Action Buttons

You can set graphics in PowerPoint to carry out a variety of commands. When graphics are used in this fashion they are said to be ACTION BUTTONS. PowerPoint provides some preset ACTION BUTTONS or you can set an AutoShape, a ClipArt graphic or text to be an ACTION BUTTON.
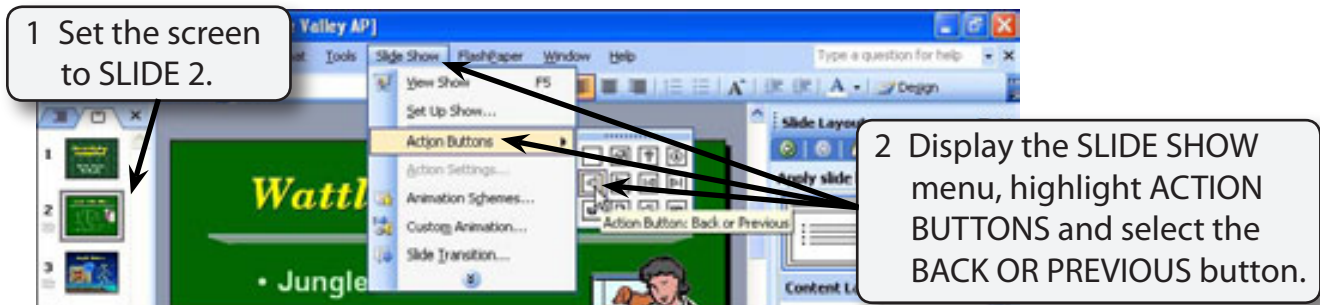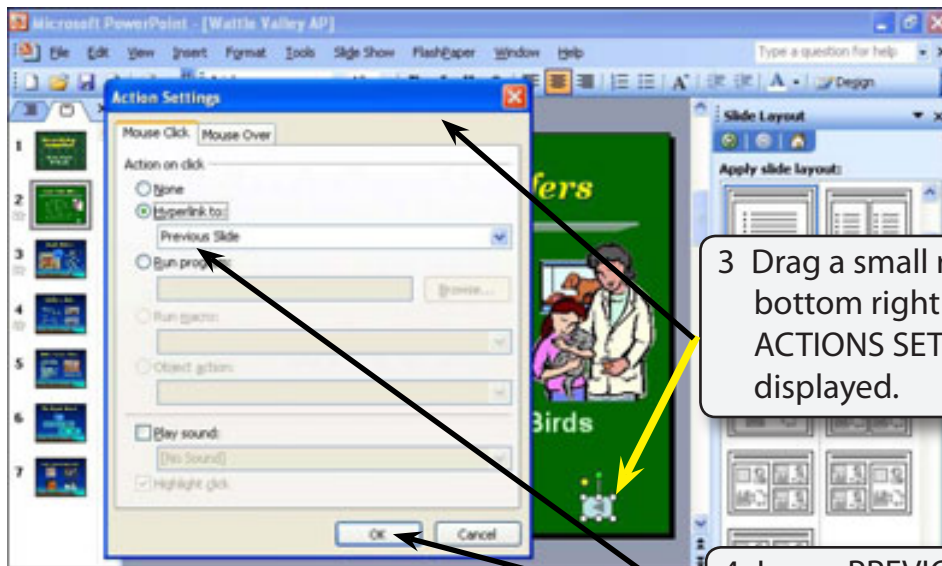
Loading the Presentation

1   Load Microsoft PowerPoint or close the current presentation.

2   Display the FILE menu and select OPEN.

3   Access your STORAGE folder and open the WATTLE VALLEY AP file.

Navigation Buttons

Buttons can be added to slides to allow users of the presentation to move from slide to slide.

