



INTRODUCTION TO Powerpoint Tricks

by Geetesh Bajaj

This tutorial shows how to animate a grayscale picture into a color picture within PowerPoint.

Also, while this exercise is done using PowerPoint 2007, you can use the same principles in older versions.

Insert a new slide in your PowerPoint presentation file, and save it.

Now select the Home tab of the Ribbon, and click Layout option to bring up the Layout Gallery that you can see in Figure 1. Choose the Blank layout from the gallery.

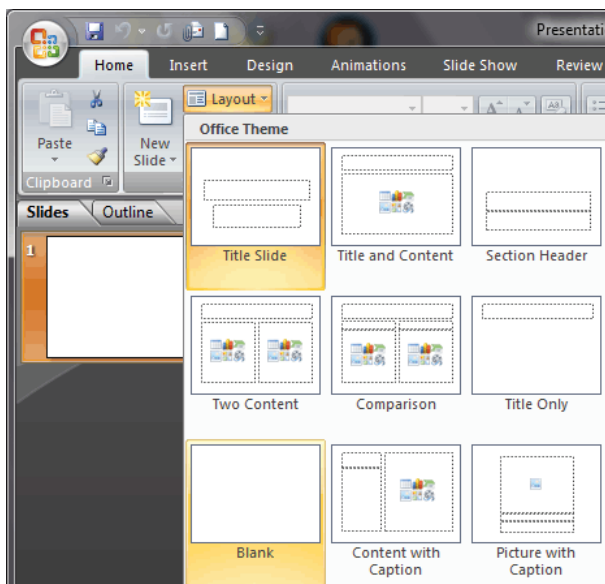


FIGURE 1: CHOOSE THE BLANK SLIDE LAYOUT

Select the Insert tab of the Ribbon, and click the Picture option, as shown in Figure 2.



FIGURE 2: PICTURE OPTION IN THE INSERT TAB

This brings up the **Insert Picture Dialog Box** (see Figure 3). Navigate to the picture you want to use, and click Insert.

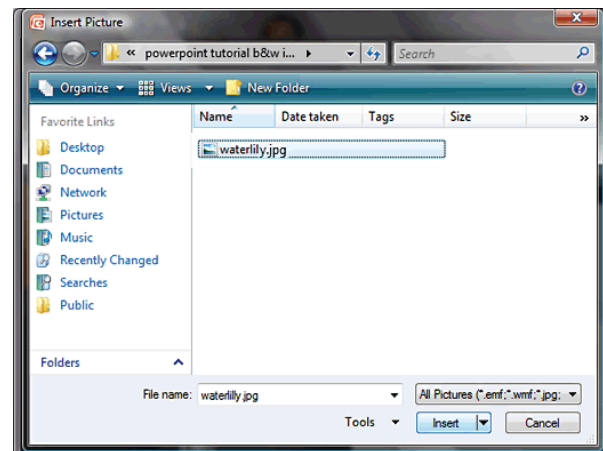


FIGURE 3: INSERT PICTURE

This will insert the picture on the slide. PowerPoint 2007 places most large pictures resized to fit the slide -- but if you are using a previous version of PowerPoint, you might want to resize it to fit the slide.

Now, select the picture, right click on it and choose Copy from the context menu as shown in **Figure 4**.

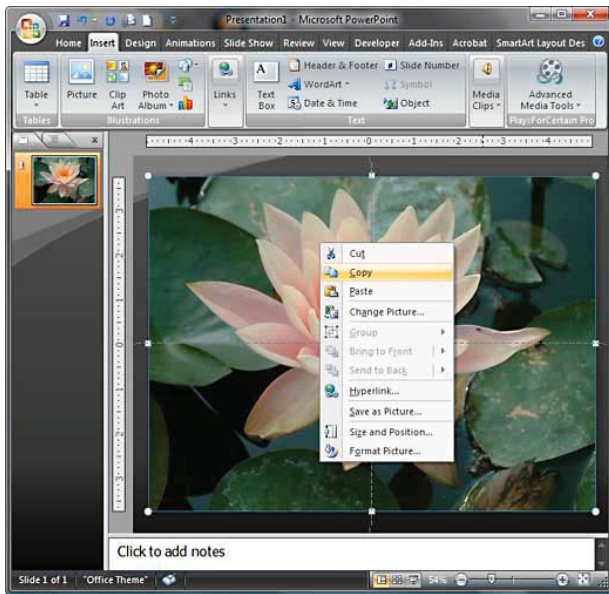


FIGURE 4: COPY PICTURE

Right click again to get the context menu and now choose the Paste option -- this will place a duplicate copy of the picture that you can see in **Figure 5**.



