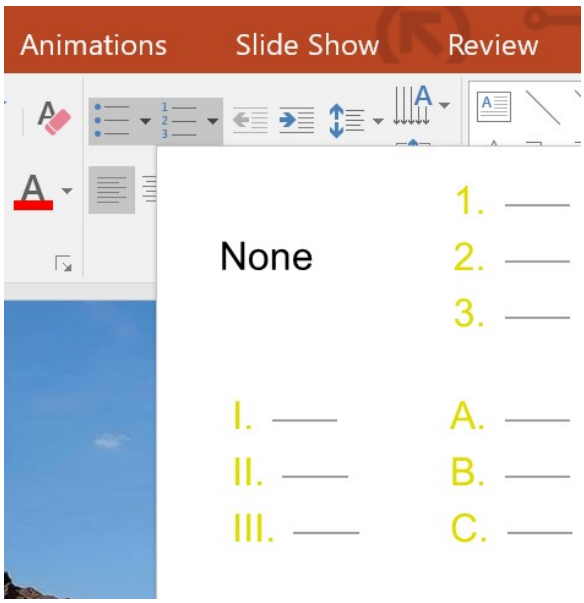


4. The numbering style will appear in the list.

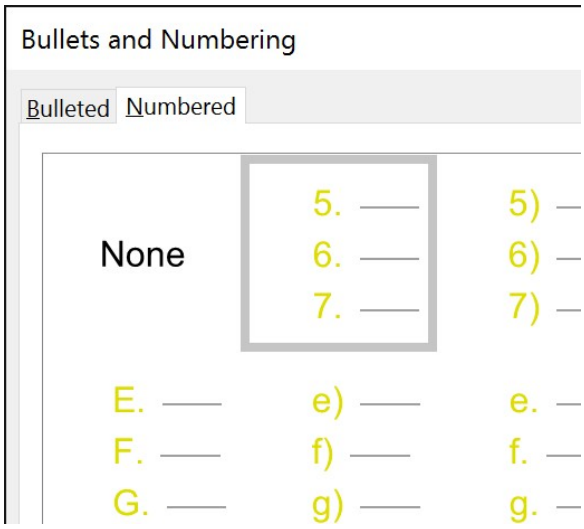
To change the starting number:

By default, numbered lists count from the number 1. However, sometimes you may want to start counting from a different number, like if the list is a continuation from a previous slide.

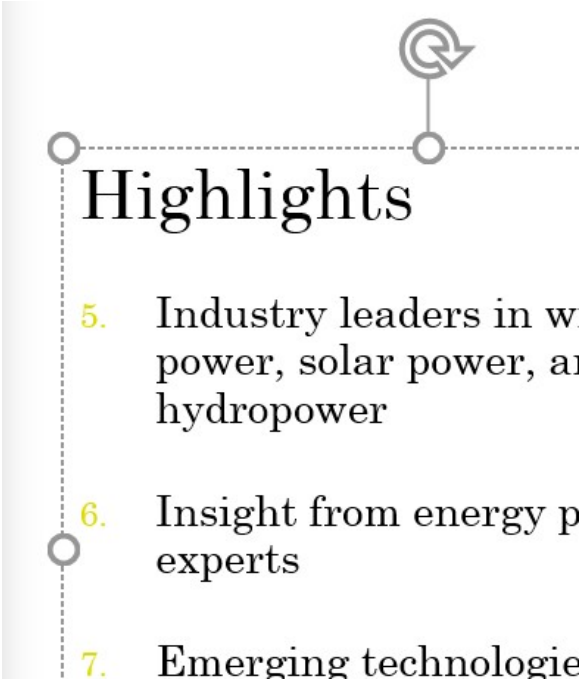
1. Select an existing numbered list.
2. On the **Home** tab, click the **Numbering** drop-down arrow.
3. Select **Bullets and Numbering** from the menu that appears.



4. A dialog box will appear. In the **Start At** field, enter the desired starting number.



5. The list numbering will change.

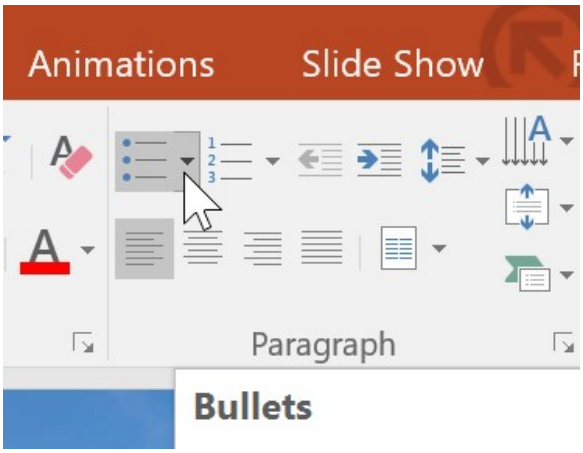


Modifying the list's appearance

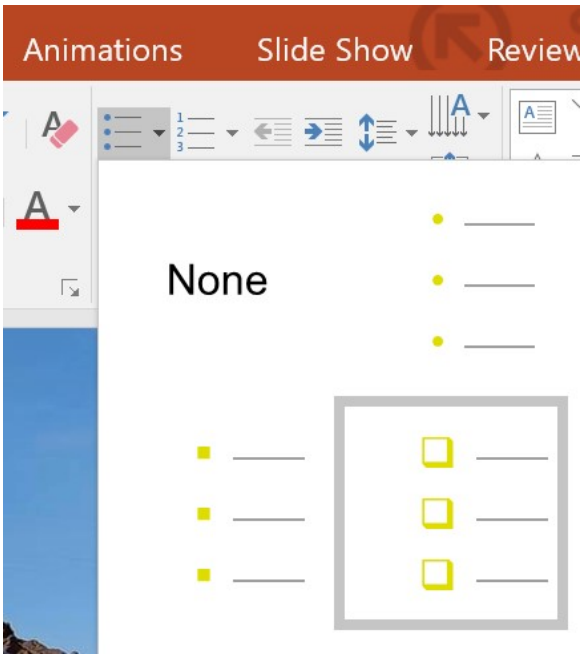
Whether you're using a bulleted or numbered list, you may want to change its appearance by adjusting the size and color of the bullets or numbers. This can make your list stand out and match the appearance of your presentation.

To modify the size and color:

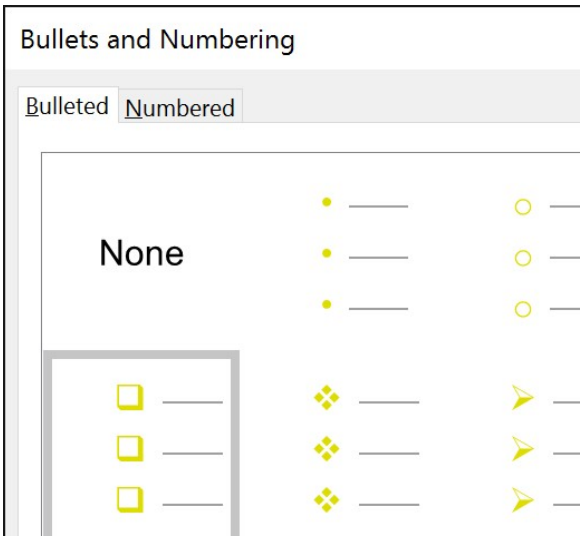
1. Select an existing bulleted list.
2. On the **Home** tab, click the **Bullets** drop-down arrow.



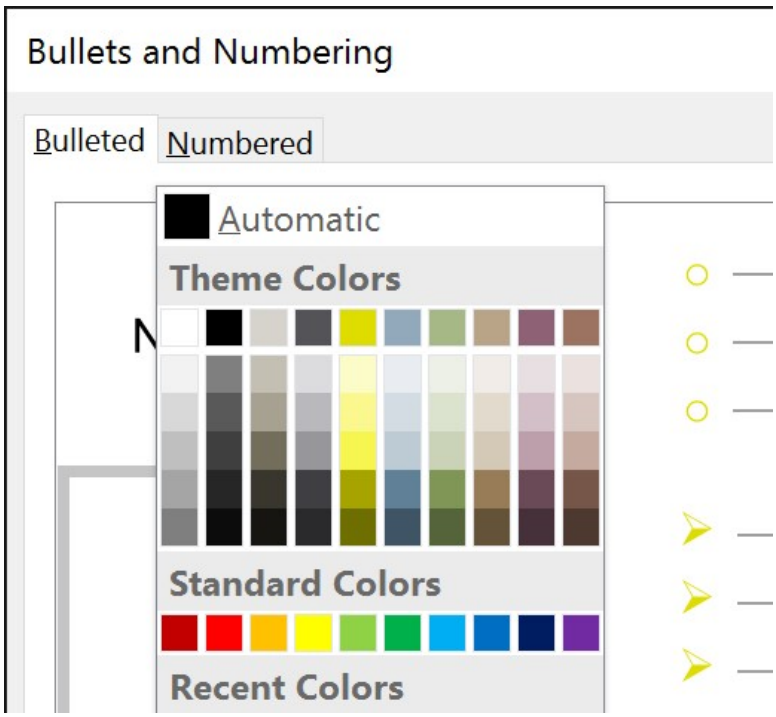
3. Select **Bullets and Numbering** from the menu that appears.



4. A dialog box will appear. In the **Size** field, set the bullet size.



5. Click the **Color** drop-down box and select a color.



6. Click **OK**. The list will update to show the new bullet size and color.

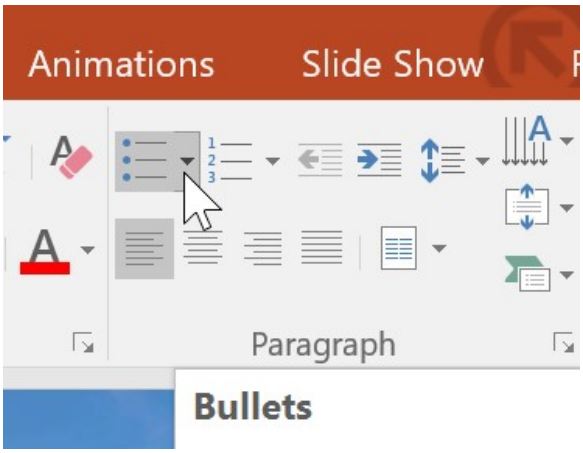
Customizing bullets

Customizing the look of the bullets in your list can help you emphasize certain list items or personalize the design of your list. A common way to customize bullets is to use **symbols**.

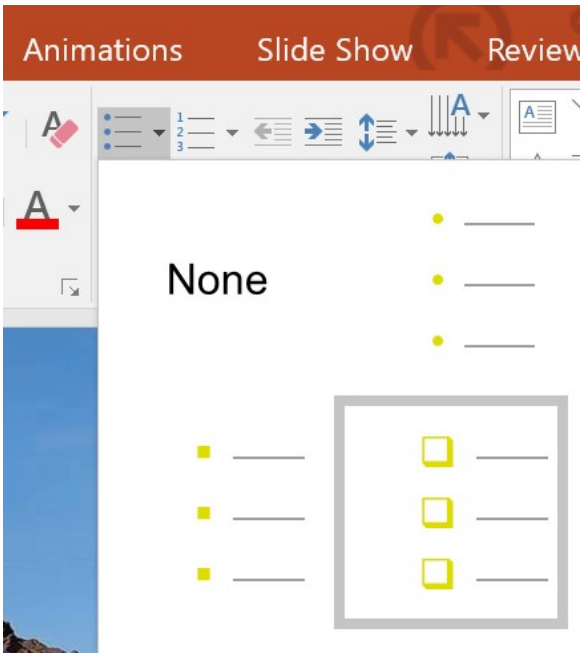
To use a symbol as a bullet:

1. Select an existing bulleted list.

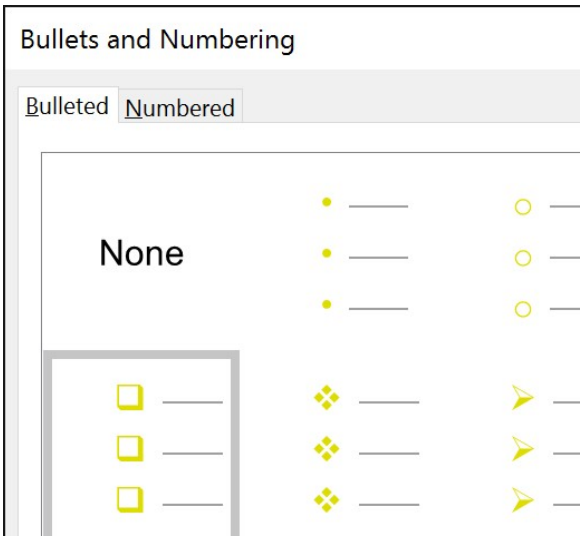
2. On the **Home** tab, click the **Bullets** drop-down arrow.



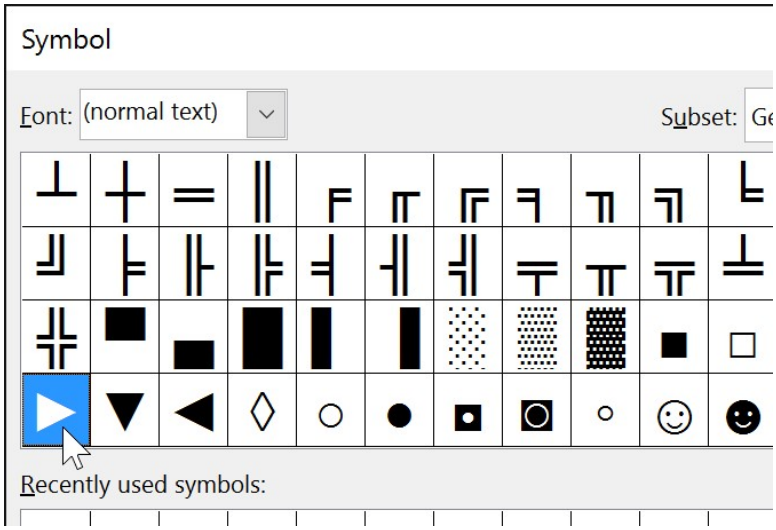
3. Select **Bullets and Numbering** from the menu that appears.



