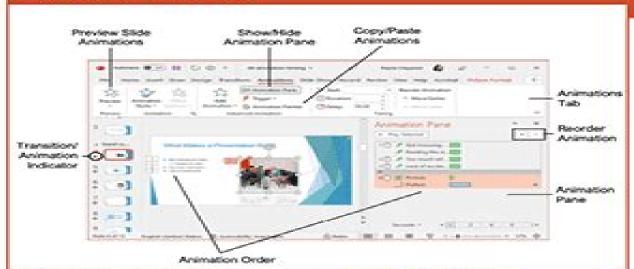
PowerPoint 2021 Intermediate

Animations Tab & Pane



Transitions and Animations

Select the transition you want to use.

Apply a Side Transition: Select the side(s) where you want to add a transition. Click the Transitions tall on the ribbon and click the **More** button in the Transition to Lins Side group.

Modify a Transition: Click the **Transitions** tab on the ribbon and click the **Effect Options** button. Select an effect option in the menu.

Apply an Animation, Select the text or object you want to animate and click the Animations tab on the ribbon. Click the Animation Styles 12 button and select the animation you want to use. Click the Add Animation 12 button to add additional animations to the same object.

Modify an Animation: Click the Animations tab on the ribbon and click the Effect Options hutton. Select an option for the applied animation.

Copy Animations: Select an object with an animation applied. Click the Animations tab and click the Animation Painter II button. Select the object you want the animation applied to.

Display the Animation Paner, Click the Animations tab on the ribbon and click the Animation Pane ^{SP} button. Were and edit the timeline for primations on the current state.

Formatting and Themes

Change the Fort. Select the text you want to change, click the Fort. list arrow on the Home tab, and select a new fort.

Change the Font Size: Select the text you want to change, click the Font Size. Itst arrow on the Home tab, and select a new font size.

Change the Fort Color: Select the text you want to change, click the Fort Color & * list arrow, and select a new color.

Modify the Stide Background: Click the Design tab on the ribbon and click the Format Background. © button. Make the desired changes in the Format Background paine.

Apply a Presentation Theme, Click the Design tab on the ribbon, Click the More : button in the Themes group and select a theme.

Modify Theme Elements: Click the Design tab, then, in the Variants group, click Colors. Fonts, or Effects to expand the menu and select a new style that coordinates with the current theme.

Change the Side Size: Click the **Design** tab, click the **Side Size** 10 button in the Customize group, and select a side size.

Use a Presentation Template: Click the File tab on the ribbon and select New. Select a template in the list and click Create.

Styles

Animation Styles



Text or object appears on the slide.



Text or object fades into view.



Text or object fles in from the specified direction.



Text or object floats in from a specified direction and becomes visible.



Tesd or object becomes, whole as its halves unite from a specified direction.



Text or object is wiped on from a specified direction.



Text or object fills in from the edges of a specified shape and access.



Text or object rotates around a central hub and gradually comes into view.

Transition Styles



The previous slide fades away, revealing the current slide.



The previous slide pushes the current slide into view.



The previous slide disappears quickly as the current slide rolls over it.



The previous slide divides at a center point and disappears, revealing the current slide.



The previous slide disappears almost instantly and the current slide paps into view.



The previous side moves out of the way quickly, revealing the oursent side.



The previous slide disappears in a bright flash and the current slide eases into view.



Move things on the previous slide to their new incutions on the ownert slide.

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Pasquale De Marco

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