

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.

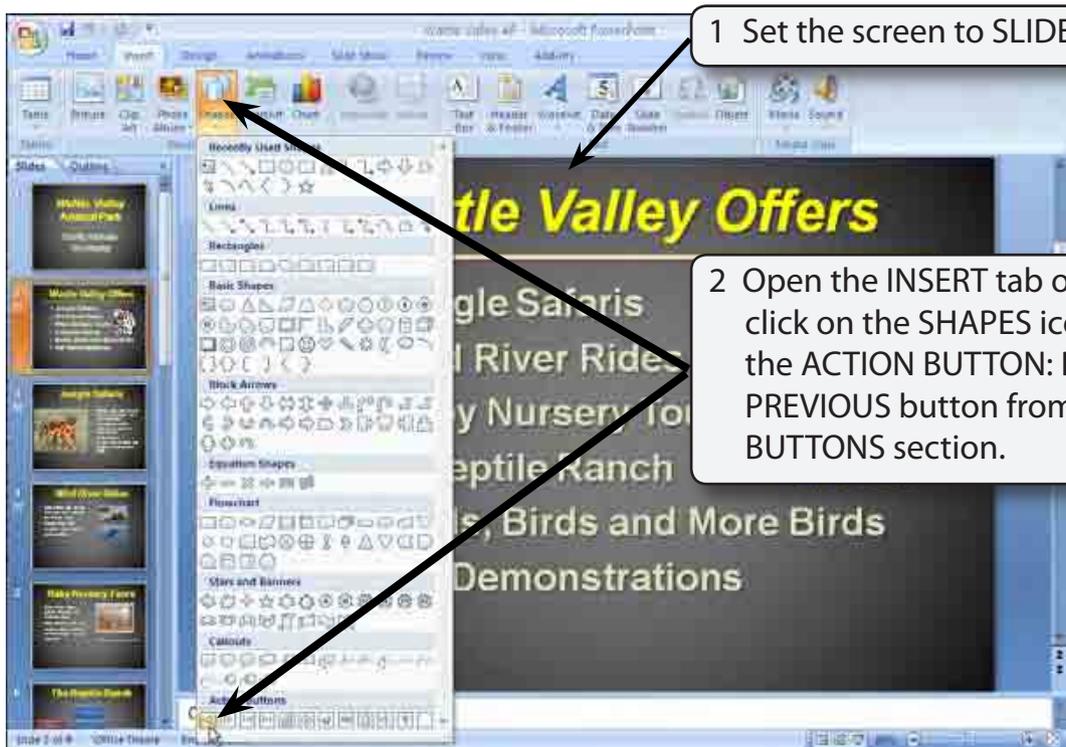
Loading the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation.
- 2 Click on the OFFICE BUTTON 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.

