**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).

† 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).

- 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).

- 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.