



HILLSBOROUGH
Community College

Microsoft PowerPoint 2003
Module 3

<http://pds.hccfl.edu/pds>

Microsoft PowerPoint 2003: Module 3

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Table of Contents

Action Buttons	2
Action Settings for AutoShapes and Graphics.	3
Creating Hyperlinks	4
Print Options	
Handouts	5
Outlines	6
Saving Note Files	7

Objectives

Upon completion of this module, participants will be able to:

1. Insert and hyperlink Action buttons;
2. Create an Action setting where any AutoShape or graphic is “hyperlinked”;
3. Create hyperlinks for text or objects to a file or web page.
4. Print presentation handouts;
5. Print Outlines of a presentation;
6. Save a PowerPoint presentation as an rich text file (rtf).

Action Buttons

Action buttons are pre-made buttons that can be inserted into slides and hyperlinked.

1. Click on **Slide Show>Action Buttons** and select an action.

e.g. **Next**.

The pointer changes to a “+” sign.

2. Click and drag the “+” sign so that a button appears on the slide.

An **Action Settings** dialog box now appears.

3. Select the **Mouse Click** tab or the **Move Over** tab.

e.g. **Mouse Click** tab.

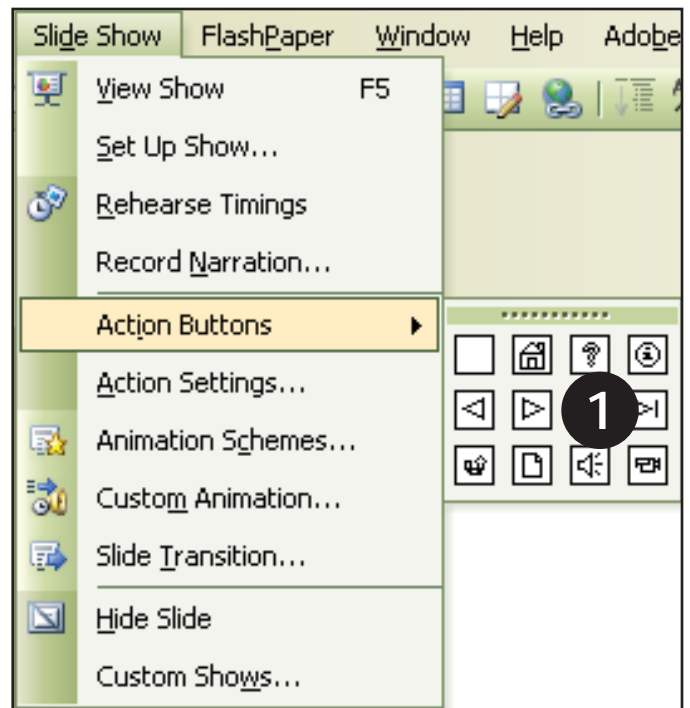
4. Select an Action; **None** or **Hyperlink to**.

e.g. **Next Slide**

5. Click **OK**.

The action button is now set.

Click on **Play Sound** and locate the sound to play when the button is clicked or hovered over.



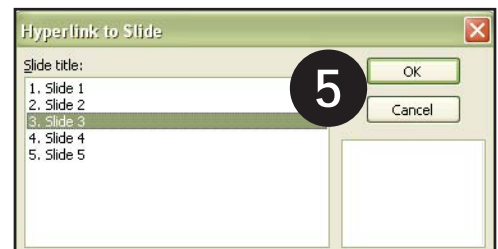
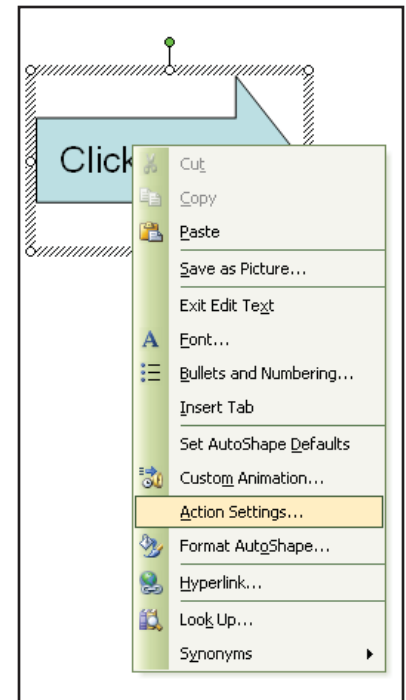
Action Setting: AutoShapes and Graphics

Any AutoShape and graphic that can be hyperlinked to a specific slide, URL, and to another PowerPoint presentation or file.

