



PowerPoint Hyperlinks & Animation

**Offered by the
Center for Teaching and Learning
Mesa Community College**

Revised 12/20/05

- The beginning of the circle is indicated by a green arrow. Because it's a circle, there is no end point specified, but paths that do end have a red arrow that indicates the end of the path. Both the green and red arrows can be moved by clicking and dragging them.
- The shape of the path can be altered by clicking and dragging the white handles surrounding the path.



Figure 9: Modifying a motion path

Exercise Four: Animating Objects Using a Motion Path

- 1) Preview the slides entitled *Calculate Circumference* and *Vegetable Stew* for examples of animations
- 2) Navigate to the slide entitled, *Designing a Training Course: Not Animated*
- 3) Add a motion path to each text objects that moves them into order.
- 4) Preview your motions and make adjustments as necessary
- 5) View the slide entitled, *Designing a Training Course: Animated* for an example of a finished product

For questions about material presented in this booklet, or for additional questions on another Microsoft Office software product, please contact Laura Ballard at 480-461-7690.

HYPERLINKING

Hyperlinks can be added to any object, graphic or selection of text. Hyperlinks allow the person showing the PowerPoint slideshow to click and be directed to a predefined destination. Hyperlinks can take you to other slides within PowerPoint, websites on the Internet, or even other files on your computer (such as a different PowerPoint slideshow, a Word or Excel document, or anything else you specify).

ANIMATIONS

Animations control how objects, graphics or text behave on the slide during a presentation. Objects can have an animated entrance, emphasis, or exit. In addition, objects can be animated to move around on the slide in a predetermined or customized fashion.

Adding a Motion Paths (see figure 8)

Motion paths allow you to designate how an object moves while on a slide. The typical paths move an object left/right, up/down, or diagonally. More advanced paths can move an object in multiple directions and/or follow a custom drawn path.

- 1) Select the object you would like to animate.
- 2) From the **Slideshow** menu select **Custom Animation**. The Custom Animation task pane appears.
- 3) Select **Add Effect** from the Custom Animation task pane. A submenu of four options will appear (Entrance, Emphasis, Exit, and Motion Paths).
- 4) Select **Motion Paths**, and another submenu appears. Choose one of the paths pictured, or for a larger variety of paths select **More Motion Paths**. To draw your own path select, **Draw Custom Path** (and then use your mouse to draw a path on the screen).

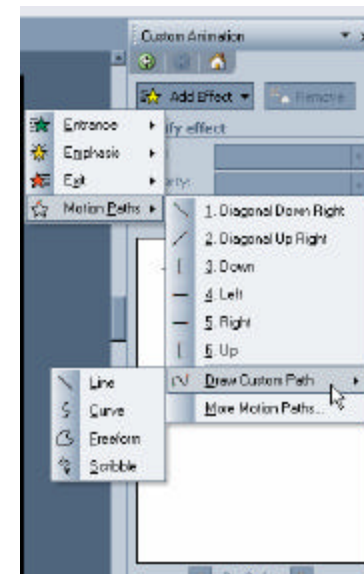


Figure 8: Adding a motion path as a custom animation

Modifying a Motion Path (see figure 9)

As with all animations, the Custom Animation task pane can be used to make basic modifications to the animation. However, to modify the motion path, you will need to turn your attention to the slide.

- Motion paths appear on the slide as lightly dotted lines.
- In figure 8, the butterfly is the object that will be animated when the slideshow runs. The butterfly's motion path is a circle that surrounds the Earth.

To remove an effect

1. Be sure you have the correct one selected. (Note which object is selected on your slide as well to confirm.)
2. Click the **Remove** button.

Note: Some effects have other options to modify depending on their characteristics. Use the dropdown menu to preview the various options when available.

