



Training for ECDL
**Advanced
Presentations**

A Practical Course in Windows XP and Office 2007

Lorna Bointon

Blackrock Education Centre, 2010

© Blackrock Education Centre
ISBN 978-09559436-2-1

Published by
Blackrock Education Centre, Kill Avenue, Dún Laoghaire, Co. Dublin, Ireland.

Tel. (+353 1) 2 302 709 Fax. (+353 1) 2 365 044
E-mail: becbooks@blackrockec.ie
www.becpublishing.com and www.blackrockec.ie

First published, 2010

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means without the prior written permission of the publisher, nor be otherwise circulated in any form of binding or cover other than that in which it is published and without a similar condition being imposed on any subsequent purchaser or user.

Microsoft® Windows®, Microsoft® Office, Microsoft Word, Microsoft Access, Microsoft Excel, Microsoft PowerPoint®, Microsoft Internet Explorer and Microsoft Outlook® are either registered trademarks or trademarks of the Microsoft Corporation.

Other products mentioned in this manual may be registered trademarks or trademarks of their respective companies or corporations.

The companies, organisations, products, the related people, their positions, names, addresses and other details used for instructional purposes in this manual and its related support materials on the manual's support website www4.becpublishing.com are fictitious. No association with any real company, organisations, products or people are intended nor should any be inferred.



Contents

▶	Note to Reader	v
CHAPTER 1	▶ Presentation Planning	1
CHAPTER 2	▶ Slide Masters and Templates	17
CHAPTER 3	▶ Graphical Objects	57
CHAPTER 4	▶ Charts and Diagrams	103
CHAPTER 5	▶ Multimedia	137
CHAPTER 6	▶ Enhancing Productivity	161
CHAPTER 7	▶ Managing Presentations	193
	▶ Syllabus Checklist	209
	▶ Index	215

Note to Reader

The Manual

Advanced Presentations for Microsoft Office 2007 for ECDL offers a practical, step-by-step guide for those who wish to upgrade their presentation skills to acquire a thorough competence in this application. Similar to the other Blackrock Education Centre training materials, it has been designed as either a stand-alone study guide or for use in a tutor-led environment. However, as is characteristic of Blackrock Education Centre training materials, the content of this manual offers additional support information through explanations, demonstrations and practical exercises as well as a support website, www.becpublishing.com.

Design

Every use has been made of the expertise we have gained training students in ICT over many years. The knowledge and skills of our substantial pool of trainers hugely influenced the content and layout of the material.

- The manual is written in plain English.
- There are step-by-step, detailed explanations and action sequences.
- Particular attention is given to relating what is seen on the pages of the manual to what is seen on the computer screen.
- The A4 size of the manual and the side-by-side layout of graphics and text, combine to make it an ideal training manual.

Exercises

At the end of each section, there are two kinds of exercises. There are self-check questions designed to jog your memory of important details. There are also practical exercises that have been designed to revise some of the more important skills associated with using Microsoft PowerPoint.

In successfully completing each set of exercises, the student can be confident, that progress in learning more sophisticated skills has been achieved.

Web Support

Support material is available at www.becpublishing.com.

This manual was produced – text, design and layout – using only the Microsoft Office suite of programs and the skills described in the manual. The screen shots were captured using a small utility program and most were inserted directly onto the page.

2.4.2 Emotional Responses to Colour

Colour comes from light. The visible colour spectrum consists of seven colours.



The human eye only detects three colours – red, green and blue – which are known as **primary** colours (RGB – red, green, blue – is also used in computer monitors). These three colours are used to create all other colours. Each colour has a complimentary colour which makes the main colour appear brighter.

Colour	Complimentary Colour
Violet	Yellow
Indigo	Orange
Blue	Red
Green	Red
Yellow	Violet
Orange	Indigo
Red	Blue

Colours can be separated into two brackets – **Cool** and **Warm** – with the exception of green which is balanced between the cool and warm spectrum.

COOL	Violet
	Indigo
	Blue
Balanced	Green
WARM	Yellow
	Orange
	Red

Emotional responses can be elicited from colours, as shown below.

Colour	Emotional Response
Violet	Mystical, spiritual awareness, idealism.
Indigo	Responsibility, calming/sedating properties, articulation.
Blue	Calming, peaceful, relaxing – not to be used to stimulate activity.
Green	Balanced, controlled, harmonious, practical, stimulates interaction, understanding.
Yellow	Good humoured, positive, confident – good for study and concentration.
Orange	Stimulates the mind, creative, sociable, energising – good for stimulating activity.
Red	Stimulating, energetic – often used in dining areas to stimulate appetite but also stimulates emotions. Pink is a more soothing shade that can be used in place of red.
Other colours	Brown – passive; Grey – neutral; Black – powerful.

2.4.3 Colour Blindness

Colour blindness is the inability to perceive differences between certain colours, with the most common deficiency being the inability to see the differences between red and green, although there are also certain types of colour blindness that affect the ability to perceive blue and yellow.

Colour blindness affects men more than women (between 7–10 per cent of men are affected) with variations occurring between populations of racial origin (i.e. Europeans, Asians and Africans).

Filters, tinted spectacles and contact lenses may be prescribed to help combat the deficiency. A good designer will take colour blindness into consideration when planning a presentation and will use a consistent colour scheme which avoids problematic colours. Use of colour coding or colour contrast to express or represent information should be avoided.

The following example shows how instructions and descriptions relating to colour should be avoided.

The green segment of the pie chart represents the profits for 2009.



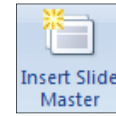
If the example above was used within a presentation, some audience members with colour blindness may have difficulty in determining the green segment of the pie chart. The above example would be more readable if the different segments of the pie chart were labelled appropriately, without reference to colour.

Practice Sequence

- | | | |
|---|--|--------------------------|
| 1 | Graphical and textual information should use limited amount of detail to enhance clarity – true or false? | <input type="checkbox"/> |
| | a. True.
b. False. | |
| 2 | Text should be used to support graphical information within a presentation – true or false? | <input type="checkbox"/> |
| | a. True.
b. False. | |
| 3 | Which of the following is an important part in the delivery of a presentation? | <input type="checkbox"/> |
| | a. Slides should follow a logical sequence.
b. Slides should not be structured.
c. The slide sequence depends on the design not the content.
d. The time interval should be identical between each slide. | |
| 4 | To ensure that the key points can be delivered and assimilated when time is limited, the presenter should? | <input type="checkbox"/> |
| | a. Tailor the content to the time available.
b. Ensure all points are covered in full regardless of the available time.
c. Rush through the delivery to ensure that all points are covered.
d. Omit certain slides from the presentation. | |

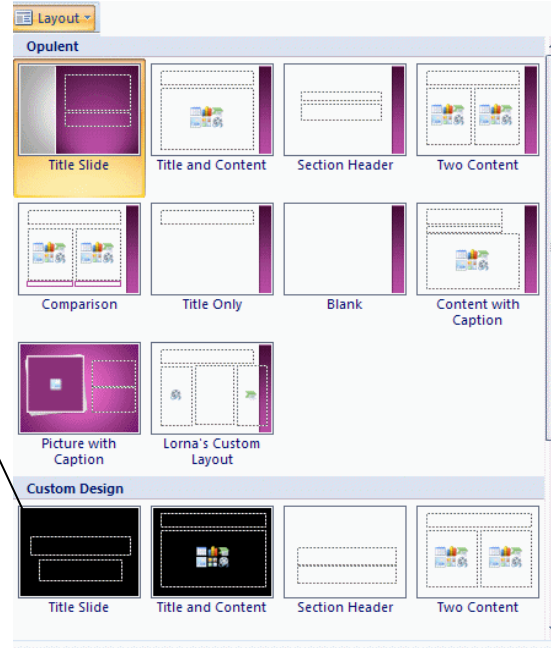
2

- From the **Edit Master** group, select **Insert Slide Master**
- Edit and format the new slide master as required (see **sections 1.7** and **1.8** for formatting instructions).



In this example, a theme has been applied to a new slide master.

Background styles have been applied to customised standard slide layouts (Title Slide and Title and Content slide) in Slide Master view



1.7 Formatting a Slide Master (6.2.1.2)

Slide masters can be formatted with background colour, fill effects, picture backgrounds, logo, line spacing, text formatting, bullets and footer information. Formatting can be applied directly to individual slides, but it saves time and effort to apply formatting to the slide master and also ensures consistency throughout the presentation.

Formatting should only be applied to individual slides if they will not contain the same formatting as the other slides in the presentation.

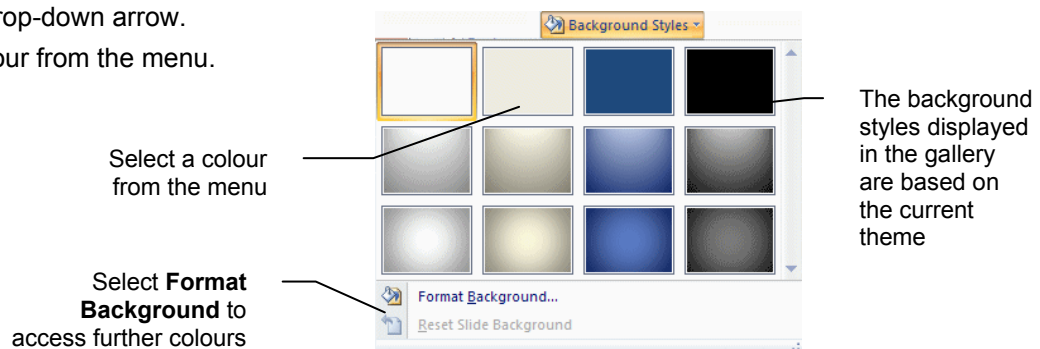
The background of a slide can consist of solid colour, gradient colour (using more than one colour), texture or picture. Background colour can be applied to one slide or all slides in a presentation.

