Create your pages

It is best to create the pages you want even if not yet finalised. You can not link to pages that don’t exist.

Create menu buttons

Create a button by selecting Insert, Shapes and choose appropriate shape. Click and drag on slide to draw shape and enter text. Copy and paste to get a consistent look. Any item including pictures can be used as links.

Select shapes and then align them using the Format menu and Align Center or Align Middle.

Add links from the main menu

Select the button, select the Insert menu and Hyperlink to launch a website or Action to move to another slide.

To make the button jump to another slide select Hyperlink to, Place in this document and choose Slide.

Then choose the destination slide and click ok.
Make a return button

Design a return button as above. For the hyperlink select **First slide** (or the number of your choice).

As this button always returns to the same slide it can be copied and pasted onto other slides to provide a return button.

Turn off transitions from the menu page

To avoid accidental advances from the menu page, select the **Transitions** menu and turn off the tick next to **Advance Slide On Mouse Click**

Using the built in Action buttons

On the Insert menu under Shapes there is a set of pre-defined buttons that can be used if desired.

The Action performed by these can be changed using the **Action** menu.

Note that Back in PowerPoint means the previous slide numerically. There is an option to jump to the last slide viewed as an alternative.

Other options

In the **Action** dialogue box are options to run other programs, play sounds, open files, launch other PowerPoints or run custom versions of the current presentation.

Actions without clicking

In the **Action** settings an action can be set when the mouse moves over an area without clicking.

Removing links

To make a button inactive select **None** as the action

Get more help from **digital training**

- Term time drop-in clinics on the ground floor of the Fountains Learning Centre: Tuesdays and Thursdays 12.30-13.00
- Email: digitaltraining@yorksj.ac.uk
- Web: bit.ly/ysjDigitalTraining