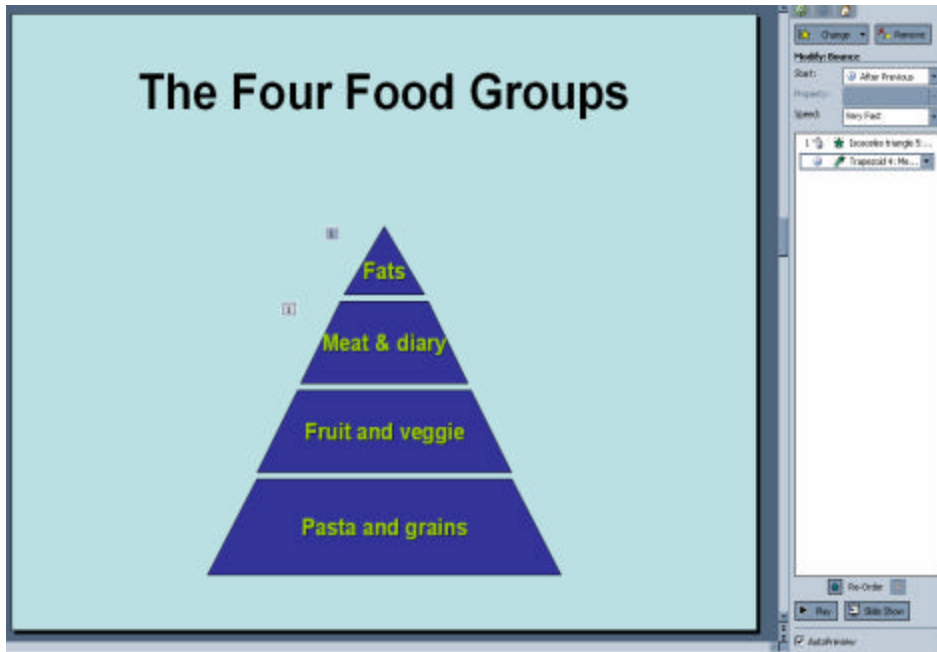


Figure 7: Modifying an effect

OBJECTIVES

This intermediate level PowerPoint workshop will prepare the participant to accomplish the following:

- Create various Hyperlinks
 - To an existing file or webpage
 - To a different slide within the slide show
 - Using an Action Button to link to a different slide within the slide show
- Modify a Hyperlink
- Delete a Hyperlink
- Use animation schemes to animate text
- Animate objects using custom animation
- Modify or remove an animation effect
- Use motion path animation
- Modify motion path animation

Exercise Three: Animating Objects Using Custom Animation

- 1) Preview the existing animations for the slides entitled, *The Four Food Groups*.
- 2) Move to slide entitled, *Food Group Examples*
- 3) Add an entrance animation to each object and then preview

Create a hyperlink to an existing file or web page (see Figure 1)

- 1) Right-click the text or graphic you would like to convert to a hyperlink.
- 2) Select **Hyperlink** from the shortcut menu that appears. The Insert Hyperlink dialog box will open.
- 3) Under **Link to:** select **Existing File or Web Page**.
- 4) To link to
 - a. An existing file, use the **Look in:** drop-down arrow to navigate to the file you want to link to and select it.
 - b. A web page, in the **Address:** box, type in the URL for the website you would like to link to (i.e., <http://yahoo.com>).
- 5) Click **OK**.

Note: If you will be moving this PowerPoint presentation to a different location (via disk, etc.), be sure to copy all of your linked files to the new location as well, and then check your links. Moving files can require links to be modified in order to function properly (see below).

Note: If the address you are linking to is long and complex, you can first navigate to it in a separate browser window and then copy the address. When you reach step 4b above, paste the web address into the text box.

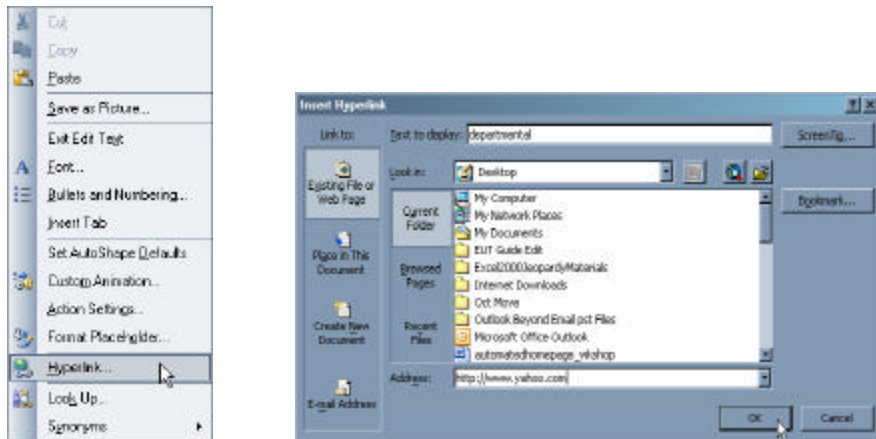


Figure 1: Adding a hyperlink to an existing file

Link to a different slide in the current slideshow (see figure 2):

