

Power Point Project

Getting Started

Open Microsoft PowerPoint

Set up Six Slides

In the box on the left click on the slide shown, right click copy then paste 5 times

Choose a Slide Design

Find the Design button at the top right corner of your page and scroll down until you find a slide design you like. Left click to choose the design.

Adding Action Buttons

Step Four: Left click on the first slide.

Find the Slide Show button at the top middle and click on it.

Find the Action Button Tab then Select the plain Action Button (First Choice) Left Click

Drag to slide and create a small action button

Right click on the action button, select copy, copy 4 times, organize action buttons to look tidy on your screen

Name your Slides to keep organized

Left click into slide one, in the "Click to add title" dialogue box name the first slide: slide one Repeat, naming slide two, three, four, five and six.

Label your action buttons to keep organized

Left click slide one, left click first action button, choose hyperlink option, scroll down to the option **slide...** find the second slide and press O.K., press O.K. again to exit back to first slide, name action button Option 1

Often, a different hyperlink window will appear that does not give the option **slide...** click the place in this document tab and then find the second slide in the finder, click O.K. twice, name the action button Option 1

Repeat process with second action button, left click, choose the hyperlink option, scroll down to the option **slide...** find the third slide and press O.K. press O.K. again to exit back to the first slide. Name this action button Option 2

Hyperlink and name the other 3 action buttons.

Create a return home action button on slides 2-6

Create an action button on slides 2, 3, 4, 5, and 6 that will send you back to page one, name each of these action buttons Home

To view what you have created and test it push F5 and click on your action buttons, return to your file by pressing escape.

Have fun playing with fonts and backgrounds, your done for today's lesson.