Presentation Technologies
Technical skills in Power Point

1. INTRODUCTION

The aim of this laboratory is to present all animation possibilities in Power Point, especially to simulate some processes. Students should learn how to use animation in standard and custom situations. Students should familiarize with the diversity of the slide animation effects (transitions) as well as the animation of individual objects that appear on slides as text, pictures, graphics, etc

2. PRACTISING

Download the sample presentation (file: **Sample.pptx** from Moodle Platform). This file includes some slides of automotive history. Your task will be to practice different ways of animation preparing slides according to requirements given below. Animations can be found as a separate menu position – *Animations*. When you want to add animation to any object on the slide, please click (*Animations / Animation / Effect options*).

There are requirements to slides in sample presentation:

Slide 1	• Set the animation to object: Clock (Entrance: Box) • Set the custom animation to object: Cars (Entrance: Fly in – from left)
Slide 2	• Draw the arrow from each name to correct photo • Set the animation for arrow to Leonardo da Vinci (Entrance: Blind) • Set the animation for picture of Leonardo (Entrance: Checkerbord) • Do the same to second arrow and picture. • Check, how modify animation effects.
Slide 3	• Set the animation for picture to Entrance: fly in from right (very fast) • Set the animation for text below picture to Emphasis: Change font style
Slide 4	• Set the animation for text to Emphasis: grow/shrink, size large, 120% • Set the animation for "Ford" logo to Emphasis: spin. • Set the animation for picture to Entrance: diamond.
Slide 5	• Add animation for each photo as you want but make this animation in order (not in the same time)

Slide 6	• Set the effect to photo as Emphasis: transparency. • Draw a motion path to the little car in left corner. The motion path should be like mountain off-road path (looks like this:). Set the speed to: very slowly
Slides 7, 8, 9	• Add animation effects to all objects in this slide (for text box too)
Slide 10	• Add effect to Mercedes logo as Entrance: diamond • What will happen when you click this logo? Check all possibilities with Picture Tools > Format. • Set the effect Entrance: blinds, direction vertical to photos with cars and set the effects in way that show all three photos in the same time (start with previous)
All Slides	• We can add animation to slides (Transition to this slide). Decide which can be used in this presentation.

3. BUSINESS CASE

You work for a company that increases road safety. You should to prepare a short animated instruction, which should present the basic principles of traffic lights behavior. Using the custom animation effects, please prepare ONE SLIDE!

A slide showing the effect:

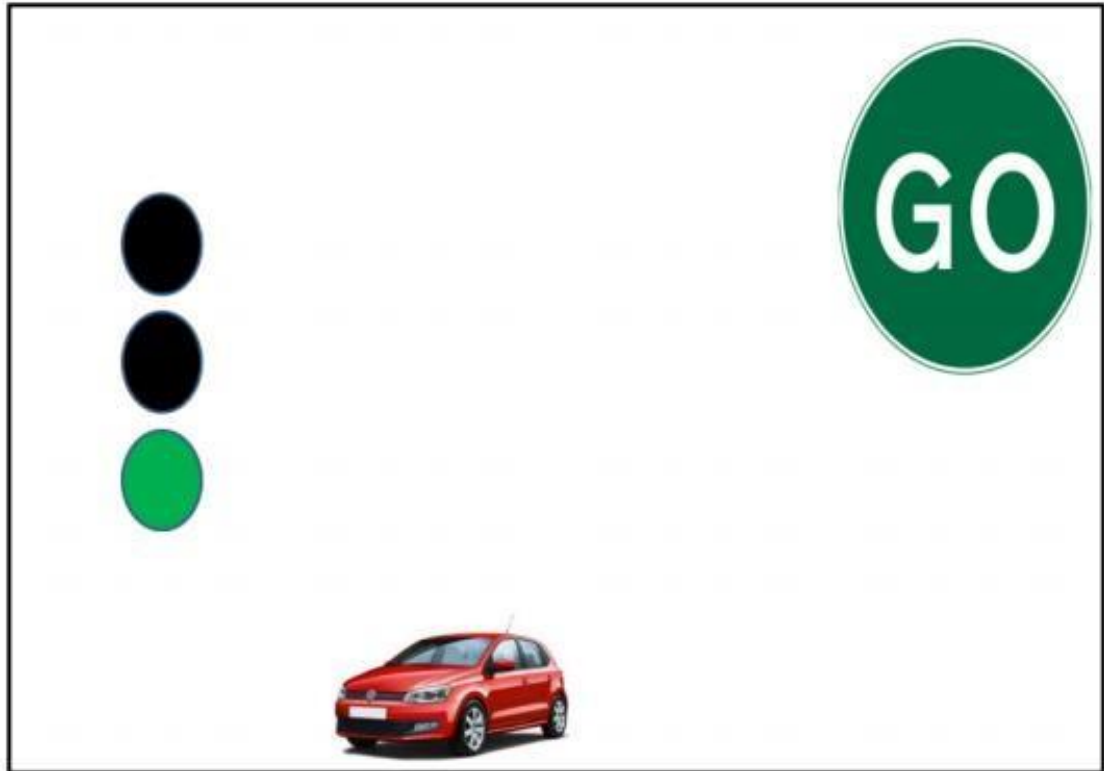**STEP 1**: Red light - displays the text or symbol stop, the car is stationary

STEP 2: Red and yellow lights - displays the text or symbol READY, the car is stationary

STEP 3: Green light - displays the text of the GO, the car moves along the slide.

4. WORK PRODUCT

Power Point Animation – ONE SLIDE.

5. GUIDELINES

Be careful while preparing the order of appearance of the various elements. Use the option: with the next and after clicking on custom animations and timings.

Send the files by e-nauczanie portal.