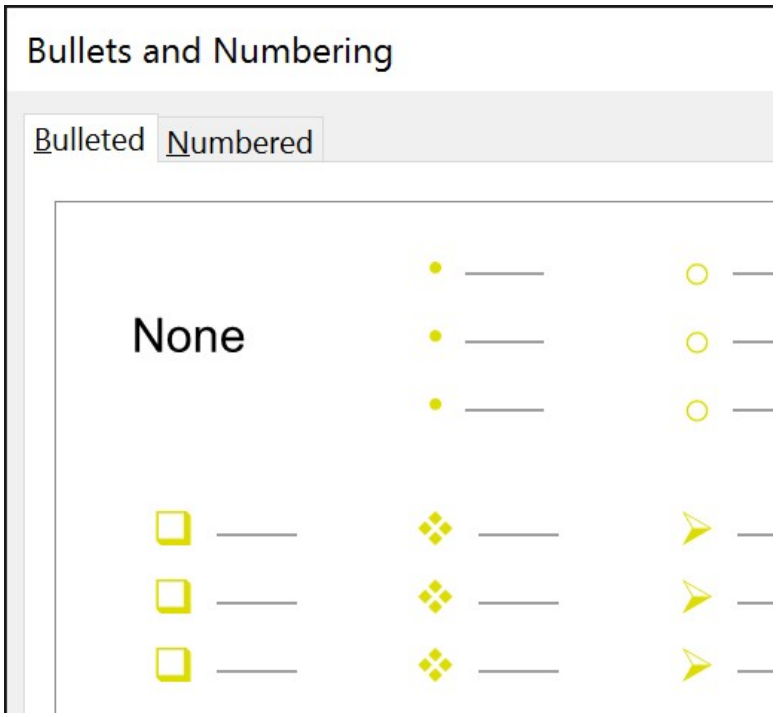
4. A dialog box will appear. On the Bulleted tab, click **Customize**.



5. The **Symbol** dialog box will appear.
6. Click the **Font** drop-down box and select a font. The **Wingdings** and **Symbol** fonts are good choices because they have a lot of useful symbols.
7. Select the desired symbol.



8. Click **OK**. The symbol will now appear as the selected bullet option in the Bullets and Numbering dialog box.



9. Click **OK** again to apply the symbol to the list in the document.

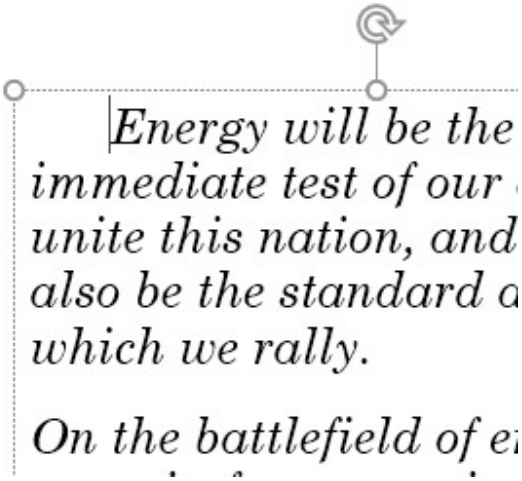
Indents and Line Spacing

Indents and **line spacing** are two important features you can use to change the way text appears on a slide. Indents can be used to create **multilevel lists** or to visually set paragraphs apart from one another. Line spacing can be adjusted to improve readability or to fit more lines on a slide.

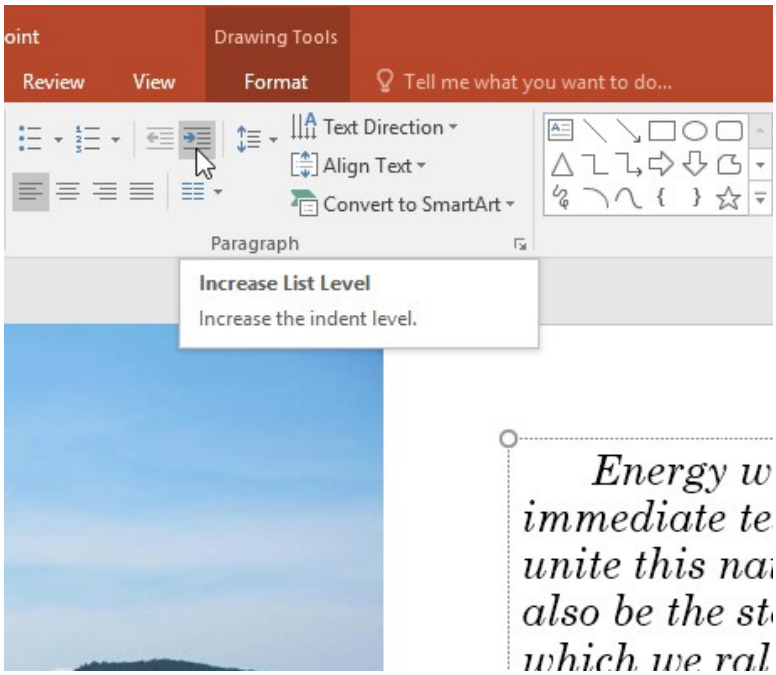
To indent text:

Indenting helps to format the layout of text so it appears more organized on your slide. The fastest way to indent is to use the **Tab** key. An alternative method is to use one of the **Indent** commands. With these commands, you can either **increase** or **decrease** the indent.

- **To indent using the Tab key**: Place the insertion point **at the very beginning** of the line you want to indent, then press the **Tab** key.



- **To indent using the Indent commands**: Place the insertion point at the very beginning of the line you want to indent. From the **Home** tab, select the **Increase List Level** command.



To decrease an indent, select the desired line, then press **Shift+Tab** or the **Decrease List Level** command.

Indenting lists and paragraphs

Indenting will give different results, depending on whether you are working with a list or paragraph.

- **Paragraph**: Indenting the first line of a paragraph using the **Tab** key creates a **first-line** indent. This helps to separate paragraphs from each other, as in the examples above.
- **List**: Indenting a line of a list creates a **multilevel** list. This means the indented line is a subtopic of the line above it. **Multilevel** lists are useful if you want to create an **outline** or **hierarchy**.

Once you've created a multilevel list, you may want to choose a **different bullet style** for different levels of the list to make them stand out even more. Review our lesson on **Lists** to learn how.

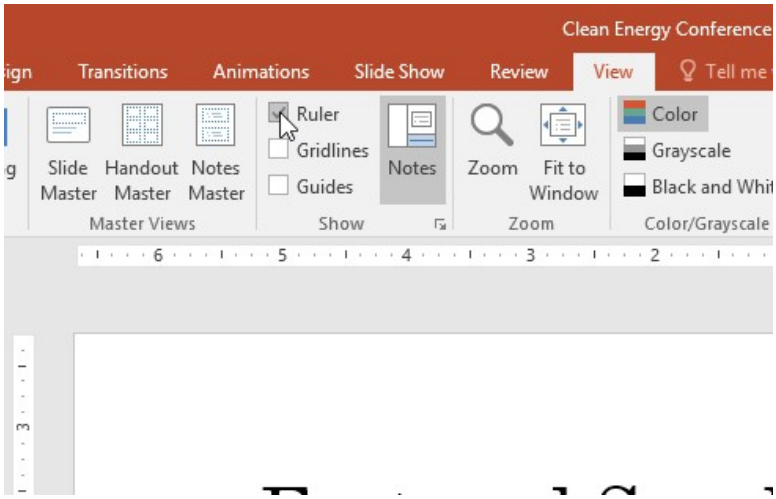
- Keynote: Tanisha Lowery-Crews (CEO, Al
- Panel: Examining the Clean Power Plan
  - Colleen Norton (Chair, Harmon Energy Con
  - Trevor Garza (Founder, Garza Biotech Grou
  - Hank Hathaway (COO, Alter Energy Soluti
  - Dr. Rachel Fleming (Director, Packard Univ Program)

Adjusting indents

Sometimes you may want to adjust the indents in your presentations. You can do this by moving the **indent markers** on the **Ruler**. By default, the Ruler is hidden, so you'll first need to show the Ruler.

To show the Ruler:

1. Select the **View** tab on the **Ribbon**.
2. In the **Show** group, check the box next to **Ruler**. The Ruler will appear.



Indent markers

Indent markers are located to the left of the horizontal ruler, and they provide several indentation options.

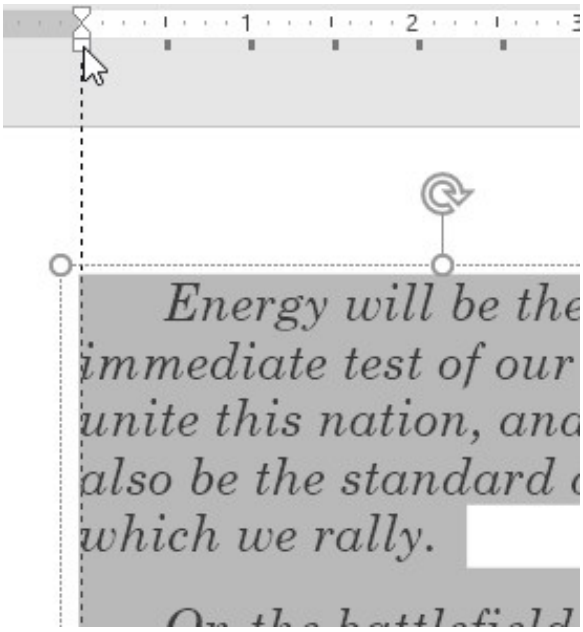
- **First-line indent marker**: This adjusts the **first line** of a paragraph.

- **Hanging indent marker**: This adjusts every line of a paragraph **except for the first line**.

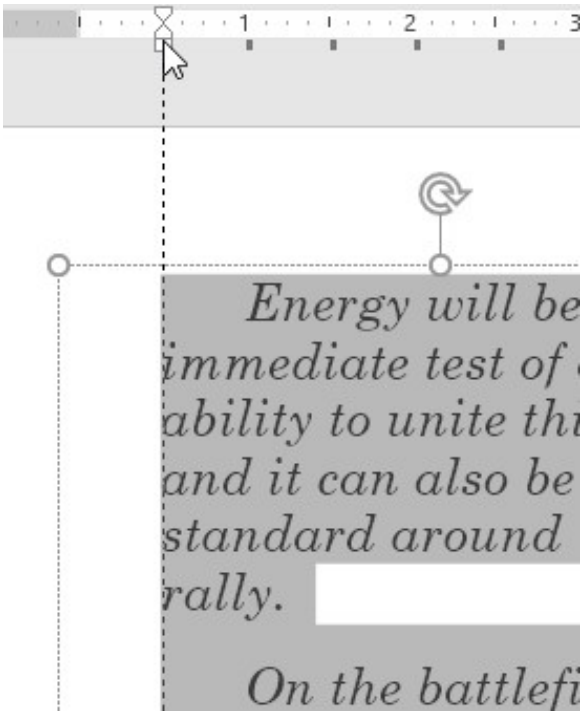
- **Left indent marker**: This moves **both** the first-line indent and hanging indent markers at the same time, indenting all lines in a paragraph.

To indent using indent markers:

1. Place the **insertion point** anywhere in the paragraph where you want to indent, or select one or more paragraphs.
2. Go to the desired **indent marker**. In our example, we'll use the **left** indent marker.



3. Click and drag the indent marker as needed. When you're done, the selected text will be indented.

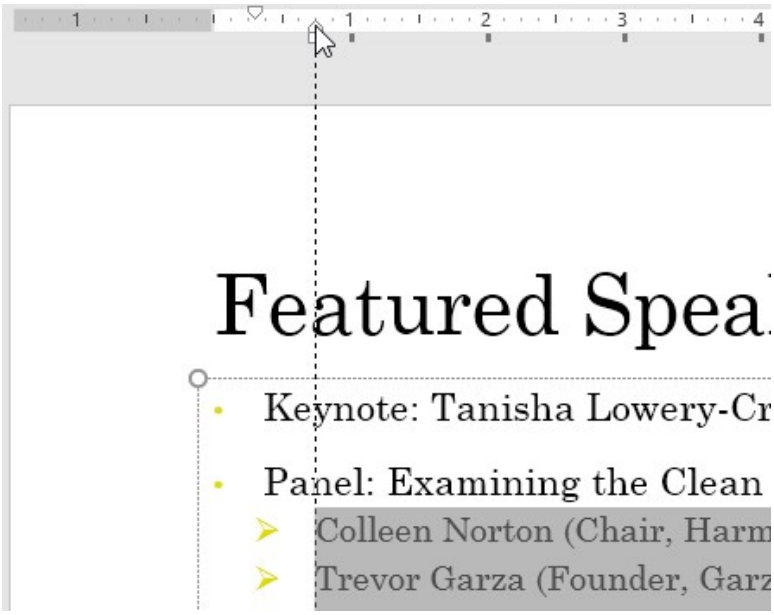


Customizing bullet spacing

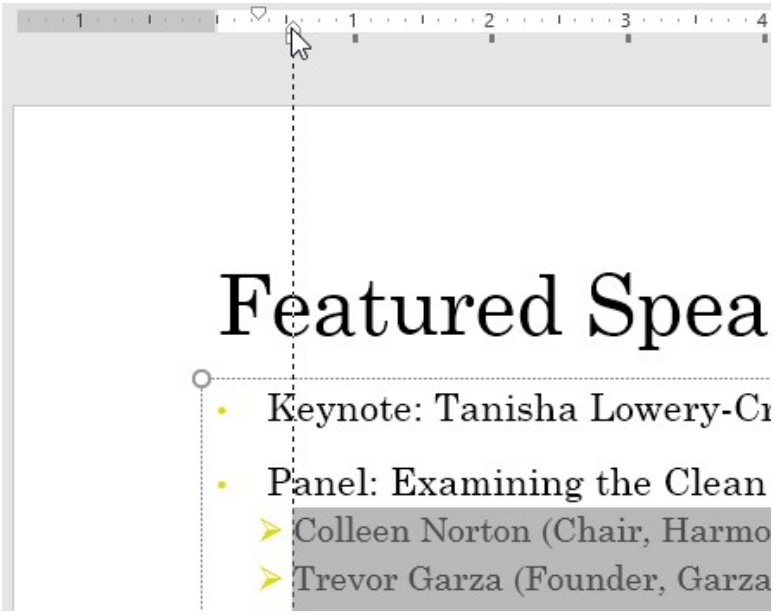
When working with lists, PowerPoint allows you to adjust the space between **bullets** and **text** by using the **first-line indent marker** and **hanging indent marker**.

