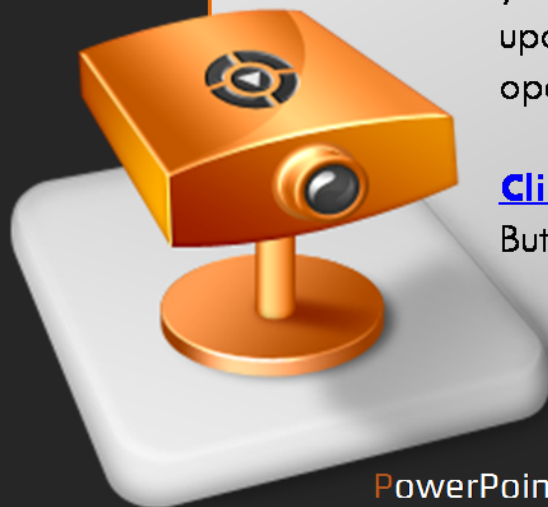# PRODUCTIV**IT**y

Adding and Customizing Action Buttons to Presentation Slide

Action Buttons are built-in button shapes that you can add to your presentation. These buttons allow you to assign an action upon click of a mouse like navigating to a certain slide, opening a file or going to a Web page.

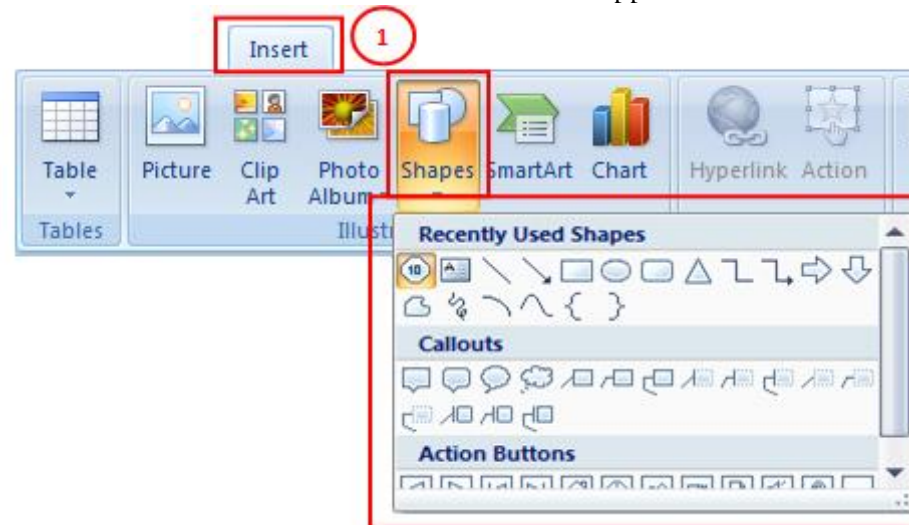**Click here** to know how to insert and customize an Action Button on a Presentation slide.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.
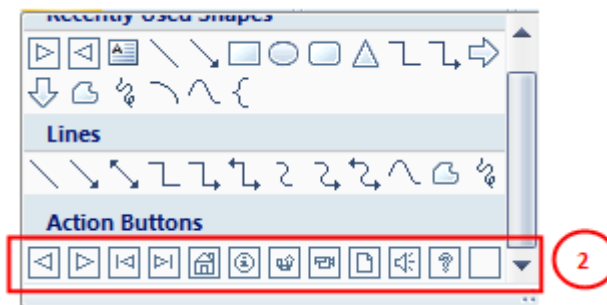
PowerPoint

