

How to Animate Bullet Points Using PowerPoint 2007

Animate the text or objects in your presentation to give them visual effects, including movement. You can use animation to focus on important points, to control the flow of information, and to increase viewer interest in your presentation.

You can use the built-in animation effects in Microsoft Office PowerPoint 2007, or you can create your own custom effects.

Apply entrance and exit animation effects to bullets of text

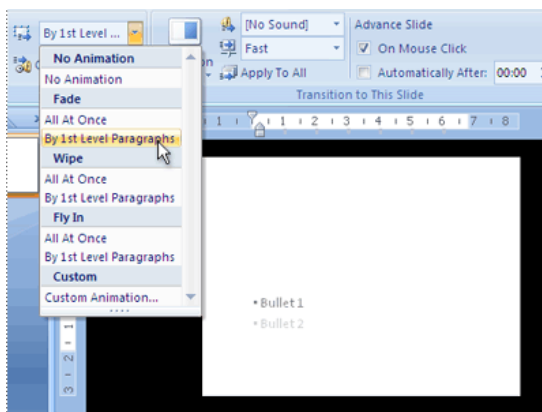
Use the steps below to add entrance and exit animation effects to bullets of text, select the trigger event that puts the effects in motion, and set the speed and direction for the motion of the effects. You will learn how to apply a built-in animation effect and a customized animation effect.

TIP You can apply the steps in these procedures to objects as well. Instead of selecting text, select the object that you want to animate.

Apply a built-in animation effect to text or an object

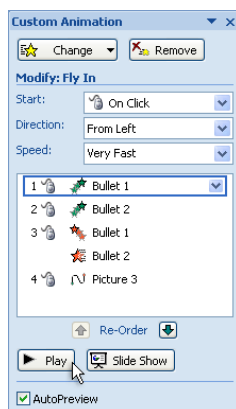
To apply a built-in animation effect in Office PowerPoint 2007, do the following:

1. Select the text or object that you want to animate.
2. On the **Animations** tab, in the **Animations** group, select the animation effect that you want from the **Animate** list.



Test your animation effects

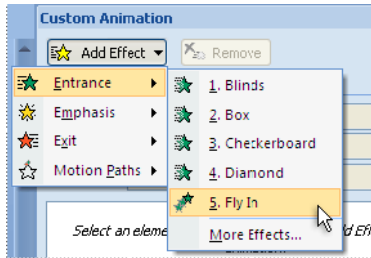
After you add one or more animation effects, to make sure that they work, click **Play** at the bottom of the **Custom Animation** task pane.



Apply a custom animation effect to text or an object

APPLY AN ENTRANCE ANIMATION EFFECT

1. Select the first bullet of text that you want to add an entrance animation effect to.
2. On the **Animations** tab, in the **Animations** group, click **Custom Animation**.
3. In the **Custom Animation** task pane, click **Add Effect**, point to **Entrance**, and then click **Fly In**.

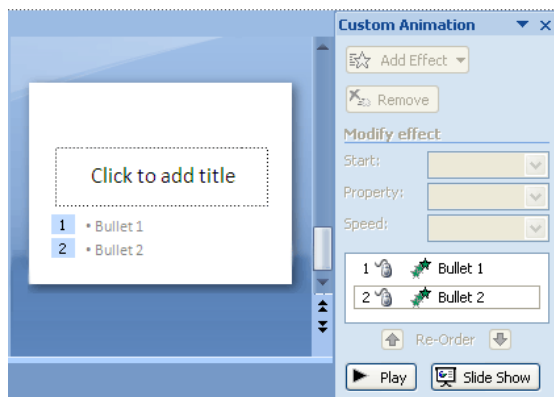


4. To specify the settings for the fly-in effect, under **Modify: Fly In**, do the following:
 - To specify how and when the fly-in effect will start, in the **Start** list, select **On Click**.
 - To specify the direction from which the bullet of text will start, in the **Direction** list, select **From Left**.
 - To specify the speed of the bullet of text, in the **Speed** list, select **Very Fast**.
5. Repeat steps 1 through 4 for each bullet of text that you want to add this entrance animation effect to.
6. To verify that your animation effects work the way you want them to, see the section entitled Test your animation effects, later in this topic.

NOTE Effects appear in the **Custom Animation** list in the order that you add them.

APPLY AN EXIT ANIMATION EFFECT

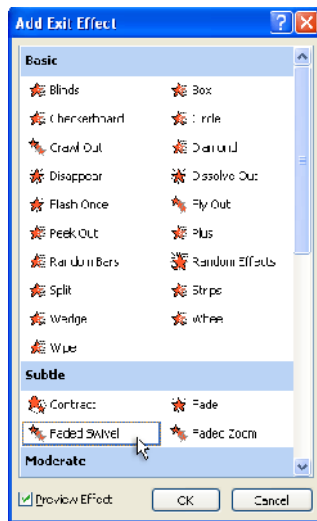
After adding an entrance effect to two bullets of text, your slide and the **Custom Animation** task pane looks something like this.



1. Select the first bullet of text that you want to add an exit animation effect to.
2. In the **Custom Animation** task pane, click **Add Effect**, point to **Exit**, and then click **More effects**.

NOTE If you do not see the **Custom Animation** task pane, on the **Animations** tab, in the **Animations** group, click **Custom Animation**.

3. In the **Add Exit Effect** dialog box, under **Subtle**, click **Faded Swivel**, and then click **OK**.



4. To specify the settings for the exit effect, under **Modify: Faded Swivel**, do the following:
 - To specify how and when the exit effect will disappear by using the faded swivel pattern, in the **Start** list, select **On Click**.
 - To specify the speed at which the bullet of text disappears, in the **Speed** list, select **Medium**.
5. Select the second bullet of text that you want to add an exit animation effect to.
6. In the **Custom Animation** task pane, click **Add Effect**, point to **Exit**, and then click **Checkerboard**.
7. To specify the settings for the exit effect, under **Modify: Checkerboard**, do the following:
 - To specify when the exit effect will disappear using the checkerboard pattern, in the **Start** list, select **After Previous**.

NOTE By choosing **After Previous**, the second bullet will disappear immediately after the first bullet disappears.

- To specify the direction the exit effect will take using the checkerboard pattern, in the **Direction** list, select **From Left**.
 - To specify the speed at which the bullet of text disappears, in the **Speed** list, select **Very Fast**.
8. Repeat steps 1 through 7 for each bullet of text that you want to add this exit animation effect to.
 9. [Test the animation effect.](#)

NOTE Effects appear in the **Custom Animation** list in the order that you add them.

Test your animation effects

After you add one or more animation effects, to make sure that they work, click **Play** at the bottom of the **Custom Animation** task pane.