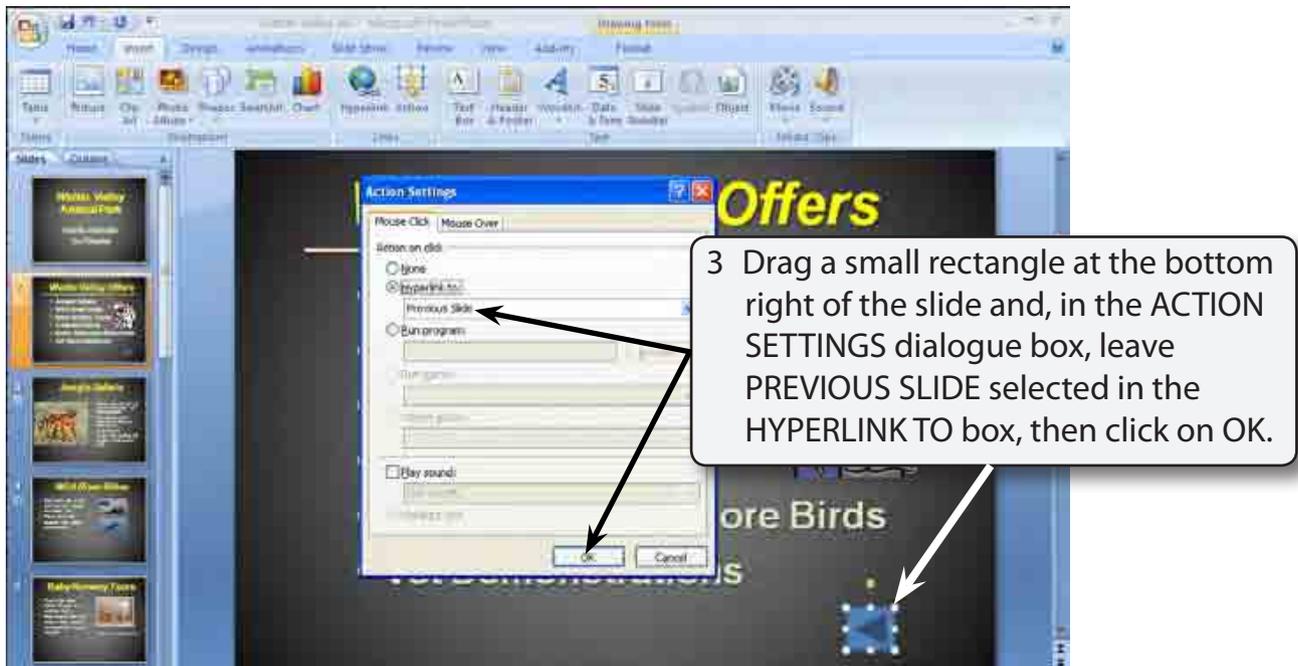
A The Previous Slide Button



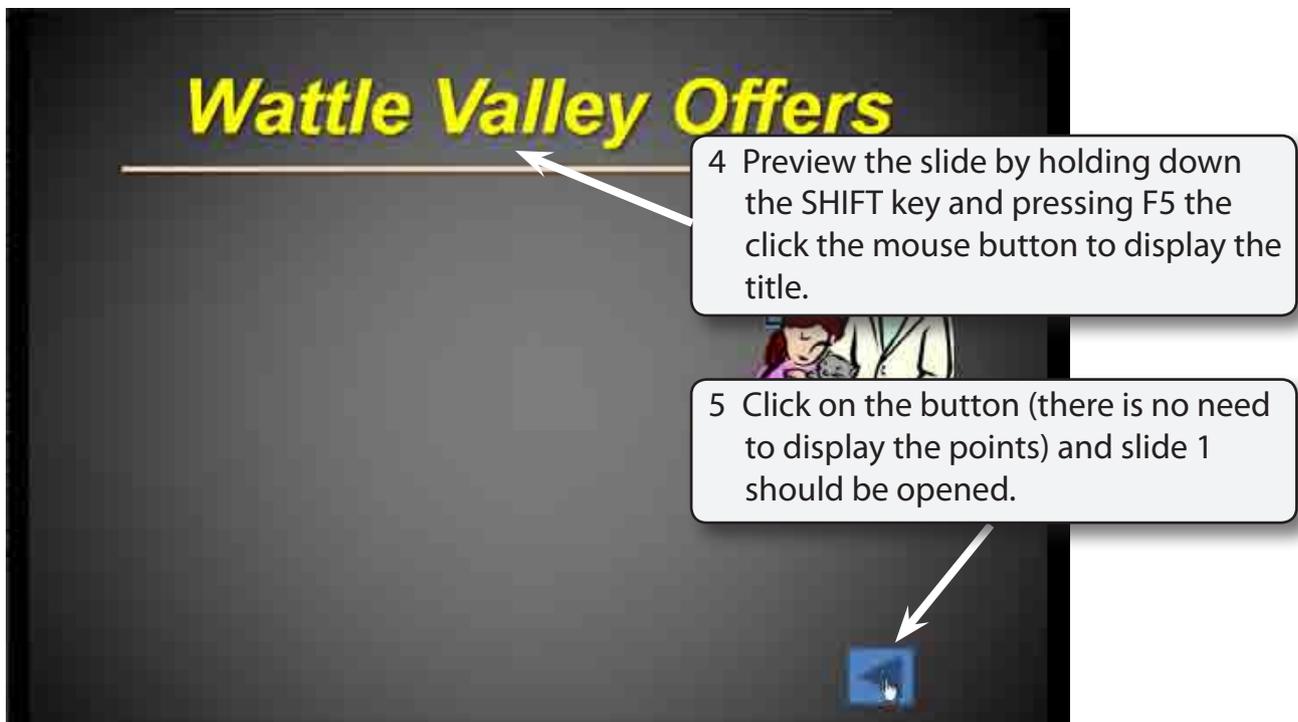
The screenshot shows the Microsoft PowerPoint 2007 interface. The 'Insert' tab is selected on the ribbon, and the 'Shapes' icon is highlighted. A context menu is open, showing the 'Action Buttons' section. Two callout boxes provide instructions: one points to the 'Insert' tab and the 'Shapes' icon, and the other points to the 'Action Buttons' section in the context menu. The background slide is titled 'Wattle Valley Offers' and lists various activities like 'Safari', 'River Ride', 'Nursery', 'Reptile Ranch', 'Birds and More Birds', and 'Demonstrations'.