Adding Action Buttons to Presentation Slide

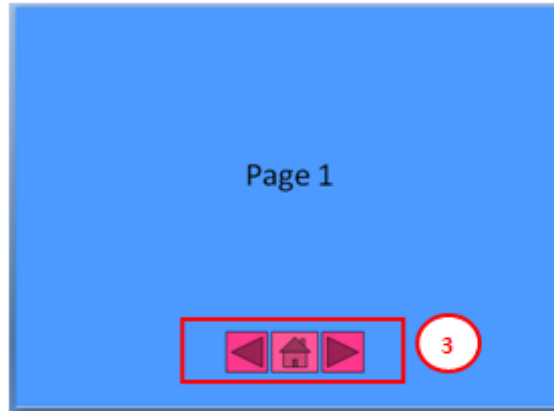**Insert an Action button on a Slide.**

1. Click the Insert tab from the PowerPoint ribbon then, select Shapes command under the Illustrations group. A drop-down menu will appear.
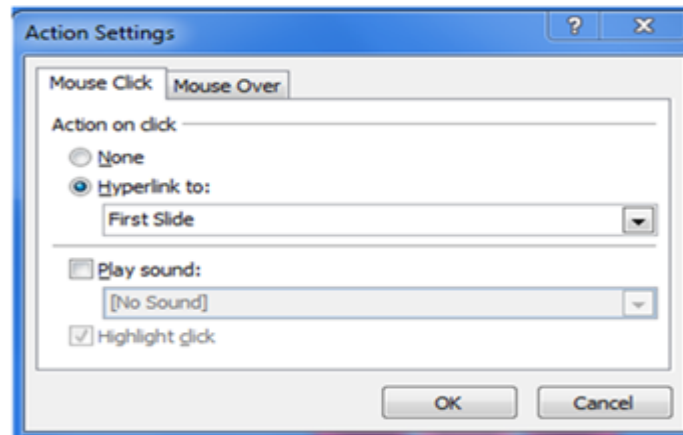

2. At the bottom of the drop-down menu, choose your desired Action Button for your slide.

ProductivI.T.y tip 154(PowerPoint) Adding and Customizing Action Buttons on a Slide Show_08132013

3. Insert the button onto the slide by clicking the desired location.

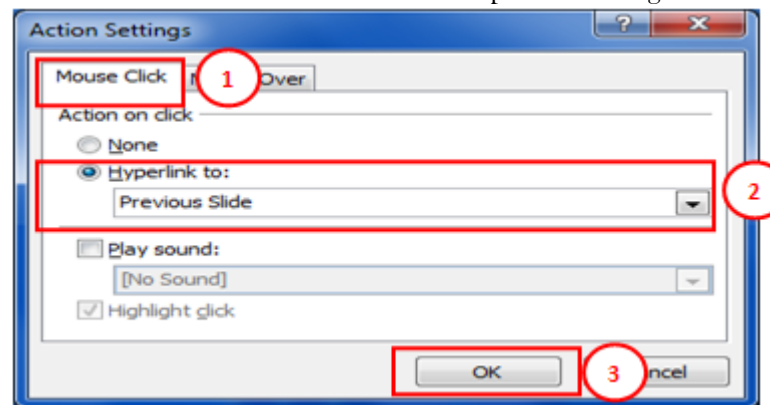Action Settings window will appear once you are done inserting the button.

4. Use the Action Settings to customize the action of the Action Button.

Customizing action for Action Buttons to Presentation Slide

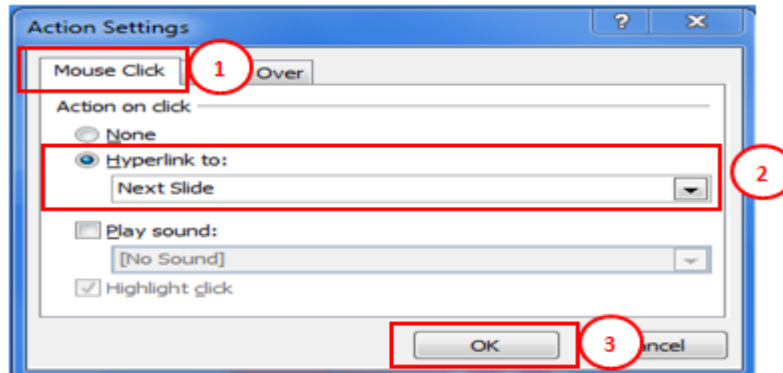**To set the Action Button to go to the previous slide,**

1. On the Action Settings window, select the Mouse Click tab.
2. Choose the Previous Slide option for the Hyperlink to: under the Action on click section of the window.
3. Click OK to accept this setting.