FIGURE 5: DUPLICATED PICTURE

Make sure to place the duplicated picture exactly on top of the original picture.

Select the top most picture, and activate the **Picture Tools Format** tab in the Ribbon. In this tab, choose the Recolor option to view a dropdown gallery of options as shown in **Figure 6** -- from this gallery, choose Grayscale (highlighted in red in **Figure 6**).

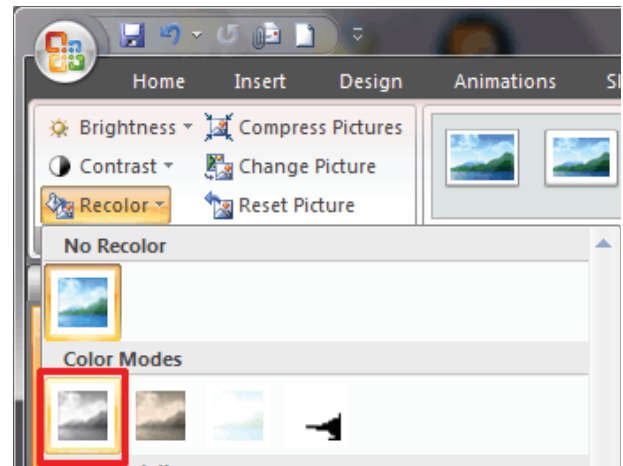


FIGURE 6: CHOOSE THE GRAYSCALE OPTION.

Tip: You can also choose any of the monochromatic or dutone recolor options to create a different effect!

This will recolor the selected picture to grayscale. Now, right click on this picture and choose Send to Back | Send to Back from the context menu as shown in **Figure 7**.

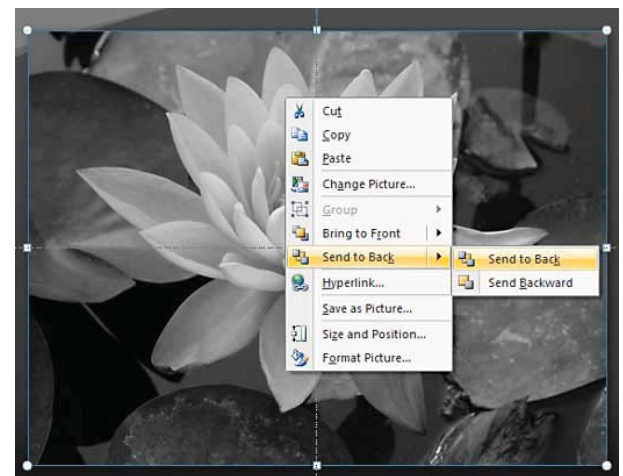


FIGURE 7: SEND TO BACK

Since your grayscale picture has been sent right to back of all slide objects, you now end up with your original color picture on top. Select the color picture, and then access the Animations tab of the Ribbon, and choose Custom Animation (see **Figure 8**).

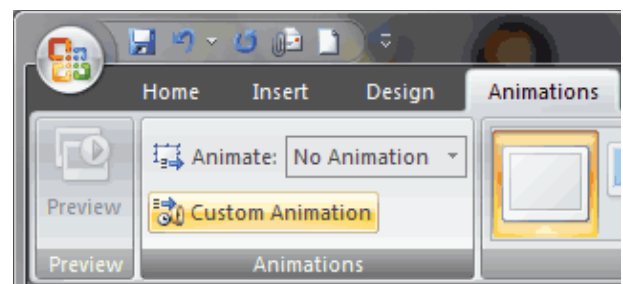


FIGURE 8: CUSTOM ANIMATION

This opens the Custom Animation task pane on the right side of the PowerPoint interface, as shown in **Figure 9**.