1 Set the screen to SLIDE 2.

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

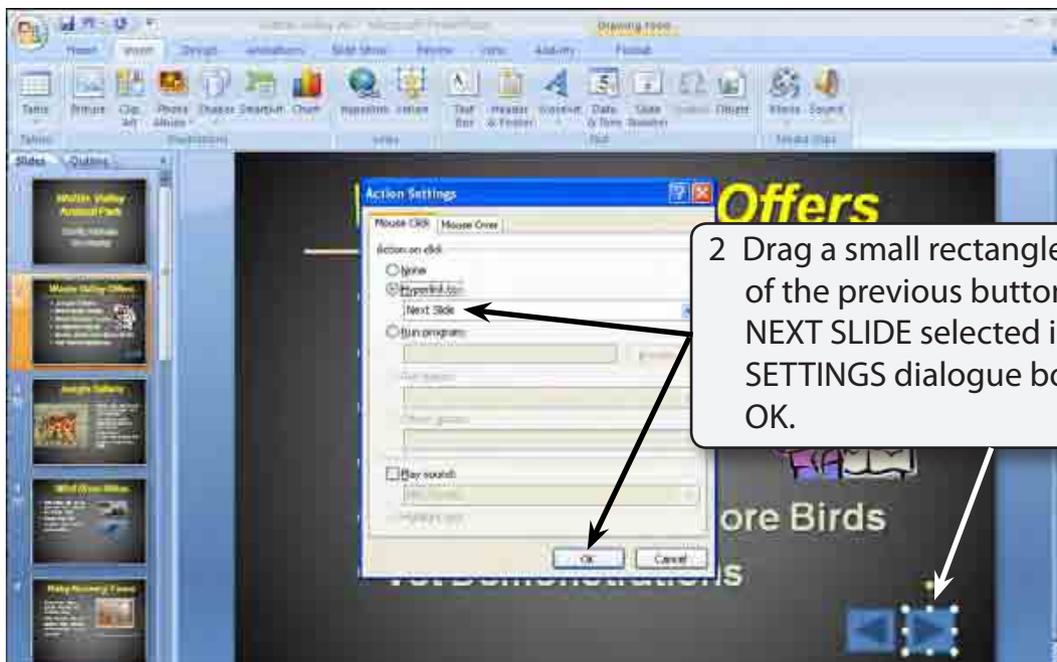
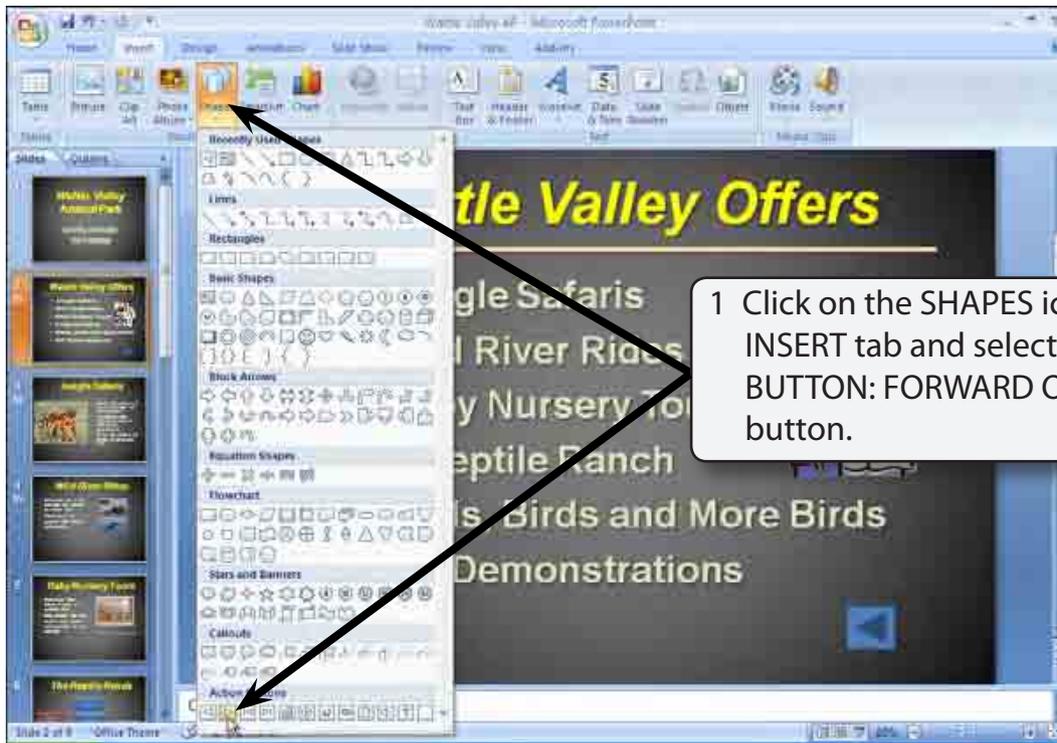


NOTE: You can set a button to activate when the mouse button is clicked on it, or by simply moving the mouse pointer over it.