The presentation will now go to the previous slide once you click the Action Button.

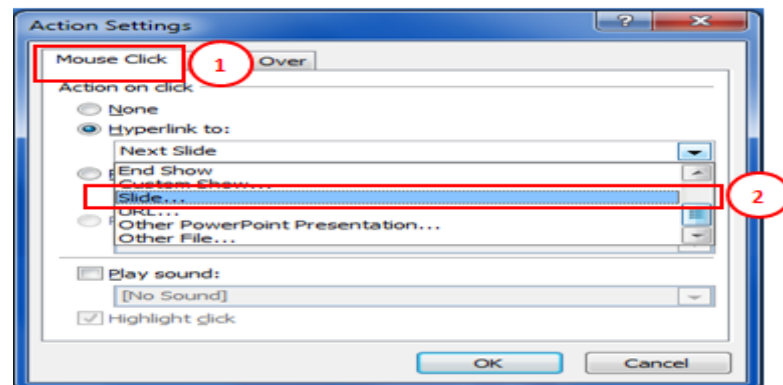**To set the Action Button to go to the next slide,**

1. On the Action Settings window, select the Mouse Click tab.
2. Choose the Next Slide option for the Hyperlink to: under the Action on click section of the window.
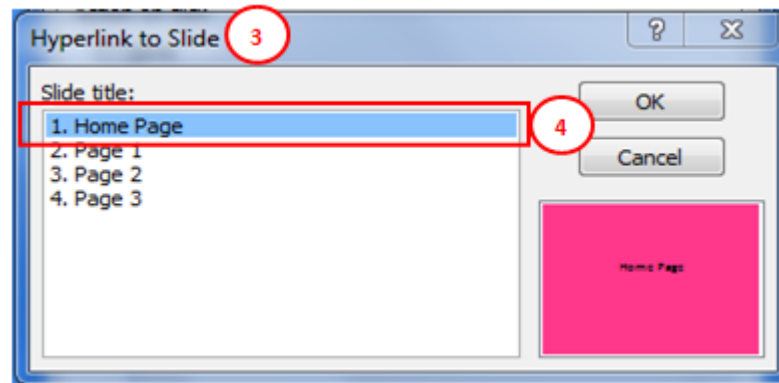3. Click OK to accept this setting.

ProductivI.T.y tip 154(PowerPoint) Adding and Customizing Action Buttons on a Slide Show_08132013

The presentation will now go to the next slide once you click the Action Button.
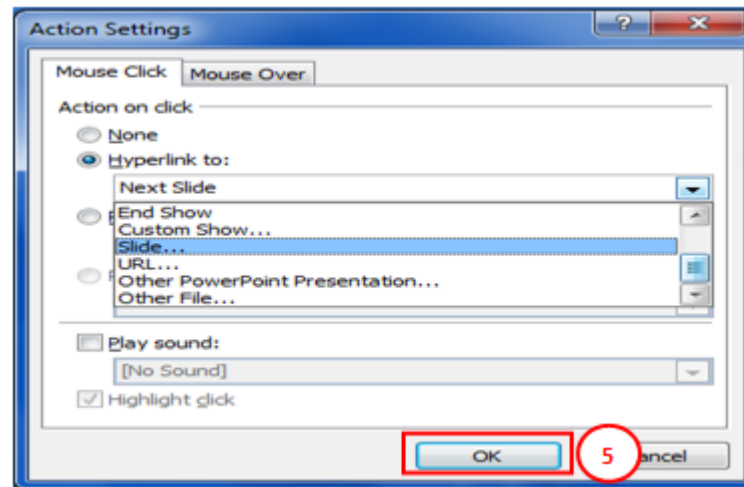
To set the Action Button to go to specific slide,

1. On the Action Settings window, select the Mouse Click tab.
2. Choose the Slide option for the Hyperlink to: under the Action on click section of the window.