1. Select the **AutoShape** or graphic you want to hyperlink.
Verify that the object's handles are visible. If they are not, click on the object.
2. Right click on the **AutoShape** or graphic and click on **Action Settings**.
An **Action Settings** dialog box now appears.
3. Select the **Mouse Click** tab or the **Move Over** tab.
e.g. **Mouse Click** tab.
4. Select an Action; **None** or **Hyperlink to**.
e.g. **Slide**
5. Select the **Slide** title and click on **OK**.

The action setting is now set.

Click on the **Play Sound** and locate the sound to play when the button is clicked or hovered over.



Activity

Create a multiple choice and true/false game. Create four questions that hyperlink to one of the two pages: "That's Correct" and "That's Incorrect. Try again." Use action buttons to create the distractors and correct answers.

When the incorrect page is selected add a back button that will take you back to the last page viewed.

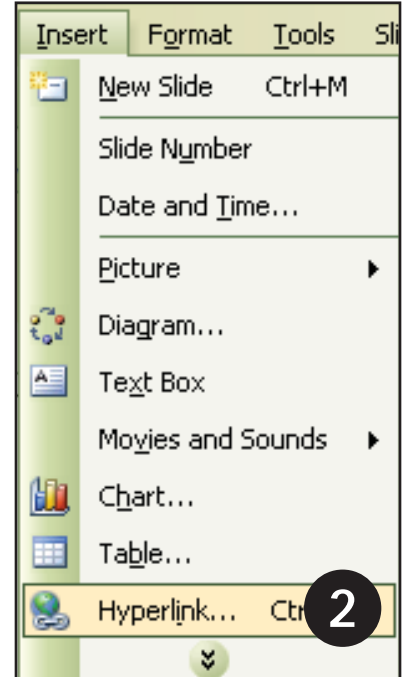
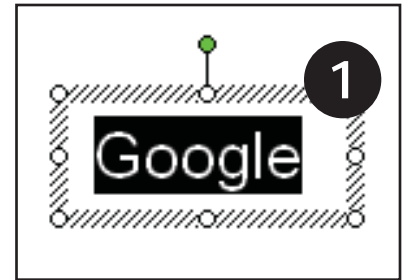
Set the slides not to advance **On click** or **Automatically after**. Discuss why you would do this.

Hyperlinks

Text and objects can be hyperlinked to a file or web page.

1. Highlight the text or select the object to be hyperlinked.
2. Click on **Insert>Hyperlink**.
An **Insert Hyperlink** dialog box appears.
3. Under **Link to:** click on **Existing File or Web Page**.
4. Type the web site's address, for example, <http://www.google.com/>
5. Click **OK**.

When the text is hyperlinked, it will be underlined and in a different color.



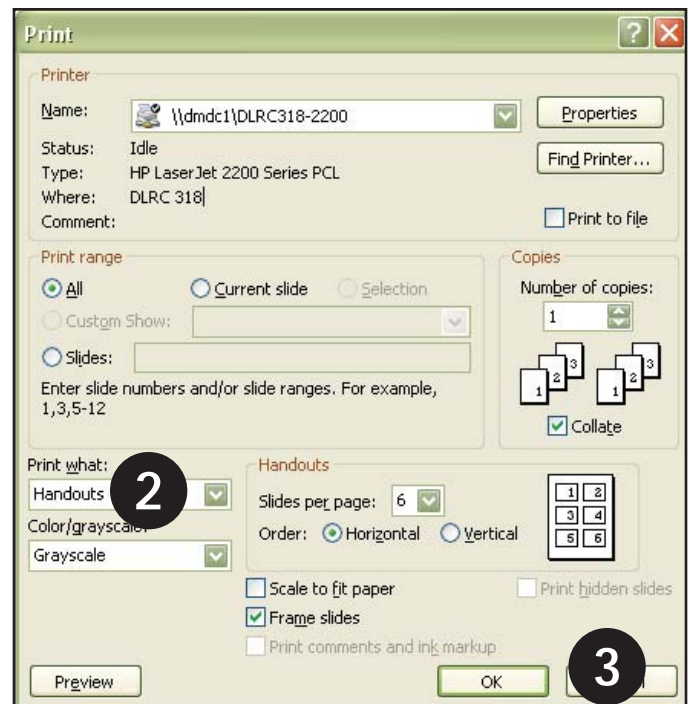
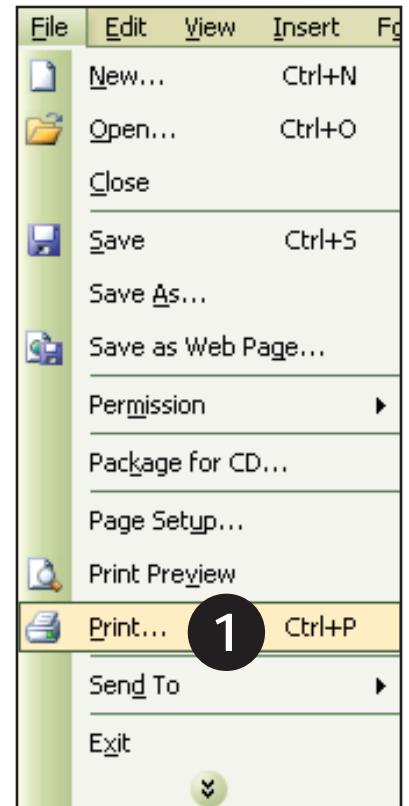
Print Options

