

Power point

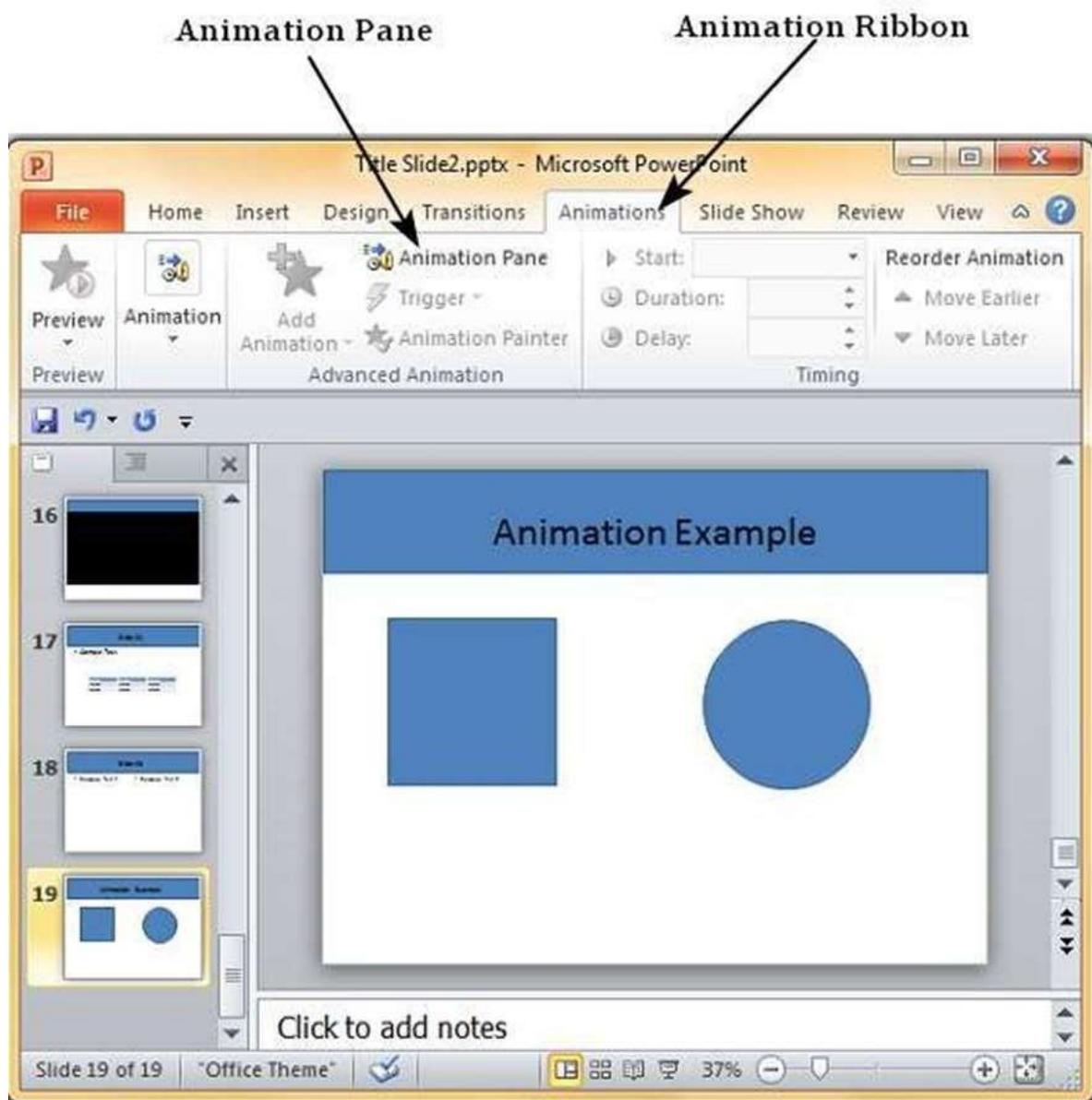
Second stage

Add & preview animation

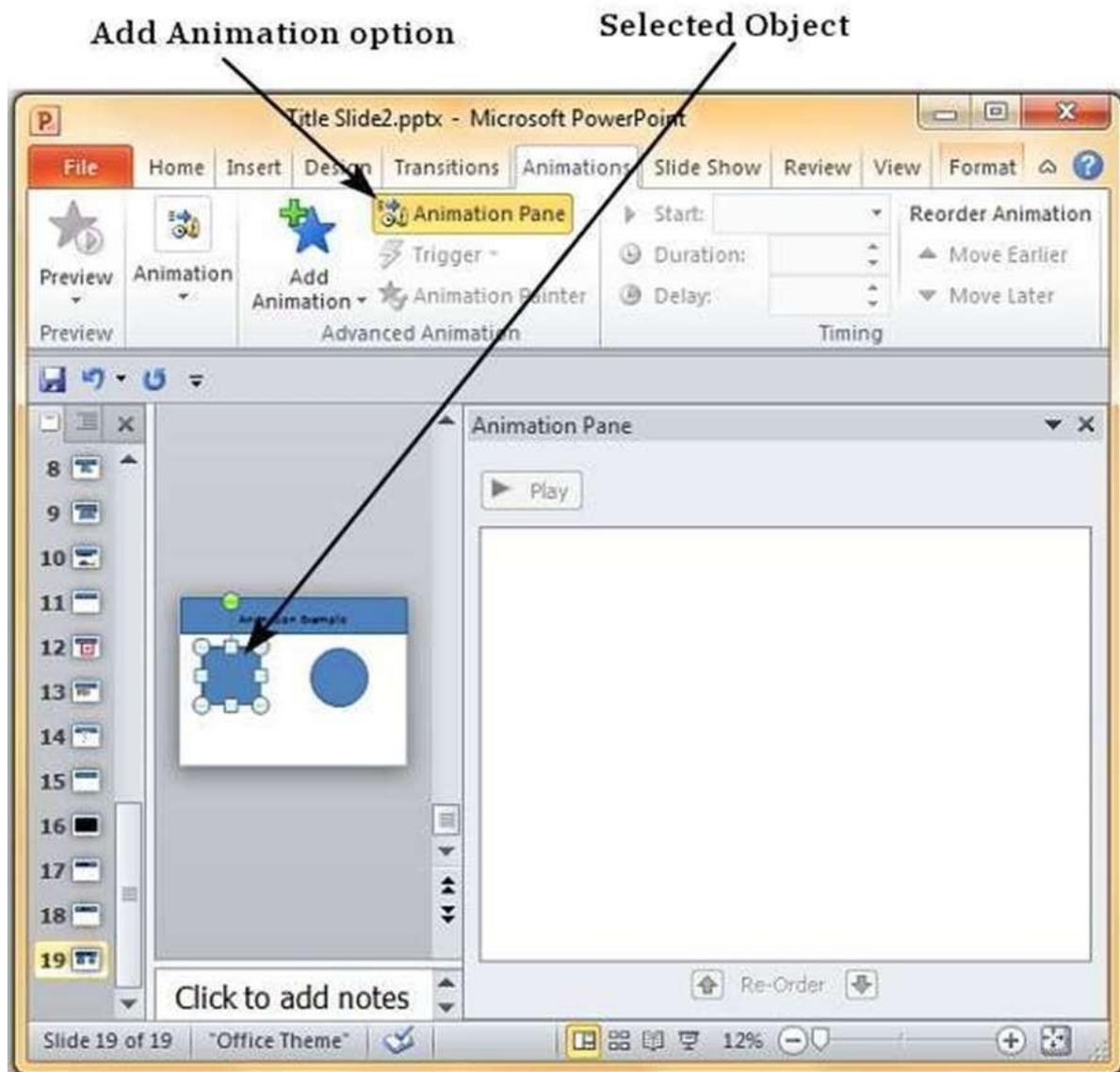
PowerPoint offers animation support which can be used effectively to add some motion in a monotonous presentation and make it more interesting. Animation can be applied to