Creating Interactive Presentations Using PowerPoint

It is very simple to create dynamic, interactive PowerPoint presentations. Use the interactive presentations to give quizzes to students, have students create their own quizzes, or for a kiosk.

Action buttons are the key to creating interactive PowerPoint presentations.
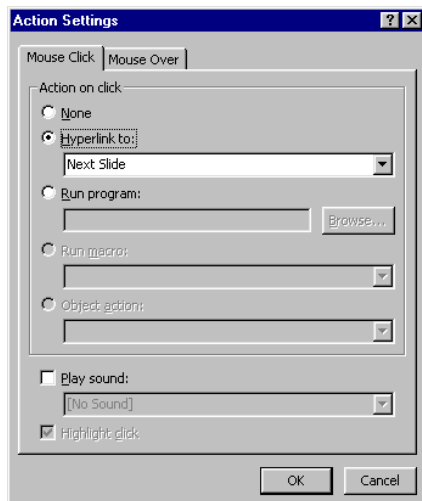
ACTION BUTTONS

You can easily make a PowerPoint presentation interactive by adding Action Buttons.

To add Action buttons to a presentation:
1. Pull down the Slide Show menu
2. Choose Action buttons
3. Choose a button from the fly out menu

Previous and Next buttons

Beginning and End buttons

Return to Previous button
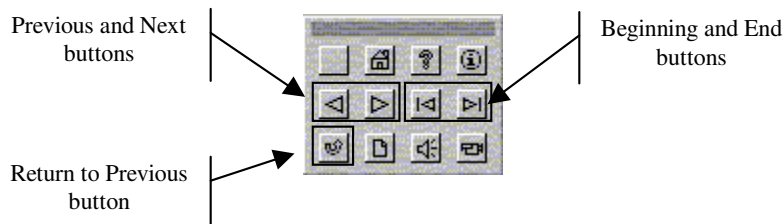
4. The mouse pointer changes to a black cross.
5. Move the mouse pointer where you want the button and click and drag the mouse to draw the button

> **Tip:**
> You can use graphics (pictures) as action buttons:
> 1. Insert the graphic
> 2. Right-click on the graphic and choose Action Settings
> 3. Choose Hyperlink to:
> 4. Choose an option
> 5. Click on OK

6. Choose the desired Action Setting and click on OK.

**Project Steps: Creating a New PowerPoint presentation**
1. Start PowerPoint
2. Pull down the **Format** menu and choose **Slide Design**

3. Choose **Blends** (or any desired design) from the Task Pane and click on **OK**
4. Click on the text that states "**Click to add title**" and type **US Presidents Quiz**
5. Click on the text that states "**Click to add subtitle**" and type **your name**

Project Steps: Adding Action Buttons to a Slide
1. Pull down the **Slide Show** menu
2. Click on **Action buttons**
3. Click on the "**Forward or Next**" button
4. Move the cursor to the **bottom right-hand corner** of the screen
5. Click and drag the mouse to **draw the button**
6. Leave the **Hyperlink To** setting at **Next Slide** and click on **OK**
7. Save the presentation as **US Presidents Quiz**

Project Steps: Creating a Question Slide

1. Click on the **New Slide** tool `New Slide`
2. Click in the **Title** and type **Question 1**
3. Click in the **Text**
4. Click on the **Bulleted List** tool `≔` to turn it **off**
5. Type: **In the year 2001, who was inaugurated as President of the United States?**
6. Press **Enter**
7. Click on the **Bulleted List** tool to turn it back **on**
8. Type: **Albert Gore** and press **Enter**
9. Type: **George W. Bush** and press **Enter**
10. Type: **Mickey Mouse**
11. **Save** the presentation
12. Follow Steps 1-12 to add as many question slides as needed.

PLACING ACTION BUTTONS ON THE MASTER SLIDE

Items placed on the Master Slide display on all sides except for the Title slide. To save time, place buttons such as Previous Slide and Next Slide on the Master slide.
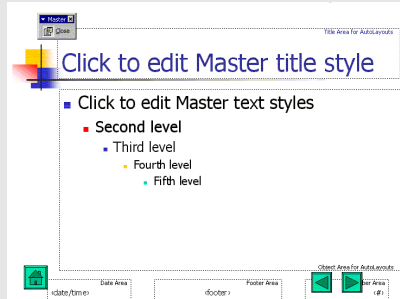
Displaying the Master Slide:
1. Pull down the View menu
2. Click on Master
3. Click on Slide Master

