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PePeTe tips on using Power Point (.ppt)

Animating Powerpoint ClipArt

How would you like to have a ClipArt picture put itself together right before the audience's eyes? To see how to create this kind of animation, run PowerPoint and choose Insert/Picture/ClipArt. Right-click the picture you want to use and choose Insert to place it on your slide. We suggest you use the knife, fork, and spoon set found under Signs.

Now select the picture, then choose Draw/Ungroup. Next, choose Slide Show, Custom Animation. When the dialog box opens, click the Effects tab. In the "Check to animate slide objects" list, click the first object. Then hold down the Shift key and scroll down to select the last object. With all objects selected, click the arrow at the right side of the "Entry animation and sound" list box and select an effect.

Now click the Order & Timing tab and then select the radio button labeled Automatically. Click OK to close the dialog box and then press F5 to run the slide show. Each part of the ClipArt picture will appear as you instructed when you chose an effect.

A PowerPoint Drawing Tip

If you click one of the PowerPoint Drawing tools (rectangle, ellipse), you can insert the object and open the Format AutoShape dialog box at the same time.

Just click the tool you want to use and then double-click the slide. The object appears in the slide and PowerPoint automatically opens the Format AutoShape dialog box. After you make your formatting selections, click OK to close the dialog box and save your settings.