To change the bullet spacing:

1. Select the lines you want to change, then go to the desired **indent marker**. In our example, we'll use the **hanging** indent marker.



2. Click and drag the indent marker as needed. When you're done, the bullet spacing will be adjusted.

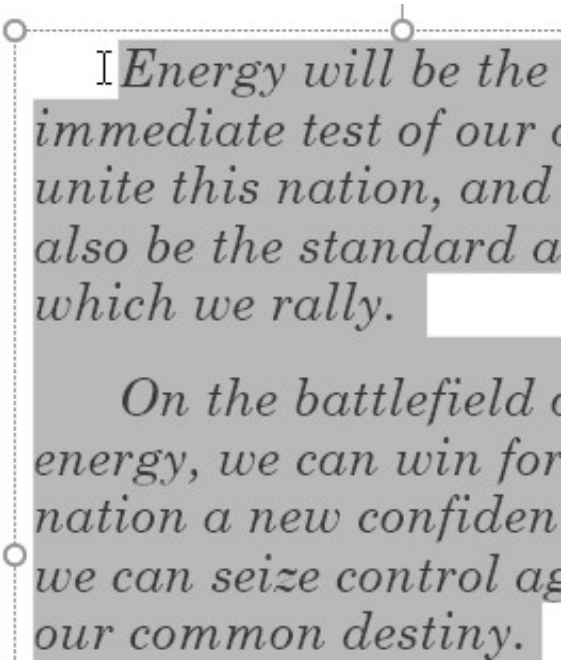


Line spacing

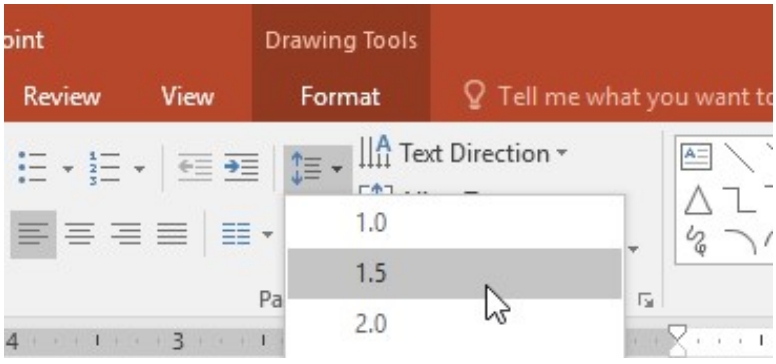
PowerPoint allows you to adjust the amount of space between each line in a list or paragraph. You can **reduce** the line spacing to fit more lines on a slide, or you can **increase** it to improve readability. In some instances, PowerPoint may automatically change the font size when you adjust the line spacing, so increasing the line spacing too much may cause the text to be too small.

To format line spacing:

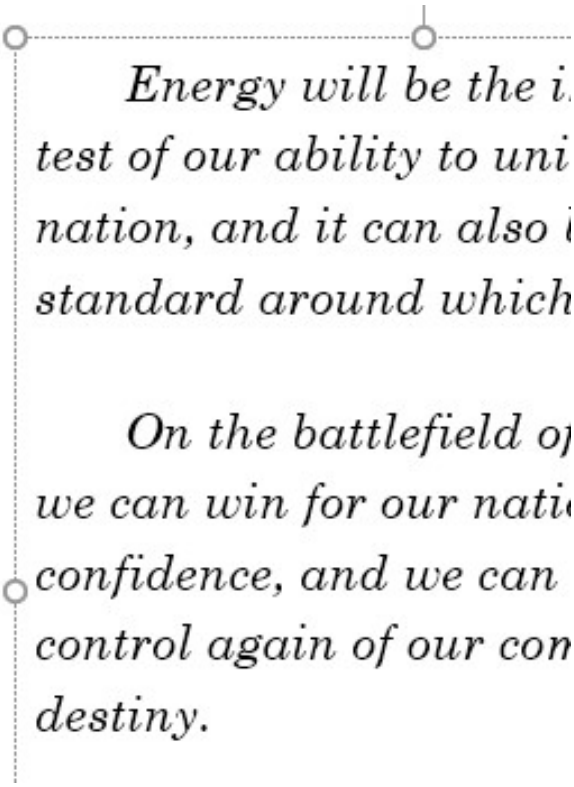
1. **Select** the text you want to format.



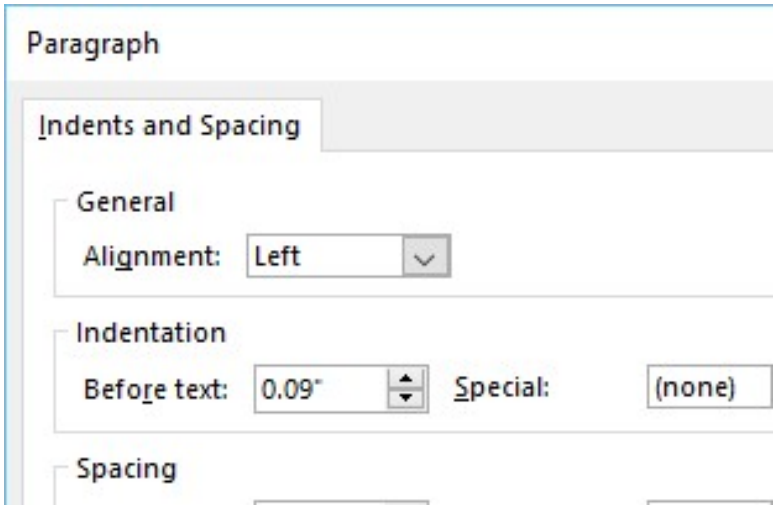
2. On the **Home** tab, locate the **Paragraph** group, click the **Line Spacing** command, then select the desired **line spacing** option from the menu.



3. The line spacing will be adjusted.



If you want to adjust the line spacing with even more precision, select **Line Spacing Options** from the drop-down menu. The **Paragraph** dialog box will appear, allowing you to **adjust the line spacing** and **paragraph spacing**, or the amount of space added **before** and **after** each paragraph.



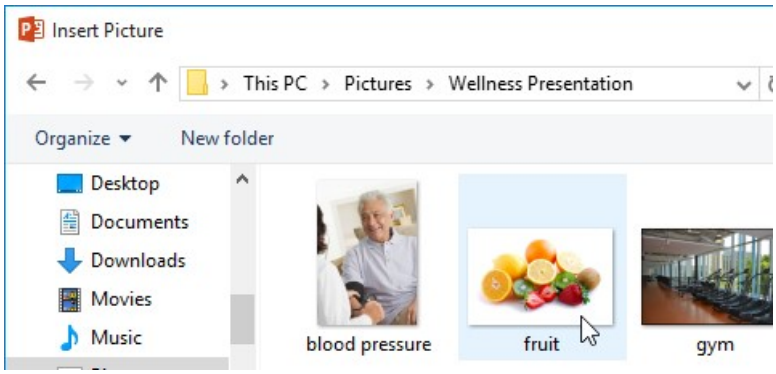
Inserting Pictures

Adding **pictures** can make your presentations more interesting and engaging. You can insert a **picture from a file** on your computer onto any slide. PowerPoint even includes tools for finding **online pictures** and adding **screenshots** to your presentation.

To insert a picture from a file:

1. Select the **Insert** tab, then click the **Pictures** command in the **Images** group.

2. A dialog box will appear. Locate and select the **desired image file**, then click **Insert**.



3. The picture will appear on the currently selected slide.

You can also click the **Pictures** command in a **placeholder** to insert images.

Inserting online pictures

If you don't have the picture you want on your computer, you can **find a picture online** to add to your presentation. PowerPoint offers two options for finding online pictures.

- **Bing Image Search**: You can use this option to search the Internet for images. By default, Bing only shows images that are licensed under **Creative Commons**, which means you can use them for your own projects. However, you should go to the image's website to see if there are any restrictions on how it can be used.
- **OneDrive**: You can insert an image stored on your **OneDrive**. You can also link other **online accounts** with your Microsoft account, like Facebook or Flickr.

To insert an online picture:

1. Select the **Insert** tab, then click the **Online Pictures** command.

2. The **Insert Pictures** dialog box will appear.
3. Choose **Bing Image Search** or your **OneDrive**. In our example, we'll use Bing Image Search.
4. Press the **Enter** key. Your search results will appear in the dialog box.
5. Select the desired image, then click **Insert**.
6. The image will appear on the currently selected slide.

You can also click the **Online Pictures** command in a **placeholder** to insert online images.

When adding images, videos, and music to your own projects, it's important to make sure you have the legal right to use them. Most things you buy or download online are **protected by copyright**, which means you may not be allowed to use them. For more information, visit our **Copyright and Fair Use** lesson.

Moving and resizing pictures

Once you've inserted a picture, you may want to move it to a **different location** on the slide or change its **size**. PowerPoint makes it easy to **arrange** pictures in your presentation.

To select a picture:

Before you can modify a picture, you'll need to **select** it.

- Simply click to select a picture. A **solid line** will appear around a selected picture.

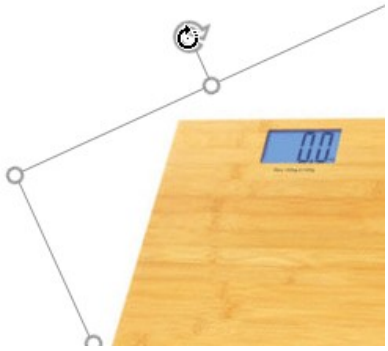
To resize a picture:

- Click and drag the **corner sizing handles** until the picture is the desired size.

The corner sizing handles will resize a picture while preserving its **original aspect ratio**. If you use the side sizing handles, the image will become **distorted**.

To rotate a picture:

- Click and drag the arrow above an image to **rotate** it right or left.



Hold the **Shift** key on your keyboard when rotating an image to snap it to angles in 15-degree increments.

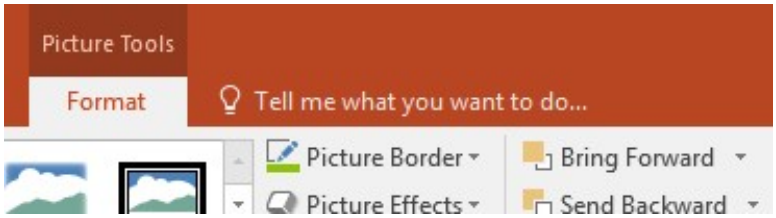
To move a picture:

- Click and drag to **move** a picture to a new location on a slide.

To delete a picture:

- Select the picture you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

You can access even more picture formatting options from the **Format** tab. We'll talk more about these options in our lesson on **Formatting Pictures**.

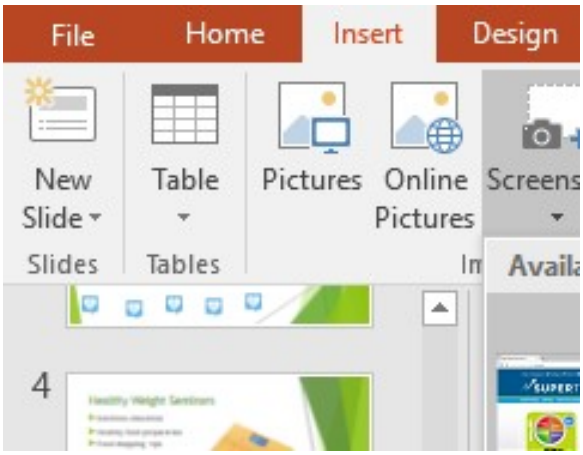


Inserting screenshots

Screenshots are basically snapshots of your computer screen. You can take a screenshot of almost any program, website, or open window. PowerPoint makes it easy to insert a screenshot of an **entire window** or a **screen clipping** of part of a window in your presentation.

To insert screenshots of a window:

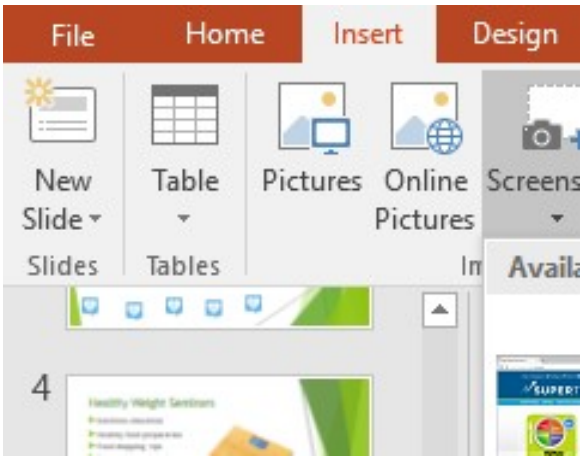
1. Select the **Insert** tab, then click the **Screenshot** command in the **Images** group.
2. The **Available Windows** from your desktop will appear. Select the **window** you want to capture as a screenshot.



