

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 a Shape, a Clip Art graphic or text to be an ACTION BUTTON.

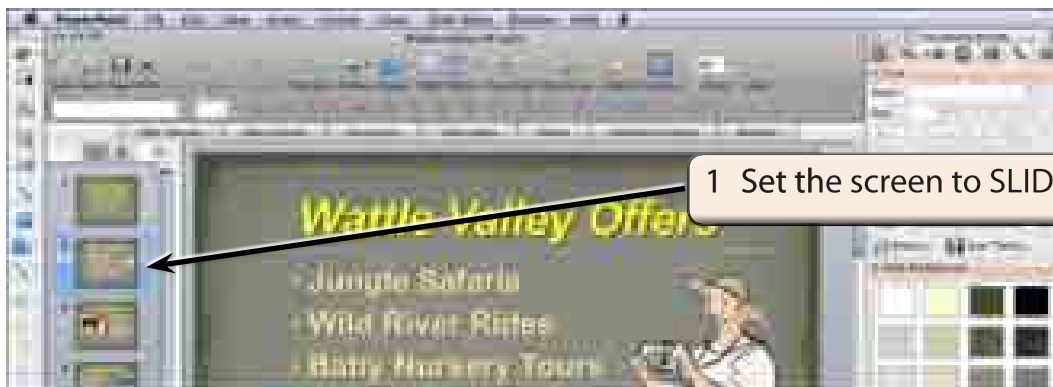
Loading the Presentation

- 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

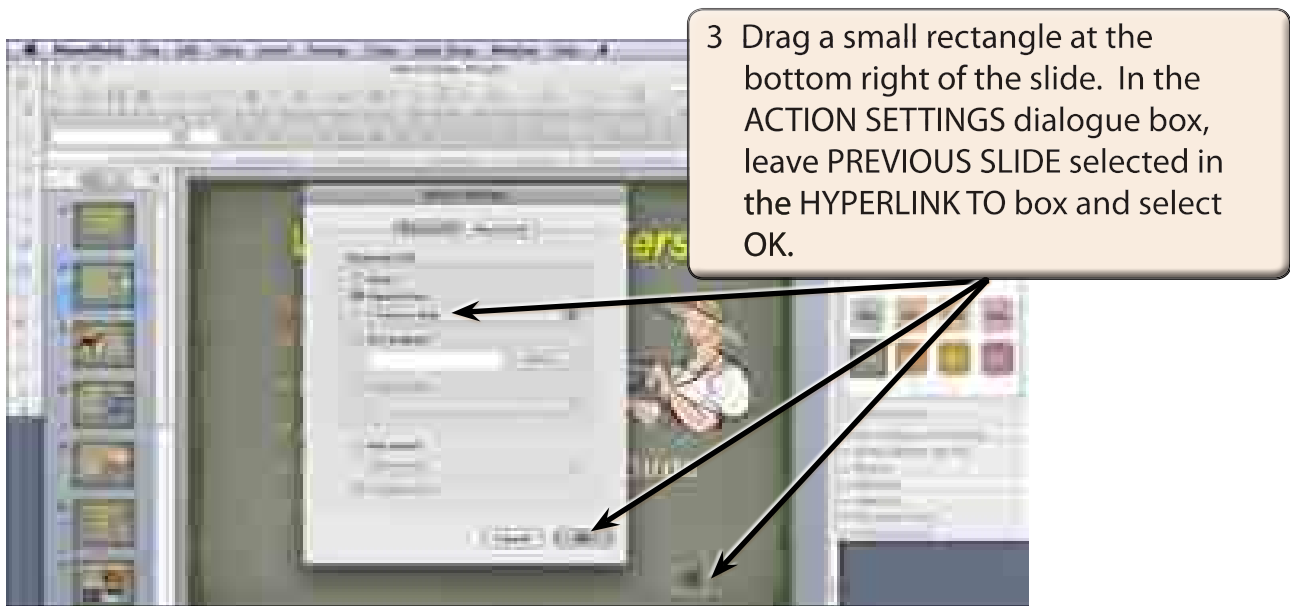
Buttons can be added to slides to allow users of the presentation to move from slide to slide.

A The Previous Slide Button



- 2 Display the SLIDE SHOW menu, highlight ACTION BUTTONS and select PREVIOUS SLIDE.

NOTE: You can also insert action buttons from the OBJECT PALETTE of the TOOLBOX. Some buttons will be inserted in this way shortly.



