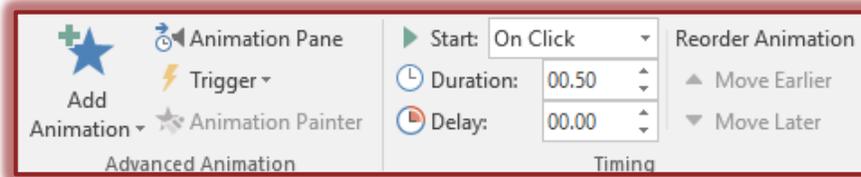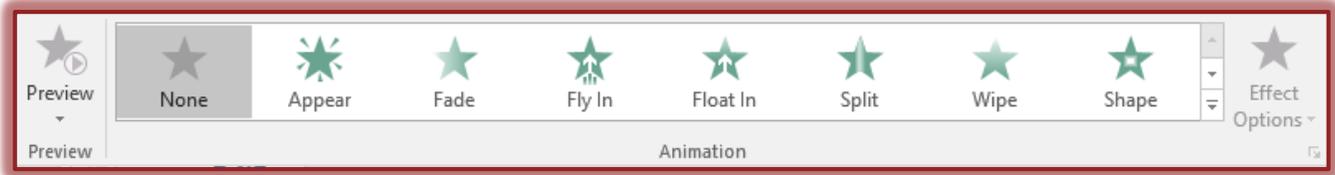# POWERPOINT ANIMATIONS TAB

This tab can be used to set animations for the PowerPoint presentation. Animations determine how the bullets, pictures, images, and other objects will enter the slide during a presentation. The table below provides a listing and a description of each of the groups and buttons on the ribbon associated with this tab.

Groups/Buttons	Description
Preview Group	
Preview	This option is used to display an animation or slide transition after it has been applied to a slide.
Animations Group	
Animation Gallery	To select an animation effect for the selected element in a slide, click one of the options in this group. Click the More button in the bottom right corner of the gallery to view more options.
Effect Options	Click this button to apply additional effect options to the object, such as changing the direction of the animation.
Advanced Animation	
Add Animation	This is a method for adding additional animation to a slide object. The animation will be added after any animation already applied to the object.
Animation Pane	To open the Animation Pane, click this button. A list of animations that have been applied to the selected object will appear in the pane. When the arrow to the right of the animation object is selected, a list of options for working with the animation will appear
Trigger	This option is used to set a special start condition for an animation. The trigger can be set to have the animation start when another item is clicked or to have a media element play when the slide reaches a bookmark.
Animation Painter	Once an animation has been created, this button can be used to apply the same animation to other objects in the presentation. To apply the animation to more than one object, double-click the button and then click each of the objects to which the animation is to be applied.

Groups/Buttons	Description
Timing	
Start (On Click)	This option is used to specify when an animation should start to play. The options are **On Click**, **With Previous**, and **After Previous**.
Duration	Click the spinner arrows for this option to specify how long the animation should play.
Delay	Use this option to specify how many seconds to wait before the animation starts to play.
Reorder Animation	The two options below are used to determine the order of the animations in a selected slide.
Move Earlier	Click this option to move the animation so that it will play earlier than the current position.
Move Later	To move the animation to later in the presentation, click this option.