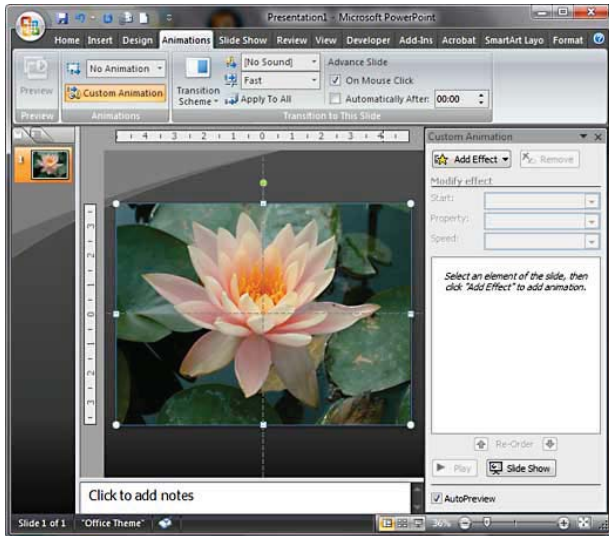


FIGURE 9: CUSTOM ANIMATION TASK PANE

With the color picture still selected, click the Add Effect button in the Custom Animation task pane to bring out flyout menus -- choose the Entrance | Fade option as you can see in Figure 10.

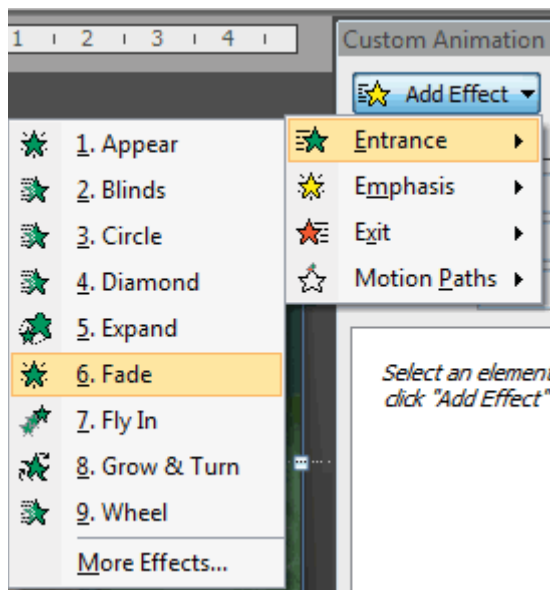


FIGURE 10: APPLYING ANIMATION

Tip: You can choose any other Custom Animation effect for your color picture -- but the Fade effects works very well. Another effect that works well is the Cross effect.

Thereafter change the event option for **Start** to **With Previous**, and for **Speed** to **Slow** as shown in **Figure 11**.

Note: If you want the animation from grayscale to color to happen on a click rather than automatically, then change the event option for **Start** to **On Click**.

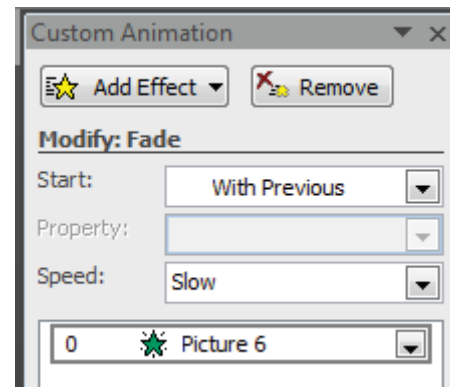


FIGURE 11: CHANGE ANIMATION EVENTS AND SPEED.

Play the presentation.

PART TWO which follows further expands upon what is possible by using these techniques:

Grayscale to Color Cutout Animation

Part Two of this exercise builds upon our tutorial that showed you how you can animate a grayscale picture into a color version. In this tutorial, we use a cutout for the color version so that only a selected part of the picture is animated to color. The cutout was made in Adobe Photoshop -- and then animated as per the process explained on this page within PowerPoint. Again, these exercises were done using PowerPoint 2007, but you can use the same principles in older versions of PowerPoint.

Insert a new slide in your PowerPoint presentation file, and save it.