Project Steps: Placing Action Buttons on the Slide Master
1. Pull down the **View** menu
2. Click on **Master**
3. Click on **Slide Master**
4. **Slide Show** menu
5. **Action Buttons**
6. Choose the **Next** button
7. Move the cursor to the **bottom right-hand edge** of the slide

8. Click and drag to **draw** the button and click on **OK**
9. Follow steps 4-8, except choose the **Previous** button and place it to the **left** of the Next button
10. Follow steps 4-8, except choose the **Home** button and place it in the **lower left-hand corner** of the screen
    Your screen should appear as follows:

11. **Close** the **Master Slide** view by clicking on the **Close Master View** tool
    Close Master View on the Slide Master View toolbar
12. **Save** your presentation

Project Steps: Creating the Correct and Incorrect Answer Slide
1. Click on the **New Slide** tool
2. Choose **Title Only** as the layout from the Task Pane
3. Click in the title area and type: **Correct Answer!!!**
4. Pull down the **Slide Show** menu
5. Choose **Action Buttons**
6. Choose **Return**
7. Draw the button so that it **covers the Previous and Next buttons** on the bottom right-hand side of the screen
8. Leave the **Hyperlink to** setting at **Last Slide Viewed** and click on **OK**
9. Follow Steps 1-8 to create the Incorrect Answer slide.   In the title area, type **Incorrect Answer, Please Try Again**.
10. **Save** the presentation

Project Steps: Adding Action Buttons to the Question Slides
1. In the **Slides pane**, click on **slide #2** to display it
2. Pull down the **Slide Show** menu
3. Choose **Action Buttons**
4. Choose the **Custom** button
5. Draw a box **over the first bullet point**
6. Click on **Hyperlink to**
7. Click on the drop down arrow and choose **Slide…**
8. Choose the **Incorrect Answer slide** and click on **OK**
9. Click on **OK** again.
10. Click on the new button to **select** it

11. Click on the **Copy** tool to copy it
12. Click on the **Paste** tool **twice**
13. **Move** the buttons **over the bullet points** (If the buttons won't go exactly where you want them, turn off the snap to grid option by clicking on the Draw button on the Drawing toolbar, choose Snap and then To Grid to turn it off.)
14. **Right-click** on the button next to George W. Bush and choose **Action Settings**
15. Click on the drop down arrow under **Hyperlink to** and choose **Slide…** and then **Correct Answer**. Click on **OK** and then **OK** again.
16. **Save** the presentation
17. Place these buttons on the rest of the Question slides in your presentation either by following the steps above or using Copy and Paste. This would be a good time to use the Clipboard Toolbar (Edit menu, Office Clipboard)
18. When finished, **save** the presentation

TURNING OFF THE ADVANCE ON MOUSE CLICK

The final step in preparing your interactive PowerPoint presentation is to turn off the option that allows the user to click on the mouse to advance to the next slide during the presentation.

Project Steps: Turn off Advance on Mouse Click
1. Pull down the **Slide Show** menu and choose **Slide Transition**
2. In the Task Pane under **Advance Slide**, **turn off the On Mouse Click** option
3. Click on the **Apply To All Slides** button
4. **Save** the presentation

Project Steps: Previewing the Presentation
1. Go to **Slide #1**
2. Click on the **Slide Show Tool** (or on the PC, press the F5 function key)
3. Test the buttons in your presentation
4. Press the Esc key to quit the show

Project Steps: Adding an End button to the Last Question Slide
You may have noticed that if you click on the Next button on the last Question slide, the Correct Answer slide is displayed. To avoid this, cover the Next button with an End Show button.
1. Go to the **last** Question slide
2. Pull down the **Slide Show** menu
3. Choose **Action Buttons**
4. Choose **Custom**
5. Draw the button **over the Next button**
6. In the **Hyperlink to** box, choose **End Show** and click on **OK**
7. **Right-click** on the button and choose **Add Text**
8. Type **Quit**
9. **Save** the presentation and preview it to test your new button

SAVING AS A POWERPOINT SHOW

To make your interactive PowerPoint presentation easier for students to use, you can save it as a PowerPoint show, which creates a .pps file. When the .pps file is double-clicked, instead of starting PowerPoint, you are taken directly to the show.

Project Steps: Save your Presentation as a PowerPoint Show
1. Make sure you have **saved** your presentation
2. Pull down the **File** menu and choose **Save As**
3. In the Save As Type box at the bottom of the dialog box, choose **PowerPoint Show**
4. Click on **Save**

Project Steps: Viewing your Show
1. **Exit** from PowerPoint
2. Navigate to your PowerPoint Show and **double-click** on it
3. You can use your buttons as you did in the regular PowerPoint presentation
4. To end the show prematurely, press the Esc key on your keyboard