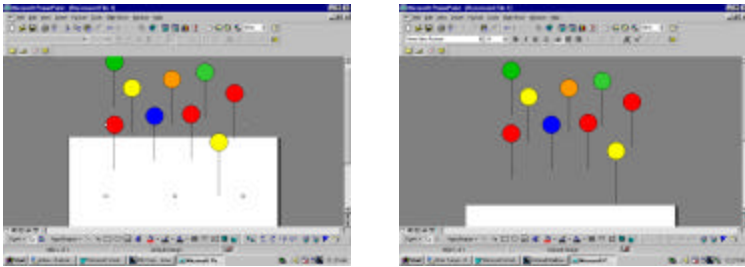


How to Make Balloons Float Away

1. Open the slide on which you would like to put balloons. Use the **Drawing Toolbar**, pictures from the Internet or a ClipArt disk, or another drawing or painting program to create the balloons which you would like to have float past your screen. Select all the balloons and click **Draw, Group**, so that all the objects will move together.
2. To make more than one wave of balloons, copy the group and paste another group on your slide.
3. Click on the group and drag it to the top of the slide. Some of the balloons will now appear to be off of the slide. This is what you want to happen.
4. Drag the balloons toward the top until they are **all** on the grey portion of the screen. You will have to grab the bottom of the group and 'inch' them upward until they are all off the screen. Once they are on the grey background they would not show up in a regular slide show, but once you animate them, they will appear to float away.



5. Drag your other groups of balloons so that they, too, are on the grey portion of your screen.
6. Click on **Slide Show, Custom Animation**. Click on the **Timing** tab and select one of your balloon groups. Click **Animate, Automatically**. Adjust the timing to fit with your presentation.
7. Click on the **Effects** tab. Select the animation effect, **Crawl from the Bottom**. You can select a sound from PowerPoint's gallery or click **Other sounds...** if you have sound files saved on your computer.
8. Your balloons should now fly away when you run the slide.

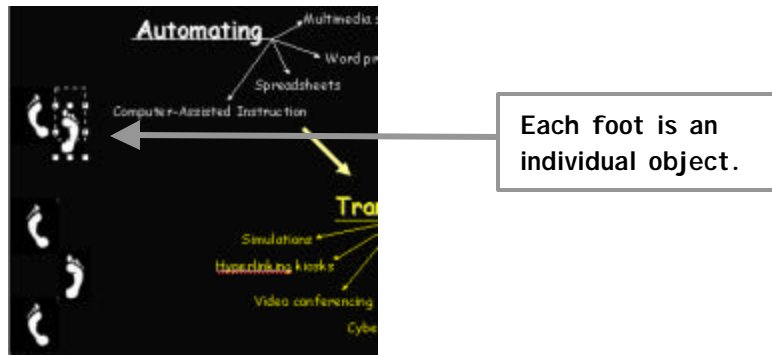
To make a watermark for the entire presentation, click on **View, Master, Slide Master**. This will open a window where you can manipulate the background template for your entire presentation. Follow the same steps as above and all of your slides will have the same background.

How to Make 'Walking Feet'

The walking feet animation is a series of objects all of which are animated individually.

First, you will need to locate a picture of footprints that you want animate. The feet in the demonstration came from a border of footprints. The border was then cropped using the cropping tool on the **Picture** toolbar, selecting individual right and left feet as separate objects. The feet were then placed on the slide in the right location.

1. Open the slide on which you would like to have walking feet. Click on **Insert, Picture, from File** if you have the feet saved as pictures. If you are cutting and pasting, click **Edit, Copy** on the feet and then **Edit, Paste** on your slide. Position the feet where they need to be.
2. Click on **Slide Show, Custom Animation**. Click on the **Timing** tab, then **Animate, Automatically**. Click on the **Effects** tab. If the feet are walking up, select the animation **Wipe**



Up. For feet that are walking down, or across, select the right **Wipe** animation. Make sure that the **After Animation** box says **Don't Dim**.

This effect could also be used for tire tracks or having individual words seem to march across the screen.

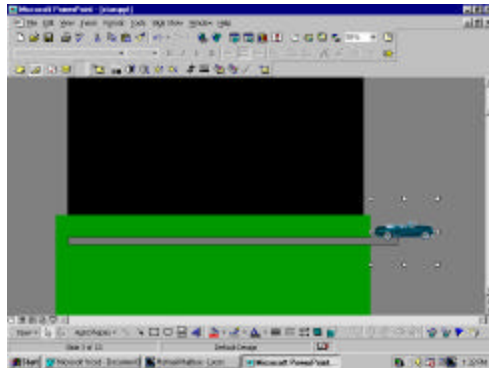
NOTE: If your balloons don't appear when you run the slide show, you might have them *behind* another object on the slide. Click on the group of balloons. Then, click on the **Draw** button on the **Drawing Toolbar**. Click **Order, Bring to Front**.