A   The Previous Slide Button

1 Set the screen to SLIDE 2.

2 Display the SLIDE SHOW menu, highlight ACTION BUTTONS and select the BACK OR PREVIOUS button.

3 Drag a small rectangle at the bottom right of the slide and the ACTIONS SETTINGS dialogue box is displayed.

4 Leave PREVIOUS SLIDE selected in the HYPERLINK TO box, then click on OK.

NOTE: You can set a button to activate when the mouse button is clicked on it, or by simply moving the mouse pointer over it.
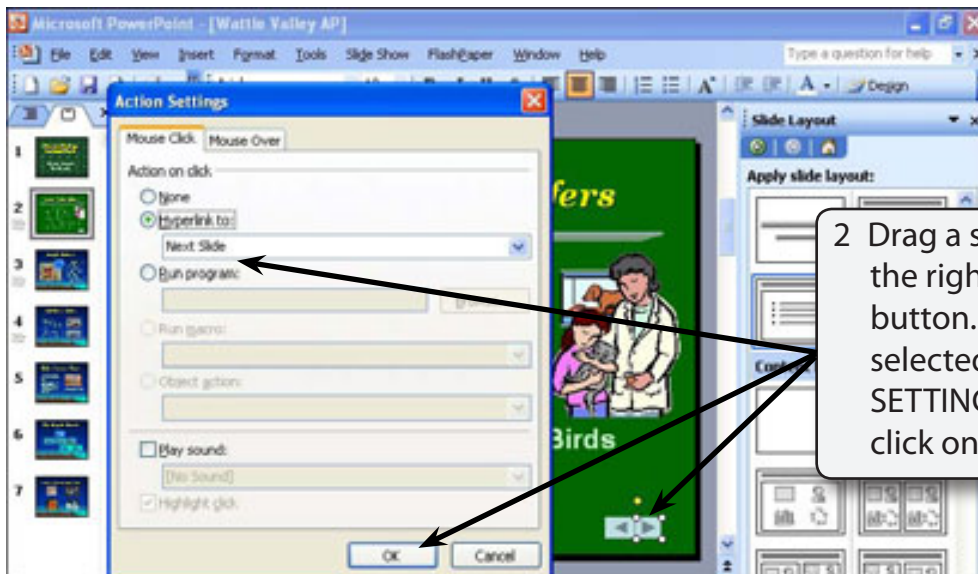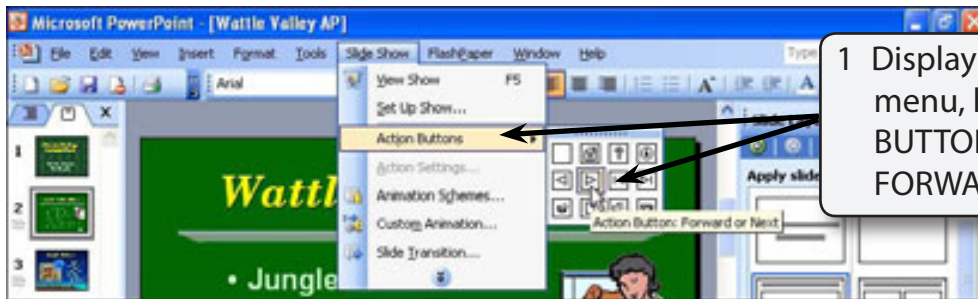

5 Preview the slide by holding down the SHIFT key and pressing F5.

6 Click on the button (there is no need to display the text) and slide 1 should be opened.

7 Press the ESC key to return to the slides and return SLIDE 1 to the screen.

B The Next Slide Button

1 Display the SLIDE SHOW menu, highlight ACTION BUTTONS and select the FORWARD OR NEXT button.

2 Drag a small rectangle to the right of the previous button. Leave NEXT SLIDE selected in the ACTIONS SETTINGS dialogue box and click on OK.

3   Preview the slide by holding down the SHIFT key and pressing F5.

4   Click on the NEXT OR FORWARD button and slide 3 should be opened.

5   Press the ESC key to return to the slides and return SLIDE 2 to the screen.

NOTE: These buttons could be copied to each slide, but you will see how to do that more efficiently in the SLIDE MASTERS chapter.

Buttons that Open Specific Slides

You can set buttons that allow the user to open specified slides. In this presentation SLIDE 2 is basically a menu for the rest of the presentation so we can add buttons to it to open any of the other slides.

AUTOSHAPES will be used to used to screen custom buttons.

A   The Jungle Safaris Button

1 Click on the AUTOSHAPES button in the DRAWING Tool Bar, highlight BLOCK ARROWS and select the RIGHT ARROW button.

2 Drag a small arrow to the right of the JUNGLE SAFARIS text.