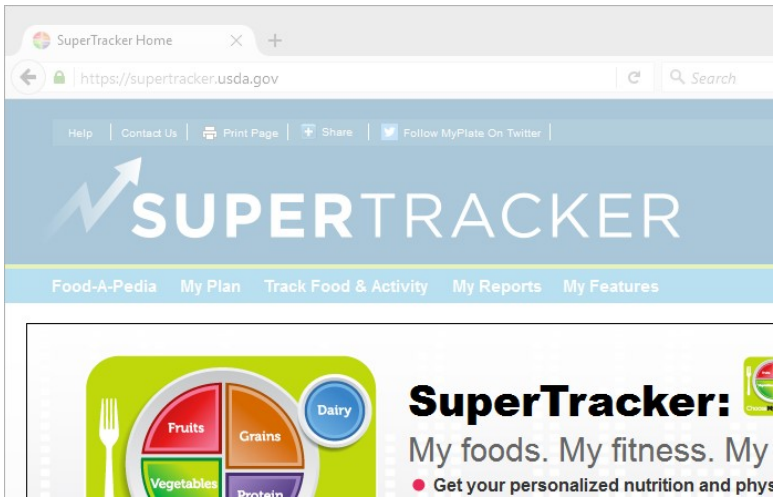
3. The screenshot will appear on the currently selected slide.

To insert a screen clipping:

1. Select the **Insert** tab, click the **Screenshot** command, then select **Screen Clipping**.



2. A view of other open windows will appear. Click and drag to select the area you want to capture as a screen clipping.



3. The screen clipping will appear on the currently selected slide.

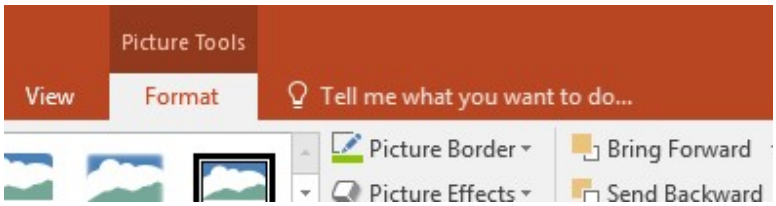
Formatting Pictures

There are a variety of ways to **format** the pictures in your slide show. The **picture tools** in PowerPoint make it easy to **personalize** and **modify** the images in interesting ways. PowerPoint allows you to change the **picture style** and **shape**, add a **border**, **crop** and **compress** pictures, add **artistic effects**, and more.

To crop an image:

When you crop an image, a part of the picture is removed. Cropping may be helpful when a picture has a lot of content and you want to focus on only part of it.

1. Select the image you want to crop. The **Format** tab appears.
2. On the Format tab, click the **Crop** command.

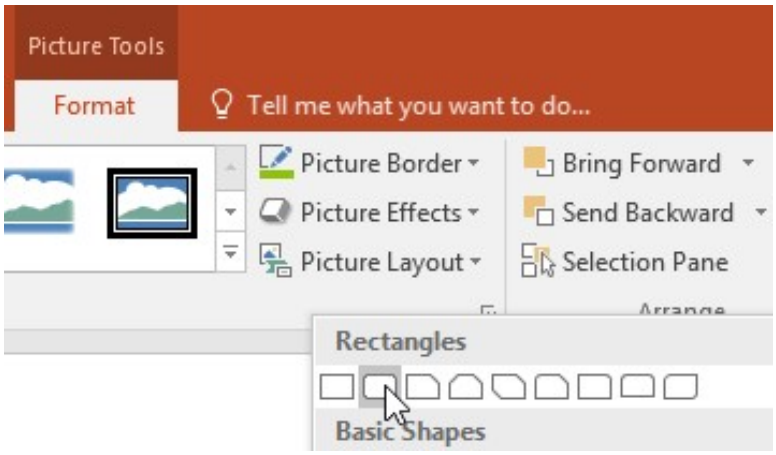


3. **Cropping handles** will appear around the image. Click and drag one of the handles to crop the image. Make sure the mouse is right over the black cropping handle so you don't accidentally select a resizing handle.

4. Click the **Crop** command again. The image will be cropped.

To crop an image to a shape:

1. Select the image you want to crop, then click the **Format** tab.
2. Click the **Crop** drop-down arrow. Hover the mouse over **Crop to Shape**, then select the desired **shape** from the drop-down menu that appears.

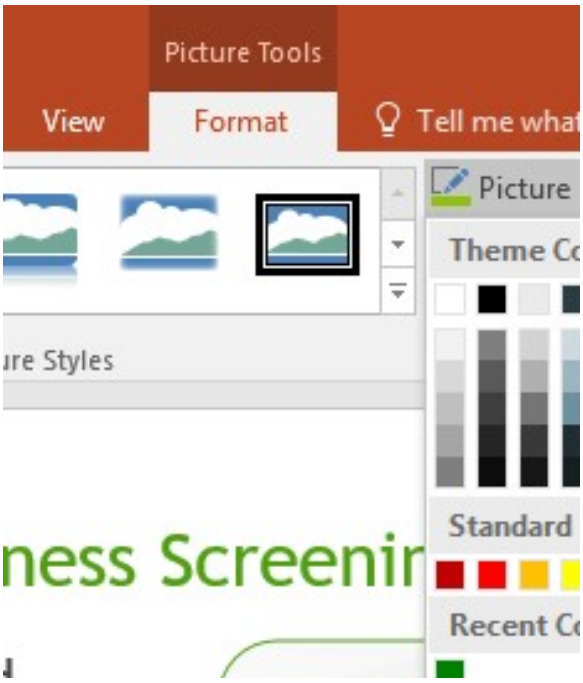


3. The image will appear formatted as the shape.

You may want to crop the image to the desired size before cropping it to a shape.

To add a border to an image:

1. Select the image you want to add a border to, then click the **Format** tab.
2. Click the **Picture Border** command. A drop-down menu will appear.
3. From here, you can select a **color**, **weight** (thickness), and whether the line is **dashed**.



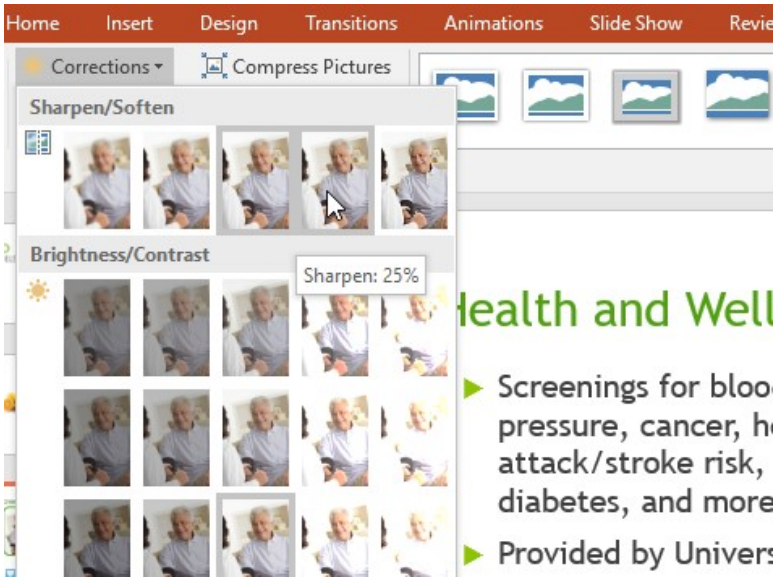
4. The border will appear around the image.

Image adjustments

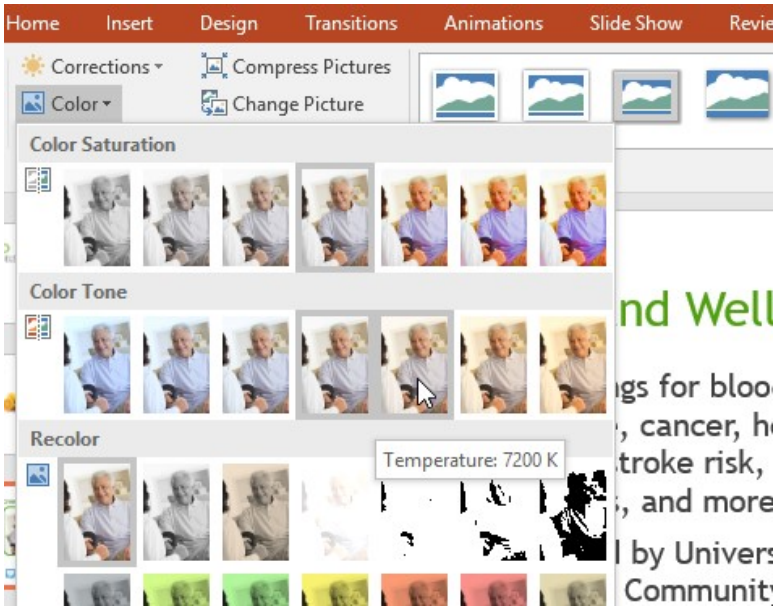
PowerPoint offers several options for changing the way images appear in your slide show. For example, you can add a **frame**, make image **corrections**, change the image's **color** or **brightness**, and even add some stylish **artistic effects**. These options are located in the **Adjust** and **Picture Styles** groups on the **Format** tab.

When you're ready to make adjustments or experiment with the look of an image, select the picture and choose one of these options from the Format tab.

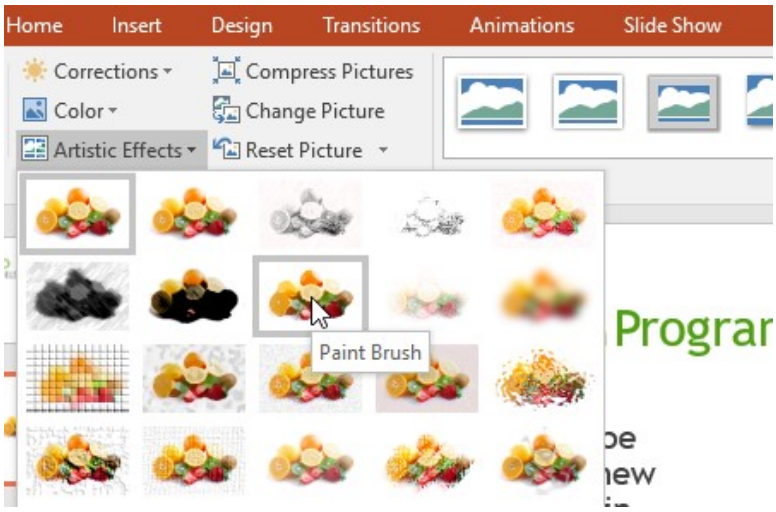
- **Corrections**: This command is located in the **Adjust** group. From here, you can **sharpen** or **soften** the image to adjust how blurry or clear it appears. You can also adjust the **brightness** and **contrast**, which controls how light or dark the picture appears.



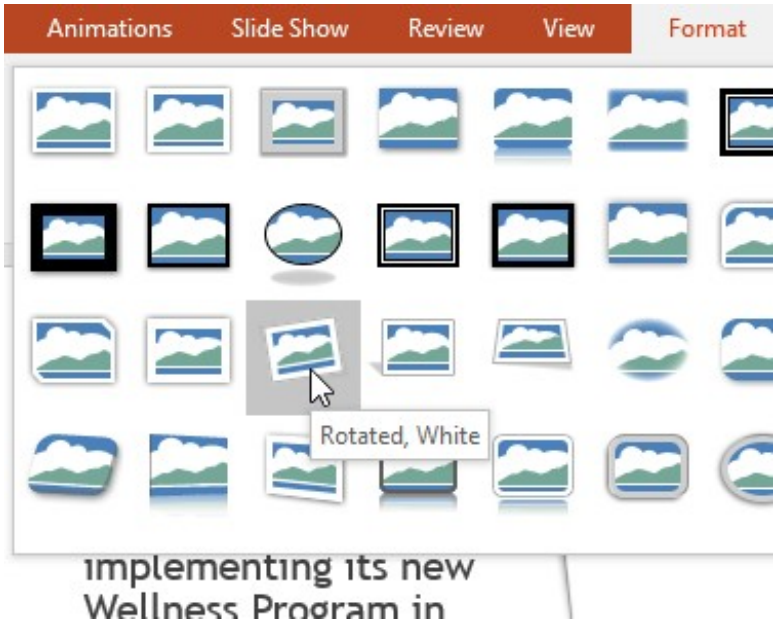
- **Color**: This command is located in the **Adjust** group. From here, you can adjust the image's **saturation** (how vivid the colors are), **tone** (the temperature of the image, from cool to warm), and **coloring** (changing the overall color of the image).



- **Artistic Effects**: This command is located in the **Adjust** group. From here, you can add artistic effects like pastels, watercolors, and glowing edges.



- **Picture Styles Group**: This group contains a variety of styles you can apply to your picture, including frames, borders, and soft edges.