- 1) Right-click the text or graphic you would like to convert to a hyperlink.
- 2) Select **Hyperlink** from the shortcut menu that appears. The Insert Hyperlink dialog box will open.
- 3) Under **Link to:** select **Place in this Document**.
- 4) Under **Select a place in this document:**, click the slide you would like to link to. A preview of the slide will appear in the Slide Preview area.
- 5) Click **OK** when complete.

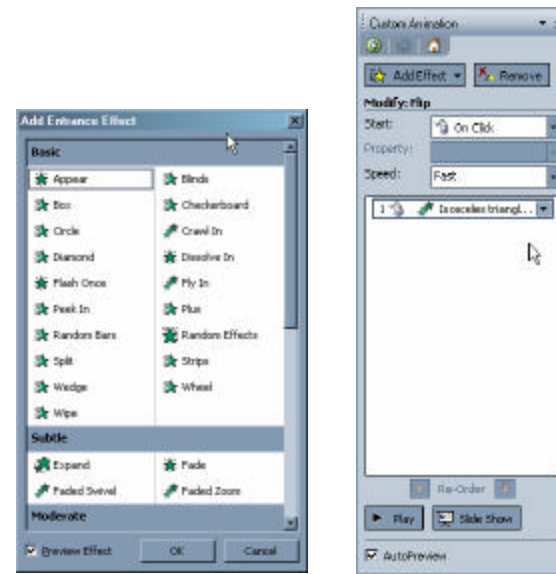


Figure 6: Selecting an effect

- 6) Notice the effects are grouped by category (Basic, Subtle, Moderate, and Exciting). Select any one of the effects listed. If the **Preview Effects** checkbox is checked, you will be able to see a sample of each effect you click. Once you find one you like, click **OK**. The effect you selected will be added to the Custom Animation task pane.

Note: Adding Emphasis and Exit effects follow the same procedure as adding Entrance effects. You can add multiple effects to the same object. To add an additional effect to the same object, follow the steps above.

Change, modify or remove an animation effect (see figure 7)

If you determine you do not like the animation you choose, you can change to a different effect. If you like the effect, but would like to modify its actions, you can do that, too.

To change the effect to a different one altogether

1. Be sure you have selected the effect you want to change in the Custom Animation task pane.
2. Click the **Change** button and select a new effect.

To modify the effect you selected

1. Use **Start** to determine whether the effect will happen when you click the mouse, or along with the effect that just occurred, or after the previous effect.
2. Use **Speed** to determine how quickly the effect happens.
3. You can also click and drag the effects as listed in the window to reorder them.

Animate the way an object enters a slide using Custom Animation (see figures 5 and 6)

You can “program” the action of each object on a slide. Defining the way an object enters, exits, or is emphasized follows a similar procedure. Below

- 1) Select the object you would like to animate.
- 2) From the **Slideshow** menu select **Custom Animation**. The Custom Animation task pane appears.