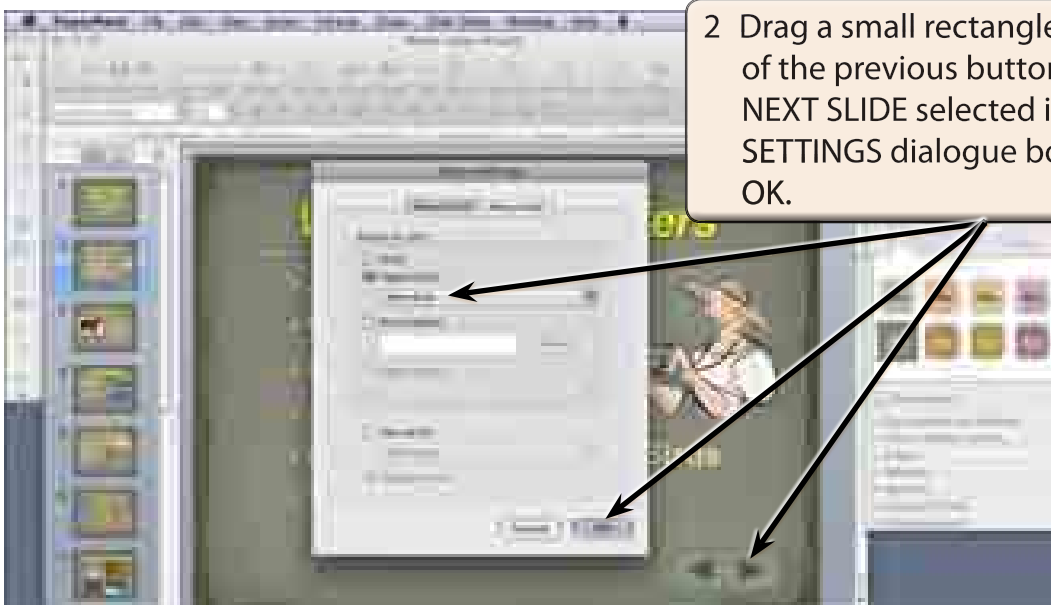
NOTE: You can set a button to activate when the mouse button is clicked on it, or by simply moving the mouse pointer over it.



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

B The Next Slide Button

- 1 Display the SLIDE SHOW menu, highlight ACTION BUTTONS and select NEXT SLIDE.



- 3 Preview the slide by clicking on the SLIDE SHOW button at the bottom left of the screen.
- 4 Click on the NEXT OR FORWARD button and slide 3 should be opened.
- 5 Press the ESC key to close the slide show and return SLIDE 2 to the screen.

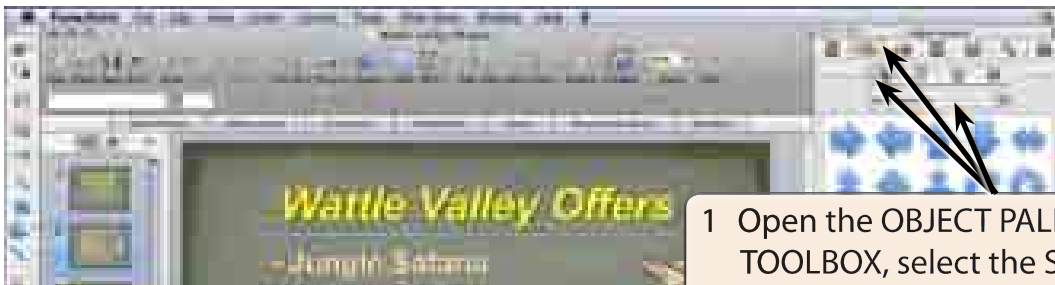
NOTE: These buttons could be copied to each slide, but you will see how to do that more efficiently in the SLIDE MASTERS chapter.

Buttons That Open Specific Slides

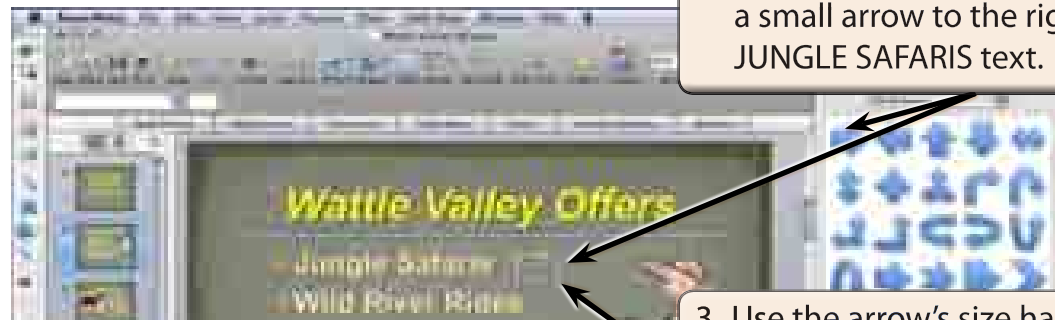
You can set buttons that allow the user to open specified slides. In this presentation SLIDE 2 is basically a menu for the rest of the presentation so we can add buttons to it to open any of the other slides.

The SHAPES section of the TOOLBOX will be used to create the screen custom buttons.

A The Jungle Safaris Button



1 Open the OBJECT PALETTE of the TOOLBOX, select the SHAPES icon and set the drop-down box to BLOCK ARROWS.



2 Select a right facing arrow and drag a small arrow to the right of the JUNGLE SAFARIS text.

3 Use the arrow's size handles to reduce its size so that it fits neatly to the right of the text.