1.7.1 Solid Background Colour

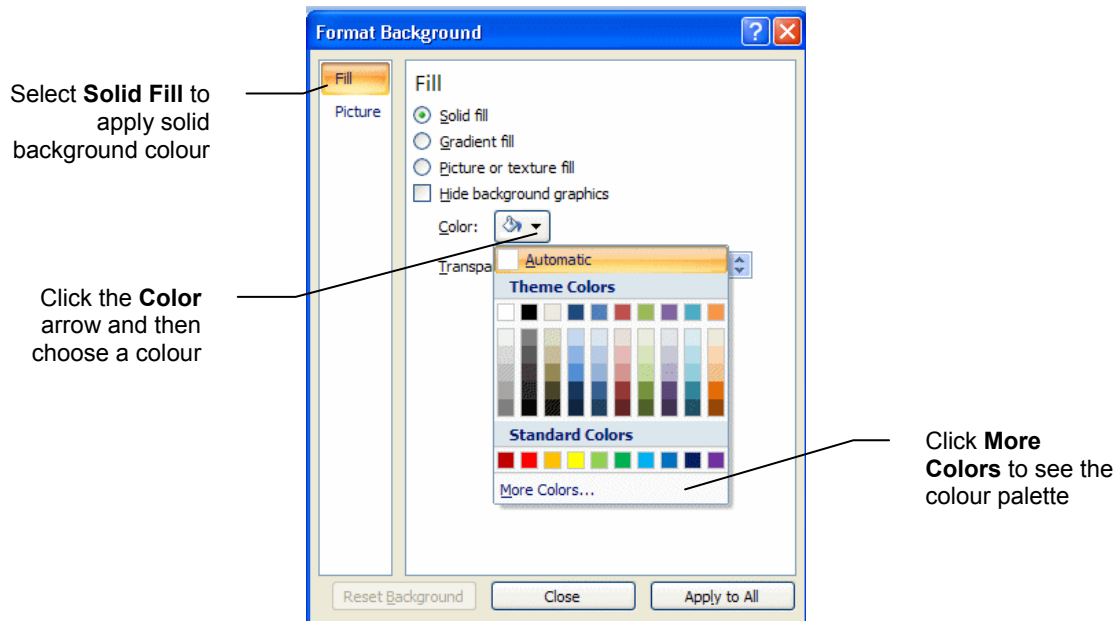
Background colour should be consistent and compliment other colours used throughout the presentation. An important consideration when choosing a background colour is whether slide content will be legible against it when presented as a slide show. For example, avoid using a dark background colour if the text is also formatted with a dark font colour.

To change the background colour, do the following:

- Select **Background Styles** from the **Slide Master** tab.
- Select the drop-down arrow.
- Select a colour from the menu.

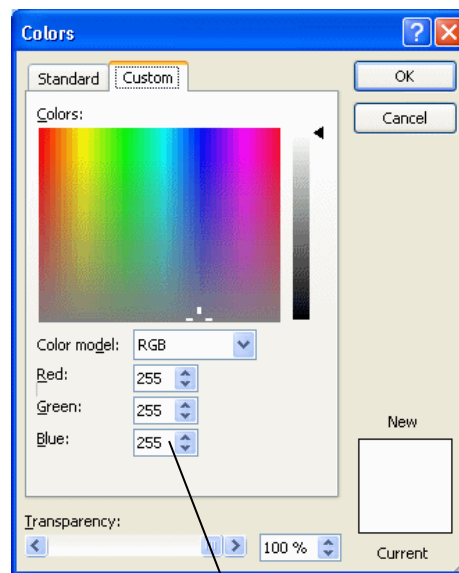
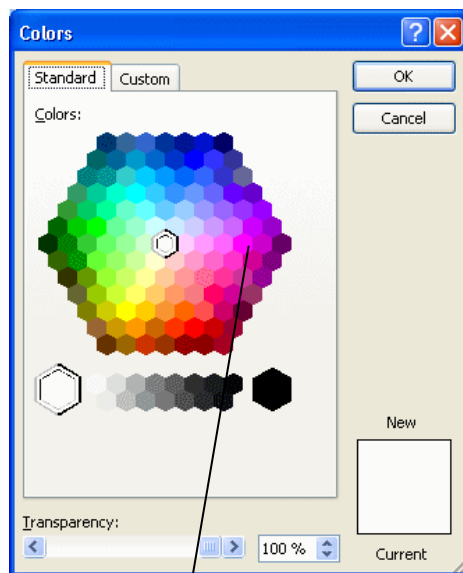


- Click **Format Background** to access further colours.
The **Format Background** window opens.
- Click the **Solid Fill** option button.
- Click the **Color** arrow.
- Choose a colour from the menu, or click **More Colors**.

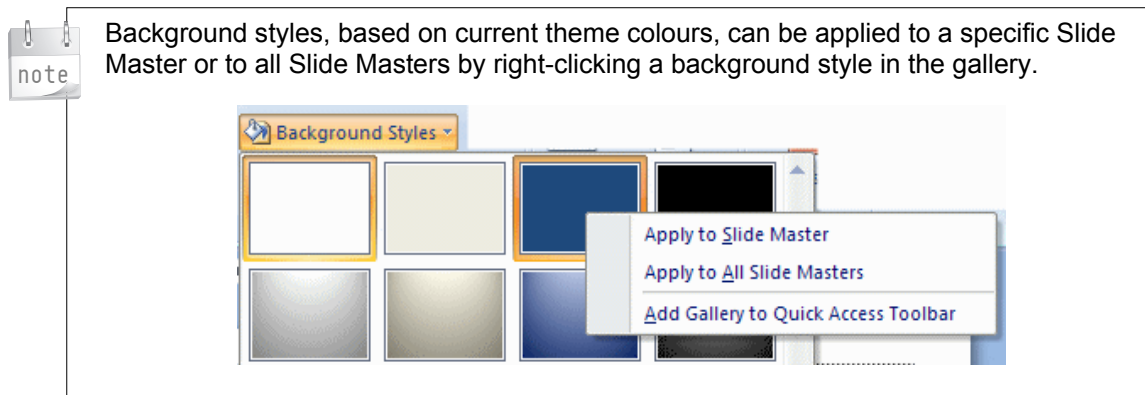


When **More Colors** is selected, the **Colors** window opens.

- From the **Standard** tab, select a different colours.
- Click the **Custom** tab to mix colours together to create a custom colour.



- Click **OK**.
- In the **Format Background** window, click **Close** to apply the background colour to the current slide only, or **Apply to All** to apply the background to all slides in the presentation.



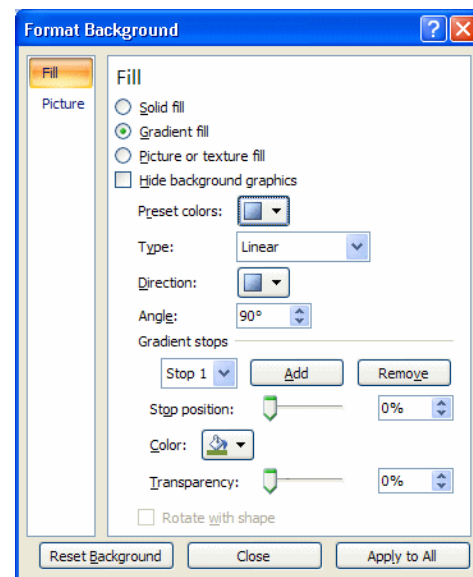
1.7.2 Fill Effects

Fill effects, such as gradient, texture and picture fill, can be used to format the background of a presentation. It is important to ensure that slide content is visible/legible against the fill effect background applied to the slides.

To use fill effects, do the following:

- On the **Design** tab, in the **Background** group, click the **Background Styles** arrow.
- Select **Format Background**.
- The **Format Background** window opens.
- Ensure that the **Fill** tab is selected.
- The window appears displaying 3 options: **Solid Fill**, **Gradient Fill** and **Picture or Texture Fill**.

- ▶ The **Solid Fill** option enables you to apply one colour to the background. See **Section 1.7.1**.
- ▶ The **Gradient Fill** option enables you to create a graduated colour effect, using one or two colours and a selection of shading styles.
- ▶ The **Picture or Texture Fill** option holds a choice of textured backgrounds and also enables you to apply a stored picture as a background.

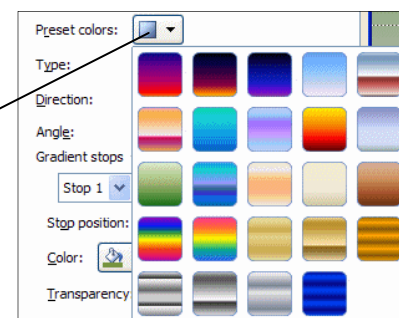


Gradient Fill

To apply a preset gradient fill, do the following:

- On the **Design** tab, in the **Background** group, click the **Background Styles** arrow.
- Select **Format Background**.
- The **Format Background** window opens.
- Click the **Gradient Fill** option.
- Select the **Preset Colors** arrow.
- Choose from the range of preset gradient effects:

Select the **Preset colors** arrow and choose a gradient type





A picture can only be converted to a Microsoft Drawing Object if it is saved in .wmf (Windows Meta File) format or .emf (enhanced Meta File) – such as pictures saved from Clip Art. Images saved in JPEG, GIF, PNG cannot be converted.

3.6 Editing a Drawn Object (6.3.3.6)

When the image is converted to a drawing object, it can be edited and formatted.

3.6.1 Grouping

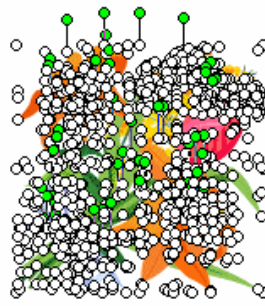
Most images, whether from the ClipArt gallery or downloaded from a digital source, are grouped, which means that all of the individual elements of the image are seen as one whole object. An image saved as a drawn object can be ungrouped to enable formatting of the individual picture components.

The examples below show grouped and ungrouped objects.

3



This picture has been converted to a drawn object and is treated as one whole object. Note the selection and rotation handles around the entire object



In this picture, the drawn object is ungrouped and each part of the image is selected. Note the selection and rotation handles around each of the ungrouped picture areas



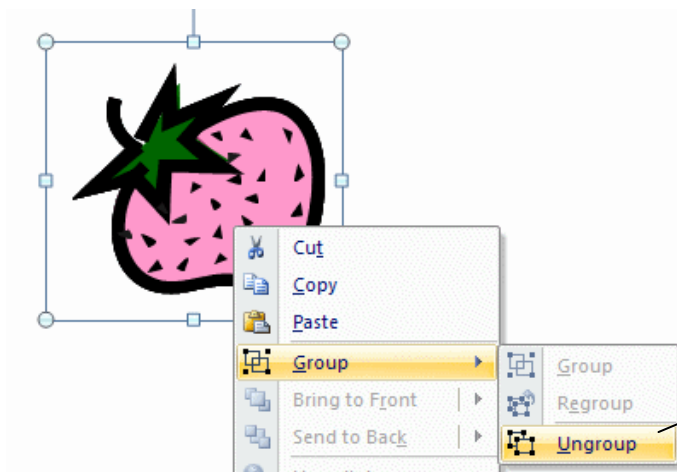
This example shows an ungrouped individual picture area selected

3.6.2 Ungrouping

Ungrouping an image that has been converted to a drawing object enables individual picture components to be formatted.

