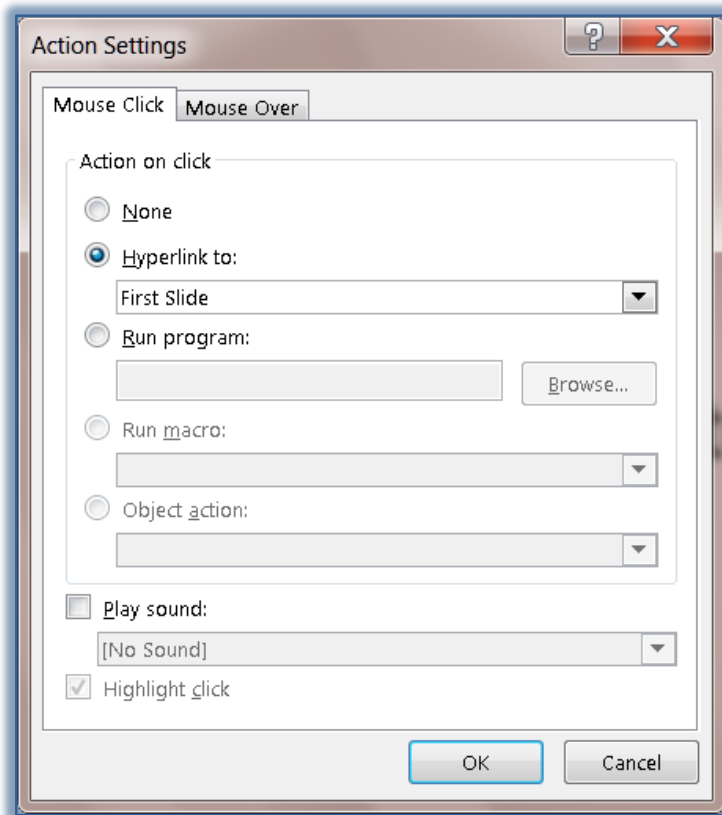
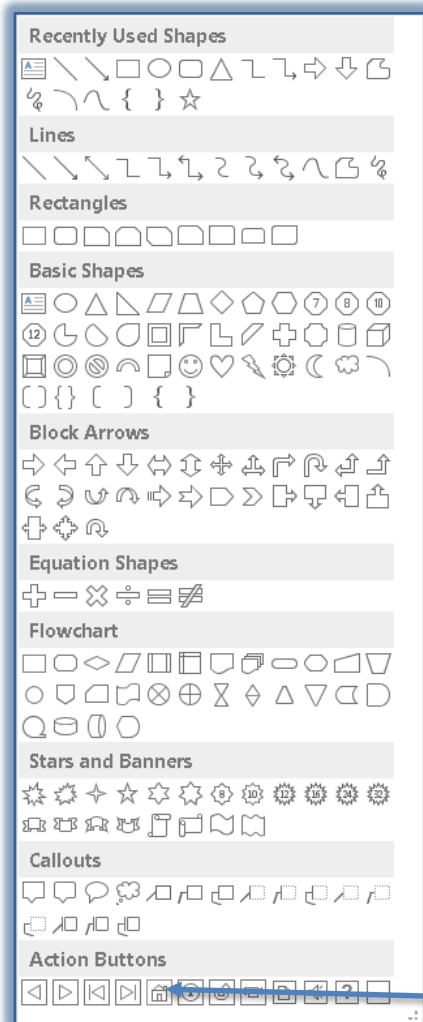
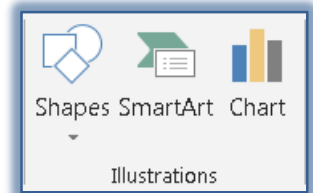


## ACTION BUTTONS

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.

### CREATE A HOME ACTION BUTTON

- ✦ Go to the slide in the presentation where the **Action Button** is to be inserted.
- ✦ Click the **Insert Tab**.
- ✦ In the **Illustrations Group**, click the **Shapes** button.
- ✦ The **Shapes** gallery will appear (see illustration below left).