any object on the slide and the motions can be automated, timed or triggered.

The following steps will help you add and preview animations in the slide.

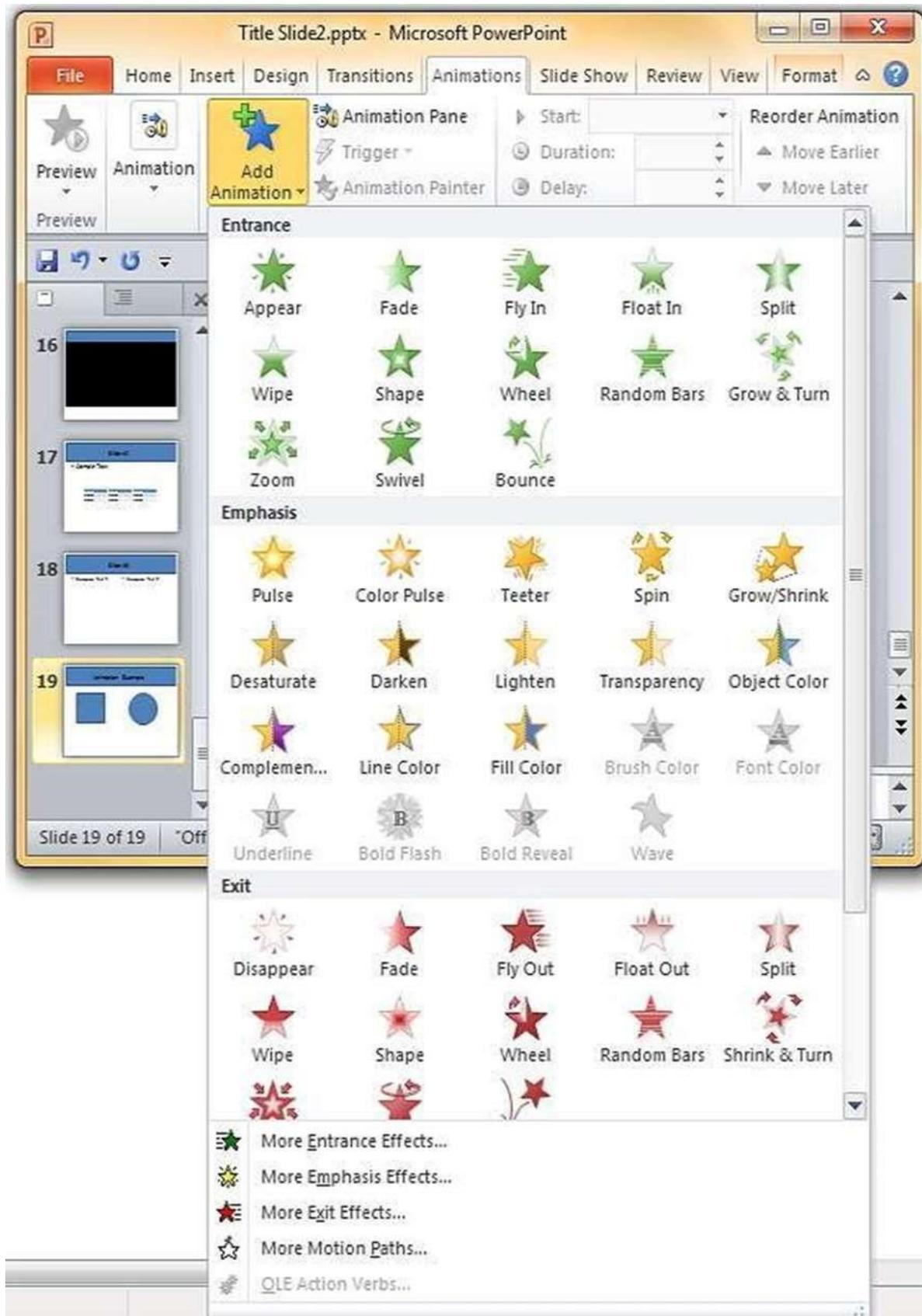
Step 1: Go to the **Animation** ribbon and click on the **Animation Pane** to display the animation sidebar.