To ungroup a picture, do the following:

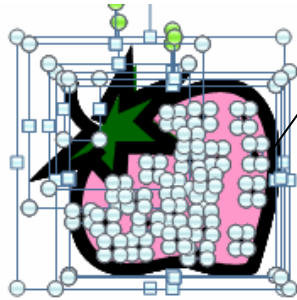
- Right-click the drawing object.
- Select **Group** and then **Ungroup** from the menu that appears.



Select **Group** and then **Ungroup**

The drawing object is now ungrouped and individual parts of the image are isolated and so can be edited and formatted.

The example below shows the image has been ungrouped so that each part of the object is editable.



Each of the selected areas of the image is an individual element that can be edited separately to the other elements in the image.

Each black shape in the strawberry picture can be deleted, resized, moved or formatted as required.

The fill colour of the strawberry and its leaves can be formatted, as can the thick black border surrounding the image.

3.6.3 Editing an Ungrouped Object

Before an ungrouped element of an object can be edited, it must first be selected.

To select an ungrouped element before editing, do the following:

- Click away from the selected areas of the object to deselect.
- Click the specific element of the drawing object that is to be edited.

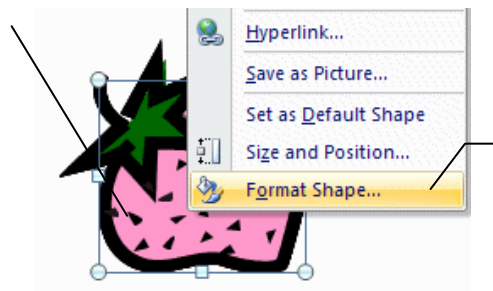
To edit an ungrouped element, do the following:

- Ensure the relevant part of the object is selected.
- Press the **Delete** key to delete the selected area of the image.

Alternatively, right-click the selected element of the drawing object, then select **Format Shape...** from the pop-up menu.

Right click the specific element of the drawing object.

In this example; the strawberry's centre, (but not the border or the individual black shapes) is selected so that the colour can be changed



Select **Format Shape**

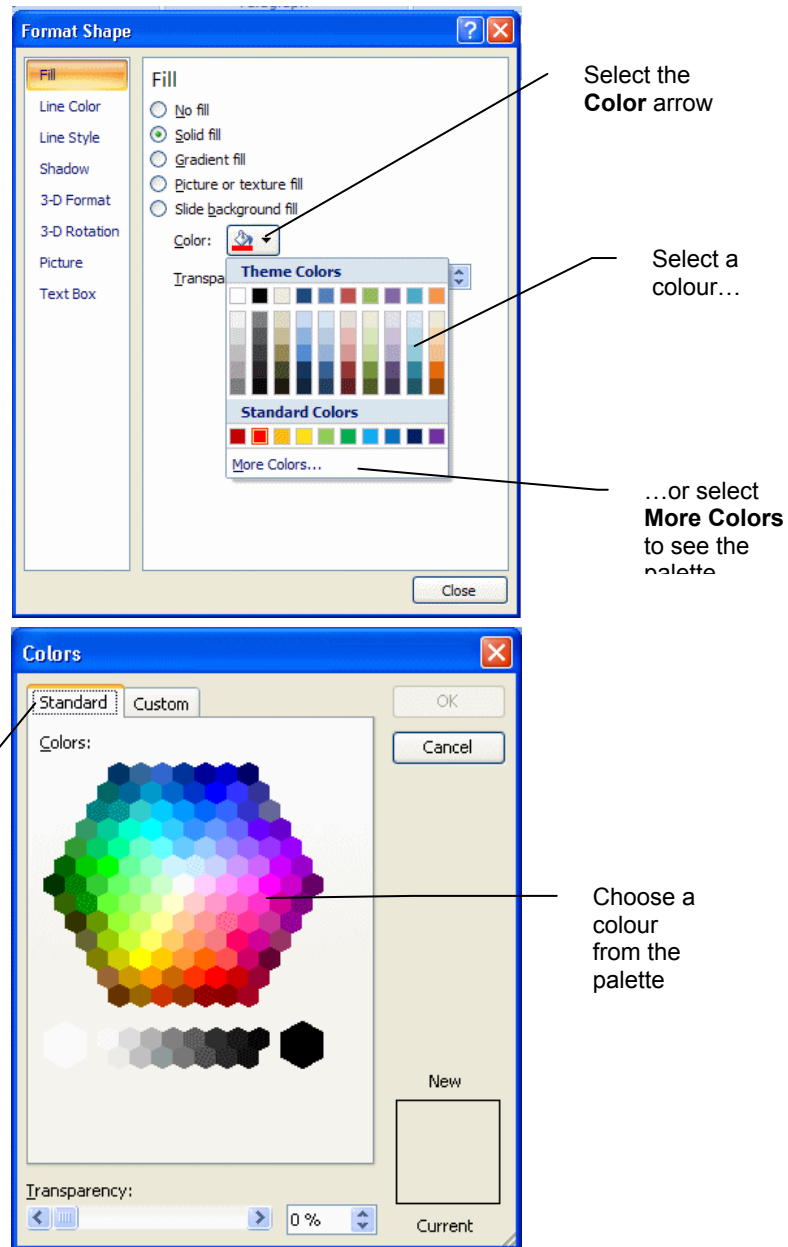


The object can also be formatted by selecting **Shape Fill** from the **Drawing Tools/Format** tab.

The **Format Shape** window opens

- Select the **Fill** tab.
- From the **Fill** section of the window, select the **Solid Fill** option button.
- Select the **Color** arrow.
- Choose a colour or click **More Colors** to see the palette.
- When a colour has been selected, click **Close**.

3



3.6.4 Regrouping

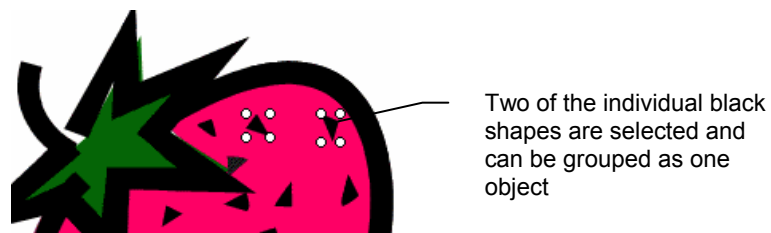
The drawing object should be regrouped on completion of editing and formatting. If the drawing object remains ungrouped, each part will be treated as an individual object. To enable moving, resizing and formatting of the image as one object, it needs to be regrouped.

To regroup a drawing object, do the following:

Grouping Two Individual Parts of a Drawing Object

- Click one individual element.
- Holding down the **CTRL** key, click another individual element.

The two selected elements should appear with white handles surrounding them to indicate selection.



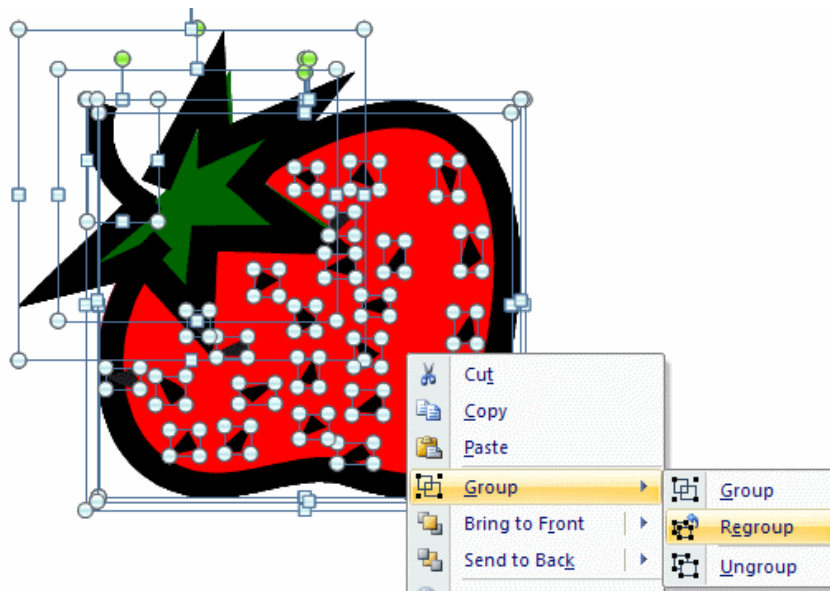
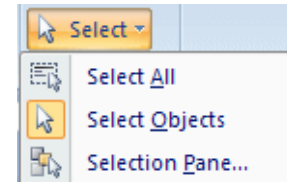
- Right-click one of the selected objects and select **Group** from the pop-up menu.
- Select **Group** from the sub-menu.
- The two shapes are now grouped as one object with the selection handles surrounding both shapes.



The grouped shape displays as one object with the selection handles surrounding both shapes

Grouping the Whole Image

- Ensure that the **Select Objects** option is active in the **Select** menu (**Home** tab/**Editing** group).
- Drag the mouse over the whole object to select each individual element.
- Right-click the selected object and select **Group** from the pop-up menu.
- Select **Regroup** (or **Group**) from the sub-menu.



The image is now grouped as one object and any editing and /or formatting will affect the whole image instead of individual elements.

note An object which has been ungrouped can be regrouped by right clicking any of the individual picture elements and selecting **Group** and **Regroup**. For the **Group** command to work you must first select each of the elements to be grouped.