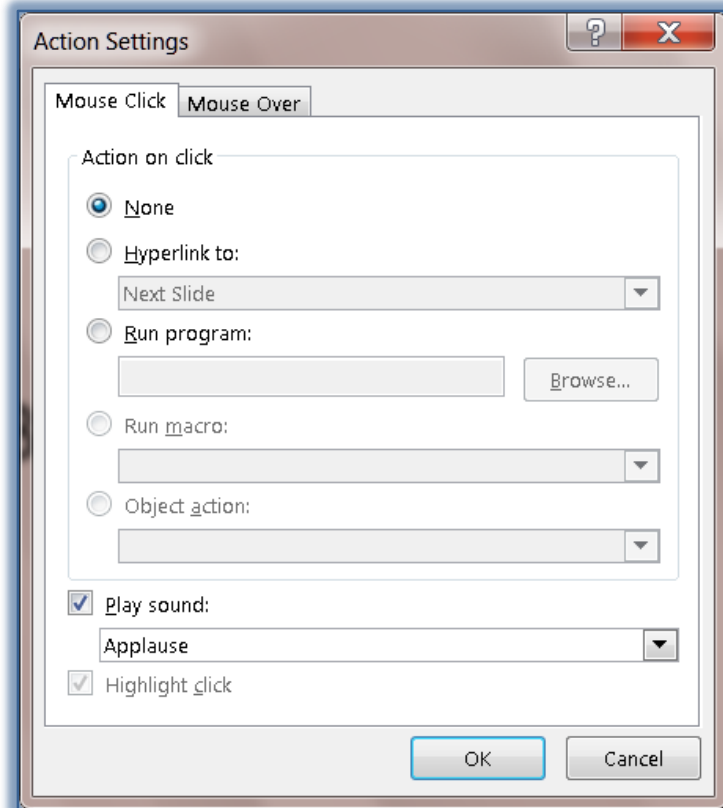
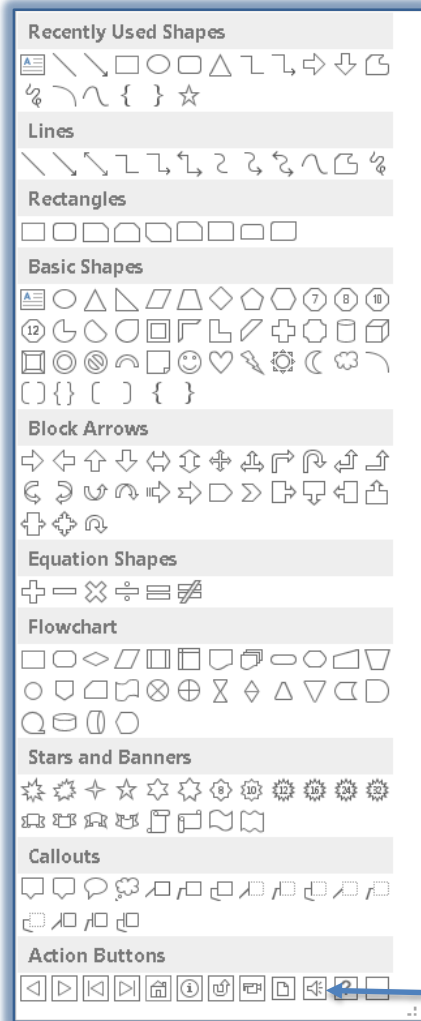
Action Button: Home

- ✦ Click the **Home Action Button** (last row, fifth button from left) under **Action Buttons**.
- ✦ Draw the **Action Button** somewhere in the slide.
- ✦ The **Action Settings** dialog box will appear (see illustration above right).
- ✦ 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** checkbox.
- ✦ Select a sound from the drop-down list.

- ✦ A sound will play when the button is clicked during the presentation.
- ✦ Click **OK** to close the dialog box and create the Hyperlink.

### CREATE A SOUND ACTION BUTTON

- ✦ Move to the slide in the presentation where the button is to be inserted.
- ✦ Click the **Insert Tab**.
- ✦ In the **Illustrations Group**, click the **Shapes** button.
- ✦ Click the **Sound** button for this slide (see illustration below left).

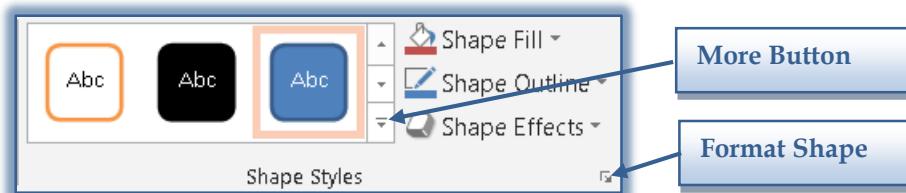


- ✦ Draw the button somewhere in the slide.
- ✦ The **Action Settings** dialog box will display.
- ✦ In the **Action Settings** dialog box, the **Sounds** option will be selected (see illustration above right).
- ✦ Click the drop-down arrow to select a sound.
- ✦ Click the **Hyperlink to** option button.
- ✦ Select one of the options from the list, such as **Other PowerPoint Presentation**.
- ✦ If the **Other PowerPoint Presentation** option was chosen, the **Hyperlink to Other PowerPoint Presentation** dialog box will appear.
  - ✦ Click the **First Slide Title** or another slide.
  - ✦ Click the **OK** button.

- ✦ The **name of the PowerPoint presentation** will appear in the **Hyperlink to** box.
- ✦ Click **OK** to exit the **Action Settings** dialog box.

### FORMAT AN ACTION BUTTON

- ✦ Select the **Action Button** that is to be formatted
- ✦ 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** (see illustration below).
  - ✦ 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.
- ✦ To apply additional formatting to the **Action Button**, click the **Format Shape** button in the bottom right corner of the **Shape Styles Group**.
  - ▣ The **Format Shape Task Pane** will display (see illustration below).
  - ▣ Click either **Fill** or **Line** under **Shape Options** to apply additional formatting.