Step 2: Select one of the objects in the slide and click on the **Add Animation** menu option.

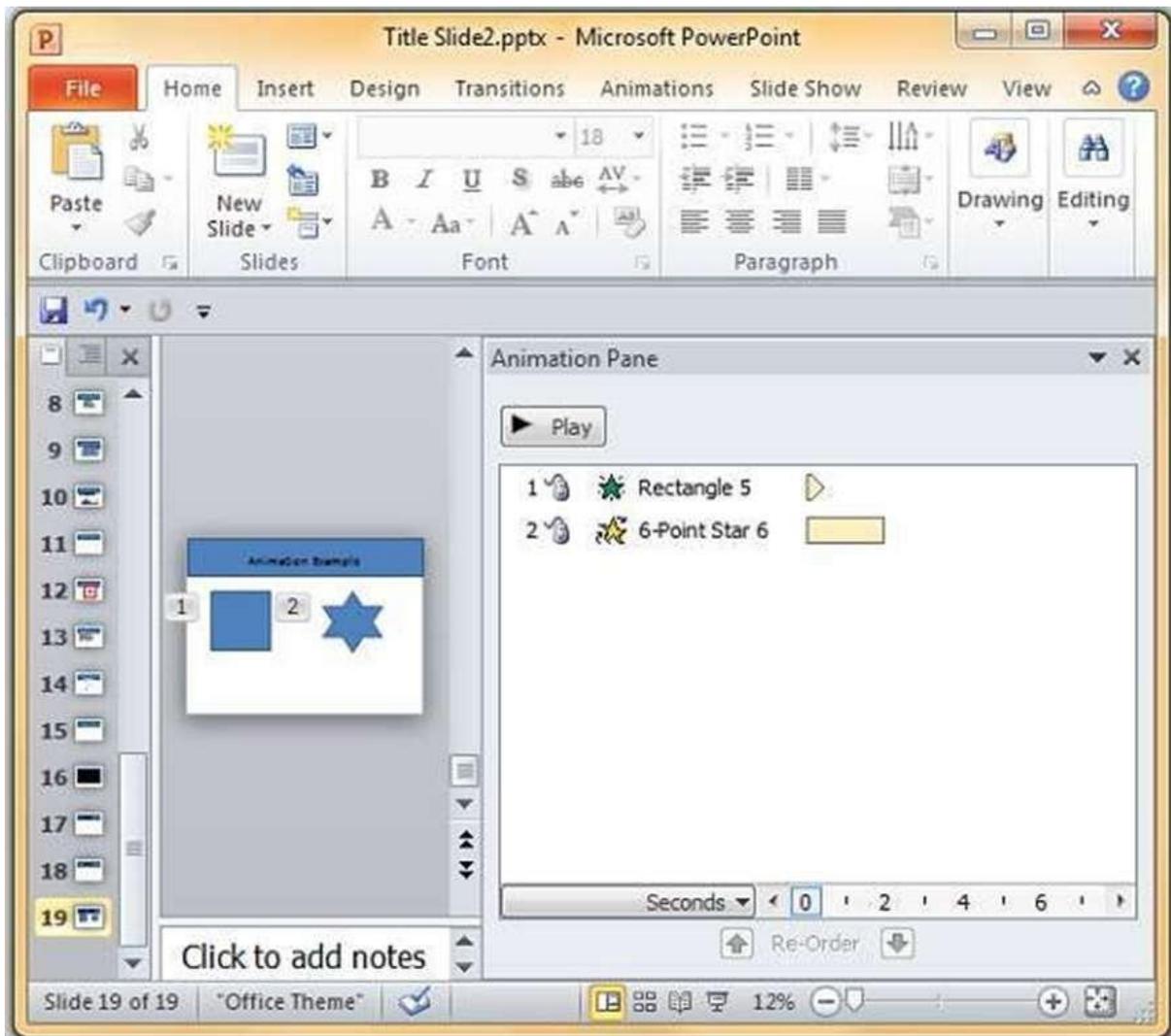


Step 3: Choose from one of the Animation options.

