## **Making Powerpoint Truly Interactive**

### **Creating a Blank Slide**

Open Powerpoint making sure you have the <u>Slides</u> view in the panel on the left hand side. Click on the frame of 'Click to add title' and hit the delete key on your keyboard. This will remove the box. Do the same with the 'add subtitle box.

P 🖌 🤊	) - U   <del>-</del>							
File	Home	Inse	ert D	esign	Trans	sition	s	A
	Cut		*	🔳 Lay		Cali	bri (H	lea
Paste	Copy ▼ Format Pa	ainter	New Slide *	Res 📇 Sec		в	I	U
Clip	board	- Fa		Slides				_
Slides	Outline				×			
1								



### **Removing Automatic Navigation**

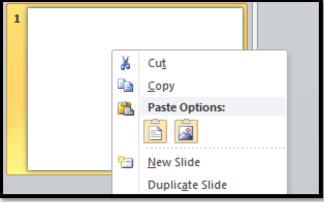
Click on the Transitions tab and on the far right uncheck the box that says Advance Slide on Mouse Click

Click on the Slide Show tab and then Set Up Slide Show. Where it says Show Type select Browsed at a kiosk. Where it says Advance Slides click to select Manually.

	Set Up Show			
Advance Slide On Mouse Click After: 00:00.00 ‡	Show type <ul> <li>Presented by a speaker (full screen)</li> <li>Prowsed by an individual (window)</li> <li>Browsed at a kiosk (full screen)</li> </ul>	Show slides All Erom: To: T Qustom show:		
	Show options           Image: show options           Image: show option show option           Image: show without narration	Advance slides Manually Using timings, if present		
Set Up Slide Show	Show without animation         Pen color:         Laser pointer color:	Multiple monitors Display slide show on: Primary Monitor Show Presenter View		
	To show a laser pointer during slide show, hold button.	down the Ctrl key and press the left mouse		

# **Duplicating Slides**

To save time adjusting these settings for each new slide, right click on the Slides view and go to Duplicate Slide.



## **Creating User Navigation**

Click on Slide 1 and go to Insert and Clip Art. In the Clip Art search type button and click on go. Choose a button and drag it onto the slide and then move and resize it so that it is in the bottom right hand corner of the slide. While it is still highlighted go to Action and put in the settings shown.

Mouse Click     Mouse Click     Mouse Click     Mouse Click     None   Hyperlink to:   Next Slide   Run macro:   Run macro:   Object action:   District in the summer   No Sound   Breeze   Camera   Cah Register   Chime   Click	5	Action Settings	
	Find more at Office.com Find more at Office.com Finds for finding images 10 10 10 10 00 00 00 Finds for finding images	Action on dick          None         Image: Hyperlink to:         Next Slide         Run program:         Run macro:         Object action:         Object action:         Image: Play sound:         [No Sound]         Image: Breeze Camera Cash Register Chime         Click	Browse

**Note:** Once a button is assigned an action it can be copied and pasted to another slide and it will retain its action settings.

### **Buttons for Every Purpose**

Hyperlinks can take you forward or backward or to a specific page in your presentation.

