

**Course
&
Test Series**

Using Action Buttons in Power Point

Microsoft Power Point

Module 33 - Using Action Buttons in Power Point



CBSE

Insert Menu



ICSE

Links Group (Insert Menu)

The Links group allows you to insert hyperlinks and action buttons into your slides. You can link to websites, email addresses, other slides, or files. This makes your presentation interactive and easier to navigate.



NTSE

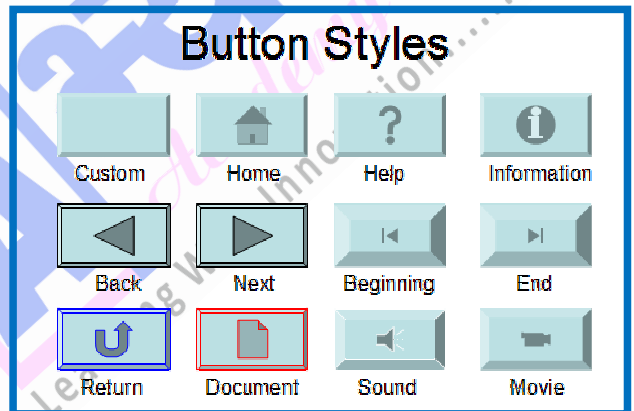
Action Button

In Microsoft PowerPoint, an Action Button is a built-in interactive shape that you can add to your slides to make your presentation more dynamic and navigable. These buttons allow you to trigger specific actions when clicked during a presentation, such as:

- Jumping to another slide
- Opening a website
- Playing a sound or video
- Running a program or macro
- Ending the slideshow

Key Features of Action Buttons:

- **Pre-designed shapes:** They include common symbols like home, back, forward, sound, or information icons.
- **Interactive:** You can assign actions for either a click or mouse-over event.
- **Customizable:** Though they have standard icons, you can resize, recolor, or modify them.



How to Add an Action Button:

- Go to the Insert tab.
- Click Shapes, and scroll down to the Action Buttons section.
- Select a button, then draw it on your slide.
- The Action Settings dialog box appears automatically.



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Using Action Buttons in Power Point

- Choose the action (e.g., hyperlink to another slide or URL, run a program, etc.).
- Click OK to apply.

Action Settings

In PowerPoint, Action Button Settings are configured through the Action Settings dialog box, which appears when you insert an action button or right-click on one and select Action Settings.

This dialog allows you to define what happens when someone clicks or hovers over the button during a slideshow.

It contains two main tabs:

- Mouse Click
- Mouse Over

Options in Action Settings

Under both Mouse Click and Mouse Over, you'll see these choices:

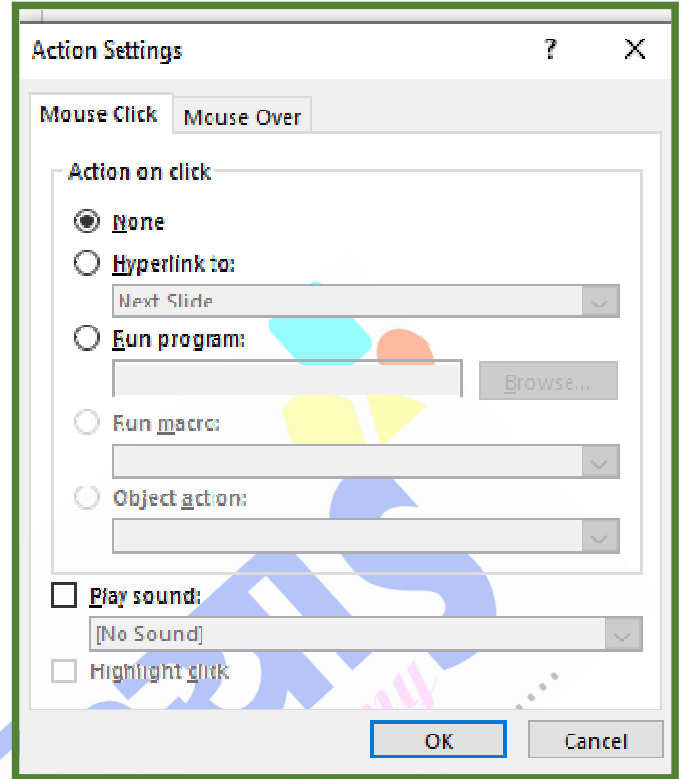
None

- No action is triggered when the button is clicked or hovered over.