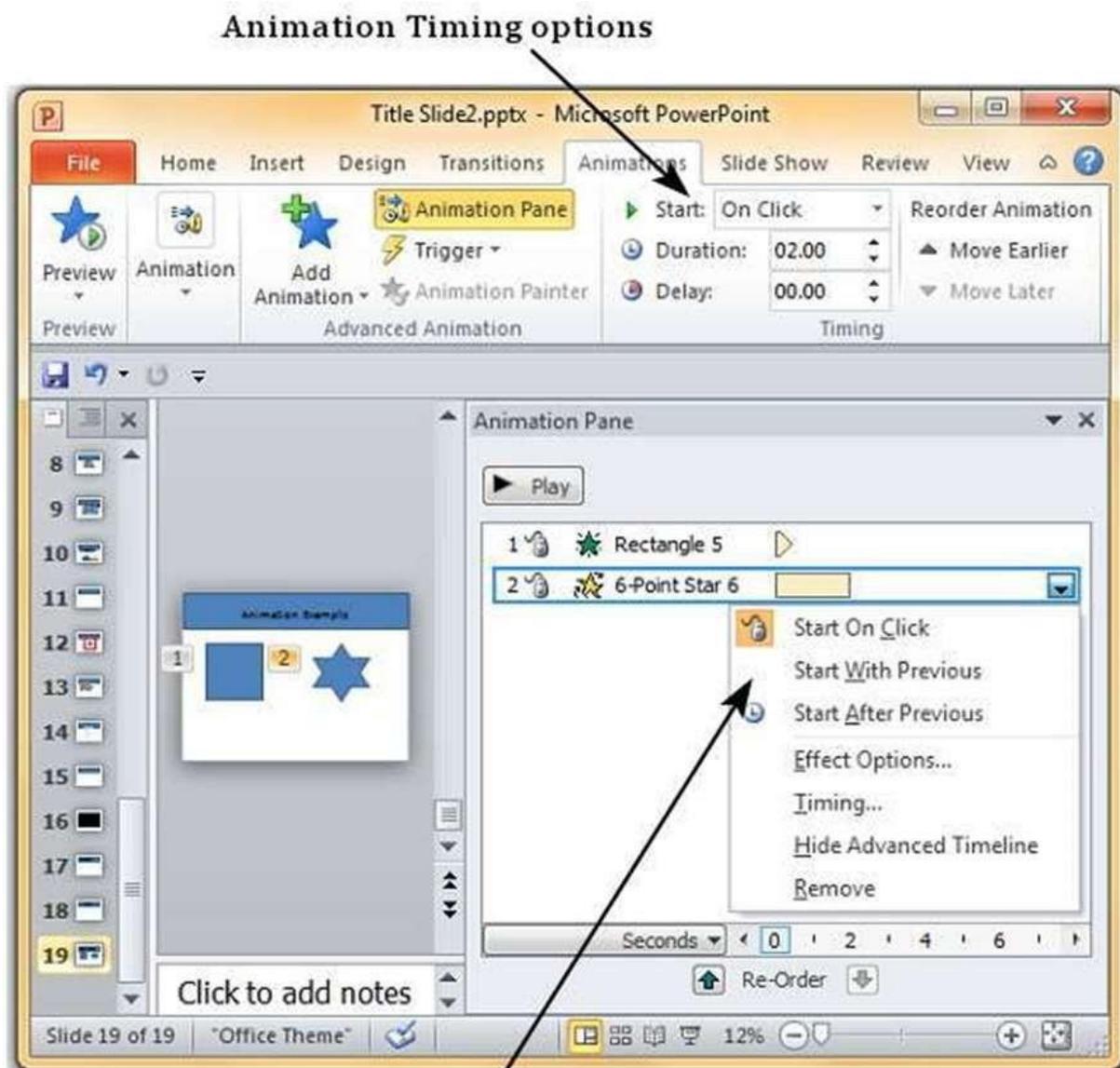


- **Entrance** will cause the object to appear in the screen.
- **Emphasis** will cause the object to emphasis without appearing or leaving the screen.
- **Exit** will cause the object to disappear from the screen.

Step 4: Once you add the animation for an object, it will show up in the **Animation pane**.



Step 5: By default, all the animations are initiated by a click, but you can change this. To change the trigger, right-click on the animation object on the pane and choose an alternate trigger.