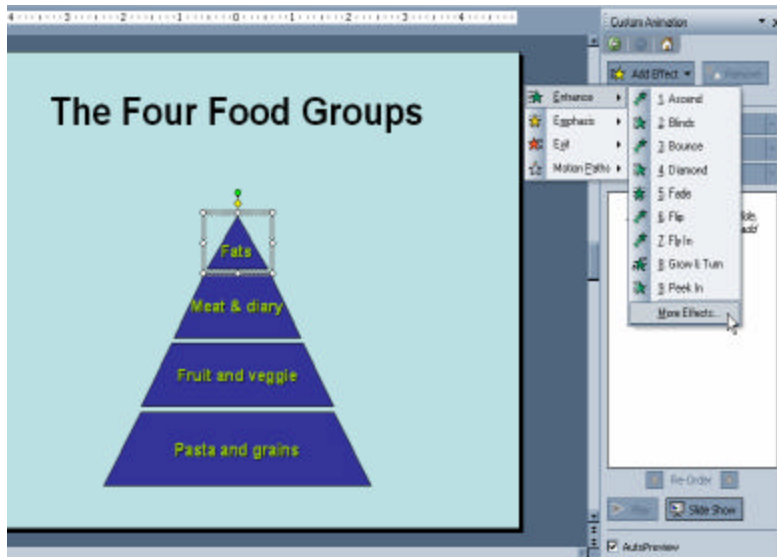


Figure 5: Using the Add Effect button on the Custom Animation task pane

- 3) Select **Add Effect** from the Custom Animation task pane. A submenu of four options will appear (Entrance, Emphasis, Exit, and Motion Paths).
- 4) Since you are determining the way the object will enter the slide, select **Entrance**. A submenu of several Entrance options appears.
- 5) To select from all available entrance options, click **More Effects**. The Add Entrance Effect dialog box appears.

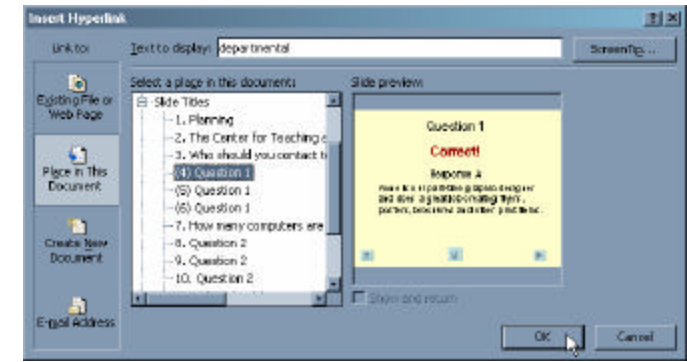
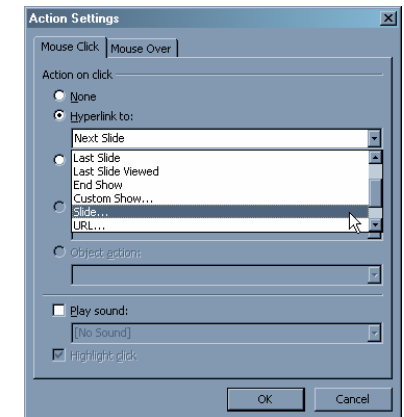
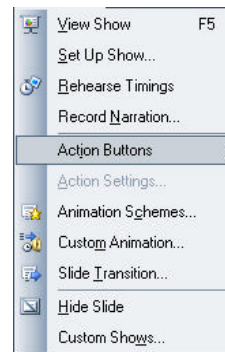


Figure 2: Adding a hyperlink to a different slide in the current slideshow

Add an action button to a slide (see figure 3)

- 1) Navigate to the slide where you would like to button to appear.
- 2) From the Slideshow menu select **Action Buttons**.
- 3) Select a button style. Click and drag to draw it on the slide. The Action Settings dialog box will appear.
- 4) Select **Hyperlink to:** and then use the dropdown menu to choose a destination. (To specify an exact location, chose **Slide...** and then select the desired slide).
- 5) Click **OK** when complete.

Note: Free feel to resize or move your button to any location on the slide. You can also cut, copy, and paste your button to other slides to save time.

Note: The first button style is blank so that you can name it yourself. After you have drawn it on the slide and assigned a hyperlinking location to it, click on the button and type to label it.

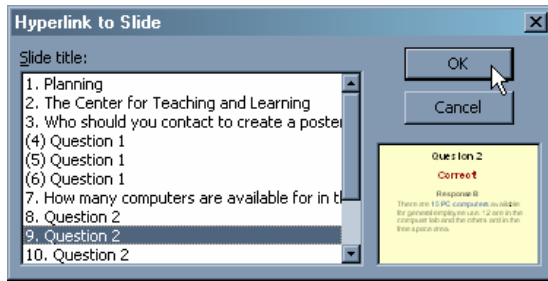


Figure 3: Adding an action button

Modify an existing hyperlink:

- 1) Right-click the text or graphic you would like to modify.
- 2) Select **Edit Hyperlink** from the shortcut menu that appears.
- 3) Make any desired changes and click OK when complete.

