

**POWERPOINT:  
ADD PIZZAZZ WITH ANIMATIONS**

1. *Create custom animations by selecting the "Animations" tab:*
  - a. *Click on the arrow to preview more slide animations.*
  - b. *Personalize each slide by controlling the sound and speed. If you like a particular animation, "Apply To All" so this effect appears on every slide.*
  - c. *If you would like to create more animations within the slide, click "Custom Animation" located towards the left side of the screen.*
  - d. *Select a particular object and click "Add Effect" where a number of options will appear.*
  - e. *To preview individual slide animations, click "Play" on the bottom right side of the screen. To view all animations applied to the screen, select "Preview" on the top left corner of the screen.*

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