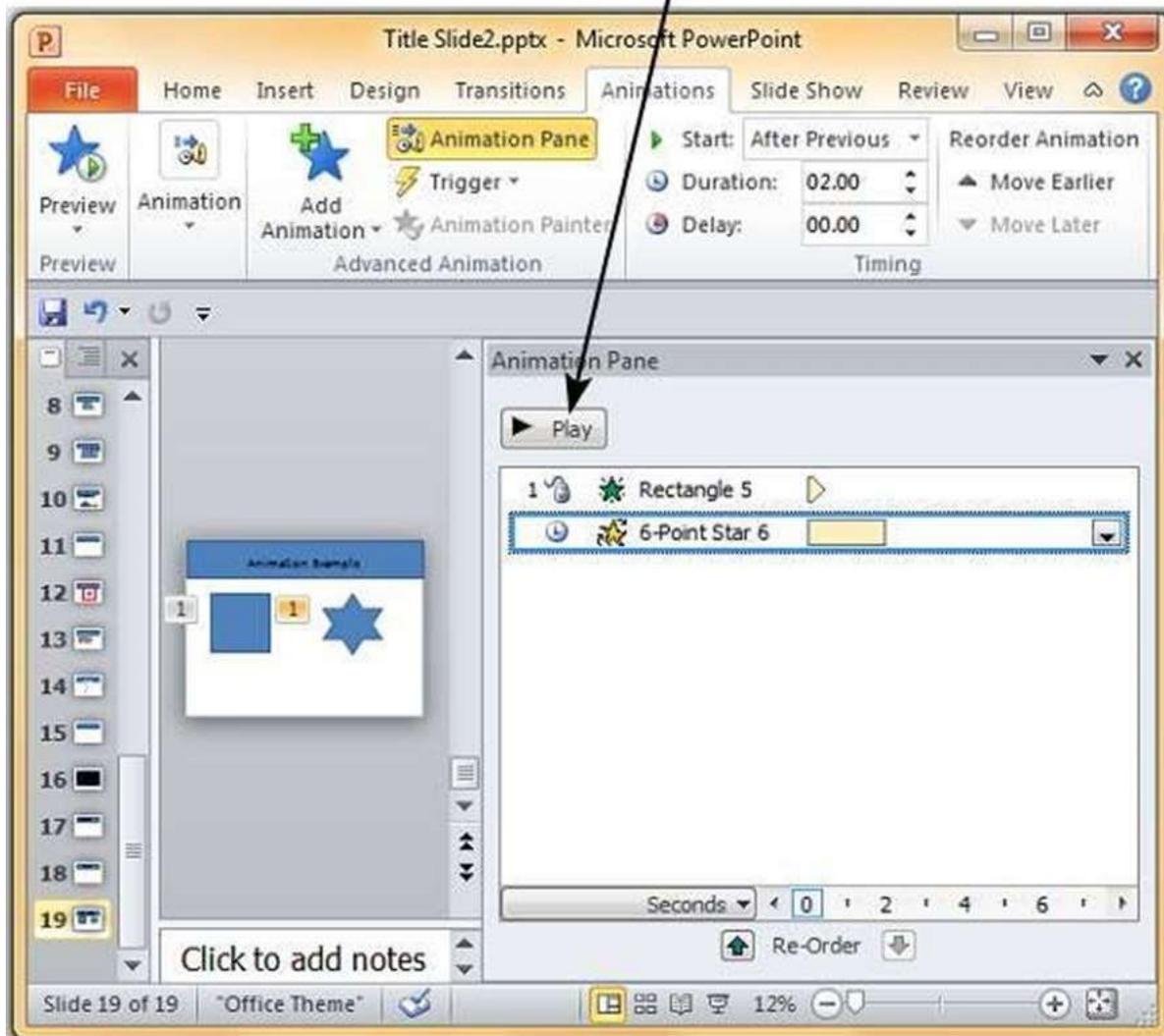


- **Start On Click** will cause the animation to start when you click the mouse.
- **Start With Previous** will cause the animation to begin with the previous animation; if this is the first object, it will begin as soon as you reach the slide during the slide show.
- **Start After Previous** will cause the animation to begin after the previous animation ends.

Step 6: From the timing section, you can also manipulate the animation timings.

Step 7: To preview the animation settings, just click **Play** on the animation pane.

Animation Preview



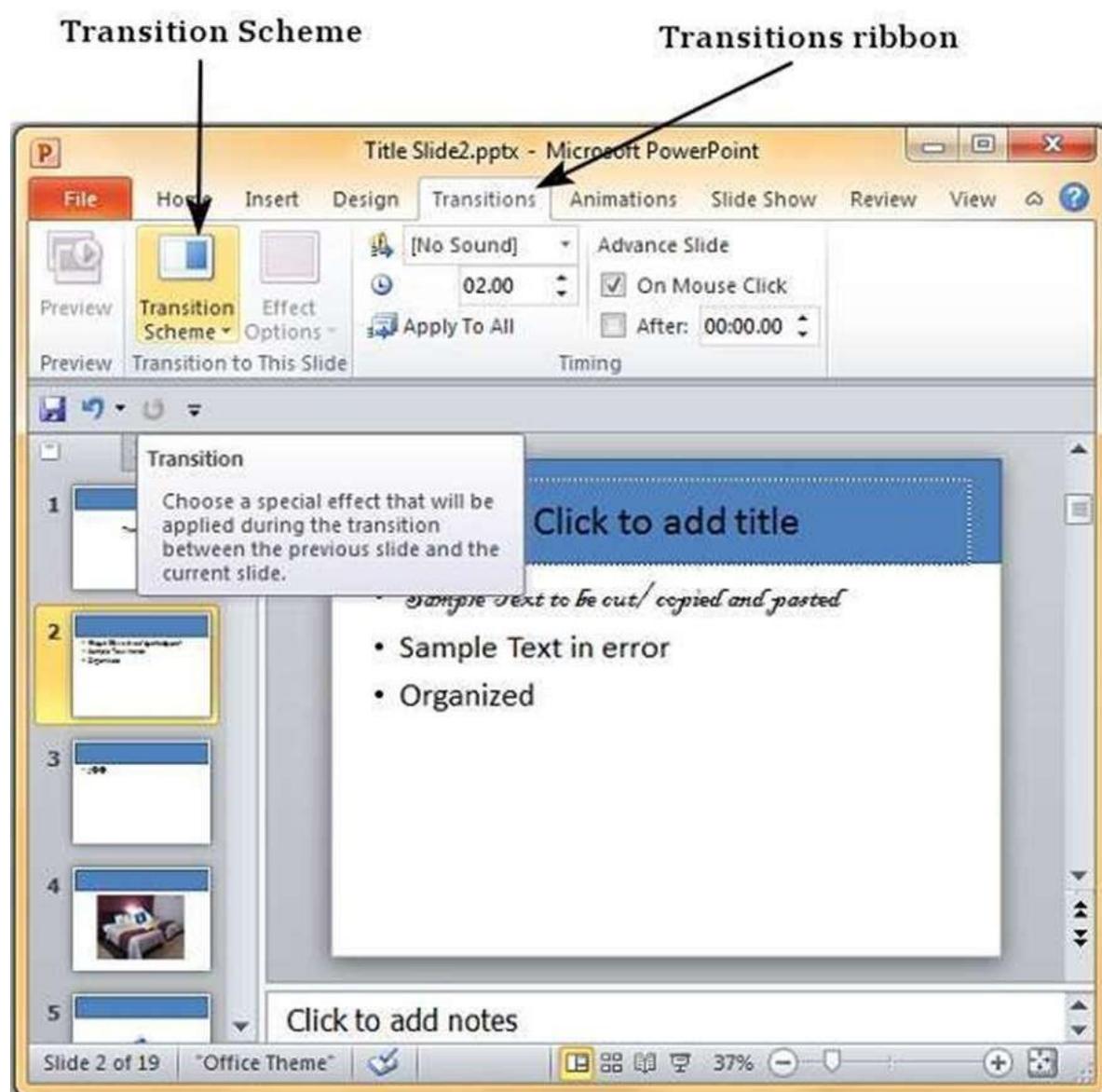
add & preview transition

PowerPoint supports slide transition feature which allows you to specify how should the slides transition during the slide show.

