

## How to Animate a PowerPoint Presentation:

1. Create a PowerPoint slide with at minimum one text box and one picture.
2. Click on the text box and then click on the Animation menu.
3. Find the “Add Animation” menu item on the Animation ribbon at the top of your screen. Alternatively, you may just be able to select the animation directly if there is not an “Add Animation” menu item.
4. Select the animation that you wish to apply to your text box.

Note: You can apply as many animations to each text box as you like. For example, you could make your text box appear directly or you could make it appear and then use an Emphasis Effect to make it flash. Finally, you can also choose an Exit Effect and apply it to the same text box in order to make your text disappear before the slide advances.

5. Click on the picture and then click on the Animation menu.
6. Repeat the process, starting at Step 3, until you have applied the desired type(s) and desired number of animations to your picture.