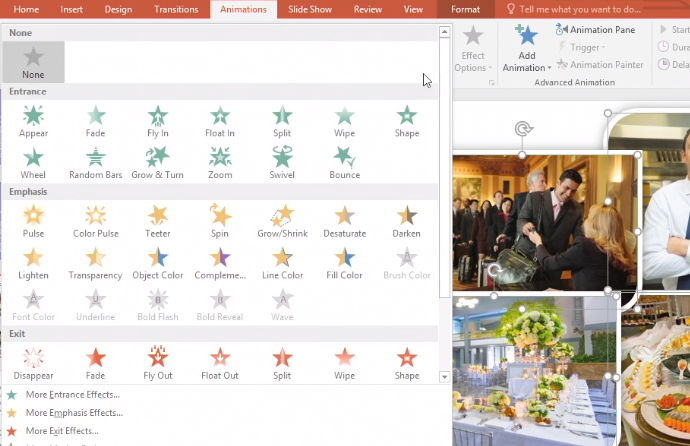
# Add animations to slides​

## Add animations to slides​

Add animation to pictures, shapes, text boxes, and more to help bring your PowerPoint slides to life.

**Choose an animation**

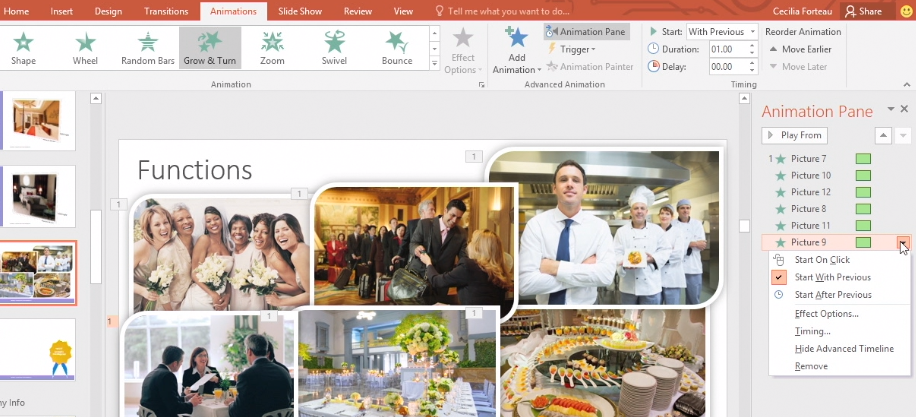
1. Select an object, press Shift, and then select the rest of the objects in your slide if needed.
2. Select **Animation** > **More** to view the three animation types:
   * **Entrance**: Control how an object appears on a slide.
   * **Emphasis**: Control what happens to the object while it’s already on the slide.
   * **Exit**: Control how an object leaves a slide.



1. Select an animation to use.

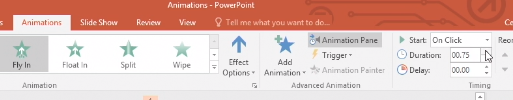
**Change animation settings**

1. Select **Animation Pane**.
2. To determine when and how each animation will happen, select an object, and then select its drop-down arrow.
3. Select an option for each animation:
   * **Start On Click**: Make an animation start with a click.
   * **Start With Previous**: Make an animation start at the same time as the previous one.
   * **Start After Previous**: Make an animation start after the previous one happens.
4. To reorder an object, select it and then select the Up and Down Arrows in the **Animation Pane**.

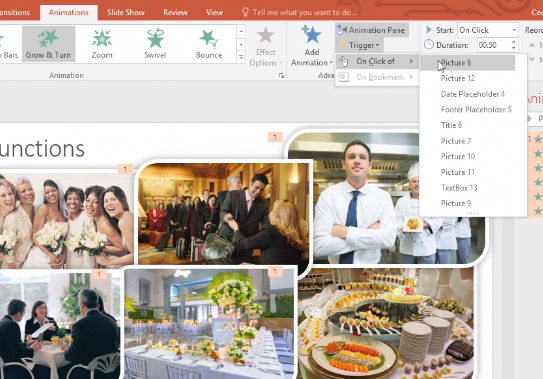


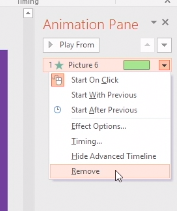
**Change multiple animation settings at once**

1. To change all animations at once, select an animation, press Shift, and then select the last animation. You now have several options:
   * To speed up or slow down an animation, change the number in the **Duration** box.



* + To determine when animations appear with a click, select **Trigger** > **On Click of**, and then select an object.



* + To add multiple animation effects, select **Add Animation**.
  + Select **Preview** to playback your animations.

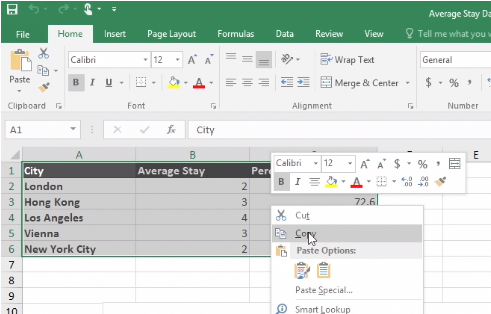
**Delete an animation**

* Right-click the animation in the **Animation Pane** and select **Remove**.  
  Or, select an animation from the top of the slide and press Delete.

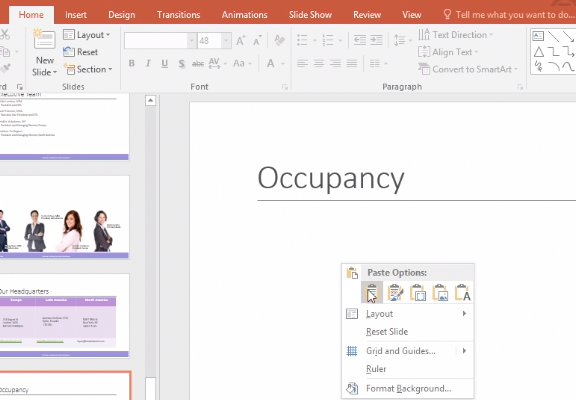
## Add Excel tables to slides

In PowerPoint, you can embed tables and worksheets from Excel in your presentation slides.

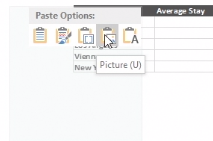
1. Select **New Slide**.
2. In Excel, click and drag to highlight the cells you want to copy.
3. Right-click the copied cells and select **Copy**.



1. In your PowerPoint presentation, right-click and select the **Paste Options**you want:
   * **Use Destination Styles** – Choose to edit your copied cells like a PowerPoint table, but with PowerPoint's color scheme and fonts.
   * **Keep Source Formatting** – Choose to keep your table editable in PowerPoint while maintaining the same source formatting from Excel.
   * **Embed** – Choose to keep a copy of your table in PowerPoint in case you want to edit the data, which will open in Excel.



**Note:**  If you're working with a large Excel file, it'll inflate your PowerPoint presentation to a big size. You may also unintentionally be giving more access to your Excel file than you intend to.

* + **Picture** – Choose to paste your table as a picture to get the same benefits as embedding except you can format your cells like a picture and add effects to it. You won’t be able to edit data once it’s been pasted though.
  + **Keep Text Only** – Choose to paste your table as straight text and to do all formatting in PowerPoint.

1. If you pasted as a picture, on the **Picture Tools Format** tab, select the quick picture style you want to use. Adjust the table to your liking.