Microsoft

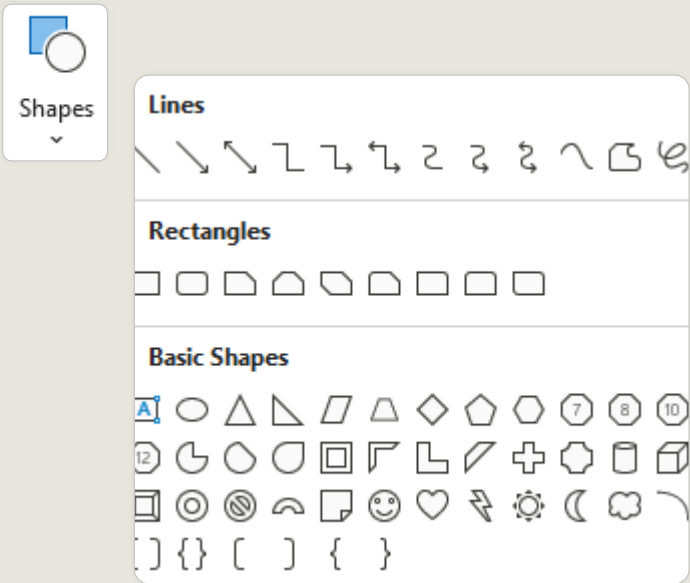# Get Started with Animations in PowerPoint

Quick Reference Guide

Bring Your Slides to Life with Animation Effects

Want to capture attention and keep your audience engaged? In this video, you'll learn how to use animations in PowerPoint to highlight key ideas, guide your viewers through your message, and add visual energy without distraction. We'll walk through selecting and grouping objects, applying animation effects, adjusting timing, and using tools like the Animation Pane and Animation Painter. Whether you're new to animations or want a refresher, this guide will help bring your presentations to life—smoothly and professionally.
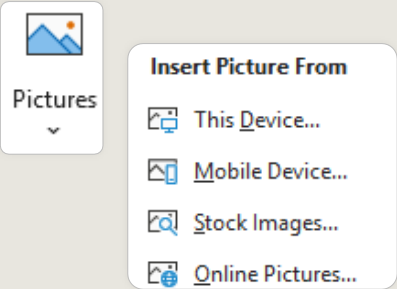
Insert Shape

Open the **"Insert Tab"** and select **"Shape"** for commonly used shapes.
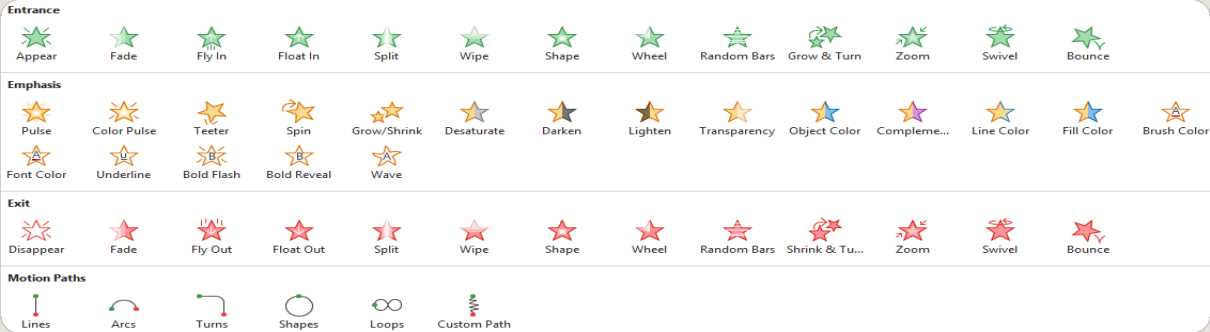

Insert Image

Open the **"Insert Tab"** and select **"Pictures"**.

Insert Picture From
- This Device...
- Mobile Device...
- Stock Images...
- Online Pictures...

Insert Animation

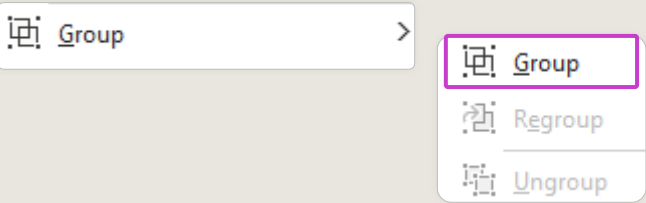Open the **"Animation Tab"** and use the drop-down menu to see the available animations.

Add Multiple Animations

Add your first animation, then select **"Add Animation"** to layer animations.
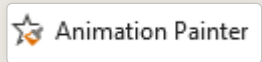

Group Animations

To group multiple shapes, images or text, select all using **Ctrl** key > right click and select Group.
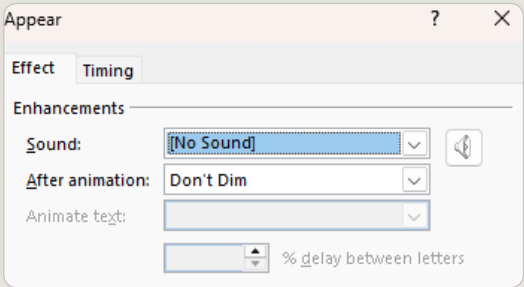

Animation Painter

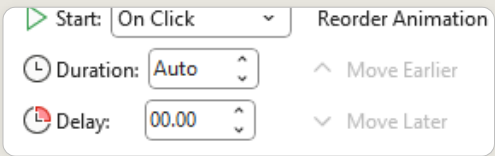Allows you to apply animation to one object or group and then copy it to another.

Animation Options

Access the Animation Pane to choose effects for each animation. Additionally, select **"Sound"** or if you'd like the animation to fade or vanish after it completes.

Animation Timing

Decide when the animation will initiate and the duration it will take to finish from beginning to end. Also, determine whether there should be a delay before the subsequent animation begins.

Test Animations

Open Animation Pane and select first animation on the slide and select **"Play All"**.