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.
- Click the **Home Action Button** (last row, fifth button from left) under **Action Buttons**.
- Draw the **Action Button** somewhere in the slide.
- The **Button** shown at the left will display.
- 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** 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.

† Draw the button somewhere in the slide.
† The Button shown at the left will display.
† 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.
† 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**.
  † 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.
□ Click either **Fill** or **Line** under **Shape Options** to apply additional formatting.