Delete an existing hyperlink:

- 1) Right-click the text or graphic you would like to modify.
- 2) Select **Remove Hyperlink** from the shortcut menu that appears.

Exercise One: Hyperlinks

- 1) Open the Hyperlink_Animation PowerPoint file.
- 2) Preview the existing hyperlinks for Question 1 and its answers
- 3) Move to Question 2. Create hyperlinks that link the responses for Question 2 to the appropriate slides.
- 4) Add buttons to the bottom of the answer slides that navigate the user
 - back to the question slide
 - forward to the next question
- 5) Test out your hyperlinks and buttons

Animate titles and bulleted text using Animation Schemes (see figure 4)

Frequently presenters will use a bulleted format to display their important points. Usually, presenters will want these bullets to appear on the slide one at a time. Or if all bullets appear at once, a presenter may want to emphasize the point they are currently discussing. PowerPoint has built-in features to add animations to bulleted text.

- 1) Use a bulleted text placeholder to enter text onto a slide.

- 2) Navigate to the slide you would like to animate. (Or, to animate all slides at once see the **Note:** below.)
- 3) From the Slideshow menu select Animation Schemes. The Animation Schemes task pane will appear.
- 4) Select a desired animation. It will preview on the current slide. If this is not the one you want, select a different scheme until you are satisfied.

Note: Once you have located an animation you like, you may want to apply this scheme to all slides. In this case select **Apply to all slides** from the Animation Schemes task pane.

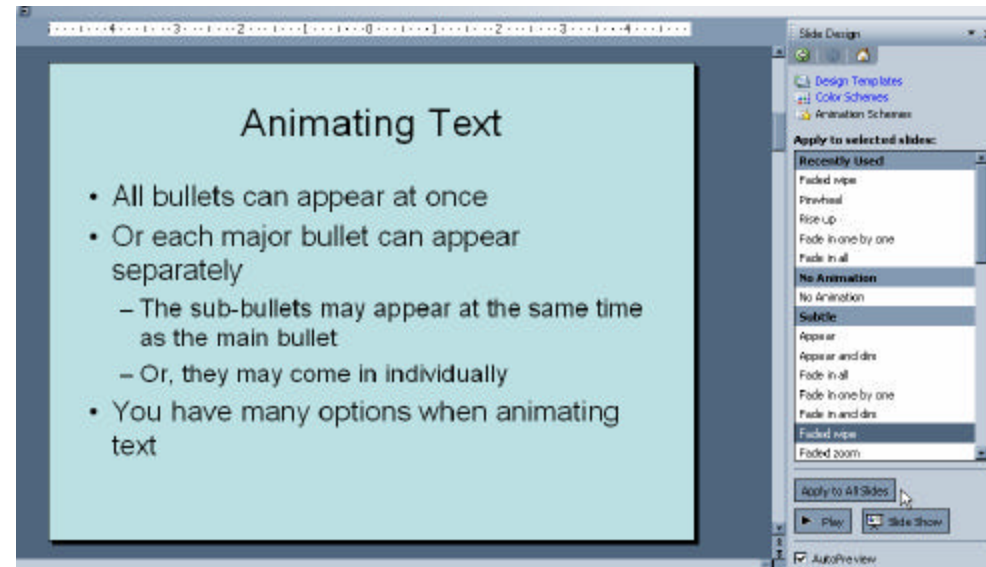


Figure 4: Animating bulleted text using Animation Schemes

Exercise Two: Animating Bulleted Text Using Animation Schemes

- 1) Go to the Animations Examples & Exercises slide.
- 2) Preview the existing animations for the slides with bulleted text, entitled *Animating Text*.
- 3) Move to slide entitled, *Adding Animations to Bullets*
- 4) Add an animation scheme to the slide and then preview