Now select the Home tab of the Ribbon, and click Layout option to bring up the Layout Gallery that you can see in **Figure 1**. Choose the Blank layout from the gallery

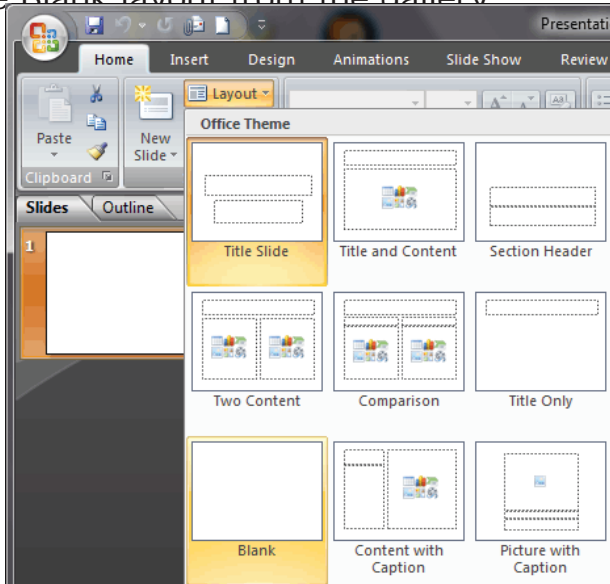


FIGURE 1: CHOOSE THE BLANK SLIDE LAYOUT

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FIGURE 2: PICTURE OPTION IN THE INSERT TAB

This brings up the **Insert Picture dialog box** (see **Figure 3**). Navigate to the picture you want to use, and click Insert.

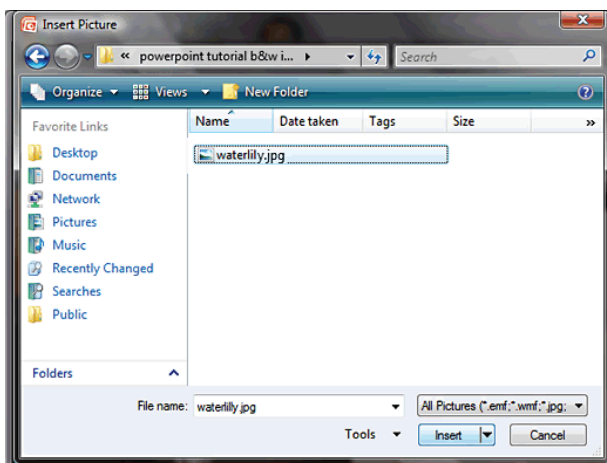


FIGURE 3: INSERT PICTURE

This will insert the picture on the slide as shown in **Figure 4**. PowerPoint 2007 places most large pictures resized to fit the slide -- but if you are using a previous version of PowerPoint, you might want to resize it to fit the slide.

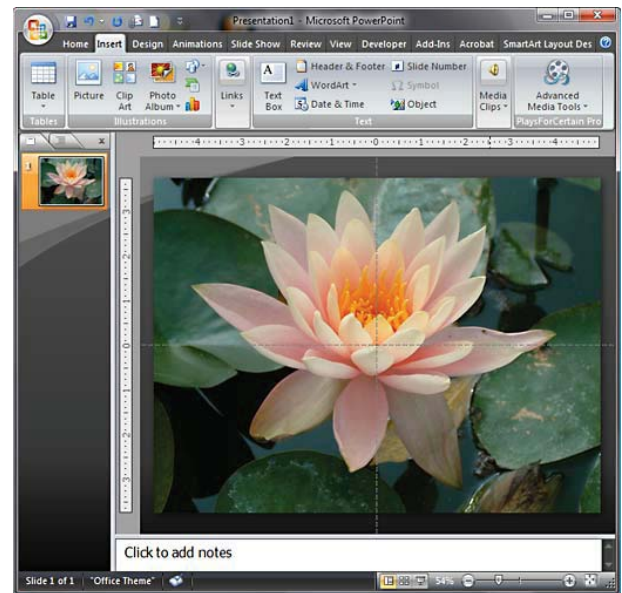


FIGURE 4: INSERTED PICTURE

Select the picture, and activate the **Picture Tools Format** tab in the Ribbon. In this tab, choose the Recolor option to view a dropdown gallery of options as shown in **Figure 5** -- from this gallery, choose Grayscale (highlighted in red in **Figure 5**).