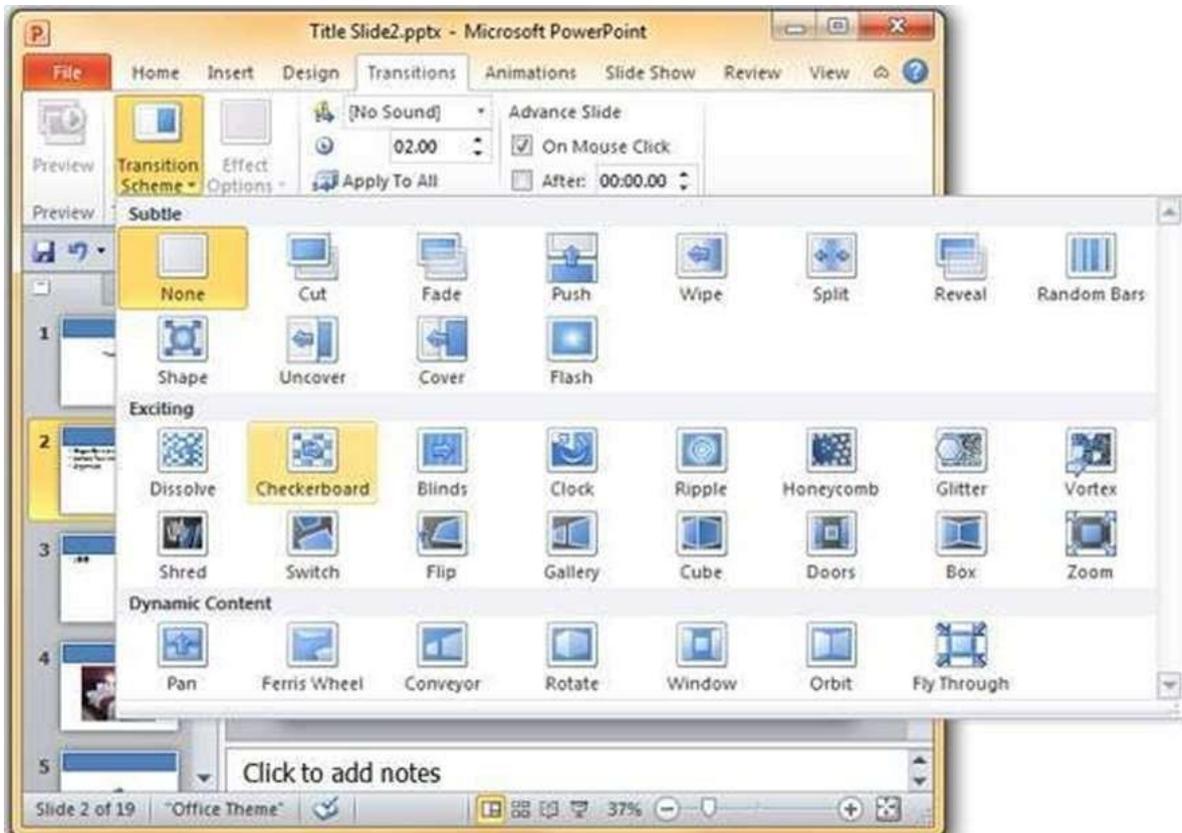
Given below are the steps to add and preview slide transitions.

Step 1: Select the slide to which you want to apply the transition.

