
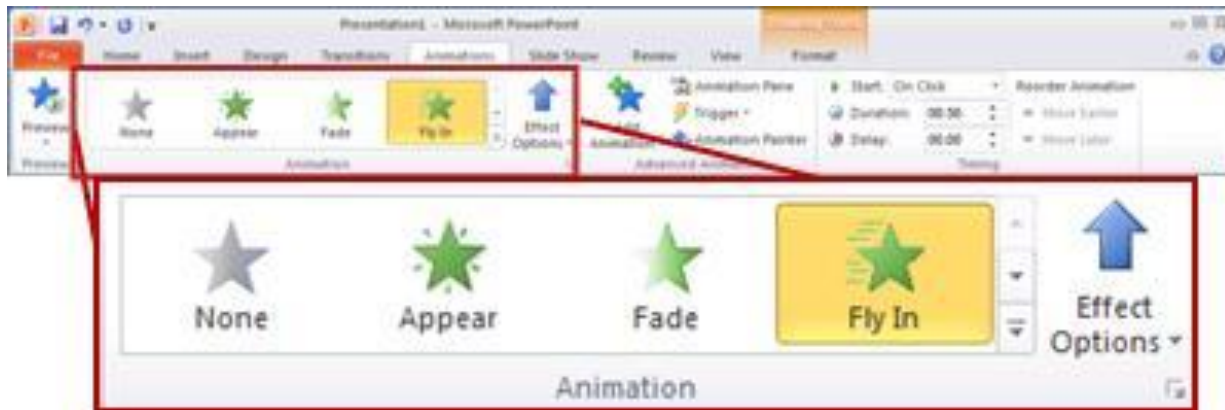


# Animations and transitions

## Quick Reference Card

### Add animation to an object

1. Select the object that you want to animate.
2. On the **Animations** tab, in the **Animation** group, click the **More** button , and then select the animation effect that you want.

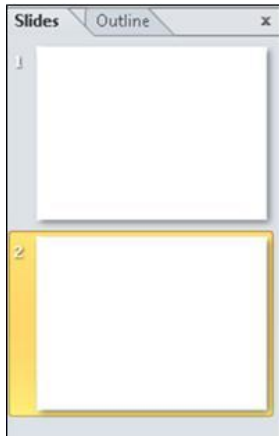


### Notes:

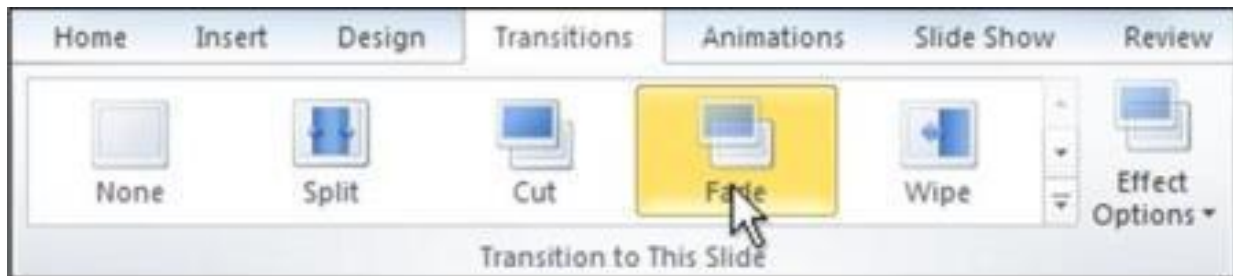
- If you do not see the entrance, exit, emphasis, or motion path animation affect that you want, click **More Entrance Effects**, **More Emphasis Effects**, **More Exit Effects**, or **More Motion Paths**.
- After you have applied an animation to an object or text, the animated items are labeled on the slide with a non-printing numbered tag, displayed near the text or object. The tag appears only in Normal view when the **Animations** tab is selected or the Animation task pane is visible.

## Add a transition to a slide

1. In the pane that contains the Outline and Slides tabs, click the **Slides** tab.



2. Select the slide thumbnail of the slide that you want to apply a transition to.
3. On the **Transitions** tab, in the **Transition To This Slide** group, click the slide transition effect that you want for that slide.



Select a transition in the **Transition to This Slide** group. In the example, a **Fade** transition has been selected.

To see more transition effects, click the **More** button .

**Note:** To apply the **same slide transition to all the slides** in your presentation: follow steps 2 through 4 above, and then on the **Transitions** tab, in the **Timing** group, click **Apply To All**.

## Set the start time for an animation effect

1. On the slide, click the text or object that contains the animation effect for which you want to set the start timing.
2. On the **Animations** tab, in the **Timing** group, do one of the following:



- To start the animation effect when you click the slide, select **Start On Click**.
- To start the animation effect at the same time as the previous effect in the list (that is, one click executes multiple animation effects), select **Start With Previous**.

To start the animation effect immediately after the previous effect in the list finishes playing (that is, you do not have to click again to make the next animation effect start), select **Start After Previous**.

## Delay the start of an animation effect

1. On the slide, click the text or object that contains the animation effect for which you want to set a delay or other timing option.
2. On the **Animations** tab, in the **Timing** group, do one or more of the following:
  - To create a delay between the end of one animation effect and the start of a new animation effect, enter a number in the **Delay** box.
  - To specify the length of an animation effect, enter a number in the **Duration** box.

## Reorder animation effects

Animated objects on a slide display a number indicating the order in which the object's animation plays. When there are two or more animation effects, you can change the order in which each plays by doing one of the following:

- On the slide, click an animation, and then on the **Animations** tab, in the **Timing** group, under **Reorder Animation**, click **Move Earlier** or **Move Later**.
- On the **Animations** tab, in the **Advanced Animation** group, click **Animation Pane**. You can change the order by dragging objects up or down in the list, or click on the item you want to move and then use the **Re-Order** arrows on the **Animation Pane**. You can also click an object in the **Animation Pane** and then in the **Timing** group, under **Reorder Animation**, click **Move Earlier** or **Move Later**.