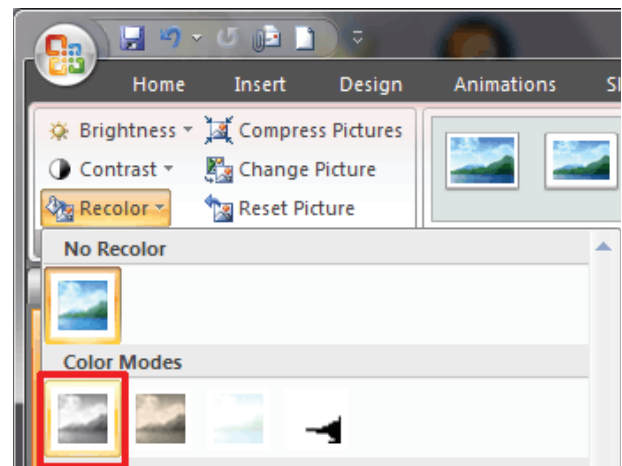


FIGURE 5: CHOOSE THE GRAYSCALE OPTION.

Tip: You can also choose any of the monochromatic or dutone recolor options to create a different effect!

Repeat steps 3 and 4 to insert the picture cutout as shown in **Figure 6**.

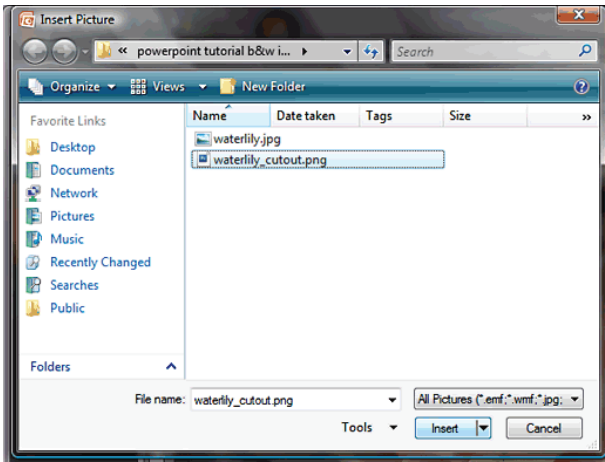


FIGURE 6: INSERT CUTOUT

Resize and reposition the cutout so that it is placed on exactly the same position as the similar object in the grayscale picture placed on the slide, as shown in **Figure 7**.

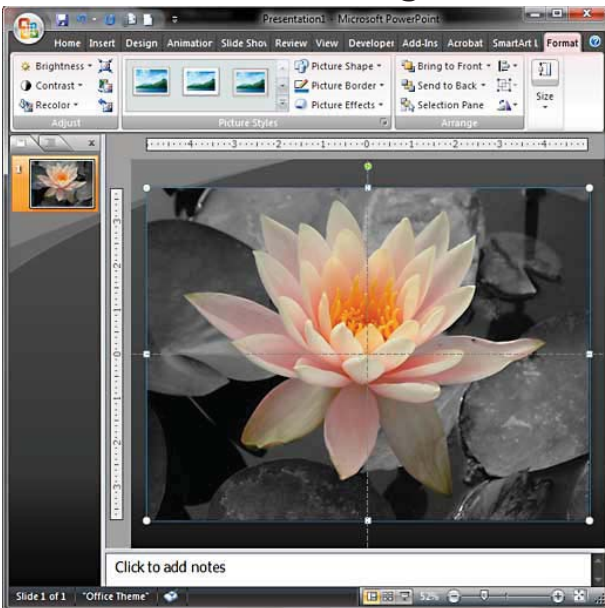


FIGURE 7: CUTOUT PICTURE INSERTED

Select the color picture cutout, and then access the Animations tab of the Ribbon, and choose Custom Animation (see **Figure 8**).