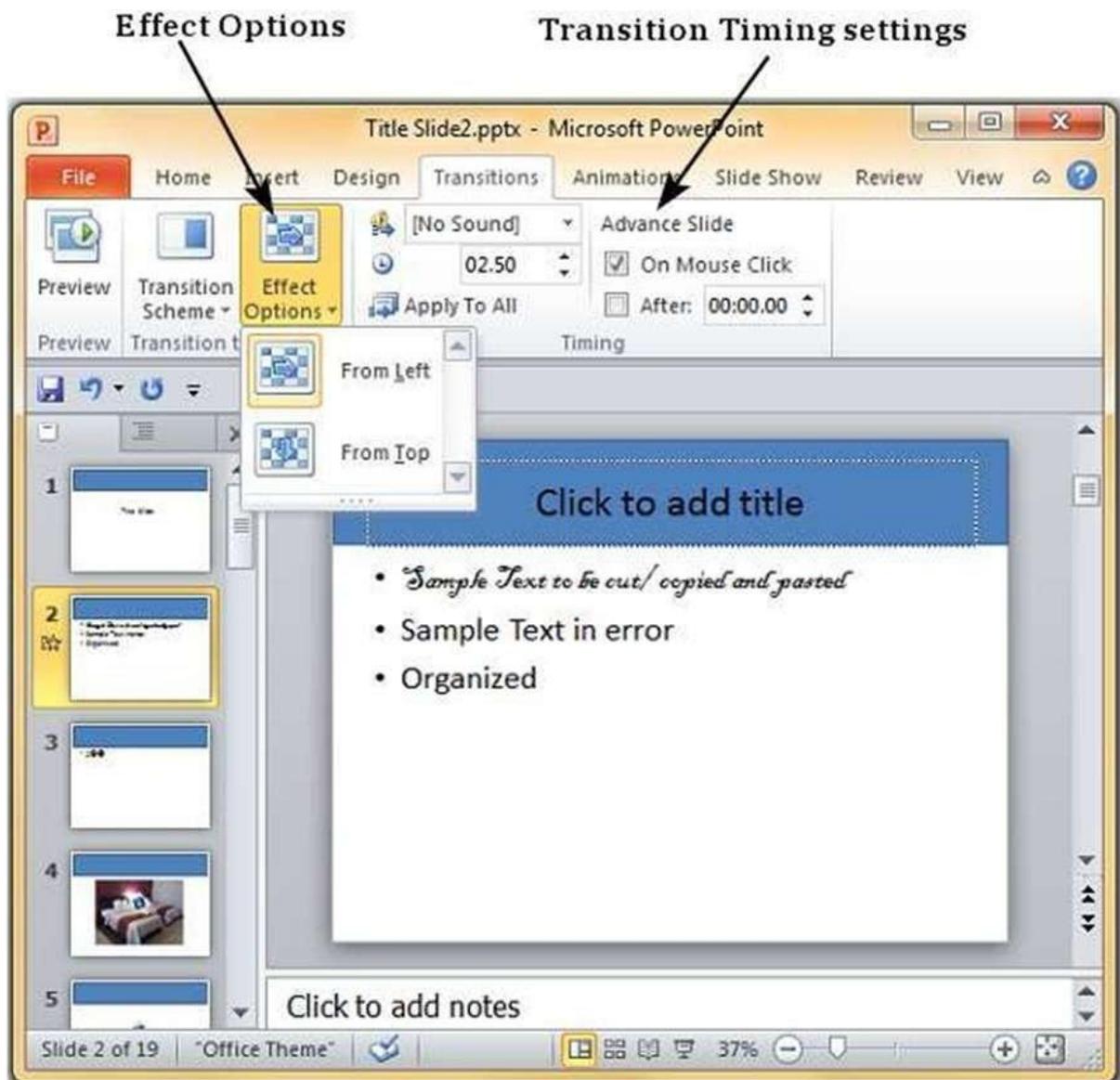
Step 2: Go to the **Transition Scheme** under the **Transitions** ribbon.



Step 3: Select one of the transition schemes from the list available. PowerPoint will instantly show you a preview of the scheme. If you are not satisfied, you can pick an alternate scheme. The last selected scheme will apply to the slide.



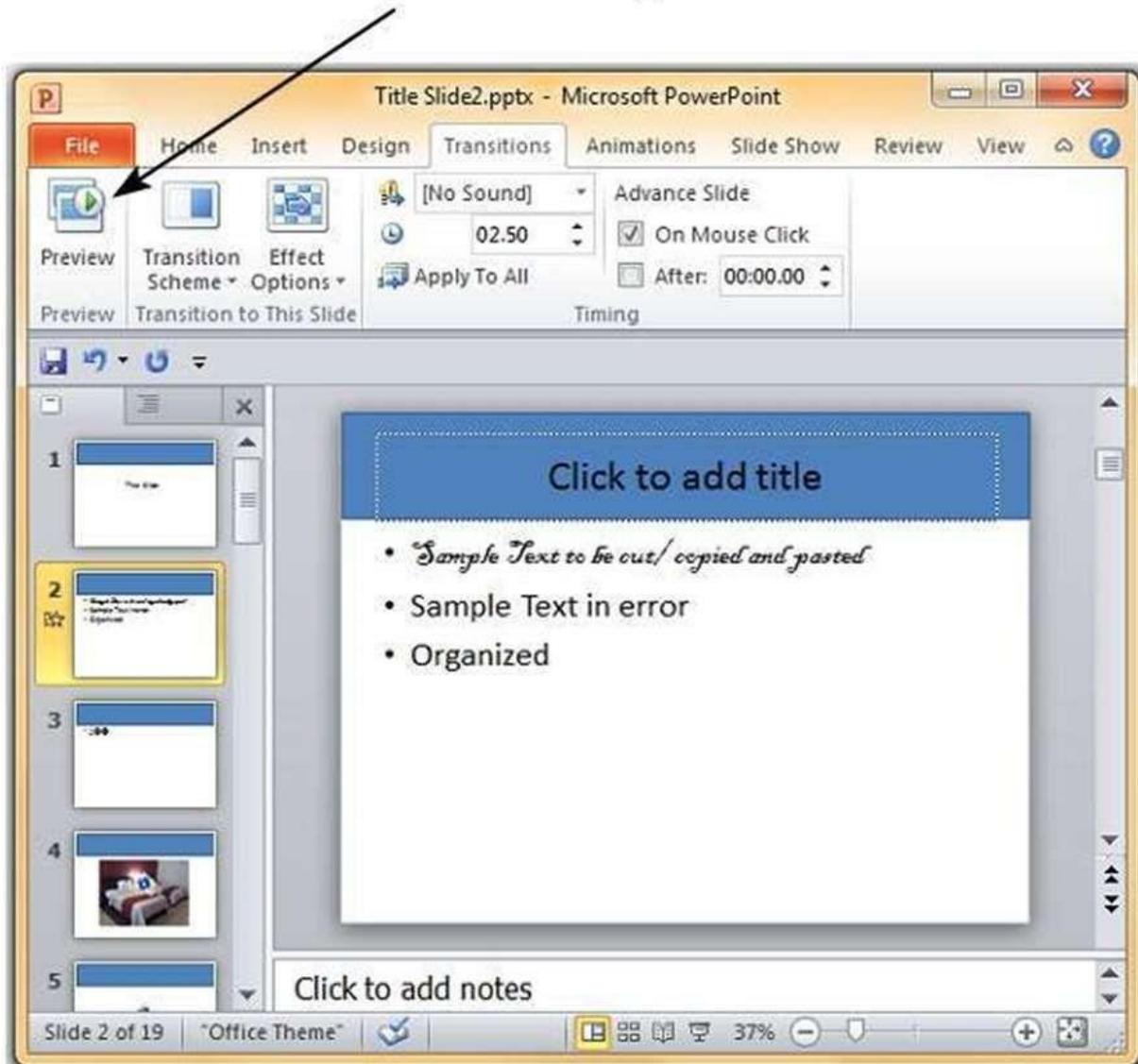
Step 4: You can change the effects on the selected transition scheme from the **Effect Options** menu. Every scheme has a unique set of effect options.