3.7 Saving an Image in a Different File Format (6.3.3.7)

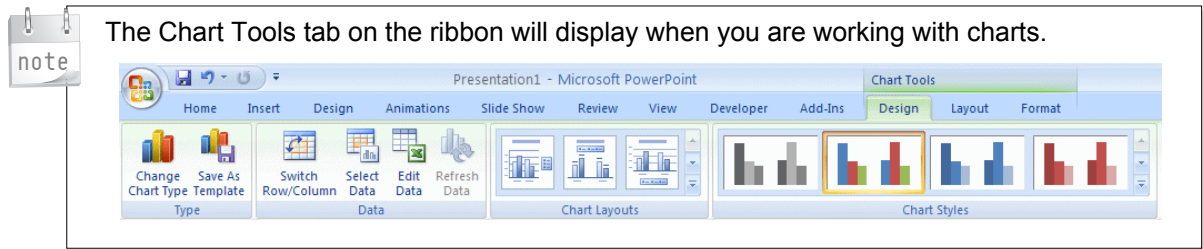
Images, once inserted onto a slide, can be saved from within PowerPoint Images as a different file format, such as gif (Graphics Interchange Format), jpeg (Joint Photographic Experts Group File Interchange Format), png (Portable Network Graphics) or bmp (Bitmap Image Format).

To save an image in a different file format, do the following:

- Right-click the image.
- Select **Save as Picture** from the pop-up menu.
The **Save As Picture** window opens.

Section 1 ► Using Charts

Charts – such as bar charts, pie charts and line graphs – can be created within PowerPoint, using its own chart-making facility. Charts are used to represent data in graphical form, making it easier to see and interpret the data at a glance. To use charts you need to input data in a spreadsheet. This data is then displayed in chart format in the chart type that you specify. The chart can be modified if required to display a different chart type. Chart titles can also be added or removed as required. The chart data is described by the data labels that are applied.

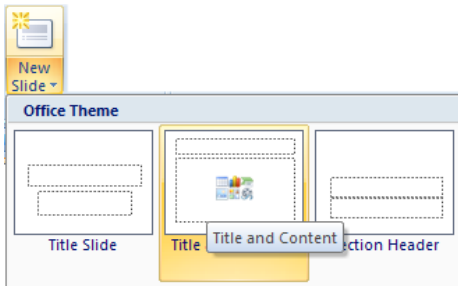


1.1 Creating a Chart

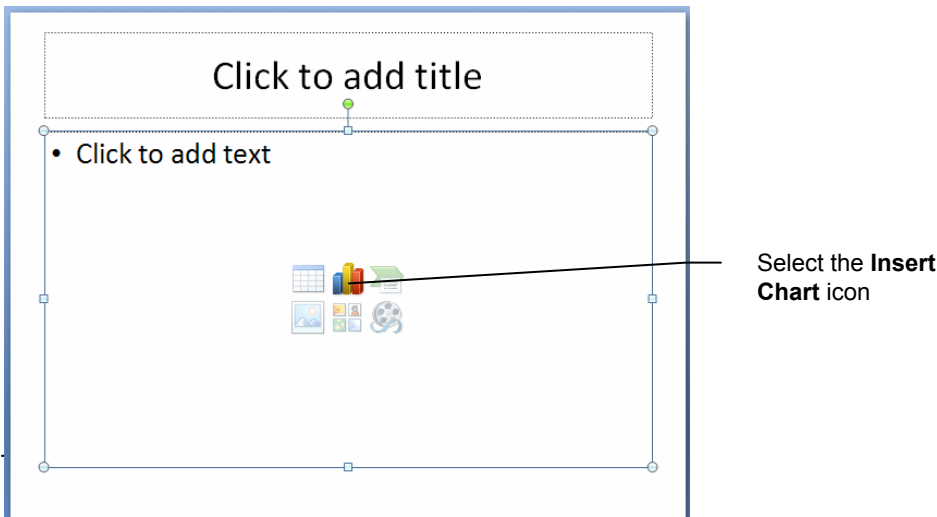
In this task you will create a chart using the chart-making facility in PowerPoint.

To create a chart, do the following:

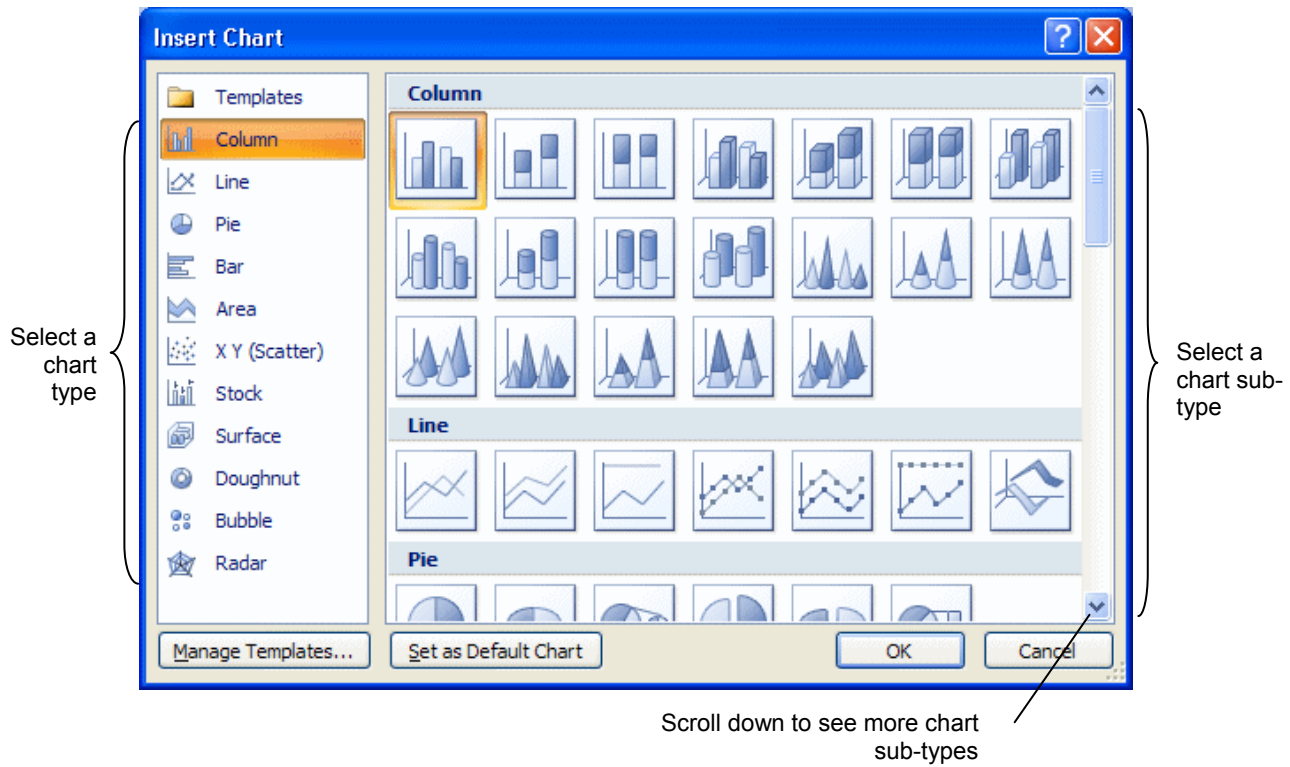
- In a new presentation, create a new slide by selecting the **New Slide** button in the **Home** tab.
- Select the **Title and Content** slide layout.



- The slide will be inserted with the **Title and Content** slide layout.
- Select the **Insert Chart** icon on the slide.