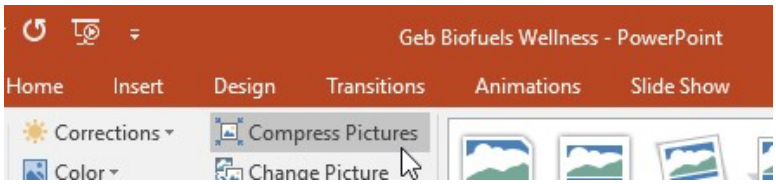


Compressing pictures

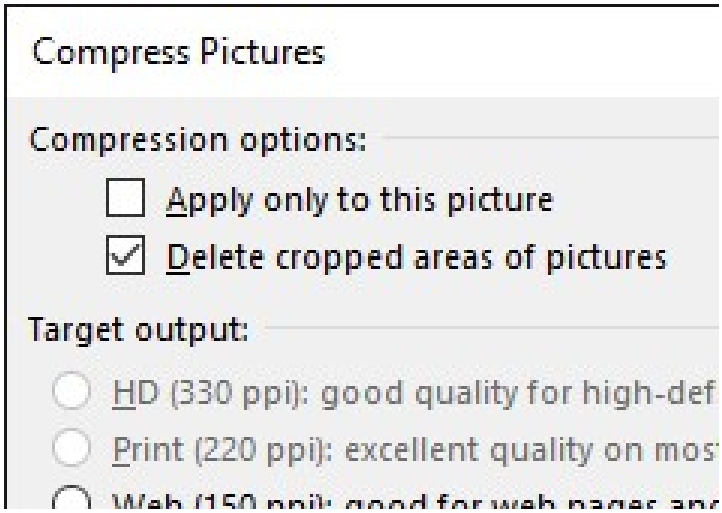
If you want to email a presentation that contains pictures, you'll need to monitor its **file size**. Large high-resolution pictures can quickly cause your presentation to become very large, which may make it difficult or impossible to attach to an email. Additionally, **cropped areas** of pictures are saved with the presentation by default, which can add to the file size. PowerPoint can reduce the file size by **compressing** pictures, lowering their **resolution**, and **deleting cropped areas**.

To compress a picture:

1. Select the picture you want to compress, then click the **Format** tab.
2. Click the **Compress Pictures** command.



3. A dialog box will appear. Place a check mark next to **Delete cropped areas of pictures**. You can also choose whether to apply the settings to **this picture only** or to all pictures in the presentation.
4. Choose a **Target output**. If you are emailing your presentation, you may want to select **Email**, which produces the smallest file size. When you are done, click **OK**.



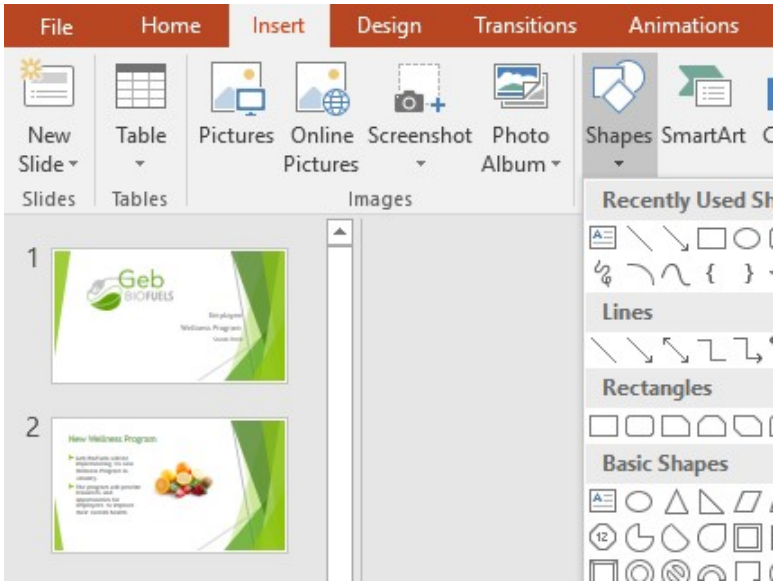
Compressing your pictures in PowerPoint may not reduce the file size enough for your needs. For better results, you can use an image editing program to resize the image before you insert it in your presentation.

Shapes

Shapes are a great way to make your presentations more interesting. PowerPoint gives you several shapes to choose from, and they can be customized to suit your needs, using your own color palette, preferences, and more. While you may not need shapes in every presentation you create, they can add visual appeal.

To insert a shape:

1. Select the **Insert** tab, then click the **Shapes** command in the **Illustrations** group. A drop-down menu of shapes will appear.
2. Select the desired **shape**.

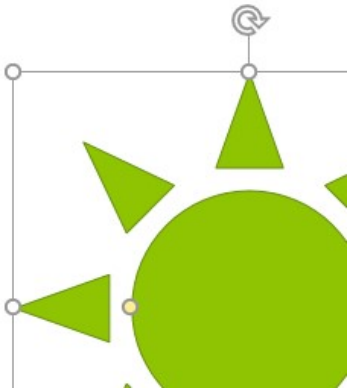


3. Click and drag in the desired location to add the shape to the slide.

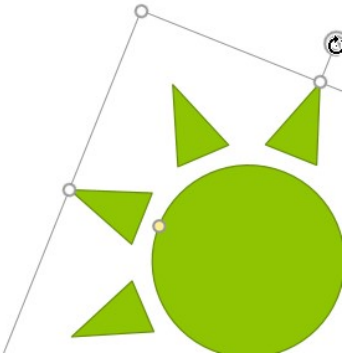
Modifying a shape or text box

When you click a shape or text box, **handles** will appear that let you manipulate the shape. There are several types of handles.

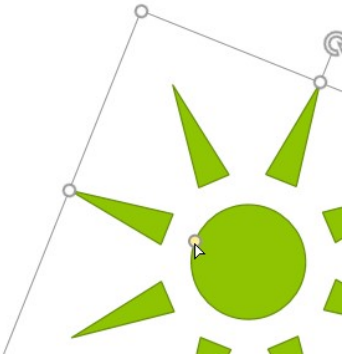
- **Sizing handles**: Click and drag the **sizing handles** until the shape or text box is the desired size. You can use the corner sizing handles to change the **height** and **width** at the same time.



- **Rotation handle**: Click and drag the **rotation** handle to rotate the shape.



- **Yellow handles**: Some shapes have one or more **yellow handles** that can be used to customize the shape. For example, with the sun shape, you can change the proportions of the shape.



In addition to resizing, customizing, and rotating shapes, you can align, order, and group them.

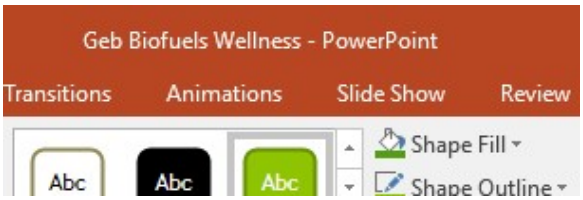
Formatting shapes and text boxes

PowerPoint allows you to modify shapes and text boxes in a variety of ways so you can tailor them to your projects. You can **change** shapes and text boxes into **different shapes**, **format their style and color**, and add **effects**.

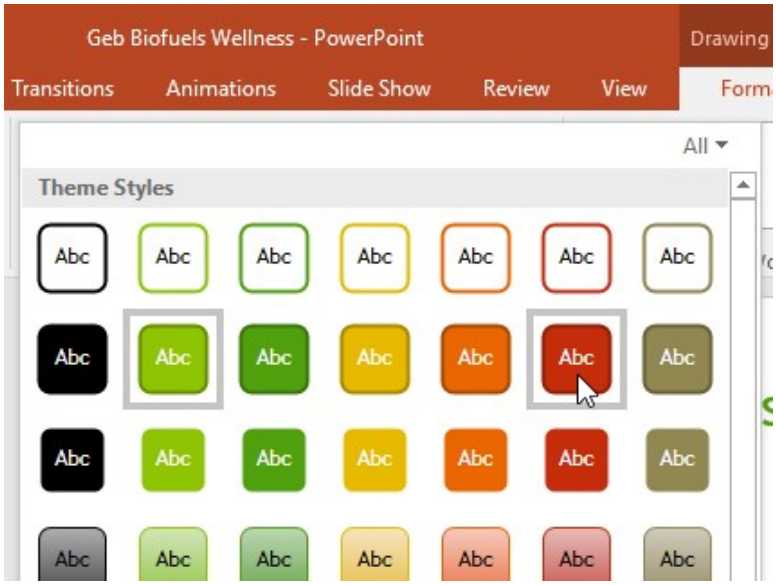
To change the shape style:

Choosing a **shape style** allows you to apply preset colors and effects to quickly change the appearance of your shape or text box. These options will depend on the colors that are part of your current theme.

1. Select the shape or text box you want to change.
2. On the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.



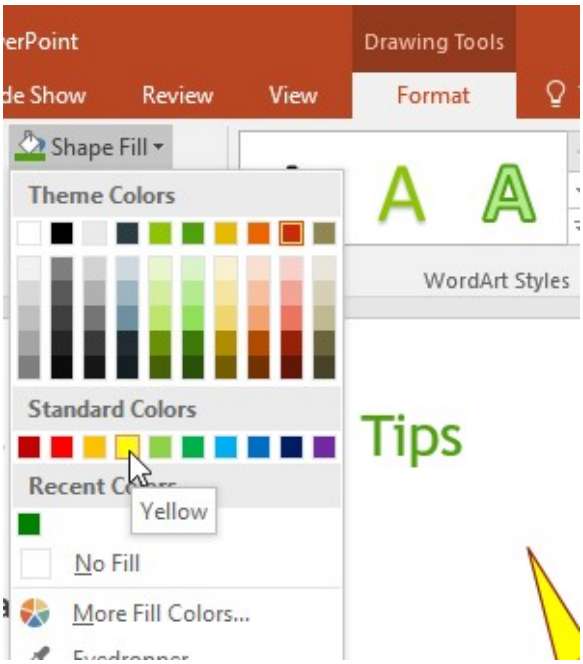
3. A drop-down menu of styles will appear. Select the **style** you want to use.



4. The shape or text box will appear in the selected style.

To change the shape fill color:

1. Select the shape or text box you want to change.
2. On the **Format** tab, click the **Shape Fill** drop-down arrow. The **Shape Fill** menu appears.
3. Move the mouse over the various colors. Select the **color** you want to use. To view additional options, select **More Fill Colors**.

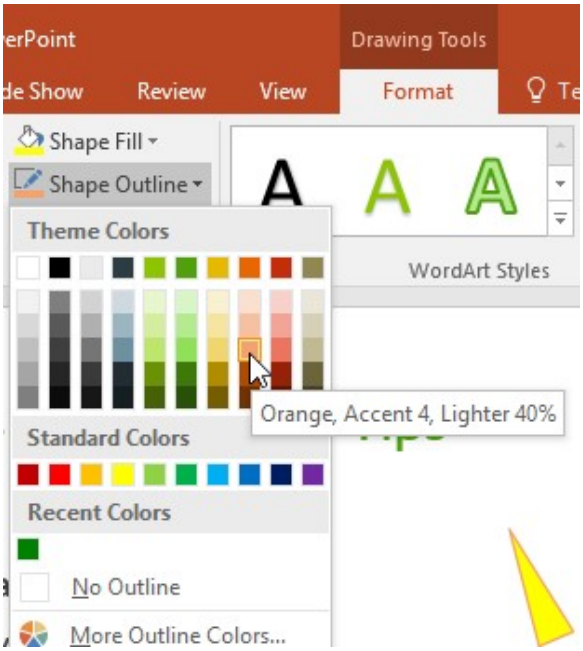


4. The shape or text box will appear in the selected color.

If you want to use a different type of fill, select **Gradient** or **Texture** from the drop-down menu. You can also select **No Fill** to make it transparent.

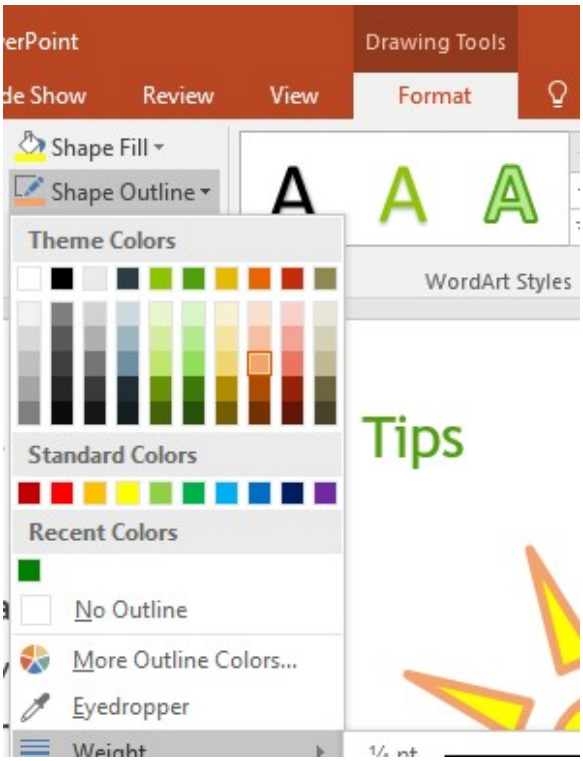
To change the shape outline:

1. Select the shape or text box you want to change.
2. On the **Format** tab, click the **Shape Outline** drop-down arrow. The **Shape Outline** menu will appear.
3. Select the **color** you want to use. If you want to make the outline transparent, select **No Outline**.



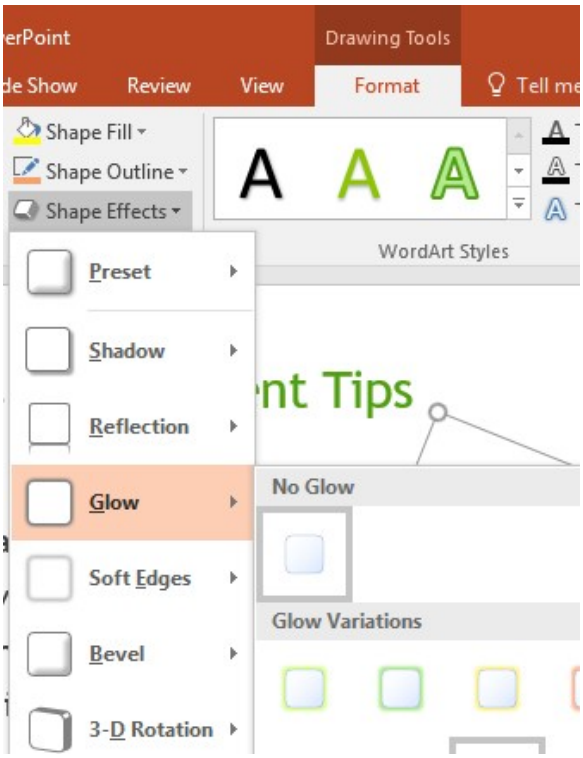
4. The shape or text box will appear in the selected outline color.

