

## Action Buttons

You can set graphics in PowerPoint to carry out a variety of commands. When graphics are used in this fashion they called ACTION BUTTONS. PowerPoint provides some preset ACTION BUTTONS or you can set a shape, a Clip Art graphic or text to be an ACTION BUTTON.

### Loading the Presentation

- 1 If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.
- 2 If you are continuing from the last chapter, close the current presentation then display the FILE menu and select OPEN.
- 3 Browse to your STORAGE folder and open the WATTLE VALLEY AP file.

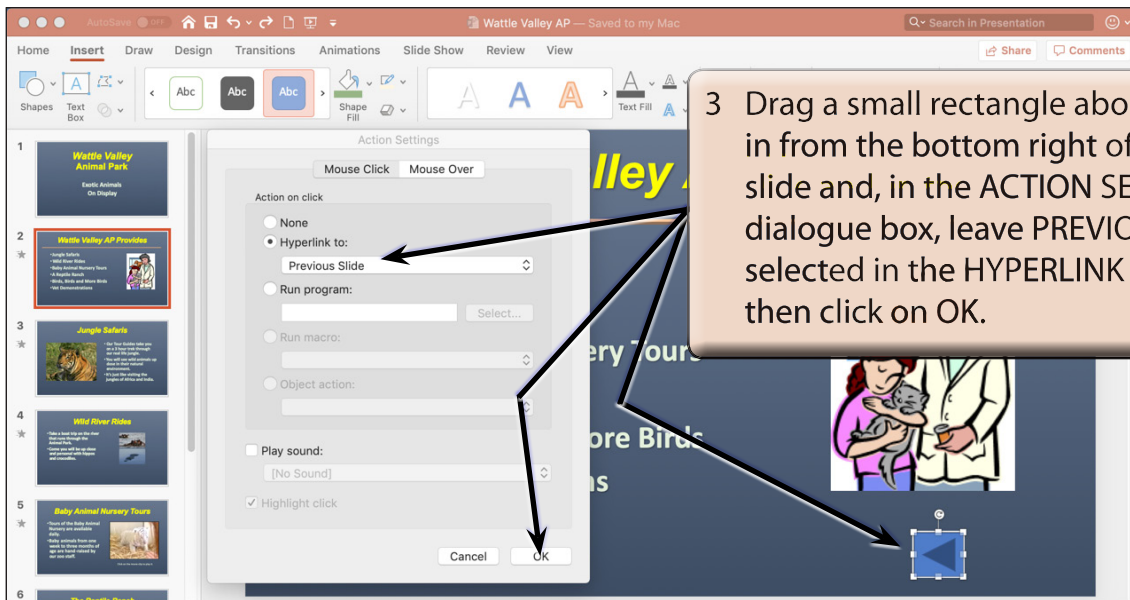
### Navigation Buttons

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

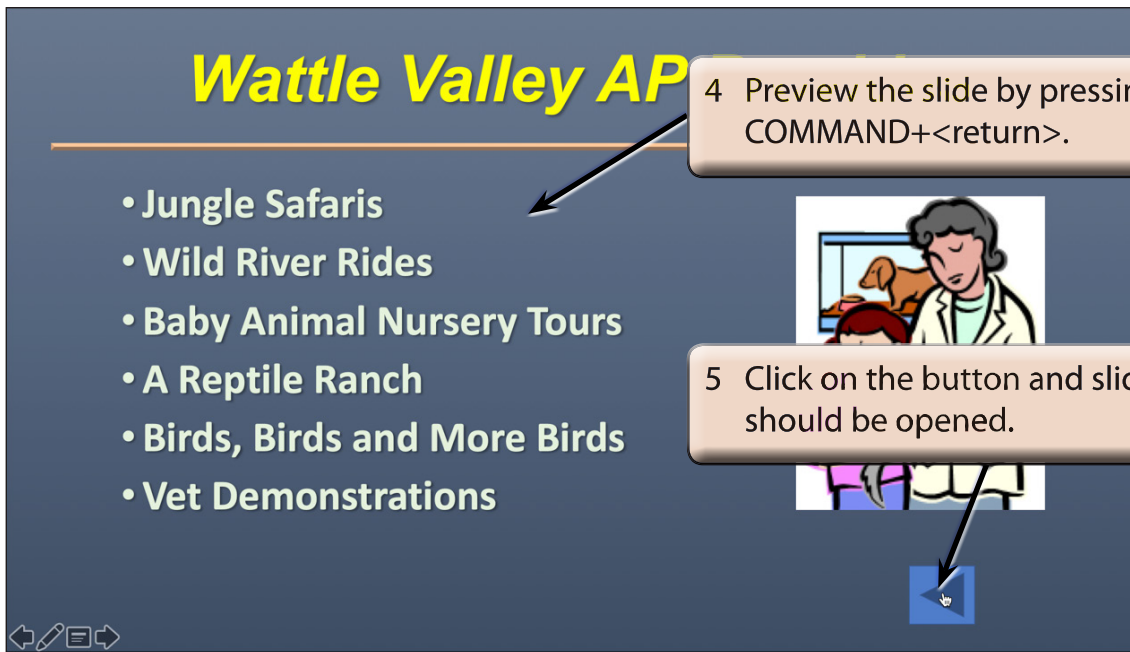
#### A The Previous Slide Button

1 Open SLIDE 2 from the SLIDES pane.

2 Open the INSERT tab of the RIBBON, click on the SHAPES icon, scroll down and select the BACK OR PREVIOUS icon from the ACTION BUTTONS section.

