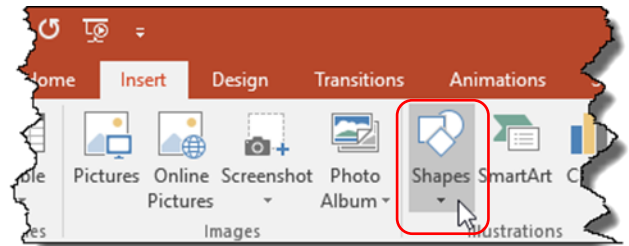


Action Buttons


Action buttons make your presentation interactive by performing actions such as navigating between slides, running programmes and playing sounds. PowerPoint includes 12 different action buttons.

1. Move to the slide you want to place an action button on.
2. Click the **Insert** tab, then click on **Shapes** located in the **Illustrations** group.

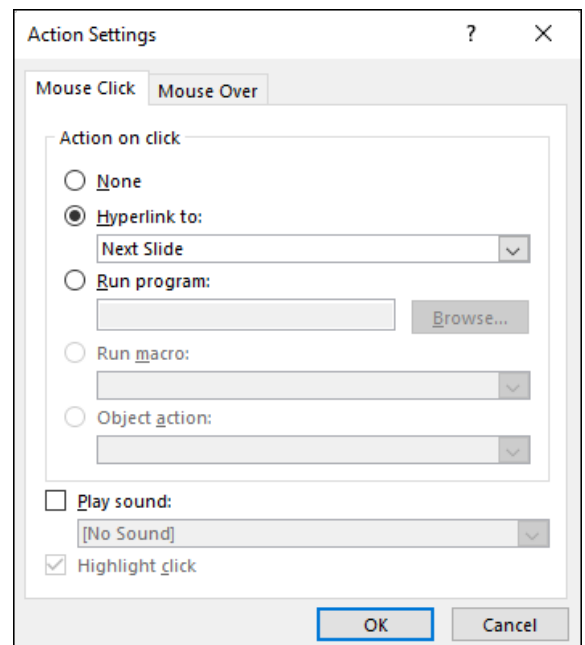


3. Select an appropriate action button from the list at the bottom of the shapes gallery.



 Example: This is the **Forward or Next** button

4. Click and drag to draw the shape then release the mouse button.
5. The **Action Settings** dialog box will appear. Select an action to perform and if required, a sound to play when the action occurs. The action buttons mostly have pre-defined settings which you just need to accept.
6. Click **OK** to add the action to the action button.



Note:

You can add an action to any shape not just the action buttons. Add the shape you want, then click on the **Insert** tab, and click on **Action** located in the **Links** group.

