

Action Buttons

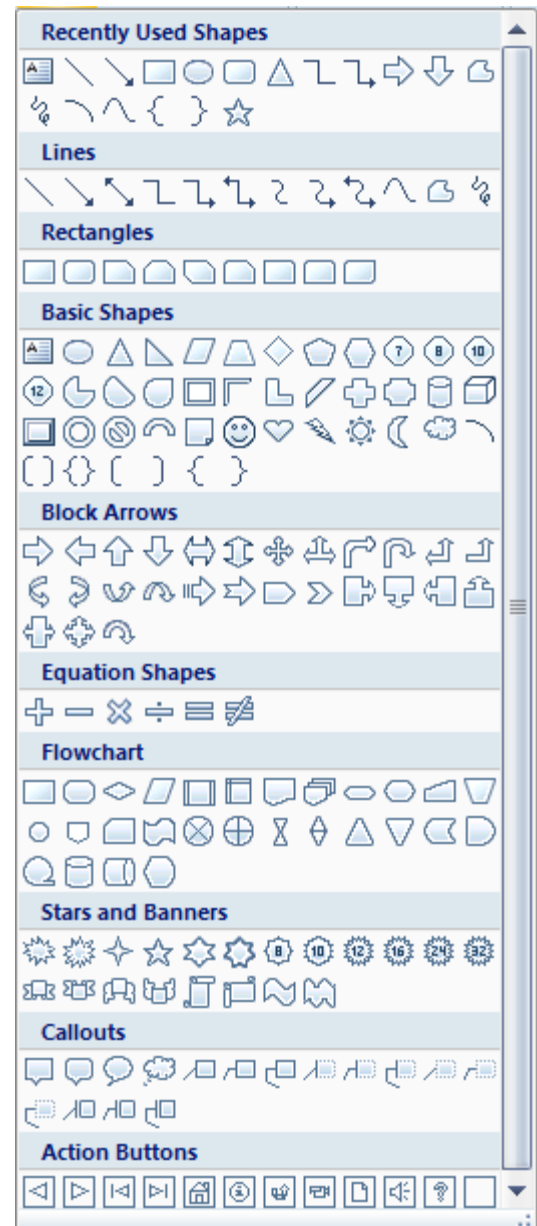
Action buttons are built-in 3-D buttons that can perform specific tasks such as displaying the next slide in the presentation, providing help, giving information, and playing a sound. This document explains how to work with Action Buttons to create hyperlinks in a presentation.

Creating a Home Action Button

- † Go to the last slide in the presentation.
- † Click the **Insert Tab**.
- † In the **Illustrations Group**, click the **Shapes** button.
- † A gallery of shapes will appear.
- † Click the **Home Action Button** (last row, fifth button from left).
- † Draw the Action Button somewhere in the slide.
- † The **Action Settings** dialog box will appear.
- † Click the **Hyperlink to** option button.
- † Click the drop-down arrow and choose **First Slide**, if necessary.
- † This will create a link to the first slide in the presentation.
- † Click the **Play Sound** option button.
- † Select a sound from the drop-down list.
- † Click **OK** to close the dialog box and create the Hyperlink.

Creating a Sound Action Button

- † Move to the second slide in the presentation.
- † Click the **Insert Tab**.
- † In the **Illustrations Group**, click the **Shapes** button.
- † Click the **Sound** button (bottom row, third button from right) for this slide.
- † Draw the button somewhere in the slide.
- † The **Action Settings** dialog box will display.
- † In the **Action Settings** dialog box, the **Sounds** option will be selected.
- † Click the drop-down arrow to select a sound.
- † Click the **Hyperlink to** option button.
- † Click **Other PowerPoint Presentation**.
- † The **Hyperlink to Other PowerPoint Presentation** dialog box will appear.
- † Select the presentation that the hyperlink is being created to.
- † Click the **OK** button to exit the dialog box.
- † The link to the selected presentation will appear in the **Hyperlink to** box.
- † Click **OK** to exit the **Action Settings** dialog box.



Formatting an Action Button

✚ Click the **Drawing Tools, Format Contextual Tab**.

✚ In the **Shape Styles Group**:

✦ Click a new style for the **Action Button** by clicking the **More** button in the lower right corner of the **Styles Gallery**.

✦ To change the fill color of the shape, click the **Shape Fill** arrow and select from the available options.

✦ To change the outline (border) of the shape, click the **Shape Outline** arrow.

✦ To apply different effects, such as shadows, to the shape, click the **Shape Effects** arrow. A list of different shape effects will appear. Select one of the categories and then click an effect.

