


## Exercise #7

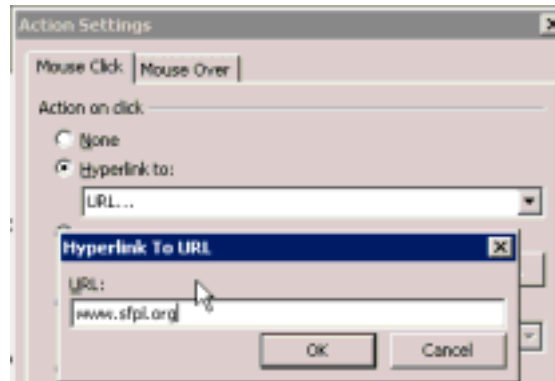
### Action Buttons and Hyperlinks

In this exercise you will learn how to program Action Buttons and add hyperlinks.

#### A. Working with Action Buttons

Action buttons can be used to link your current slide to other slides, URLs or files. Action Buttons can be used to create a more seamless navigation in your slide show.

1. Go to **slide #6** in the **file\_1.ppt** file.
2. From the menu, select, **Slide Show → Action Buttons**
3. Select the **Action Button: Forward or Next** icon  from the pop-up menu.
4. Click the cursor where you want the button to be located.  
The **Action Settings** dialog box appears.
5. Select the **Hyperlink to:** radio button.
6. From the **Hyperlink to:** menu, scroll down to select **URL**.
7. In the URL dialog box type:  
**www.sfpl.org**.
8. Click **OK** and **OK** again.



9. Click the **Slide Show** button at the bottom left-hand corner of the screen to try the **Action Button**.



#### TIP

**Hyperlink to** allows you to program your action button to link to other PowerPoint slides, Excel files, Word files, Acrobat files, and video and sound files.