From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether it is a **dashed** line.



To add shape effects:

1. Select the shape or text box you want to change.
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over the style of effect you want to add, then select the desired preset effect.



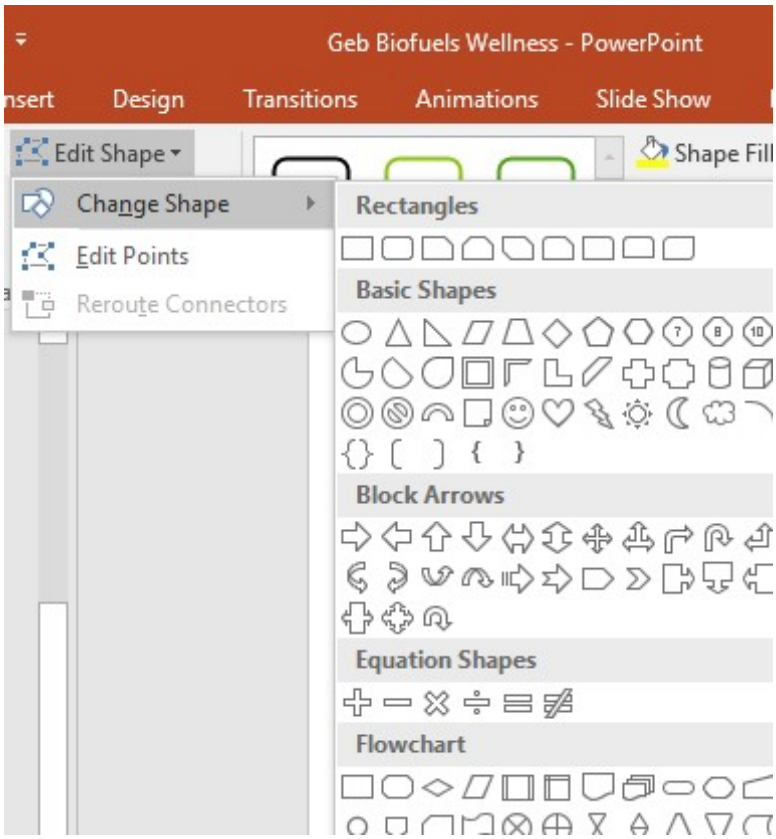
3. The shape will appear with the selected effect.

To further adjust your shape effects, select **Options** at the end of each menu. The Format Shape pane will appear, allowing you to customize the effects.

To change to a different shape:

1. Select the shape or text box you want to change. The **Format** tab will appear.

2. On the **Format** tab, click the **Edit Shape** command. In the menu that appears, hover the mouse over **Change Shape** and select the desired **shape**.



3. The new shape will appear.

If you want, you can enter text in a shape. When the shape appears in your document, you can simply begin typing. You can then use the **formatting options** on the **Home** tab to change the font, font size, or color of the text.

Aligning, Ordering, and Grouping Objects

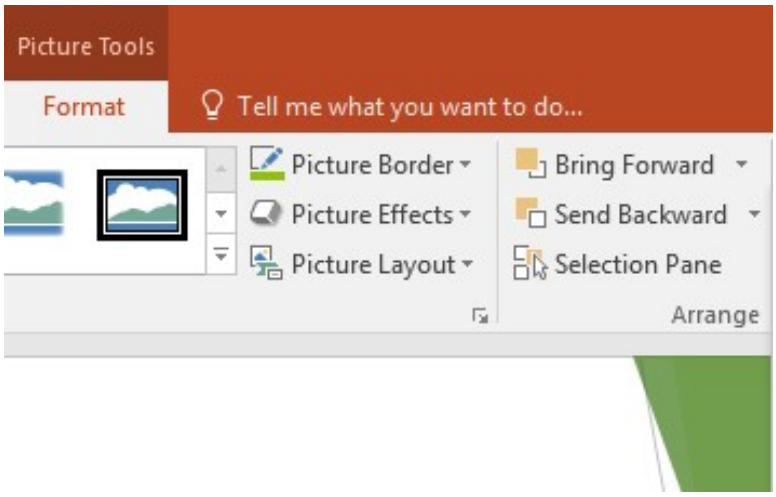
In PowerPoint, each slide may have multiple items, such as pictures, shapes, and text boxes. You can arrange the objects the way you want by **aligning**, **ordering**, **grouping**, and **rotating** them in various ways.

Aligning objects

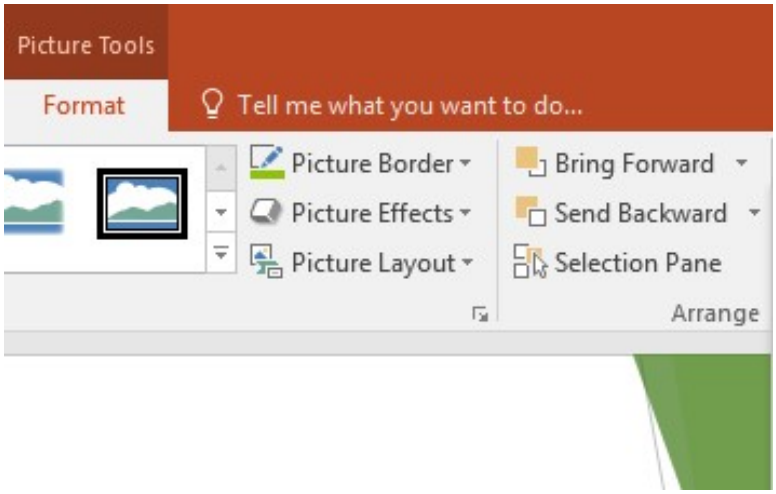
When you move objects in PowerPoint, **alignment guides** and **spacing guides** will appear as dashed orange lines and arrows around the objects to help you align them. However, if you have several objects on a slide, it may be difficult and time consuming to get them perfectly aligned. Luckily, PowerPoint has several alignment commands that allow you to **easily arrange** and position objects.

To align two or more objects:

1. Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click. The **Format** tab will appear.
2. From the **Format** tab, click the **Align** command, then select **Align Selected Objects**.



3. Click the **Align** command again, then select one of the six **alignment options**.

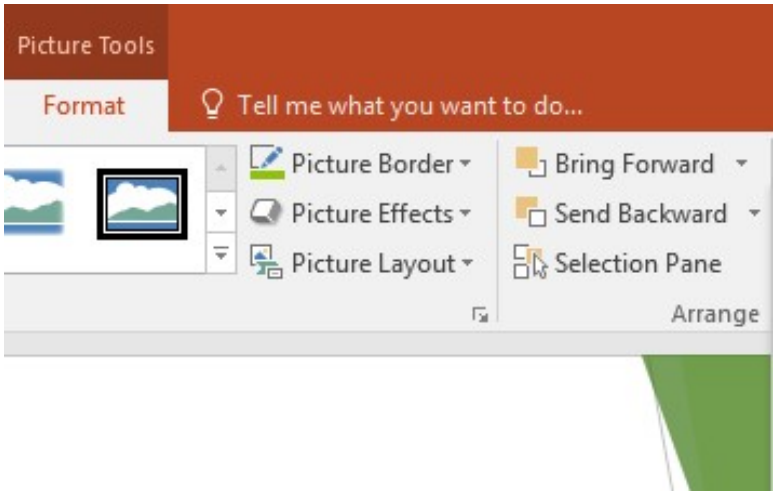


4. The objects will align based on the option you selected.

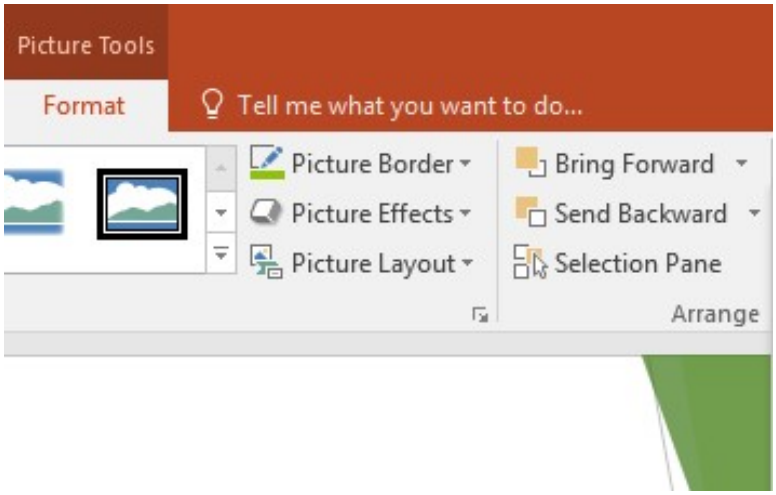
To align objects to the slide:

Sometimes you may want to align one or more objects to a **specific location within the slide**, such as at the top or bottom. You can do this by selecting the **Align to Slide** option before aligning the objects.

1. Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click.
2. From the **Format** tab, click the **Align** command, then select **Align to Slide**.



3. Click the **Align** command again, then select one of the six **alignment options**.



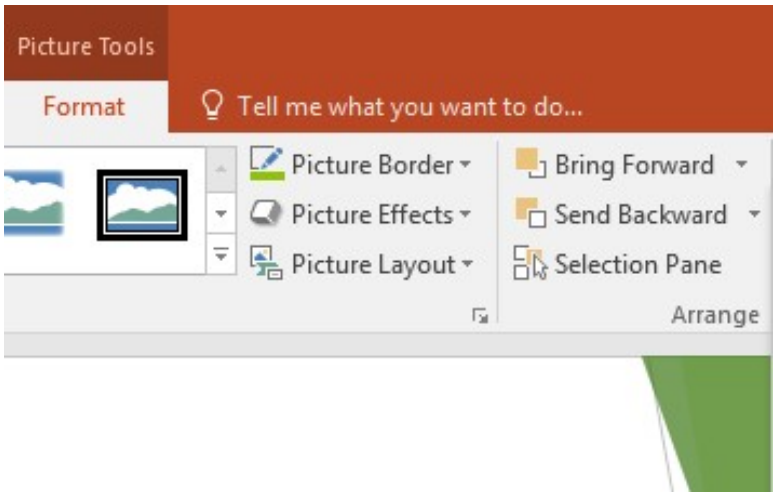
4. The objects will align based on the option you selected.

To distribute objects evenly:

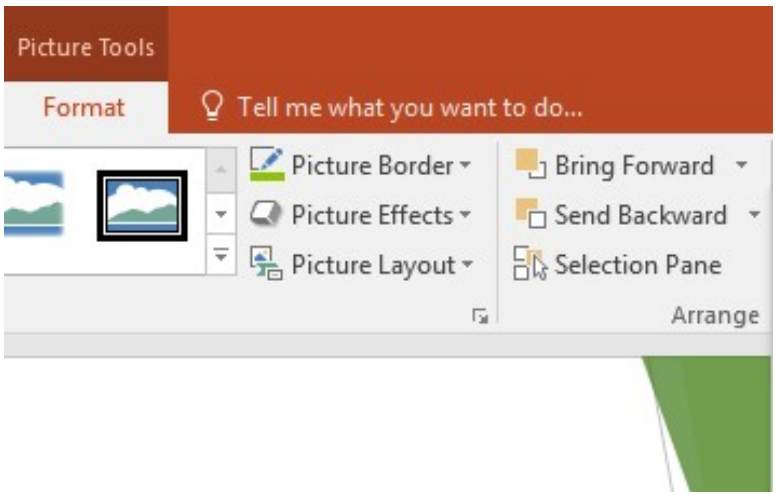
If you have arranged objects in a row or column, you may want them to be an **equal distance** from one another for a neater appearance. You can do this by **distributing the objects** horizontally or vertically.

1. Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click.

2. From the **Format** tab, click the **Align** command, then select **Align to Slide** or **Align Selected Objects**.



3. Click the **Align** command again, then select **Distribute Horizontally** or **Distribute Vertically** from the drop-down menu that appears.



4. The objects will distribute evenly.

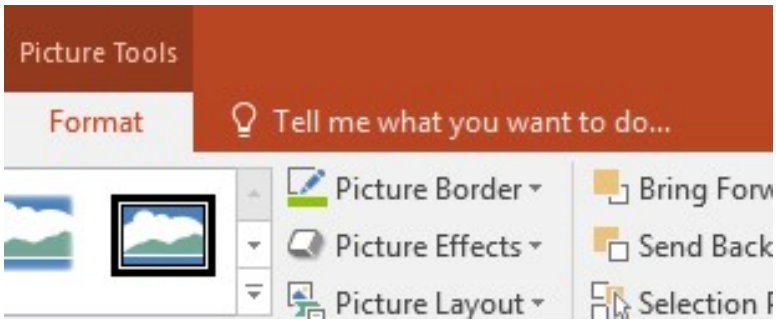
Grouping objects

You may want to **group** multiple objects into **one object** so they will stay together if they are moved or resized. This is often easier than selecting all of the objects each time you want to move them.

Pictures, shapes, clip art, and text boxes can all be grouped; however, **placeholders** cannot be grouped. If you will be grouping pictures, use one of the commands in the **Images** group on the **Insert** tab to insert pictures instead of the picture icon inside the placeholder.

To group objects:

1. Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click. The **Format** tab will appear.
2. From the **Format** tab, click the **Group** command, then select **Group**.