Hyperlink to:

Links to another part of the presentation or outside content. Options include:

- Next Slide / Previous Slide
- First Slide / Last Slide
- Last Slide Viewed
- End Show
- Specific Slide...
- URL (webpage)
- Another PowerPoint presentation
- Other file (PDF, video, etc.)



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Run Program

- Lets you run an external program or file (e.g., a calculator app, Word document).



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Run Macro

- Executes a macro you've created. Only visible if macros are enabled in your presentation.



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Play Sound

- Plays a sound when the action button is triggered.
- Options include preset sounds or a custom .wav file.

Difference Between Hyperlink and Action Button



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Action	Hyperlink
Used to perform a task (e.g., run a file)	Used to jump to another slide or webpage
Can link to sounds, programs, or slides	Mainly links to slides, files, or URLs
Triggered by clicking or mouse-over	Triggered only when clicked
Found under Insert > Action	Found under Insert > Link > Hyperlink



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Why we used Action Button in PowerPoint?



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We use Action Buttons in PowerPoint to make a presentation interactive and easier to navigate. Here are some key reasons:



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- **Navigation** - Jump to a specific slide, the first/last slide, or another presentation easily.
- **Link to external content** - Open a website, document, or file directly from the slide.
- **Run a program or sound** - Start a program or play a sound when clicked.
- **Interactive quizzes or games** - Use for creating clickable options in interactive presentations.



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Using Action Buttons in Power Point

Assignment using Action Button

Slide 1: Introduction to the Water Cycle - Blue background color

Title: The Water Cycle - Nature's Recycling System
Font Style:

- Title: Segoe UI Bold, 36 pt
- Body: Segoe UI, 24 pt

Content:

- The **water cycle** is the continuous movement of water on, above, and below the Earth's surface.
- Key processes include: **Evaporation, Condensation, Precipitation, Collection.**
- It supports life and maintains the climate balance.

Visual Suggestion: A simple diagram of the water cycle (Evaporation → Condensation → Precipitation → Collection)

Action Button Instructions:

- Add a **Next** button (Right arrow icon or rectangle labeled "Next →")
- Insert > Shapes > Action > Hyperlink to: Next Slide

◆ **Slide 2: Stages of the Water Cycle - Picture as Background**

Title: Main Stages of the Water Cycle
Font Style:

- Title: Segoe UI Bold, 36 pt
- Body: Segoe UI, 24 pt
- Table text: Segoe UI, 20 pt

Content:

- Each stage plays a role in water transformation and movement.

Table: Water Cycle Stages

Stage	Description
Evaporation	Sun heats water bodies → water turns into vapor
Condensation	Water vapor cools → forms clouds

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Stage	Description
Precipitation	Clouds release water → rain, snow, sleet, or hail
Collection	Water gathers in oceans, lakes, rivers, or underground

Action Button Instructions:

- Add Previous and Next buttons:
 - Previous: Hyperlink to Slide 1
 - Next: Hyperlink to Slide 3
 - Use shapes with labels like "← Back" and "Next →"

◆ **Slide 3: Importance & Human Impact**

Title: Why the Water Cycle Matters
Font Style:

- Title: Segoe UI Bold, 36 pt
- Body: Segoe UI, 24 pt

Content:

- Supports all life forms by distributing fresh water.
- Regulates temperature and weather patterns.
- Human activities (pollution, deforestation, climate change) can disrupt the cycle.

Table: Human Impact on Water Cycle

Activity	Impact on Cycle
Urbanization	Reduces infiltration and increases runoff
Pollution	Contaminates water sources
Deforestation	Affects transpiration and rainfall patterns



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OUTPUT:

The Water Cycle – Nature’s Recycling System

The water cycle is the continuous movement of water on, above, and below the Earth's surface.

Key processes include: Evaporation, Condensation, Precipitation, Collection.



It supports life and maintains the climate balance.



Main Stages of the Water Cycle

Each stage plays a role in water transformation and movement

Stage	Description
Evaporation	Sun heats water bodies → water turns into vapor
Condensation	Water vapor cools → forms clouds
Precipitation	Clouds release water → rain, snow, sleet, or hail
Collection	Water gathers in oceans, lakes, rivers, or underground

Why the Water Cycle Matters

Supports all life forms by distributing fresh water.
Regulates temperature and weather patterns.
Human activities (pollution, deforestation, climate change) can disrupt the cycle.

Activity	Impact on Cycle
Urbanization	Reduces infiltration and increases runoff
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