

Microsoft PowerPoint Animation

Microsoft PowerPoint can be used for a variety of purposes. This exercise, titled '**The Adventures of Lucy and Molly**', gives you a quick insight into some of the features of Microsoft PowerPoint 2007 animations.



Follow these steps to create an interactive storybook aimed at early primary school children. Tick off each step as you go.

- Open Microsoft Office **PowerPoint 2007**
- Use top left corner MS-Circle > New to open up a new blank PowerPoint presentation
- Go to the 'Insert' tab menu, then 'Picture', then 'go the shared students drive, open the 'ICT' folder, open 'Storybook', then 'Storybook pictures'.
- Select the picture titled 'Background', and click the Insert button.
- Resize the image to cover the white space by dragging the dots surrounding the picture
- Insert another picture, this time select the 'Girl' file
- Use the mouse clicked down to position the girl next to the tree on the left hand side
- Click on the Insert Tab menu, then click the down arrow under the 'Shapes' option, then 'Callouts', and select a speech bubble and position it appropriately next to the girl
- You can change the background colour by double clicking on the bubble and changing the colour field. You can also use the dots on it to stretch its shape.
- Type the following text in the speech bubble: (Right click the bubble and click "Edit Text")
Hi! My name is Lucy and I have lost my dog, Molly, while playing the park. Can you please help me find her?
- Resize the text to make sure all the writing is in the bubble (and /or resize the bubble)
- Go to the 'Home' tab menu and click the arrow under 'New Slide' and choose 'Duplicate Selected Slides'. This will make a slide 2 copy.
- Highlight the top slide by clicking on it in the Slide menu
- Click on the 'Animations' tab menu, and set 'Transition Speed' to medium , also make sure you untick 'On Mouse Click' .
- Tick 'Automatically After' and set the time to six seconds: 00:06
- Highlight the second slide and change the text to:
Click on the arrow to start searching
- Click on the "Slideshow" tab and click 'From current slide' to check that the PowerPoint automatically goes to slide 2 after 6 seconds.
- Create an arrow using 'Insert' tab menu then 'Shapes', and make it facing left (Note that you have to left click and drag with the mouse to get the arrow onto the screen).
- Right click the arrow then 'Format Shape' to change its color
- Right click on the second slide in the left sidebar Slide menu and click 'New Slide'
- Click on the title and text box and delete them off the new slide so it is totally blank.
- Insert the 'valley background' picture into the new Slide 3, and resize it to fully fit.

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- Copy and past the picture of the girl from the first slide to the right side of the new slide (i.e. if she walks to the left she must be standing on the right) Use Ctrl-C to copy her in slide 1, and Ctrl-V to paste her into slide 3.
- Go back to the second slide and select the left arrow shape, right click, select hyperlink, choose 'place in this document' on the left menu, and select slide 3 and click OK.
- Open up the 'Animation' tab menu again and remove slide transition options from slide 2, (untick 'on mouse click' and untick 'Automatically After')
- Test the Link by doing 'Slideshow' tab then 'From Current Slide' and then check if clicking on the arrow will take us to Slide 3 okay.
- Use 'Home' tab and 'New Slide' with 'Duplicate Selected Slides' to copy slide 3 after itself
- Move the girl closer to the stream
- Repeat these steps until she is in the stream, for the in the stream image use "girl2" so that her legs are under the water.
- Make the all the Valley slides of her heading to the stream a 0:01 (1 second) transition time
- Duplicate the last slide that has girl2 in the river. (Right click then 'Duplicate Slide').
- Keep duplicating this slide, making the girl get smaller as you move her further down the stream each time
- Make the last slide with the girl saying goodbye in a callout bubble, and then have a final slide of the stream with no girl in it.
- Go back and add appropriate speech bubble(s) as she falls and floats away. *Eg. Oops I've fallen in the stream.*
- Go back through all these slides and make the slide transition automatically after a few seconds (eg. 1 to 3 seconds)
- **Test your pages, (and adjust transition times), by viewing the slide show**
- Make a new slide, delete any text boxes, and insert the 'house background' picture and change size to fully fit.
- Make a rectangle using 'Insert' and 'Shapes' and drag the mouse to draw it over the door of the house. Right click on it, and select Format AutoShape
- Change the Fill to 'No Fill' and 'Line Color' to 'No Line' (Note: As this object is now invisible if you can't find it to select it. But you can use the Tab key to browse through all the objects on the slide until you come to this object. Eg. Keep pressing the Tab key and it will take you all around the slide's objects in circles).
- Create a new slide
- Add the 'room background' (Insert > Picture etc) into this slide and resize it.
- Go back and make the invisible rectangle on the door (use the tab key to get to it, and then NOT right mouse click, but Insert > Hyperlink) to create a link to the room slide
- Into the Room slide insert the 'dog' picture, reduce its size and place the image sitting on the armchair

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- Insert the 'girl' picture, resize her, and place her in between the chair and couch.
- Return to house slide and insert the girl with a speech bubble containing the following: *This is my house... I wonder if Molly came home... Click on the door to out!* (Right click the bubble and click "Edit Text" to enter the text.)
- Change to the room slide, and use Insert > shapes > callouts to create a Callout speech bubble on Lucy that says: *There you are you naughty dog!*
- Click on the dog and select Custom Animation by doing top of screen Animations tab and then clicking "Custom Animation" on the ribbon menu.
- In the custom animation right hand window click on "add effect"
- Add two effects: make the first one 'motion paths' then 'up'.
- Double click on the resulting effect arrow line that has been created, and make it set to "very fast", and put a tick next to 'auto reverse'. Also set Start to 'After Previous'.
- Reclick the dog, and do 'Custom Animation' to add a second effect.
- Make this second effect be 'Emphasis' and then 'spin', double click on this second effect's arrow, and make it 'fast', and tick auto reverse. Also make sure the second effect is set to start "After Previous" and not set to Mouse Click.
- Click on the whole room slide, click to open the Animations menu. Under the right hand side "Advance Slide" options:
Make the slide transition have "Automatically After" ticked and set it to after 6 secs, untick the Mouse click box.
- Using the "Home" menu, Insert a new blank slide with the house back ground and the girl and dog out the front with the speech bubble:
Bye and Thanks for your help finding Molly!
- **Test your links, fine tune your storybook and then you have finished!**