3. Upon selecting 'Slide', *Hyperlink to Slide* pop-up window will be displayed.
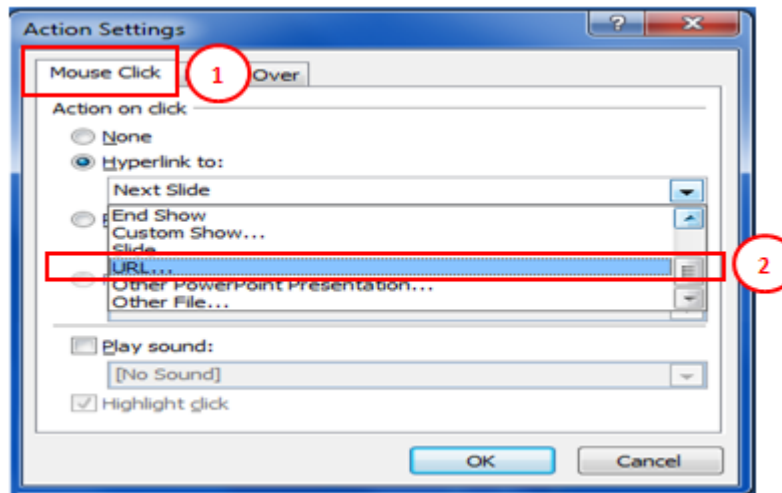4. Select the slide wherein you want your Action Button to direct to. Then click OK.
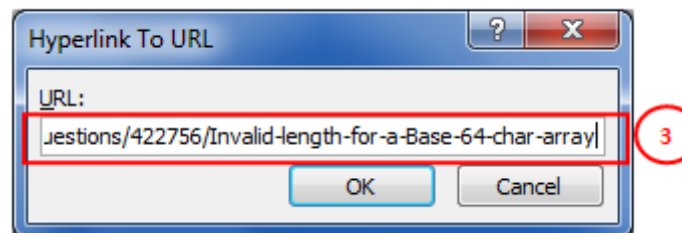

5. Click OK to accept this setting.

The presentation will now go to the specific slide once you click the Action Button.

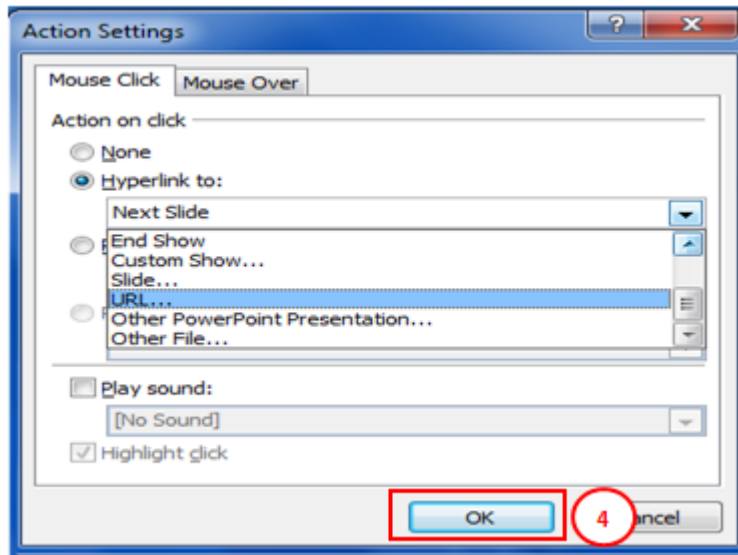**To set the Action Button to go to a page of website,**

1. On the Action Settings window, select the Mouse Click tab.
2. Choose the URL option for the Hyperlink to: under the Action on click section of the window.

3. Upon selecting 'URL', *Hyperlink to URL* pop-up window will be displayed. Type in the URL, then click OK.

4. Click OK to accept this setting.

The presentation will now go to the webpage once you click the Action Button.

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