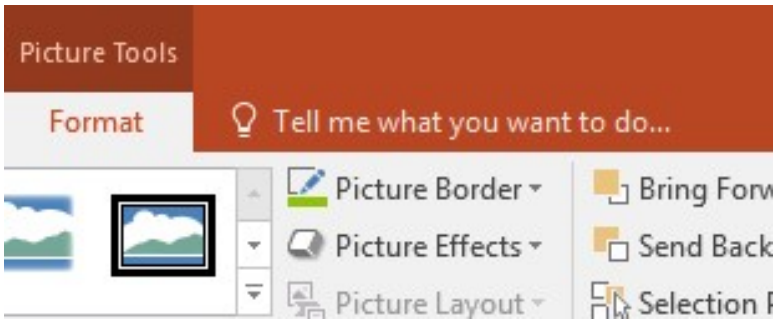
3. The selected objects will now be grouped. There will be a **single box with sizing handles** around the entire group to show that they are one group. You can now move or resize all of the objects at once.

If you want to edit or move one of the objects in the group, double-click to select the object. You can then edit it or move it to the desired location.

If you select the objects and the **Group** command is disabled, it may be because one of the objects is inside a **placeholder**. If this happens, try **reinserting** the images by using the **Pictures** command on the **Insert** tab.

To ungroup objects:

1. Select the object group you want to ungroup.
2. From the **Format** tab, click the **Group** command, then select **Ungroup**.



3. The objects will be ungrouped.

Ordering objects

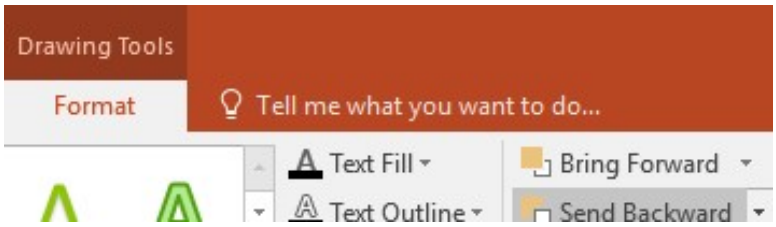
In addition to aligning objects, PowerPoint gives you the ability to **arrange objects** in a **specific order**. The ordering is important when two or more objects **overlap** because it will determine which objects are in the **front** or the **back**.

Understanding levels

When objects are inserted into a slide, they are placed on **levels** according to the **order** in which they were inserted into the slide. In our example, we've drawn an arrow on the top level, but we can **change the level** to put it behind the other objects.

To change the ordering by one level:

1. Select an object. The **Format** tab will appear.
2. From the **Format** tab, click the **Bring Forward** or **Send Backward** command to change the object's ordering by **one level**. If there are multiple objects on the slide, you may need to click the command **several times** to achieve the desired ordering.

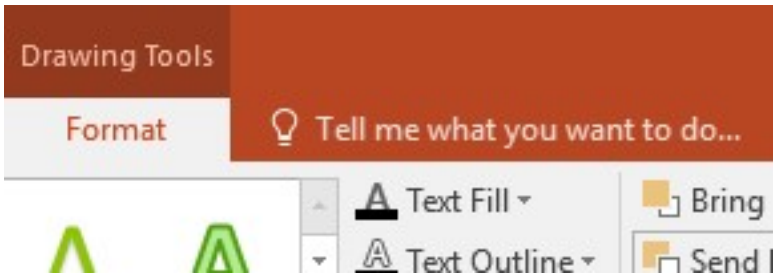


3. The objects will reorder.

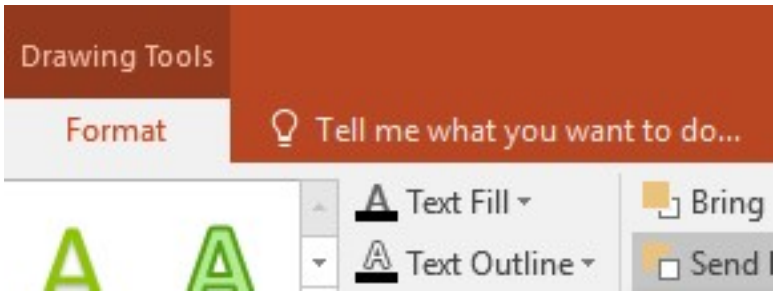
To bring an object to the front or back:

If you want to move an object behind or in front of several objects, it's usually faster to **bring it to front** or **send it to back** instead of clicking the ordering commands multiple times.

1. Select an object.
2. From the **Format** tab, click the **Bring Forward** or **Send Backward** drop-down arrow.



3. From the drop-down menu, select **Bring to Front** or **Send to Back**.



4. The objects will reorder.

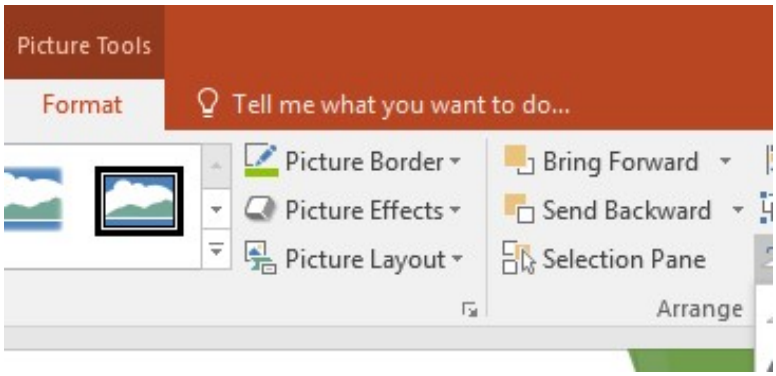
If you have several objects placed on top of each other, it may be difficult to select an individual object. The **Selection pane** allows you to easily drag an object to a new location. To access the Selection pane, click **Selection Pane** on the **Format** Tab.

Rotating objects

If you need to turn an object so it faces a different direction, you can **rotate it to the left or right** or **flip it horizontally or vertically**.

To rotate an object:

1. Select an object. The Format tab will appear.
2. From the **Format** tab, click the **Rotate** command. A drop-down menu will appear.
3. Select the desired **rotation option**.



4. The object will rotate.

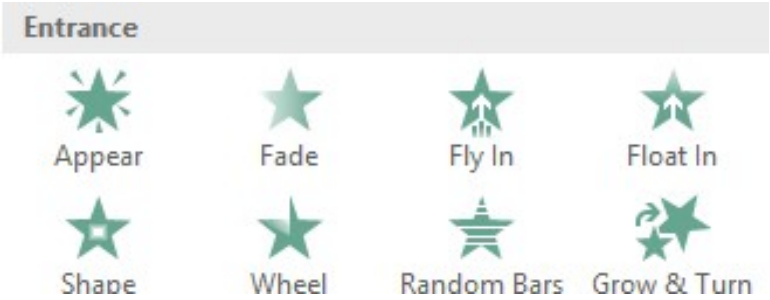
Animating Text and Objects

In PowerPoint, you can **animate** text and objects like clip art, shapes, and pictures. Animation—or movement—on the slide can be used to **draw** the **audience's attention** to specific content or to make the slide easier to read.

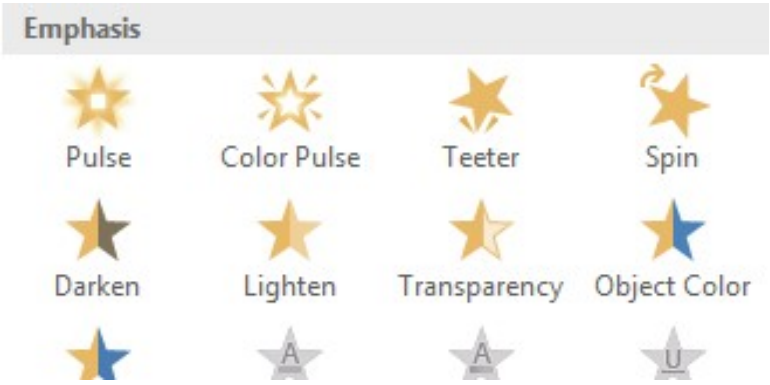
The four types of animations

There are several animation effects you can choose from, and they are organized into four types.

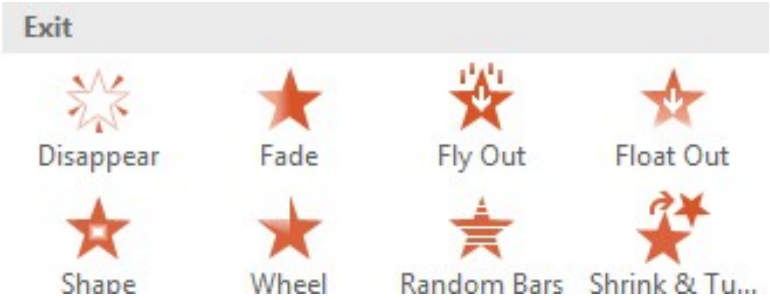
- **Entrance**: These control how the object enters the slide. For example, with the **Bounce** animation the object will drop onto the slide and then bounce several times.



- **Emphasis**: These animations occur while the object is on the slide, often triggered by a **mouse click**. For example, you can set an object to **spin** when you click the mouse.



- **Exit**: These control how the object exits the slide. For example, with the **Fade** animation the object will simply fade away.

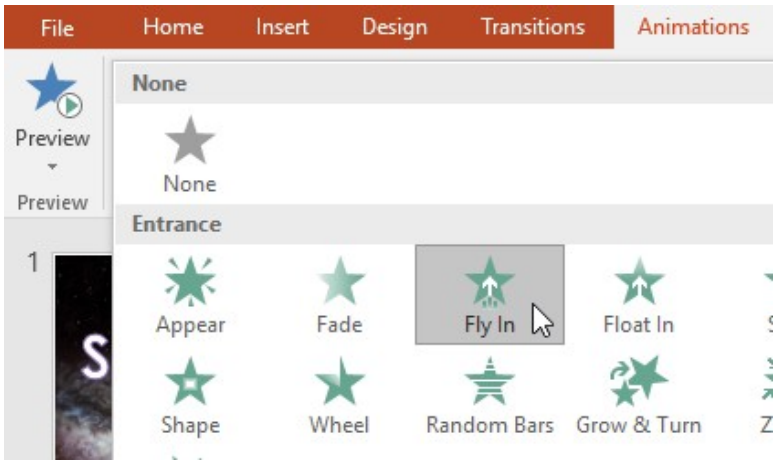


- **Motion Paths**: These are similar to **Emphasis** effects, except the object moves within the slide along a predetermined path, like a **circle**.

To apply an animation to an object:

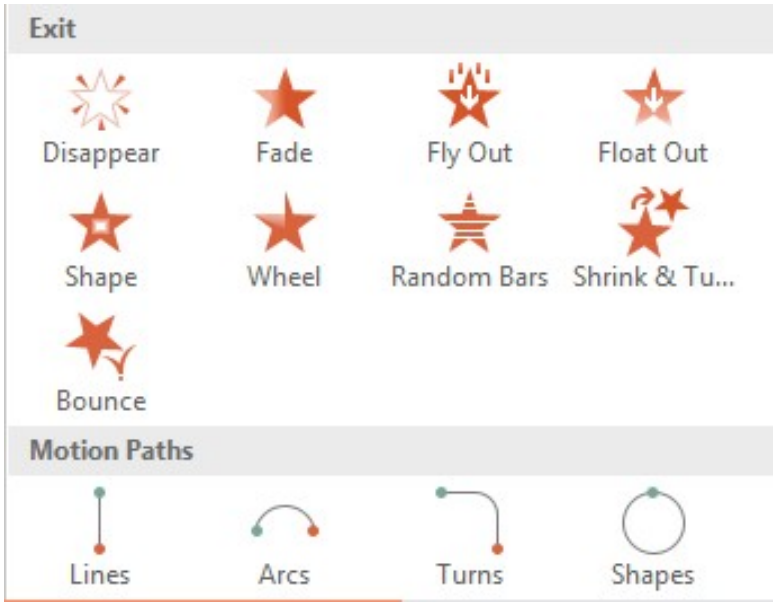
1. Select the object you want to animate.
2. On the **Animations** tab, click the More drop-down arrow in the **Animation** group.

3. A drop-down menu of animation effects will appear. Select the desired effect.



4. The effect will apply to the object. The object will have a small **number** next to it to show that it has an animation. In the Slide pane, a **star** symbol also will appear next to the slide.

At the bottom of the menu, you can access additional effects.



Effect options

Some effects will have **options** you can change. For example, with the **Fly In** effect you can control **which direction** the object comes from. These options can be accessed from the **Effect Options** command in the Animation group.

To remove an animation:

1. Select the small **number** located next to the animated object.
2. Press the **Delete** key. The animation will be deleted.

Animations are best used in moderation. Adding too many animations can make your presentation look unprofessional and can even be distracting to your audience. Consider using subtle animations, or not using them at all.

Working with animations

To add multiple animations to an object:

If you select a new animation from the the menu in the Animation group, it will **replace the object's current animation**. However, you'll sometimes want to place **more than one animation** on an object, like **Entrance** and **Exit** effects. To do this, you'll need to use the **Add Animation** command, which will allow you to keep your current animations while adding new ones.

1. Select an object.
2. Click the **Animations** tab.
3. In the **Advanced Animation** group, click the **Add Animation** command to view the available animations.
4. Select the desired animation effect.
5. If the object has more than one effect, it will have a different **number** for each effect. The numbers indicate the **order** in which the effects will occur.

To reorder the animations:

1. Select the **number** of the effect you want to change.
2. From the **Animations** tab, click the **Move Earlier** or **Move Later** commands to change the ordering.

To copy animations with the Animation Painter:

In some cases, you may want to apply the same effects to more than one object. You can do this by **copying** the effects from one object to another using the **Animation Painter**. In our example, we want to copy an animation from one slide to another because they have similar layouts.

