Animations

From the Animations, tab, select the “More” button (drop down arrow). You can test each animation and apply it to a specific slide.

Be sure the slide you’d like to add the animation to is highlighted. After you have selected an animation, you’ll notice a “star streak” has been added to the outline view.

You can view the appearance of the animation within the presentation as a whole by selecting the “Slide Show” tab from your ribbon, as described earlier.

Add Scrolling Credits
Scrolling text can be an effective means of ending or beginning a presentation. Here’s an idea of what it will look like…

Topics to be covered...

Tuition & Fees
Housing
1. Start a new slide. Set a background color or design theme if you wish.

2. In a single text box, type the listed items you’d like to include in your scroll, making additions and changes as needed (relocating the text-box, adding an additional textbox as a header, etc). Be sure to place space between each lined item in your list, so it has the scrolling effect.
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And that's all folks...
1. Click on the desired text so that it becomes selected.

2. Select the Animation tab from your ribbon.

3. Select “Custom Animation”

4. Select “Add Effect,” “Entrance,” “Credits”
5. Right click on your addition and click “Timing.” Adjust the delay to 2 seconds and select OK.

6. Test your creativity with the “Play” option.
The final product...
Adding SmartArt

SmartArt is a feature in Office 2007 that allows you to choose from a variety of graphics, including flow charts, lists, cycles, and processes. To add SmartArt:

- Click the Insert Tab
- Click the SmartArt Button
- Select the Graphic that best fits your need.

- Click on OK
Graphics
Adding graphics can seriously improve the appearance of your presentation – adding a little “oomph” to the presentation as a whole. Many computers come pre-loaded with a variety of clip art. However, with the web at our fingertips, you are exposed to millions and millions of different images.

From the **Insert** tab, select **Clip Art**.

Immediately, a sidebar will pop up on the right hand side of your slide.
Use the “Search For” bar to begin searching for clip-art. Again, depending on the clip-art available on the computer you’re using, your results will vary. In the example here, we conducted a search for “Computer“ and returned quite a few results. When you’ve decided on an image, simply click on it.
Notice: Since adding an image to your slide, we now have an additional tab – **Picture Tools: Format**. Microsoft Office found it valuable to add tabs only when they’re needed. Test this now. Click away from your image and notice the **Picture Tools: Format** tab disappears. If you click back on the image, the **Picture Tools: Format** tab returns. Smart, eh?

Now you have your image and you’ve placed it where you’d like to have it. Perhaps you’d like to change the color – no problem! Be sure your image is selected (you can see the end-points around the image).

By doing so, the image becomes part of the content on our slide. We can adjust the location by clicking and dragging to the desired home. You can also adjust the size by clicking and dragging any one of the end points on the image.

From the Adjustment section of your **Picture Tools: Format** tab, select the **Recolor** button. A dropdown menu will appear giving you multiple options. Pick the color you’d like to use.
“Arrange” section of your Picture Tools: Format tab. As before, be sure the image is highlighted. Select “Send to Back.”

See the difference?

**Get Online**

As mentioned, as long as you have an internet connection, you can access artwork online – by selecting “Clipart on Office Online.”
Click to Add Notes
Perhaps you have something you’d like to share in your presentation but it’s not something you’d like to add as content. You can always add additional information to the “Notes” section of your presentation. With this, the presentation can be printed in “Notes” style so that you may have a print-out reflecting the notes you’ve added in addition to each slide.

Just as it says – click to add notes. Add as much information as you need. When you’re ready to print...