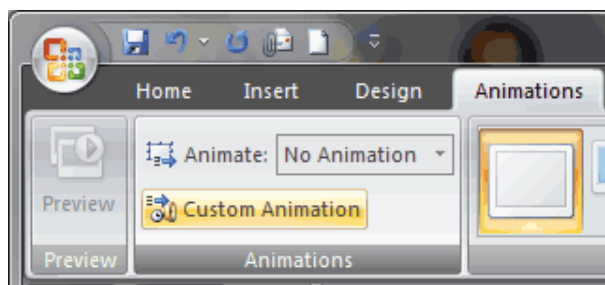


FIGURE 8: CUSTOM ANIMATION

This opens the Custom Animation task pane on the right side of the PowerPoint interface, as shown in **Figure 9**.

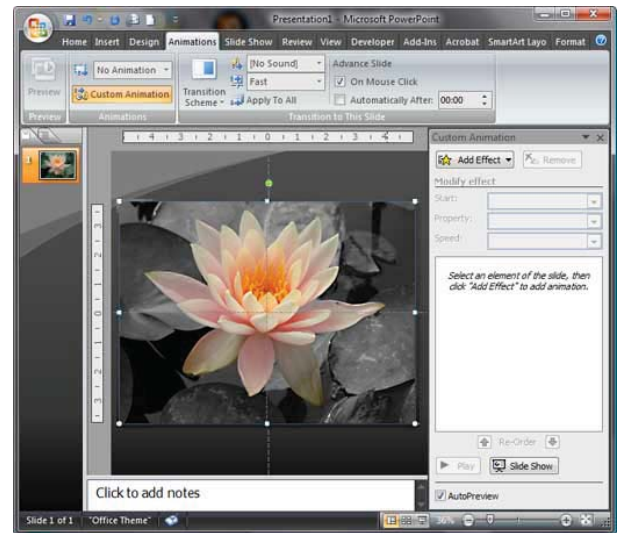


FIGURE 9: CUSTOM ANIMATION PANE

With the color picture cutout still selected, click the Add Effect button in the Custom Animation task pane to bring out flyout menus -- choose the Entrance | Fade option as you can see in **Figure 10**.

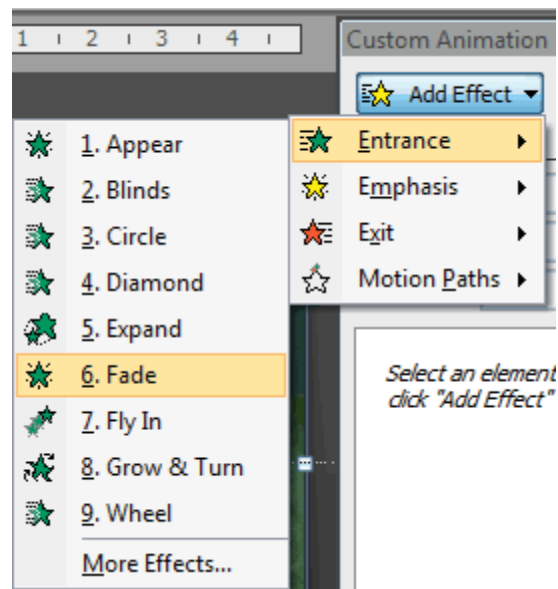


FIGURE 10: APPLYING ANIMATION

Tip: You can choose any other Custom Animation effect for your color picture -- but the Fade effects works very well. Another effect that works well is the Blinds effect.

Thereafter change the event option for **Start** to **With Previous**, and for **Speed** to **Slow** as shown in **Figure 11**.

Note: If you want the animation from grayscale to color to happen on a click rather than automatically, then change the event option for **Start** to **On Click**.

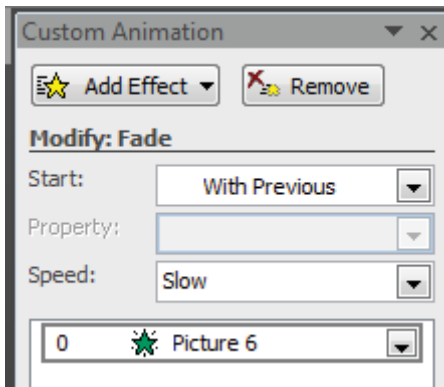


FIGURE 11: CHANGE ANIMATION EVENTS AND SPEED.

Play the presentation.