

## PowerPoint How To: Insert Action Buttons

- To insert an action button on a single slide
  1. Select the slide you want to place a button on.
  2. On the **Slide Show** menu, point to **Action Buttons**, and then select the button you want – for example, **Home**, **Back or Previous**, **Forward or Next**, **Beginning**, **End**, or **Return**.
  3. Click the slide.
  4. In the **Action Settings** dialog box, set the actions that you want on the **Mouse Click** and **Mouse Over** tabs, and then click **OK**.
  5. For example, to open another document or play a movie when the button is clicked during the slide show, on the **Mouse Click** tab, click **Hyperlink to**, and then in the drop-down list, select **Other File**. In the **Hyperlink to Other File** dialog box, navigate to the file you want to open, and then click **OK** twice.

- Insert an action button on every slide

If you're using one slide master, you can insert an action button on the master and the button is available throughout the presentation. If you are using multiple slide masters (such as when you have applied more than one design template to your presentation), you must insert the action button on each master.

1. On the **View** menu, point to **Master** and then click **Slide Master**.
2. On the **Slide Show** menu, point to **Action Buttons**, and then select the button you want – for example, **Home**, **Back or Previous**, **Forward or Next**, **Beginning**, **End**, or **Return**.
3. Click the slide master.
4. In the **Action Settings** dialog box, set the actions that you want on the **Mouse Click** and **Mouse Over** tabs, and then click **OK**.  
For example, to open the previous slide when the button is clicked during the slide show, on the **Mouse Click** tab, click **Hyperlink to**, and then in the drop-down list, select **Previous Slide**. Click **OK**.
5. Click **Close Master View** on the **Master View**