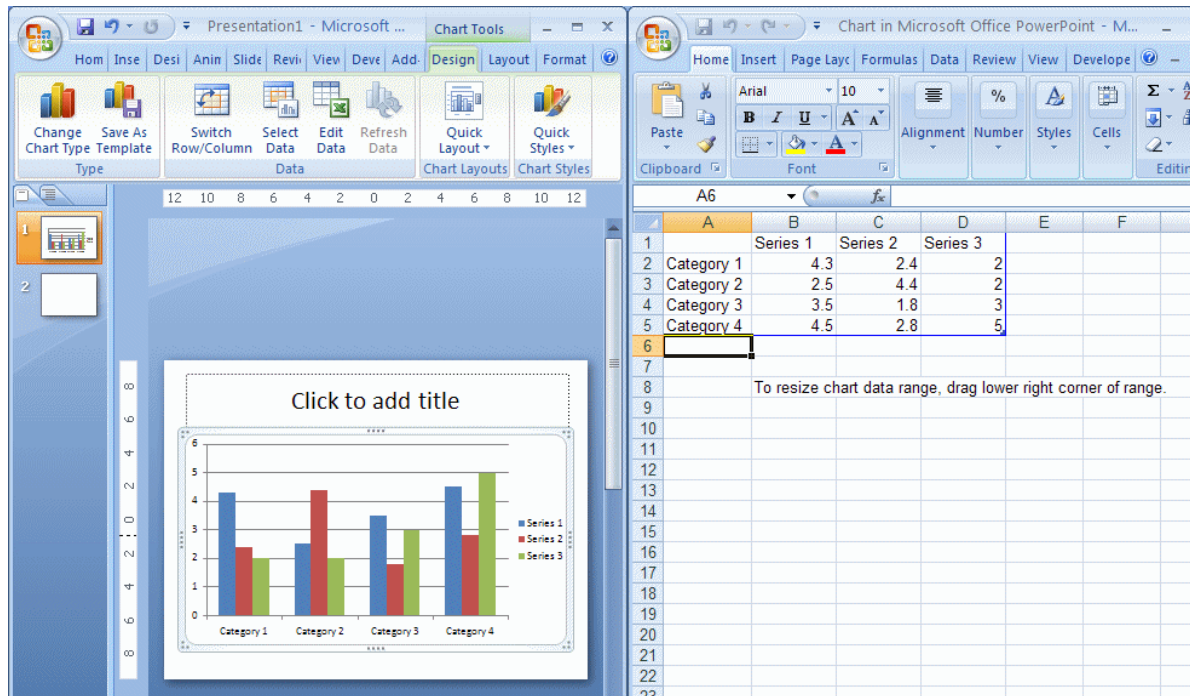


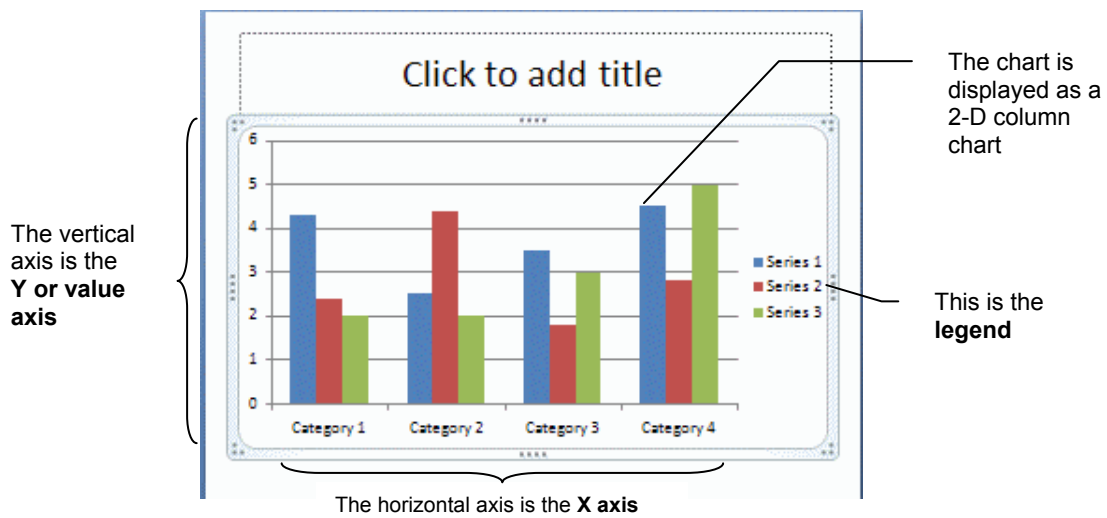
- Select a chart type and a sub-type.
- Click **OK**.



4

A chart, displaying the chosen chart type, will appear alongside a spreadsheet containing sample data.





The chart will use the data in the first row for the legend; the data in the first column for the X Axis and the data in the remaining cells to represent the quarterly sales. A legend is a key to the data in the chart.

This data in this column is used for the X axis

	A	B	C	D
1		Series 1	Series 2	Series 3
2	Category 1	4.3	2.4	2
3	Category 2	2.5	4.4	2
4	Category 3	3.5	1.8	3
5	Category 4	4.5	2.8	5

This data in this row is used for the legend

This data in these columns informs the chart and is used for the Value or Y axis

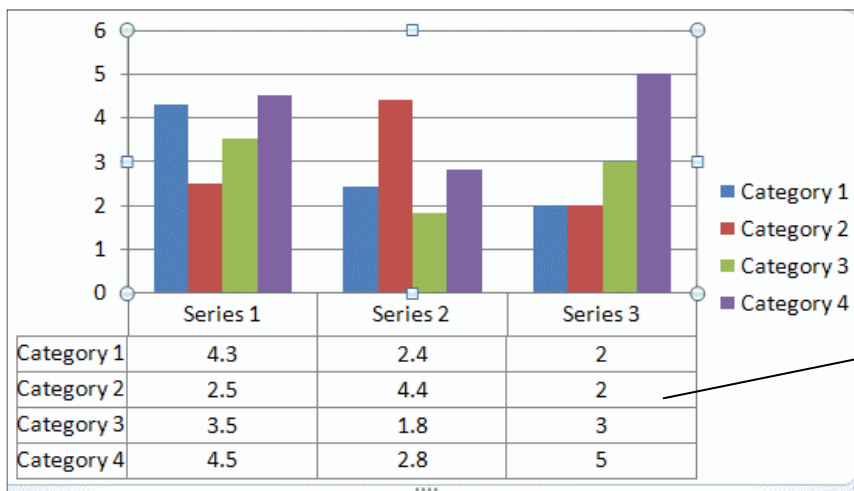
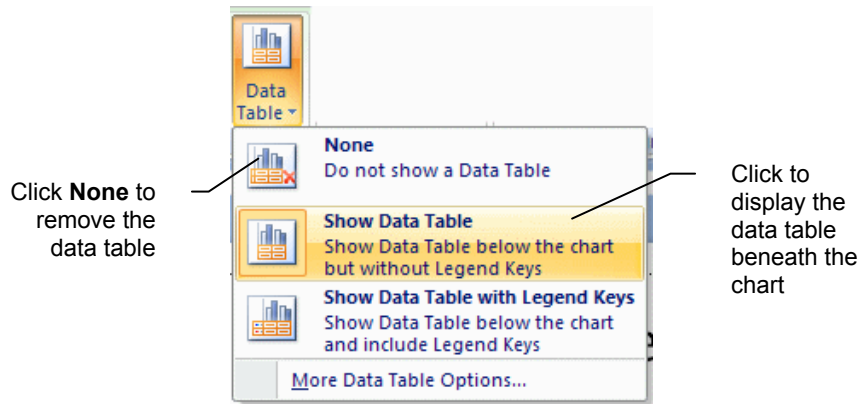
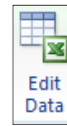


note

The chart currently displays data **By Rows**, this can be changed by selecting the **Switch Row/Column** button. The chart will then display the data by columns.

Switch Row/Column

- You can edit the datasheet by clicking the **Edit Data** button on the **Design** tab and replacing the existing sample data with your own data.
- The **Data Table** can be displayed beneath the chart if required by clicking the **Data Table** button from the **Layout** tab and selecting **Show Data Table**.



The data table is displayed beneath the chart

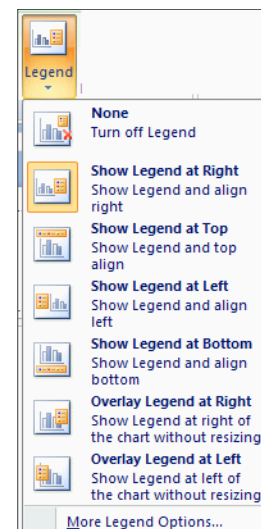
4

Inserting a Legend

A legend is a key to the data series included in the chart. You can choose to display or remove the legend on your chart. The legend can be displayed or removed by clicking the **Legend** button from the **Layout** tab.

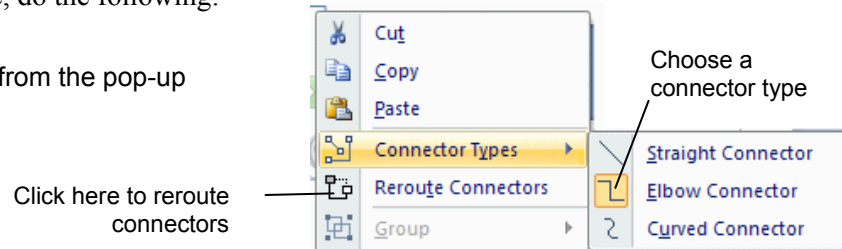
To insert a legend, do the following:

- In the Chart Tools/Layout tab, click the Legend arrow.
- Select a legend location from the menu or choose **None** to remove the legend.

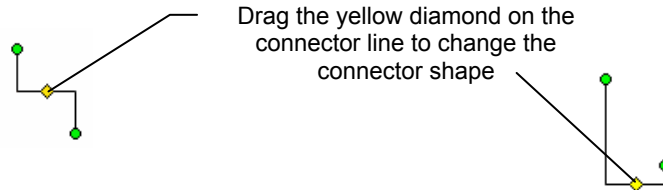


To change the connector type, do the following:

- Right-click the connector.
- Choose a connector type from the pop-up menu.



- The **elbow** and **curved** connector types can be edited further by dragging the yellow diamond shape.



2.2.5 Deleting a Connector (6.4.2.3)

To delete a flowchart connector, do the following:

- Click the connector to select it.
- Press the **Delete** key on the keyboard.

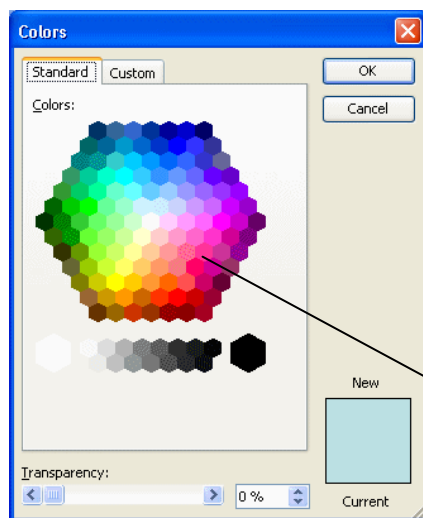
2.2.6 Formatting a Flowchart Shape/Connector

Both flowchart shapes and connectors can be formatted regardless of whether they were created using built-in flowchart options from the Drawing tools or through using the built-in SmartArt Graphic flowcharts.

To format a flowchart shape or connector, do the following:

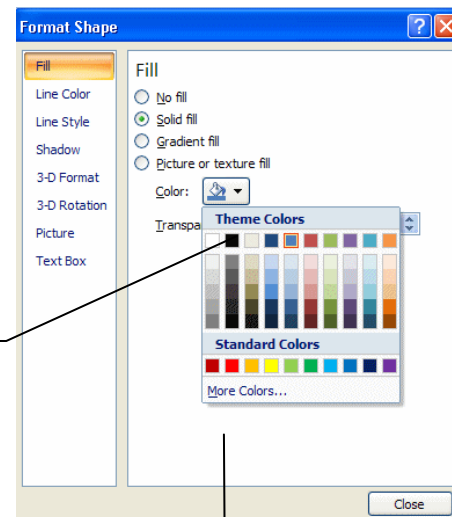
Colour

- Right-click the shape/connector and select **Format Shape** from the pop-up menu. The **Format Shape** window opens.
- From the **Fill** tab select the **Solid Fill** option button.
- Click the **Color** arrow and choose a fill colour. *Alternatively*, click **More Colors** to see additional colours.
- Choose a colour from the palette in the **Standard** tab.
- Click **OK**.



Select the **Color** arrow and then choose a colour

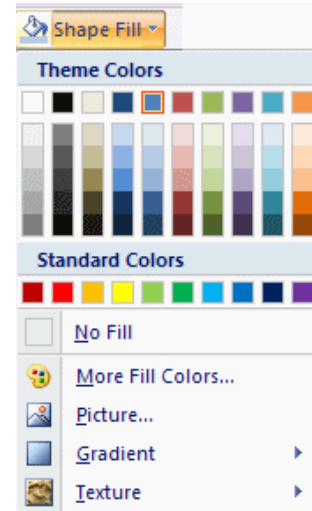
Choose a colour and then click **OK**



Select **More Colors** for further colour choices

Shape Fill

- From the **Shape Fill** drop-down list you also have the choice of applying **Fill Effects**, which include **Gradient**, **Texture** and **Picture**.
- Select the relevant menu option, choose the required settings.
- Click Close.



