

Power Point – Action Buttons/ Hyperlinks & Kiosks

You can create non-linear & more interactive presentations, depending on how you want your information delivered. A Kiosk delivery is designed for people to explore on their own.



In this slide we:

1. Changed our layout to a blank slide (Home tab→Layout pull-down menu→Blank)
2. Changed our slide background to a picture that will be the background for all of our slides.
 1. View Tab→Edit Master
 2. Make sure the top Master Slide is selected
 3. Insert Tab→Insert Clip Art
 4. Select the background image.
 5. Stretch Picture to fit the entire slide
 6. Format Tab→Reorder→Send Picture to Back
 7. This is also where you can change the font color for all of your slides, or the font itself, by selecting the text boxes and changing the font/color in the pull-down menus available on the Home Tab area of your ribbon.
3. Added Shapes (Insert Tab→Shapes)
4. Recolored our Shapes (Select a shape, then Format tab→Fill pull-down menu under “Shape Styles.”)

To Create a Hyperlink/Action Setting

1. Click on the shape.
2. Click on the **Insert Tab** then click **Action**.
3. From the pull down menu, select **Slide**
4. Choose the slide in your presentation you want to link to.



To Create an Action Button (Like a Home Button)

1. On the **Insert Tab**, under **Shapes**, select an **Action Button**.
2. Draw your button in your animation.
3. A menu will appear. Select the slide you want your button to link to.

Saving as Kiosk

1. On the Slide Show Tab, click **Set Up Show**. A menu will appear.
2. Select **Browsed at a Kiosk**. Click OK.
3. When you save your presentation, save a copy as a PowerPoint SHOW. This will allow you to