**BLACKPOOL AND
THE FYLDE COLLEGE**
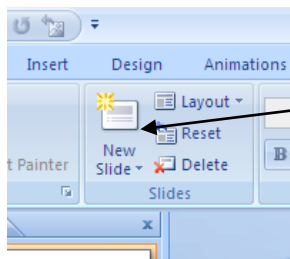
An Associate College of Lancaster University

PowerPoint   How to . . . Animate and Hyperlink

This handout describes the creation of the animated presentation used to explain Files and folders. The presentation used animation to move shapes and hyperlinks to jump between slides.

This is how we did it.

Start a new presentation and add a title "Files and Folders".

Start a new slide (by clicking on the text "New Slide" on the New Slide button).

Select the Title Only layout.

Copy the title from slide one and paste it into slide two.

* On slide two, insert a small circle. Right click on the edge of the circle and select "Format Shape". Select "No fill" and click OK.

Go to the home tab and change the text colour to Red. Right click on the edge of the circle and again, select "Format Shape". Select Edit Text from the menu.

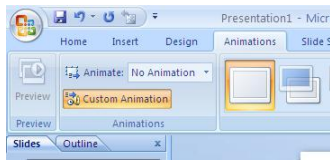Insert a capital G and click away from the shape.

Right click (on the edge of the circle) and select copy. Click away and Rt Clk and paste 9 times. Distribute the shapes about the slide.

Repeat for * for "E" and "W".

Now insert 3 box shapes and label them "G", "E", and "W".

Animation.

By using animation, we can make shapes move. Here we want to move the circles into the appropriate boxes.
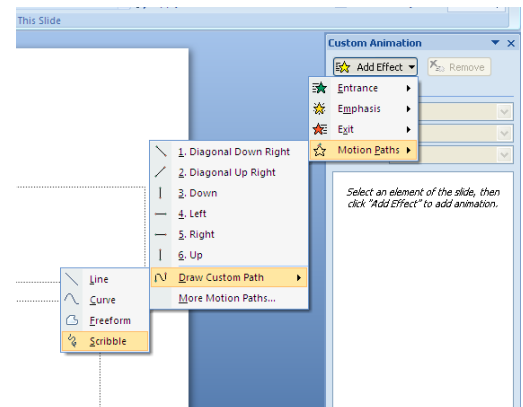
     ** Select a circle (by clicking on it).

Click the Animate tab and select "Custom Animation".)
The custom animation task pane will appear on the right of the screen.

Select   Add Effect > Motion Paths > Draw Custom Path > Scribble.

Now draw a path from the centre of the circle to the centre of the appropriate box.

Repeat from ** for each circle.

Create a 4th slide showing just the 3 boxes G, E and W

Hyperlinks

First, create 3 more slides; one for Gas, One for Electricity and one for Water.

Copy all the circles into the appropriate slide. (i.e. All the Gs on the Gas slide etc.)

In the bottom right corner of each of the new slides put a G, E or W as appropriate and format to 44pt.

To add s hyperlink, select the shape or letter to use as the hyperlink and right click on it; select hyperlink from the menu.

On the left of the hyperlink window, click on place in this document and then select the slide you want to link to.
The letters in the bottom right corner of the last 3 slides are to be used for the return link so they should be made to link to slide 4.

Test all the links to ensure they work and that there are no dead ends.