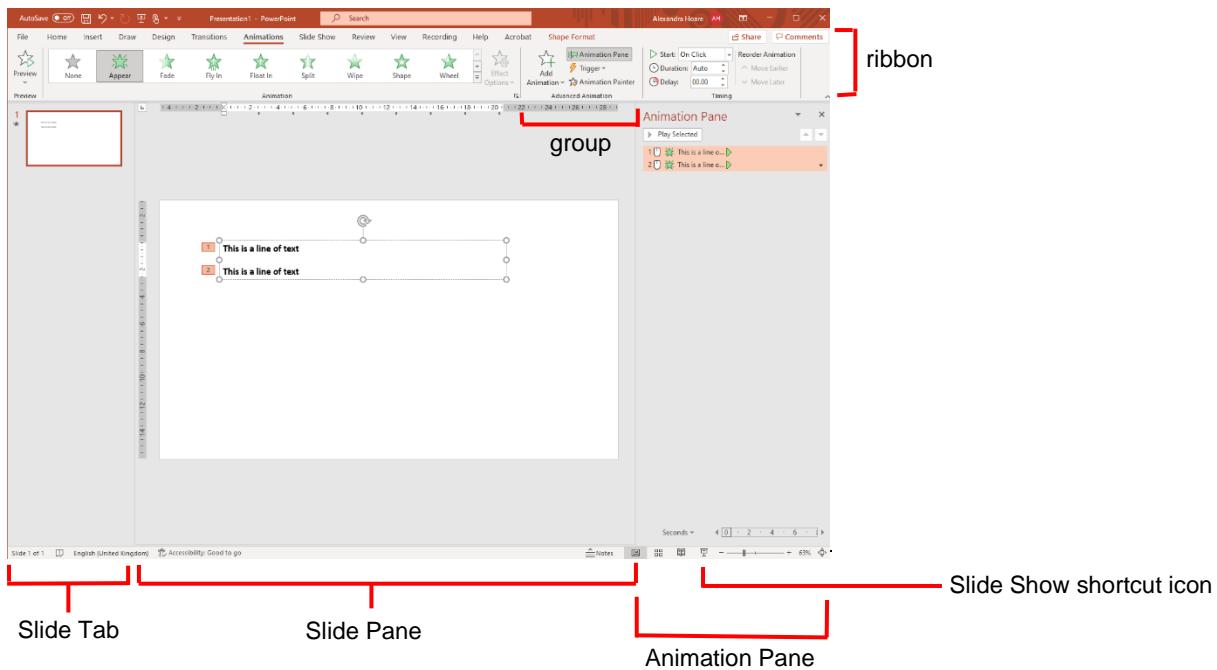


How to create and test an Appear animation in Microsoft PowerPoint (Office 365):