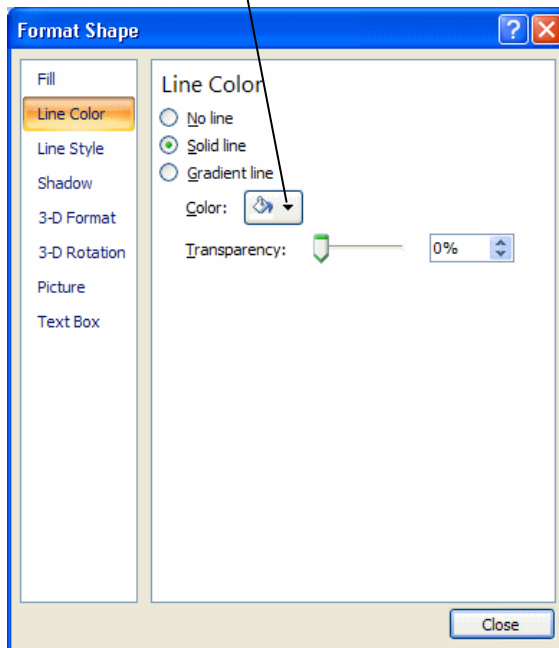
Formatting Lines

Flowchart shapes can be formatted further by changing the line style, width and colour.

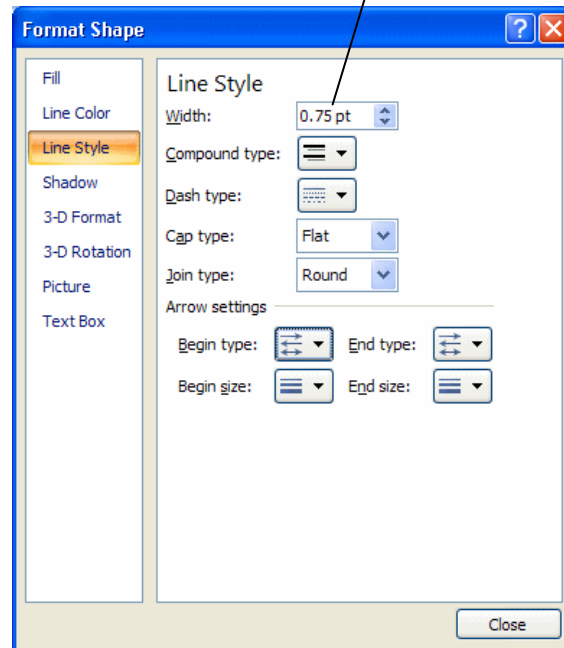
To format the line style, width and colour, do the following:

- Right-click the shape and select **Format Shape** from the pop-up menu. The **Format Shape** window opens.
- The line colour, style and width (weight) can all be changed from the **Line Color** and **Line Style** section of the **Format Shape** window.
- Click **Close**.

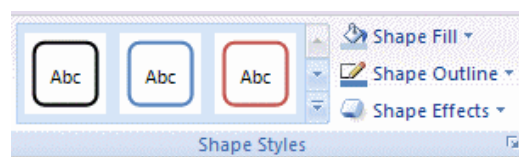
Choose a line colour



Choose a line width



Formatting can also be applied by selecting commands from the **Shape Styles** group (**Drawing Tools/Format**).



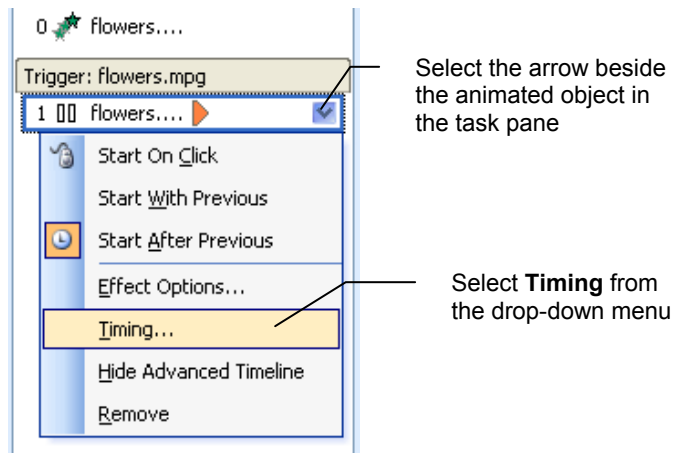
1.1.2 Timing

A specific time interval can be set for animation to start on the click of a mouse or before or after a previous event.

To add a time interval, do the following:

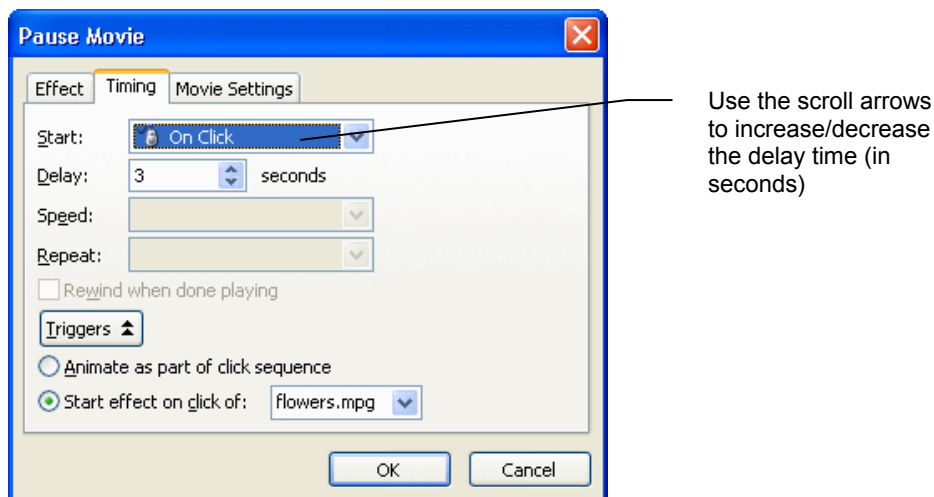
Start On Click

- Choose the **Animations** tab.
- Select the **Custom Animation** button.
The **Custom Animation** task pane opens.
- Click the arrow beside the movie object.
- Choose **Timing** from the drop-down menu.

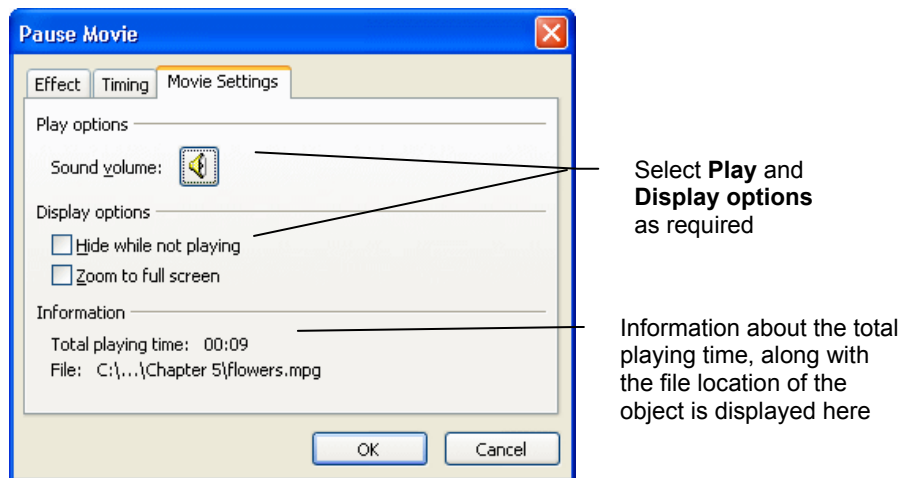


- From the **Timing** tab, use the scroll arrows to add a time (in seconds) or place cursor in the box and enter the time manually.

In the example below, the movie will start 3 seconds after clicking.



- Select the **Movie Settings** tab to make changes to the play and display settings of the movie file.



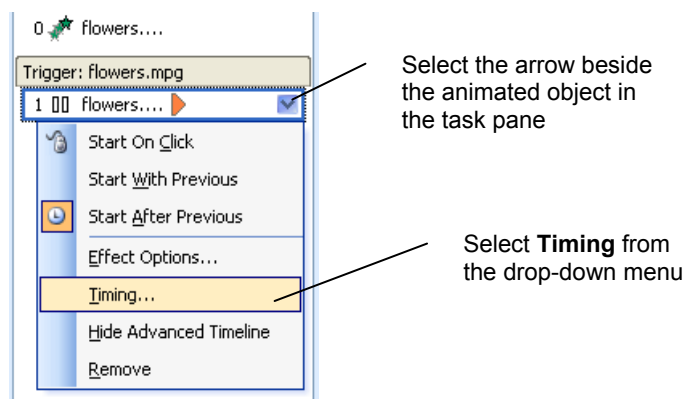
Select **Play** and **Display options** as required

Information about the total playing time, along with the file location of the object is displayed here

- Click **OK**.
- Run the slide to see the movie file appear with the specified effect.
- Click the movie file and then wait the specified amount of time before it runs.

Start After Previous

- Select an object on the same slide as the movie file.
- Choose the **Animations** tab.
- Select the **Custom Animation** button.
The **Custom Animation** task pane opens.
- Select the arrow beside the object and then click **Add Effect**. Choose **Entrance** and then choose an effect.
- With the object still selected in the task pane, select the **Start** arrow.
- Choose **On Click**.
- In the **Custom Animation** task pane click the arrow beside the movie object.
- Choose **Timing** from the drop-down menu.



Select the arrow beside the animated object in the task pane

Select **Timing** from the drop-down menu

- From the **Timing** tab, click the **Start** arrow.
- Choose **After Previous**.
- Use the scroll arrows to add a time in the **Delay** box (in seconds) or place cursor in the box and enter the time manually.
- Click **OK**.
- When the slide show is run, the drawn object will animate first followed by the movie after the specified amount of time.