Step 5: You can also modify the transition timing settings from the **Timing** section.

Step 6: To preview the slide transition, click on **Preview**.

Transition Preview option



Setting document password

Sometimes it is important to protect the presentation and ensure unauthorized audience does not get to view the slides. PowerPoint offers users the ability to protect the presentations.

Given below are the steps to password protect the presentation

Step 1: Go to the **Backstage** view under the **File** tab.

Step 2: On the **Info** section, click on the **Permissions** dropdown.



Step 3: Select "**Encrypt with Password**" to enable password protection.



Password Protect option

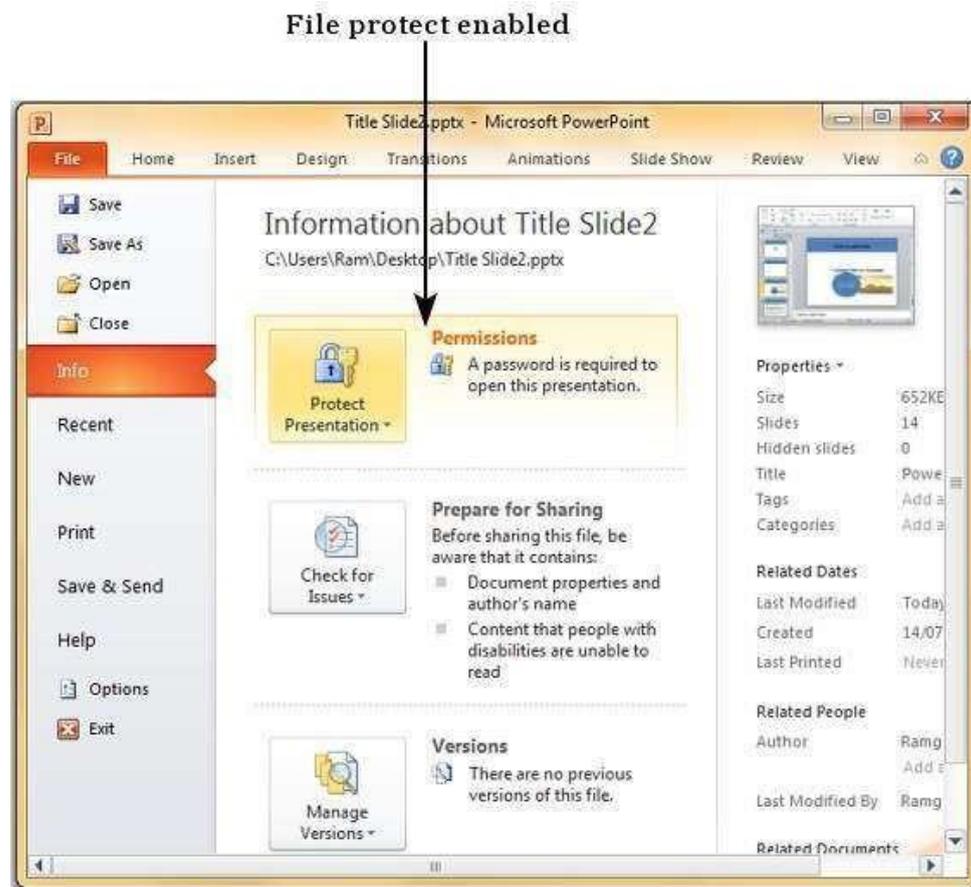
Step 4: Enter the password in the **Encrypt Document** dialog.



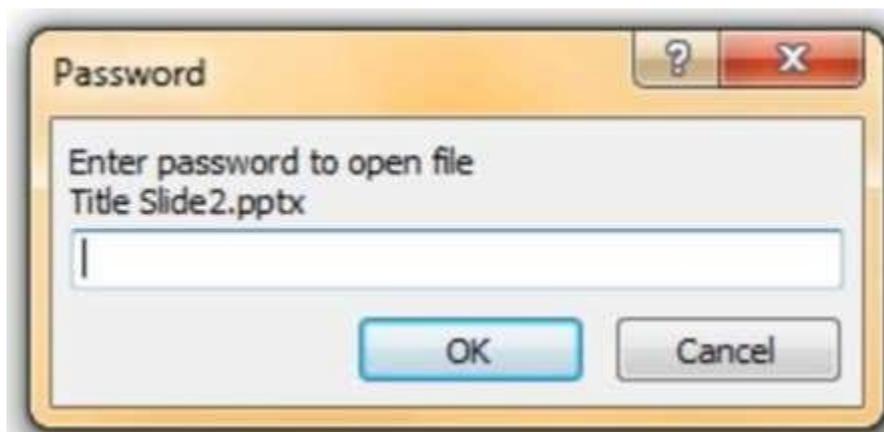
Step 5: Re-enter the password in the **Confirm Password** dialog.



Step 6: Your presentation is now password protected.



Step 7: Readers will now have to enter the password in the **Password** dialog to open the file.



Step 8: To unprotect the file, follow the steps up to Step 3 and delete the password in the **Encrypt Document** dialog.