With print options, you can print your presentations with 1 to 6 slides per page.

1. Click on **File>Print**.
A **Print** dialog box appears.
2. Click on the down arrow in the **Print what** area and choose which document type to print.

Choose the printer, print range, number of copies, Color/grayscale, slides per page, and any other options as necessary, for example, **Handouts**.

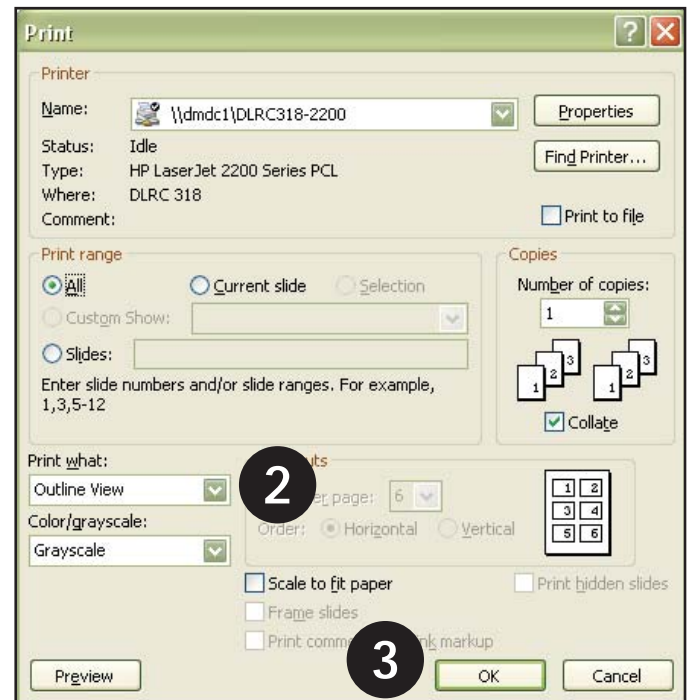
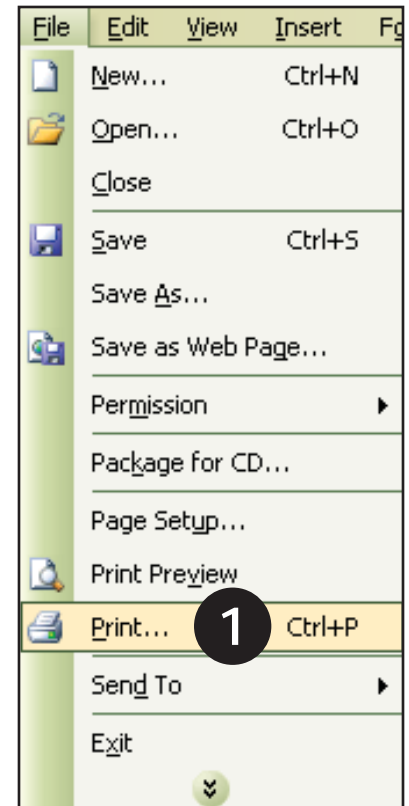
3. Click **OK**.



Print Options: Outlines

With print options, you can print your presentations in an outline format.

1. Click on **File>Print**.
A **Print** dialog box appears.
2. Click on the down arrow and choose **Outline View**.
Choose the printer, print range, number of copies, and **Preview** as necessary.
3. Click on **OK** to print the outline view.



Save Note Files

By saving note files, you can print out the document at a later time, upload it to the web, or e-mail it.

1. Click on **File>Save As**.
A **Save As** dialog box appears.
2. Under **Save as type** choose **Outline/RTF**.
3. Click **Save**.