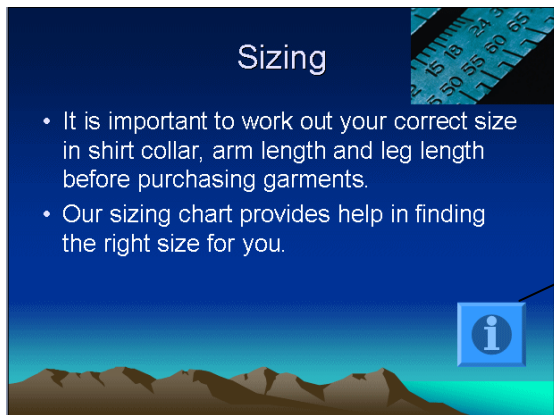
You can reorder the animation sequence so that the drawn object will animate first by selecting the object and clicking **ReOrder**.

To create an action button, do the following:

- Select the **Shapes** arrow from the **Insert** tab.
- Click an action button from the **Action Buttons** section of the menu.



- Drag the button to size on the slide.
The **Action Settings** window opens.
- Select the **Mouse Click** tab.
- Click the **Hyperlink to** option button.
- Select the **Hyperlink to** arrow.
- Choose an option from the list.
- When you have selected the slide, slides, presentation, file or URL to which you want to link, click **OK**.



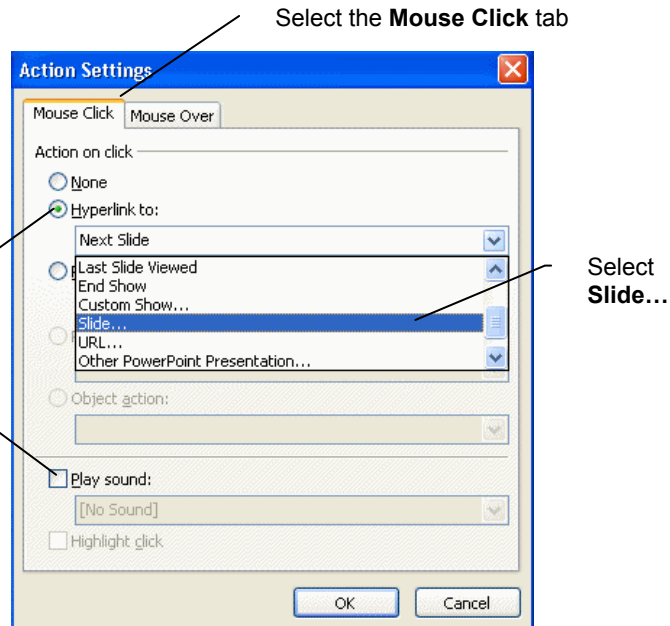
Information action button created on slide which links to a document containing information on sizing

1.2.2 Connecting Action Buttons to Other Data

Navigating to a Slide within the Same Presentation

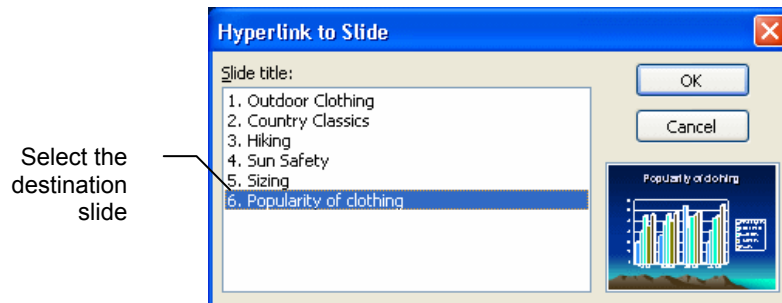
To navigate an action button to a slide within the same presentation, do the following:

- Select the **Shapes** arrow from the **Insert** tab.
- Click an action button from the **Action Buttons** section of the menu.
- The **Action Settings** window opens.
- Select the **Mouse Click** tab.
- Click the **Hyperlink to** option button.
- Select the **Hyperlink to** arrow.
- Choose **Slide** from the list.

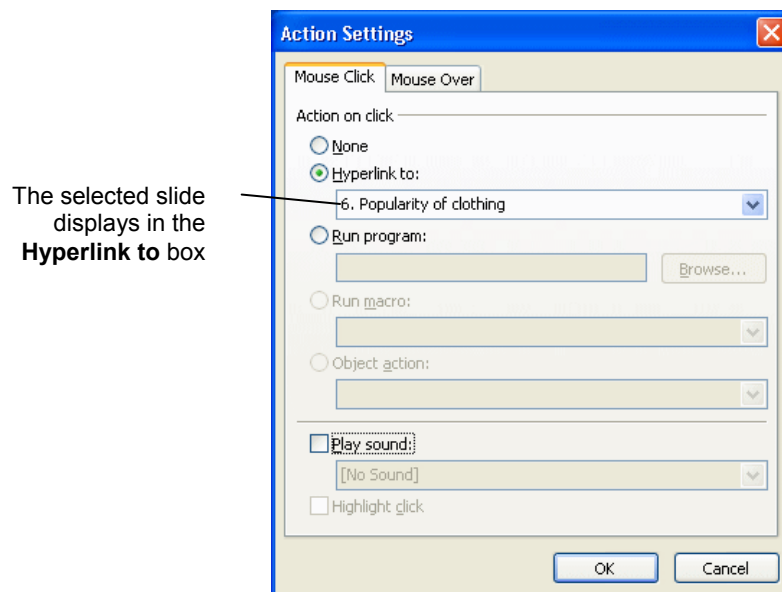


The **Hyperlink to Slide** window opens, displaying the slides in the presentation.

- Select the destination slide for the interaction.
- Click **OK** to return to the **Action Settings** window.



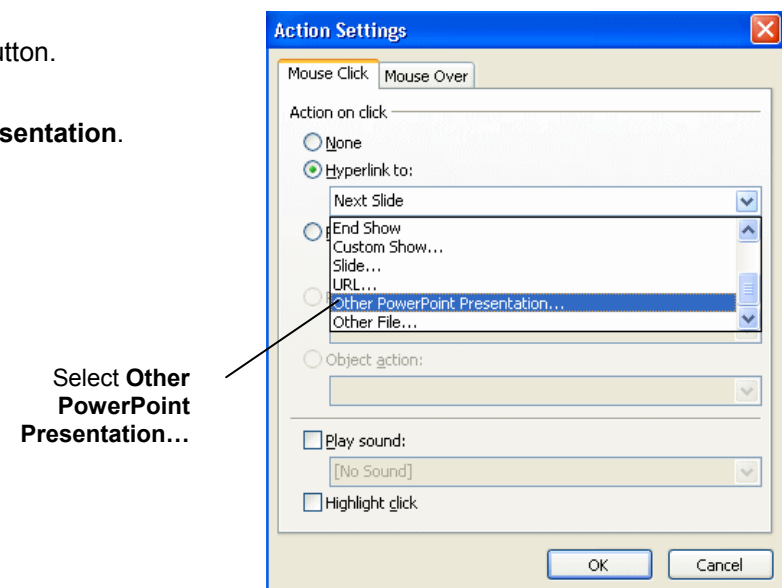
- The selected slide will display in the **Hyperlink to** box in the **Action Settings** window.



Navigating to a Slide in a Different Presentation

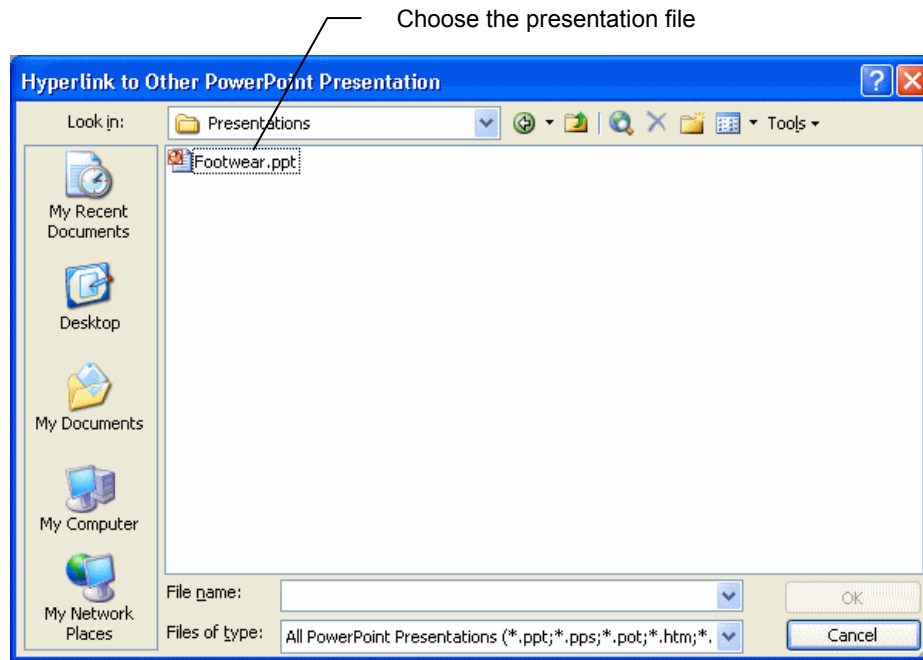
To navigate an action button to a slide in a different PowerPoint presentation, do the following:

- Select the **Shapes** arrow from the **Insert** tab.
- Click an action button from the **Action Buttons** section of the menu.
- The **Action Settings** window opens.
- Select the **Mouse Click** tab.
- Click the **Hyperlink to** option button.
- Select the **Hyperlink to** arrow.
- Choose **Other PowerPoint Presentation...**



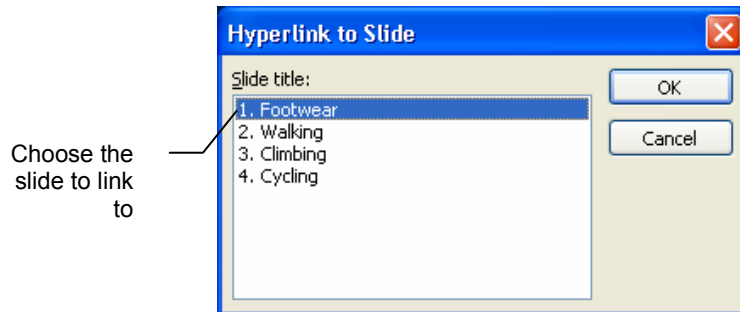
The **Hyperlink to Other PowerPoint Presentation** window opens.