How To Make a Car 'Race'

This is a variation on the same idea as the **Floating Balloons** effect. You will place an object *off of the slide* and animate it to make it appear to zoom off of the page.

1. Open the slide on which you want to put the car. Paste the car image on the slide. (For the example presentation, the car picture was located online at www.iconbazaar.com). You can also use ClipArt or drawings if you have them.
2. Once you have built the background for the car, drag it off of the white slide onto the grey background. (Use the shapes buttons on the **Drawing Toolbar** to create the background unless you have a picture that you want to use as a background.)
3. Click on **Slide Show, Custom Animation**. Click on the **Timing** tab. Select the car picture. Click **Animate**, then **Automatic** so the picture will animate automatically. Use the rest of the menu to time the animation the way you want. Next, click on the **Effects** tab. Select **Crawl from left** (in this case, the car would drive from left to right; in another slide

NOTE: If you have your car on the right side of the slide, be sure to check that it is crawling from the LEFT side, or it won't appear!



the car 'backs up'). Select sound if you so choose.

4. Your car (or motorcycle, plane, truck, bug, etc.) will now move across the screen and disappear off the far side.

This effect could also be used for clouds, scrolling text (a marquee effect), a scrolling border, or any number of other things. Used vertically, it was used for the balloons. It could also be used to animate a rocket (space shuttle), hot air balloons, or steam.

NOTE: If your car doesn't appear when you run the slide show, you might have it *behind* another object on the slide. Click on the car. Then, click on the **Draw** button on the **Drawing Toolbar**. Click **Order, Bring to Front**. This will put the car in front of everything else.

How-to Create "Shooting Stars"

1. Open the slide to which you want to add shooting stars. Click on the **Oval** tool in your **Drawing Toolbar** menu. Make a small oval with a white fill and white line. Place the 'star' where you want it to end. (Remember the balloons and the car: you can have the star shoot *off* of the page if you put it on the gray background.)
2. Click **Slide Show, Custom Animation**. Click on the **Timing** tab, then click **Animate**, and **Automatically**. Click on the **Effects** tab. Animate the star by having it **fly from the right**. (Or it might **fly in from left**. If your star is not on the slide, but on the gray background, make sure that it flies in from the *other* side of the screen. You can use any of the **Fly** effects, but the star will look funny if you have it **Fly from Bottom Right**: it will appear to come from the ground). In the **After Animation** box choose **Hide After Animation**.
3. If your star doesn't appear, double check that it is zooming across the background. Click on the **Draw** button on the **Drawing Toolbar**. Scroll up to **Order, Bring to Front**. (Your star might be behind some other objects on the slide.)

NOTE: You can have your star seem to move around objects by using the **Order** menu and putting the star in front of some objects and behind others (it might land behind a house, for example).

How to Add Sparkling Stars to Your PowerPoint Presentation

1. Open the slide on which you want to add stars that will appear to be sparkling
2. Add stars to your presentation using the **Auto Shapes** menu on the **Drawing Toolbar**. You will need to make quite a few stars, so once you are satisfied with the shape and color of your stars, you might want to copy one star multiple times and just arrange them to your preference. If you have a dark background, you will want to create light colored stars, so they will be visible. Likewise, you'll want to contrast a light background with dark-colored stars.
3. Click on **Slide Show, Custom Animation**.
4. Now, select a star you wish to animate. Click on the name of a star listed (like 5-Point star 4, for instance), then click on **Animate**, then **Automatically** (if you do not select **Automatically**, then your slide show will stop until you click the mouse button). (If you want to animate a large number of stars with the same effects, highlight all the stars and select your animation effects.)
5. Next, click on the **Effects** tab. Click on the arrow in the first window under the title, **Entry animation and sound**. Scroll down until you find **Zoom in slightly**, then click on it. Then, click on the arrow in the box under the title, **After animation**. **Select Hide After Animation**. This will make your sparkling star disappear again. Repeat this step for each star listed in Animation order.
6. Now, click on the Preview button to see a micro-version of what your sparkling stars will look like! Congratulations! You've just make your stars sparkle!

How to Make a Watermark Background

1. Open your presentation to the slide to which you want to add a watermark. Click on **Insert, Picture, From File**. You can use any picture that you have on file. This includes ClipArt pictures, WordArt, and images that have been downloaded from the internet.
2. Navigate your way to the folder where the file is located. Left-click on **Insert** when you have found the file.
3. To enlarge or shrink your picture click on the picture, then move the mouse over one of the white squares. Click and hold the mouse button down. Drag the corner or side to make the picture bigger or smaller.
4. Highlight the picture. Click on the **Image Control** button on the Picture tool bar. Then click on **Watermark**.