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

B The Next Slide Button



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.

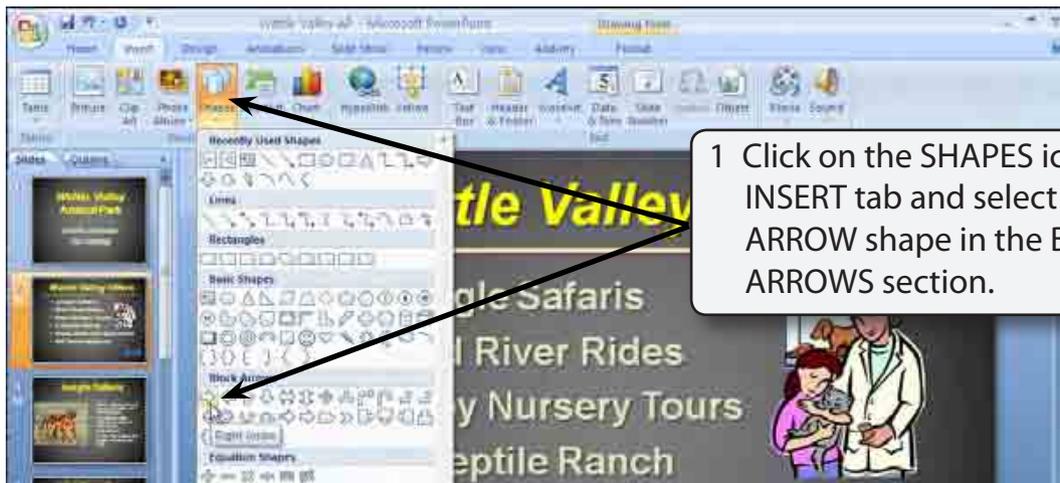
NOTE: These buttons could be copied to each slide, but you will see how to do that more efficiently in the SLIDE MASTERS chapter.

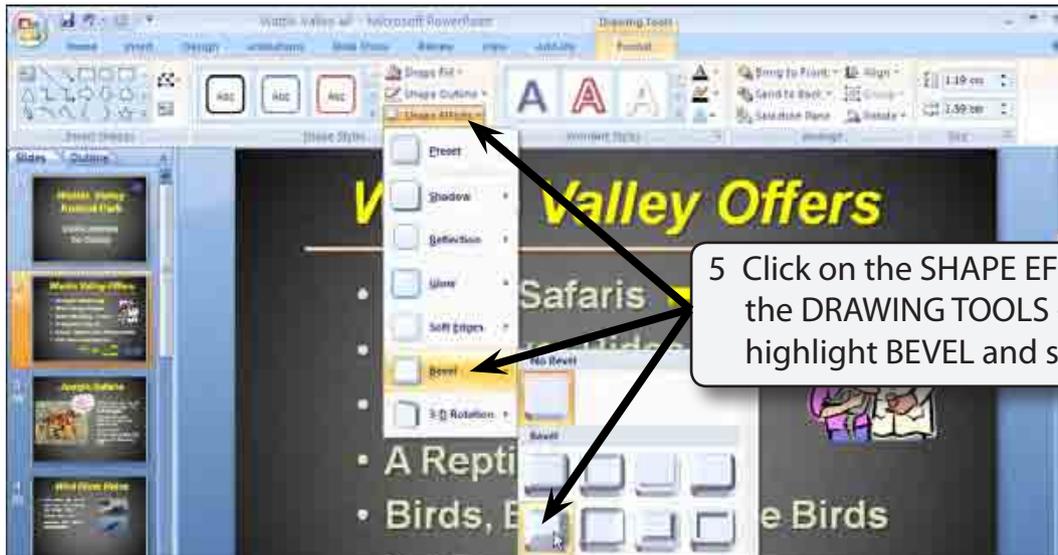
Buttons That Open Specific Slides

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.

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

A The Jungle Safaris Button





NOTE: You can also apply a SHADOW effect to the arrow if you wish using the SHAPE EFFECTS icon.