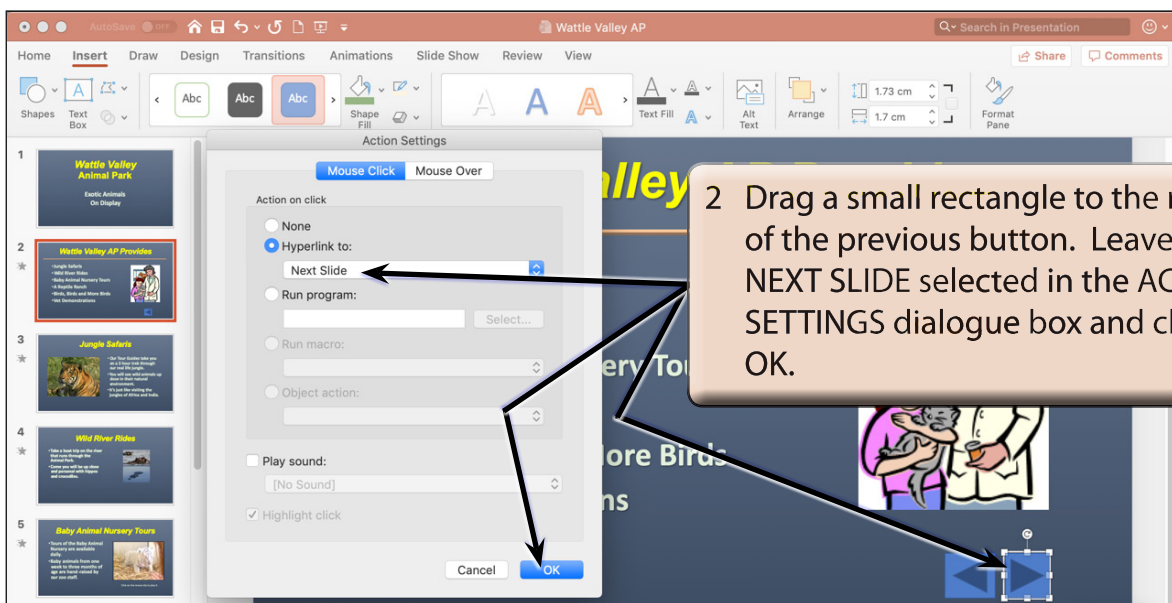
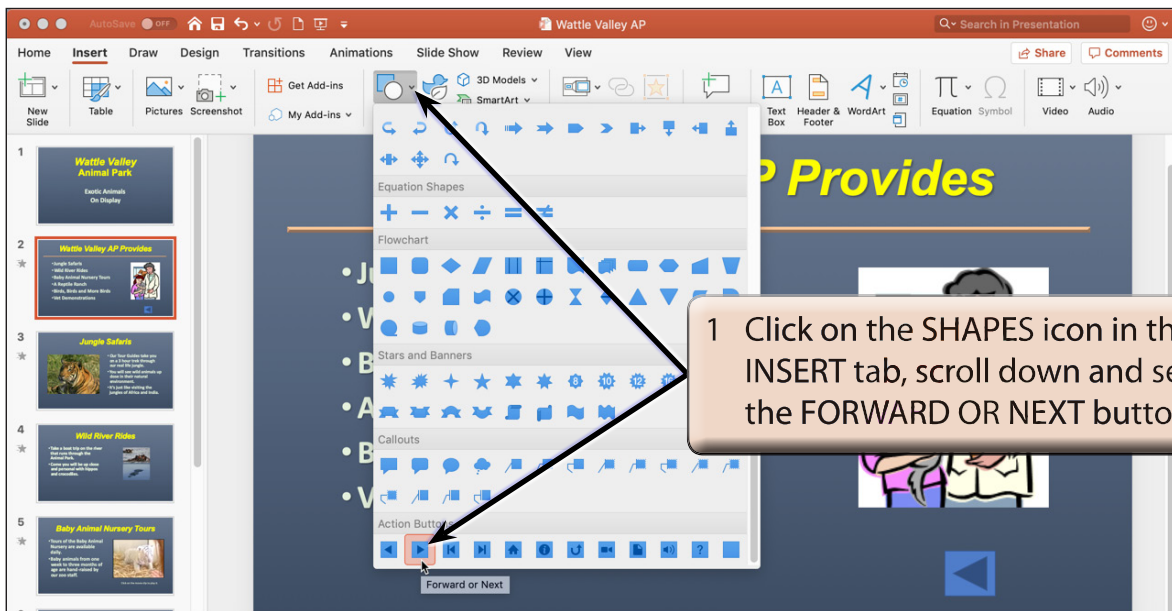


**NOTE:** You can set a button to activate when the mouse button is clicked on it, or by simply moving the mouse pointer over it.



6 Press the ESC key to exit the slide show and return SLIDE 2 to the screen.

## B The Next Slide Button



- 3 Preview the slide by holding down the COMMAND key and pressing <return>.
- 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:**

- i The button 'handles' can be used to adjust the button's size.
- ii 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.

The SHAPES icon will be used to create the custom screen buttons.

### A The Jungle Safaris Button