1. Click the **object** that has the **effects** you want to copy. In our example, we'll click our answer text.
2. From the **Animations** tab, click the **Animation Painter** command.

3. Click the **object** you want to copy the effects to. In our example, we'll click the answer text on the next slide. Both objects now have the same effect.

To preview animations:

Any animation effects you have applied will show up when you play the slide show. However, you can also quickly **preview** the animations for the current slide without viewing the slide show.

1. Navigate to the **slide** you want to preview.
2. From the **Animations** tab, click the **Preview** command. The animations for the current slide will play.

The Animation Pane

The **Animation Pane** allows you to view and manage all of the effects that are on the current slide. You can **modify** and **reorder** effects directly from the Animation Pane, which is especially useful when you have several effects.

To open the Animation Pane:

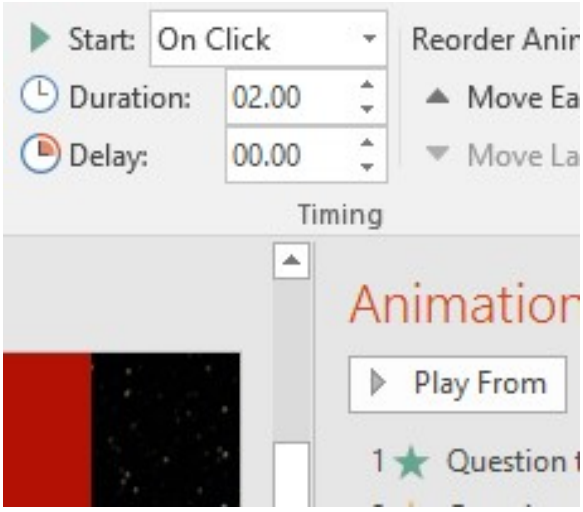
1. From the **Animations** tab, click the **Animation Pane** command.

2. The Animation Pane will open on the right side of the window. It will show all of the effects for the current slide in the order in which they will appear.

If you have several animated objects, it may help to rename them before reordering them in the Animation Pane. You can rename them in the **Selection pane**. To open the Selection Pane, click an **object**, then from the **Format** tab click **Selection pane**. Double-click the name of an object to rename it.

To reorder effects from the Animation Pane:

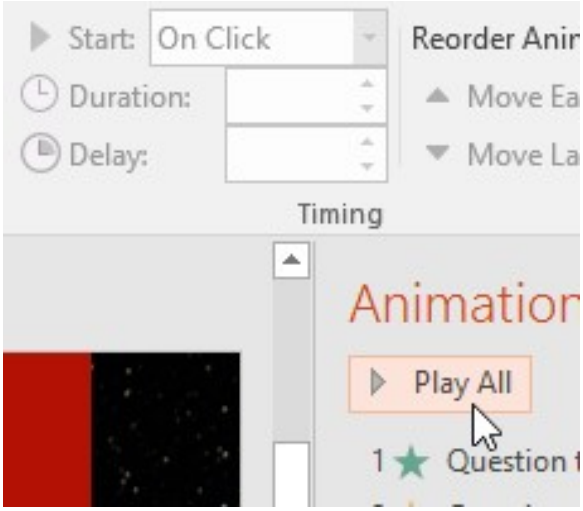
1. On the **Animation Pane**, click and drag an effect up or down.



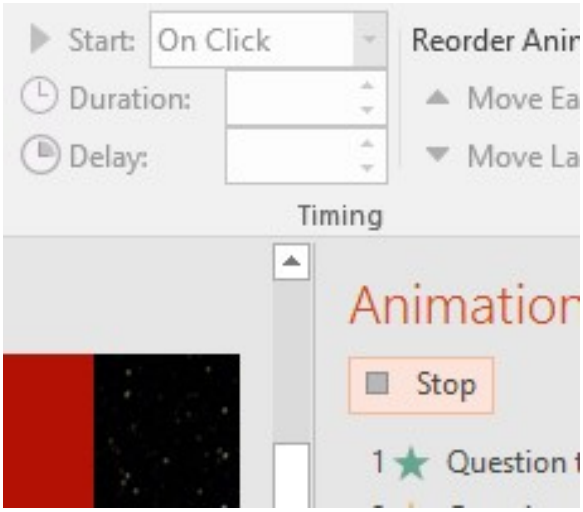
2. The effects will reorder themselves.

To preview effects from the Animation Pane:

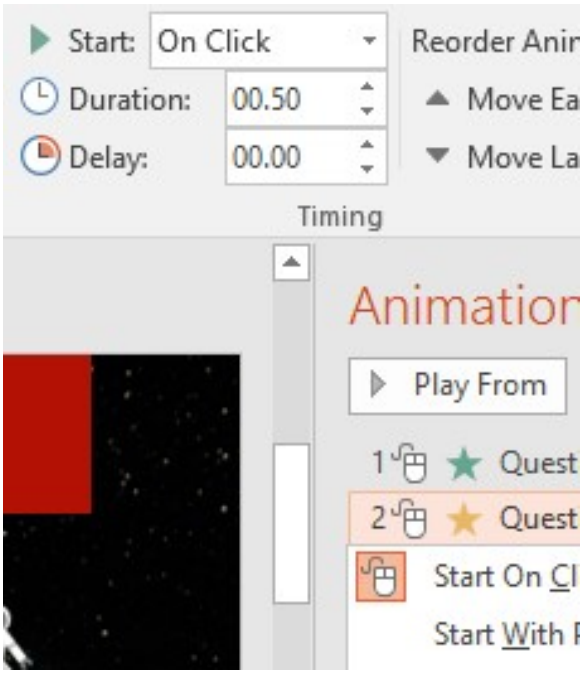
1. From the **Animation Pane**, click the **Play** button.



2. The effects for the current slide will play. On the right side of the Animation Pane, you will be able to see a **timeline** that shows the progress through each effect.



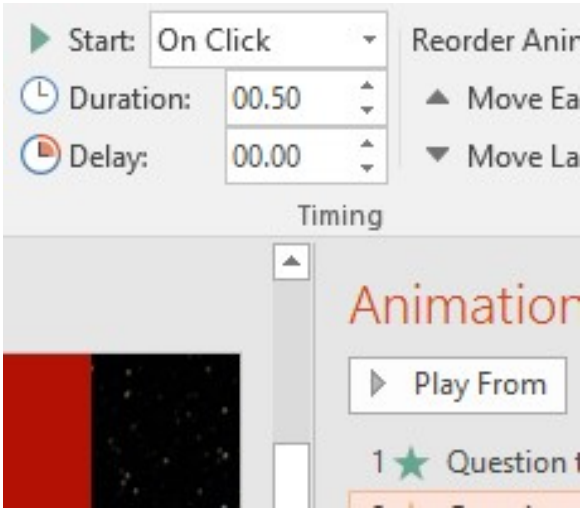
If the timeline is not visible, click the drop-down arrow for an effect, then select **Show Advanced Timeline**.



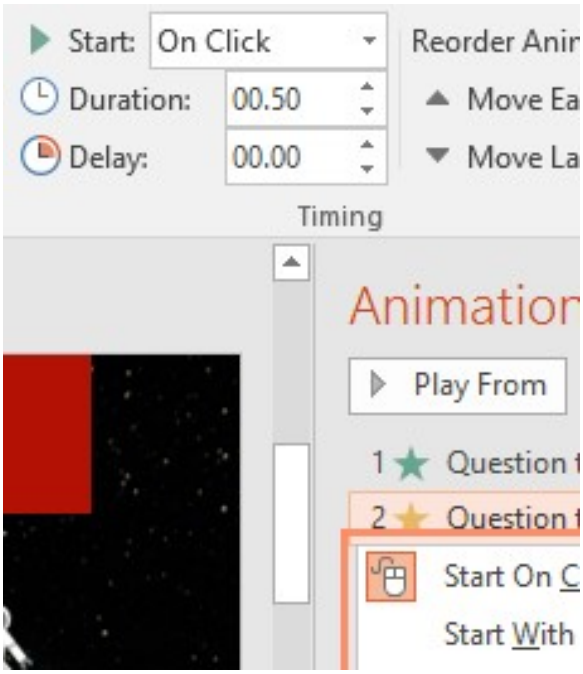
To change an effect's start option:

By default, an effect starts playing when you click the mouse during a slide show. If you have multiple effects, you will need to click multiple times to start each effect individually. However, by changing the **start option** for each effect, you can have effects that automatically play **at the same time** or **one after the other**.

1. From the **Animation Pane**, select an effect. A drop-down arrow will appear next to the effect.



2. Click the drop-down arrow and select one of the three desired start options. **Start on Click** will start the effect when the mouse is clicked, **Start With Previous** will start the effect at the same time as the previous effect, and **Start After Previous** will start the effect when the previous effect ends.



When you **preview** the animations, all of the effects will play through automatically. To test effects that are set to **Start on Click**, you will need to play the slide show.

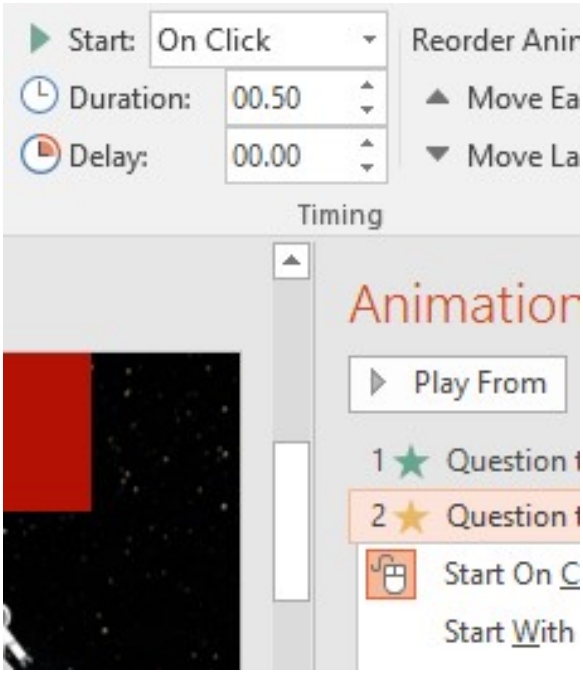
The Effect Options dialog box

From the Animation Pane, you can access the **Effect Options** dialog box, which contains more advanced options you can use to adjust your animations.

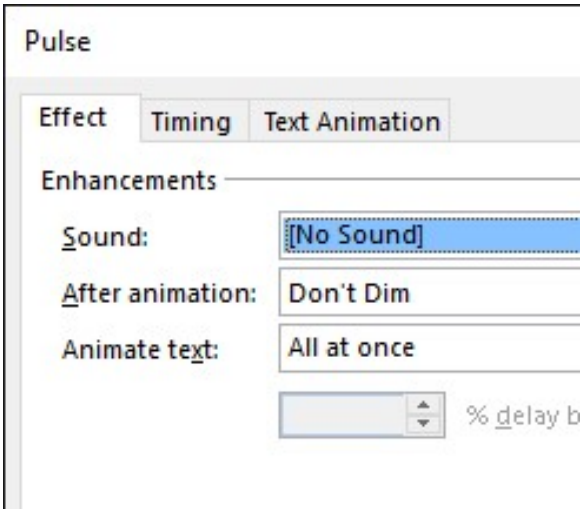
To open the Effect Options dialog box:

1. From the **Animation Pane**, select an effect. A drop-down arrow will appear next to the effect.

2. Click the drop-down arrow, then select **Effect Options**...



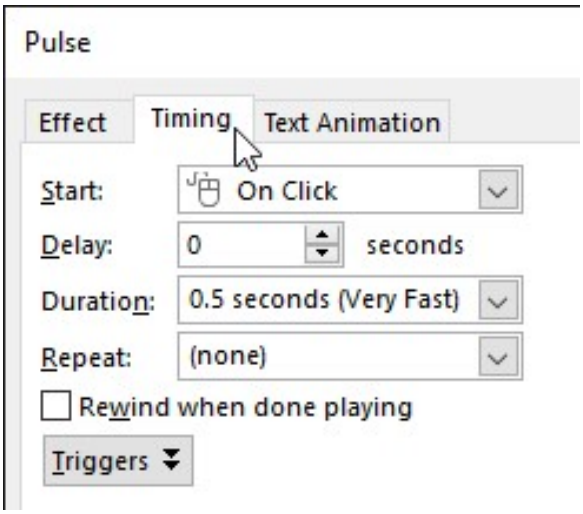
3. The Effect Options dialog box will appear. Click the drop-down menus and select the desired enhancement. You can add a **sound** to the animation, add an effect **after** the **animation** is over, or **animate text** in a different sequence.



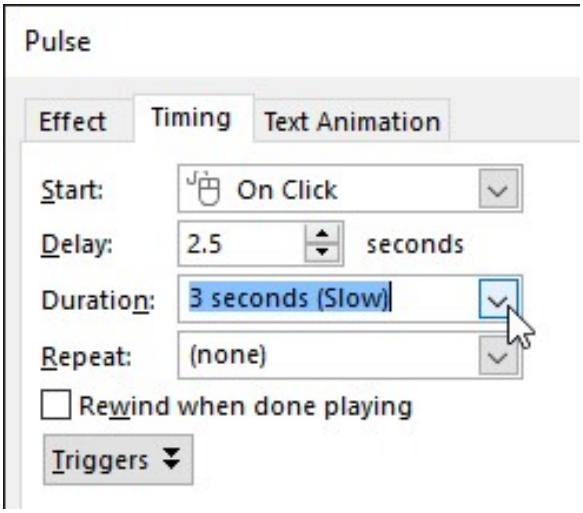
Some effects have **additional options** you can change. These will vary depending on which effect you have selected.

To change the effect timing:

1. From the **Effect Options** dialog box, select the **Timing** tab.



2. From here, you can add a **delay** before the effect starts, change the **duration** of the effect, and control whether the effect **repeats**.



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