- Select the destination presentation to which the slide in the current presentation will link.
- Click **OK**.

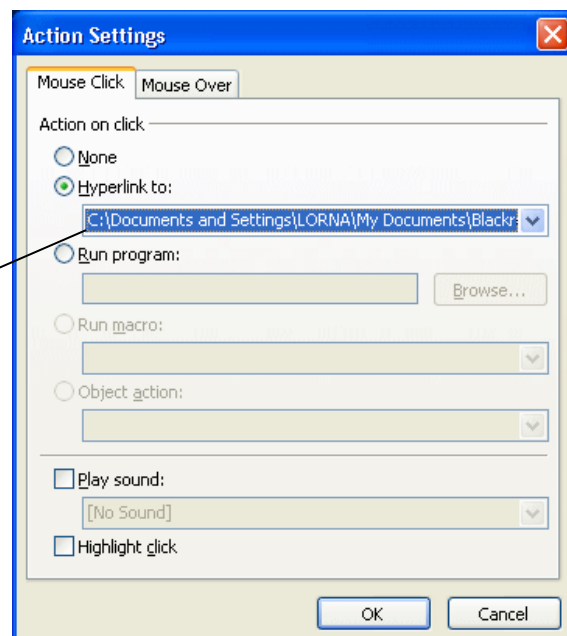


The **Hyperlink to Slide** window opens.

- Select the destination slide within the presentation to create the interaction.
- Click **OK**.

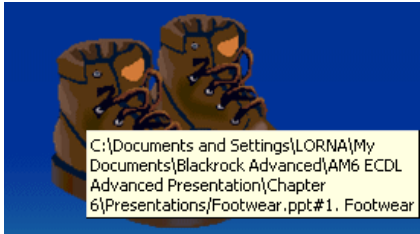


- The link to the selected slide in the external presentation is displayed within the **Action Settings** window.
- Click **OK** to complete the interaction.



note

The file location and selected slide appears when the mouse is held over the slide content containing the link.



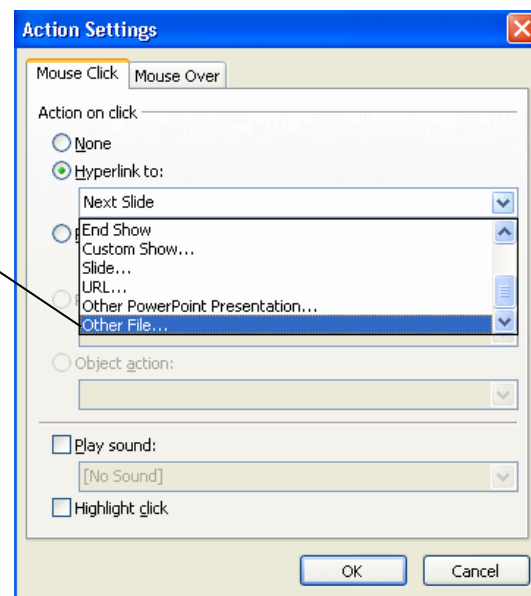
Navigating to a Slide in a File

In this task, you will connect an action button in a presentation to an external file. This could be a word-processed document, a text file, a spreadsheet file, a database or other file.

To navigate an action button to a file, do the following:

- Select the **Shapes** arrow from the **Insert** tab.
- Click an action button from the **Action Buttons** section of the menu.
The **Action Settings** window opens.
- Select the **Mouse Click** tab.
- Click the **Hyperlink to** option button.
- In the **Action on click** section, select the **Hyperlink to** option button.
- Select the **Hyperlink to** arrow.
- Choose **Other File**.

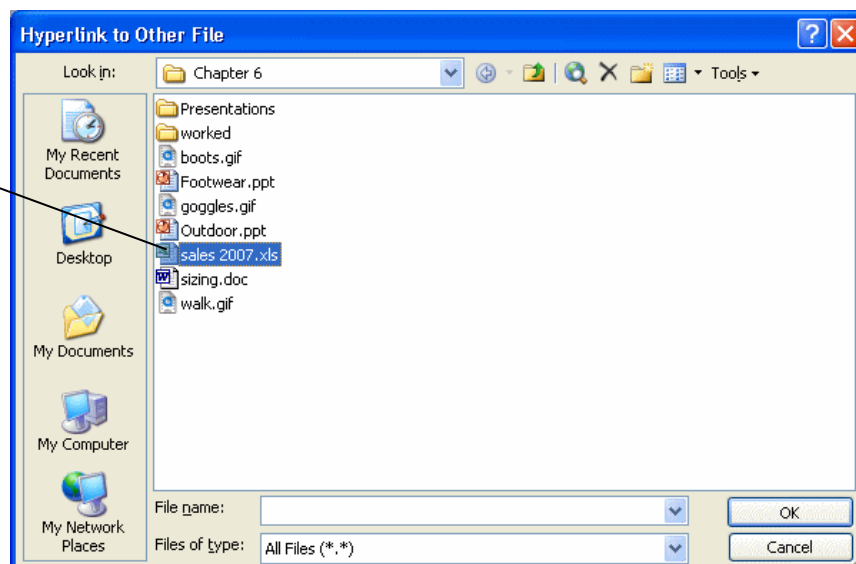
Select **Other File** from the **Hyperlink to** drop-down menu



The **Hyperlink to Other File** window opens.

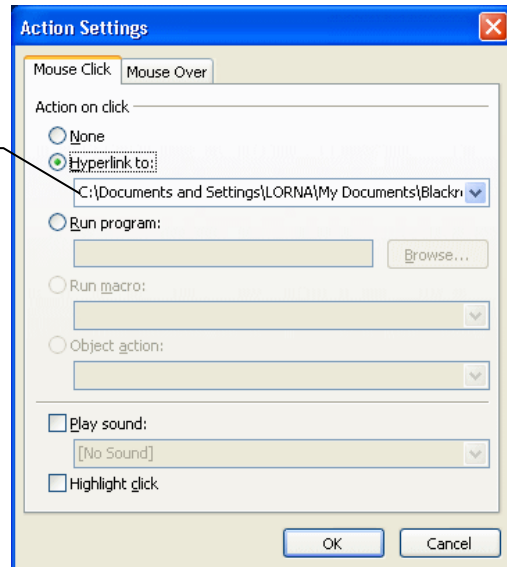
- Select the file.
- Click OK.

Select the file



The pathway (file location) of the file will display in the **Hyperlink to** box in the **Action Settings** window.

The file location appears in the **Hyperlink to** box



- Click **OK** to complete the interaction between the slide content and the destination file.

note

The file location appears when the mouse is held over the slide content containing the link.

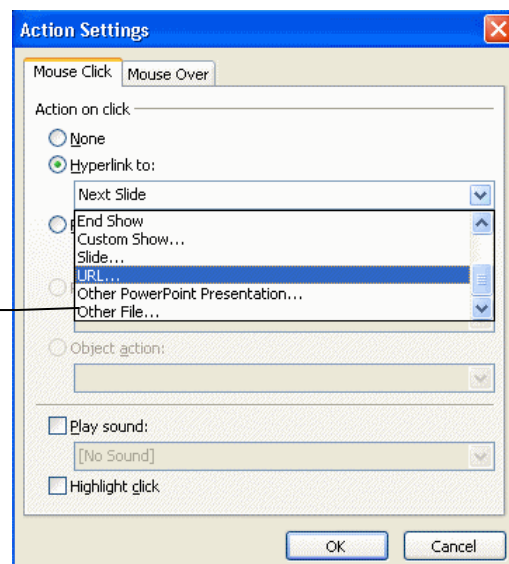
Navigating to a URL

For this task you will connect an action button to a website address. A website address is known as an URL (Uniform Resource Locator) and starts with <http://www>. For example: <http://www.blackrockec.ie>.

To navigate an action button to a URL, do the following:

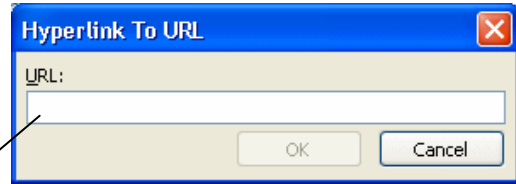
- Select the **Shapes** arrow from the **Insert** tab.
- Click an action button from the **Action Buttons** section of the menu.
- The **Action Settings** window opens.
- Select the **Mouse Click** tab.
- Click the **Hyperlink to** option button.
- Select the **Hyperlink to** arrow.
- Select **URL**.

Select **URL** from the **Hyperlink to** drop-down menu



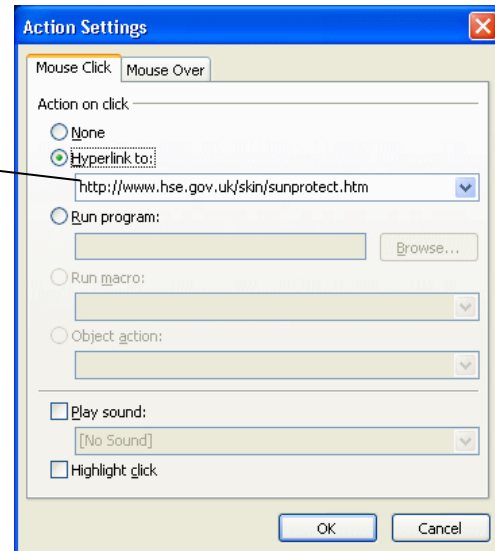
- The **Hyperlink to URL** window opens.
- Enter the URL.
- Click **OK**.

Enter the website address here



- The URL will appear in the **Hyperlink to** box in the **Action Settings** window.
- Click **OK** to complete the interaction.

The website address (URL) is displayed



When the mouse is held over the link, a tag appears displaying the URL.



Navigating to a Custom Show

To navigate an action button to a custom show, do the following:

- Select the **Shapes** arrow from the **Insert** tab.
- Click an action button from the **Action Buttons** section of the menu. The Action Settings window opens.
- Select the **Mouse Click** tab.
- Click the **Hyperlink to** option button.
- Select the **Hyperlink to** arrow and choose **Custom Show**. The **Link To Custom Show** window opens.
- Ensure that the **Show and Return** check box is checked (displays a tick) so that the slide show continues after the custom show is run.
- Select the custom show.
- Click **OK**.
- Click **OK** to complete the action.

Select the custom show

This box should be **checked**