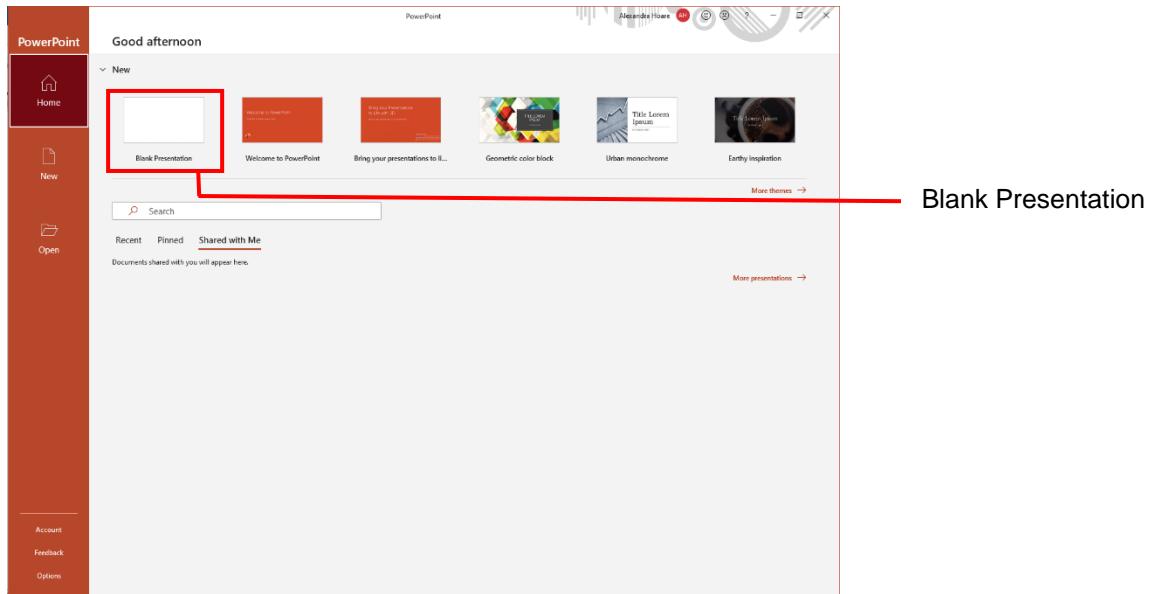
The illustration below shows the elements of the PowerPoint interface relevant to this task:



1 Open PowerPoint.

The Backstage view screen appears.

2 Click **Blank Presentation** in the Backstage view screen to create a new presentation.



The presentation opens in **Normal** view.

In this view the **Slide Tab** on the left vertically displays slides as thumbnails.

The **Slide Pane** in the center displays a large view of the current slide.

3 Create the content (text, shape, object, picture, etc.) you want to animate.

For example:

1. Right-click on the slide displayed on the **Slide Pane** to open the shortcut menu. Click **Layout > Blank** to create a blank layout.
2. Click **Insert > Text Box** in the ribbon at the top of the screen.
3. Place the cursor anywhere in the upper left section of the slide and drag it toward the lower right section to create a text box.
4. A text cursor appears within the text box. Type two short lines of text, one above the other.

4 Click **Animations** in the ribbon at the top of the screen to open the **Animations tab**.

5 Click **Animation Pane** in the Advanced Animation group to open the Animation Pane. This displays as a vertical task pane to the right of the Slide Pane.

6 Highlight the first line of text on the slide.

7 There are two alternatives for creating an Appear animation. Both provide the same options:

a. Click **Add Animation** in the Advanced Animation group to open the Animations menu. Click **Appear**.

or

b. Click **Appear** in the horizontal gallery in the Animation group.

A short version of the highlighted text will now appear in the Animation Pane.

A number (1, if it is the first in the list) and a mouse symbol () will appear to the left of the text.

In Slide Show presentation mode this animation will operate “on Click” (when you click on the mouse).

8 Highlight the second line of text on the slide and click **Appear**.

A short version of the text will appear in the Animation Pane.

A number (2, if it is the second in the list) and a mouse symbol () will appear to the left of the text.

In Slide Show presentation mode this animation will operate “on Click” following any previous animations listed in the Animation Pane.

9 To change the order of animations within a single slide:

1. Click the animation you want to move in the Animation Pane. The cursor will change into an up-down arrow ().

2. Hold down the mouse button and drag the animation item up or down within the Animation Pane until it is positioned correctly in the order of items. (A horizontal red line will indicate the item’s destination within the list.)

10 Run the presentation in Slide Show mode to test the animation:

1. Do one of the following:

a. Click **Slide Show > From Beginning** in the ribbon at the top of the screen.

or

b. Click the Slide Show shortcut icon () in the View Area in the lower right corner of the screen.

2. Click once in Slide Show mode to operate the first animation.

3. Click again to operate the second animation. The animations can also be operated using the up and down arrow keys on a keyboard.

4. To exit Slide Show mode do one of the following:

a. Click once on the final slide of the presentation (the black End of Slide Show slide).

or

b. Press **Esc** on the keyboard.