

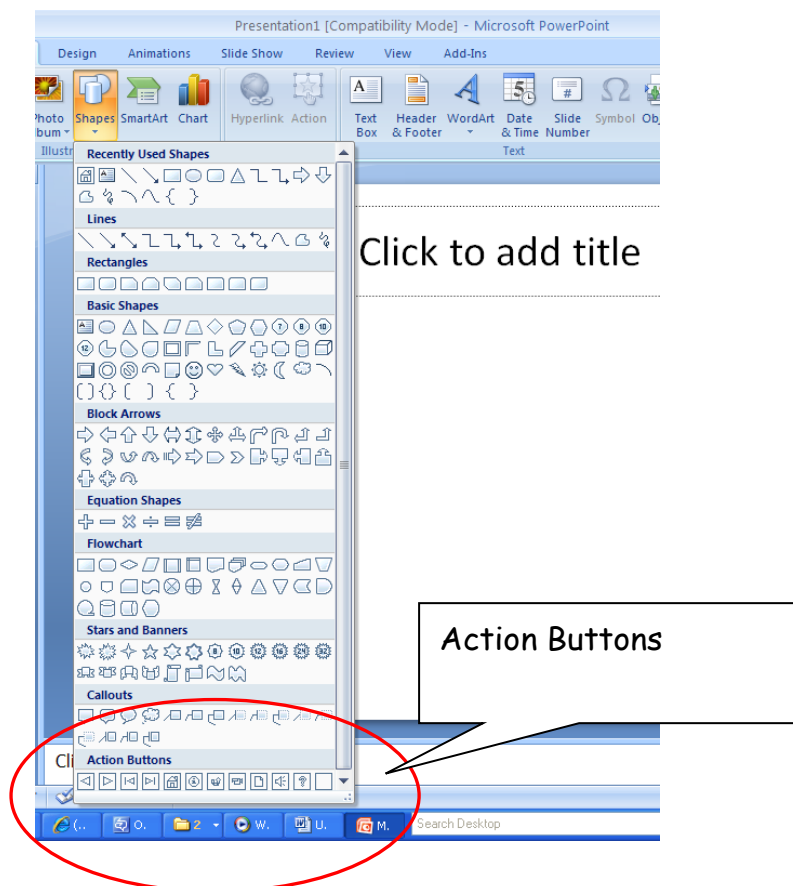
USING ACTION BUTTONS

Action Buttons are a specialised type of hyperlink available in PowerPoint. They can be used to move around a slide show. They are ideal for creating an interactive slideshow which can be placed for a student to navigate around themselves, using the Action buttons.

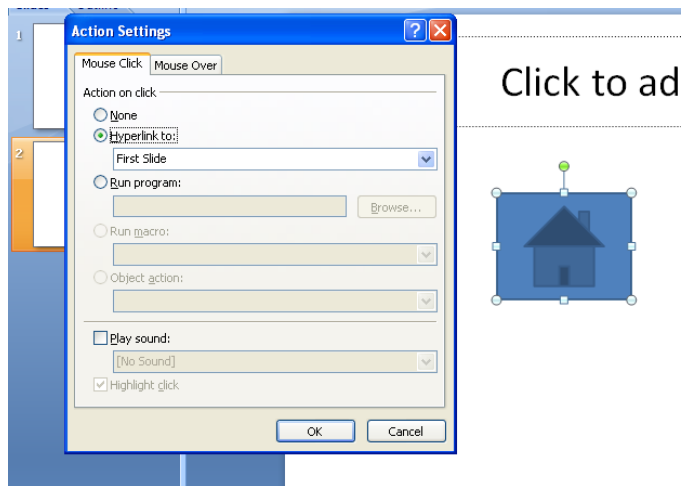
These buttons have a predetermined function - eg return to first page, last page, etc. However, they may be programmed to point to a particular slide, to another file, or to the address of an Internet site.

To insert an Action Button

- Ensure slide you wish to put the Action Button on, appears on your screen
- Click on Insert Tab.
- Click on Shapes and select an Action Button from the selection



- Draw this, by click and drag to desired size, on the slide. The Action Settings dialogue box will open



- Click on Hyperlink to
- Click on Pull Down Arrow and choose a URL, slide, or document to link to
- Click Play Sound to add Sound, if required
- Click OK.

Run your presentation to test Action Buttons

