

# Adding Interaction to Your PowerPoint Presentation

## Using Hyperlinks and Action Buttons

Be Free To Teach

### hyperlinks

You can add a hyperlink to your presentation and then use it to go to a variety of locations — for example, a custom show (a presentation within your presentation), a specific slide within your presentation, a different presentation altogether, a Microsoft Word document or Microsoft Excel spreadsheet, or an Internet or e-mail address. You can create a hyperlink from any object — including text, shapes, tables, graphs, and pictures.

#### linking to a location in the current presentation

The power of PowerPoint goes well beyond the lecture. Have you ever considered using PowerPoint to create presentations for use outside of the lecture? Imagine creating tutorials that can be uploaded to your Blackboard coursesite or saved to lab machines that students can access as study tools or as part of an assignment.

This feature can also be used in the classroom to create a more interactive lecture. Imagine including supplemental slides containing formulas or definitions. As you lectured, you could refer back to that definition or formula as needed with a simple click.

#### linking to a custom show

Custom shows let you create a presentation within a presentation. Similar to the section above on linking to a location in your current presentation, custom shows allow you to group multiple slides for potential access. For example, imagine posing a multiple-choice question to students through your PowerPoint presentation. After giving students a short time to discuss with a partner the right answer, and taking a quick poll of the audience you can select the student's answer from your slide. It might be that if students got the correct answer, your presentation jumped to a slide wrapping up the concept and continued to a new topic. If, however, students chose the wrong answer, you would have lecture material ready and waiting for a recap on the topic.

#### creating a hyperlink to a website

This feature can be useful for in-class use of PowerPoint to make a smooth transition to a web site. You might also consider it if you develop tutorials for use beyond the classroom walls.

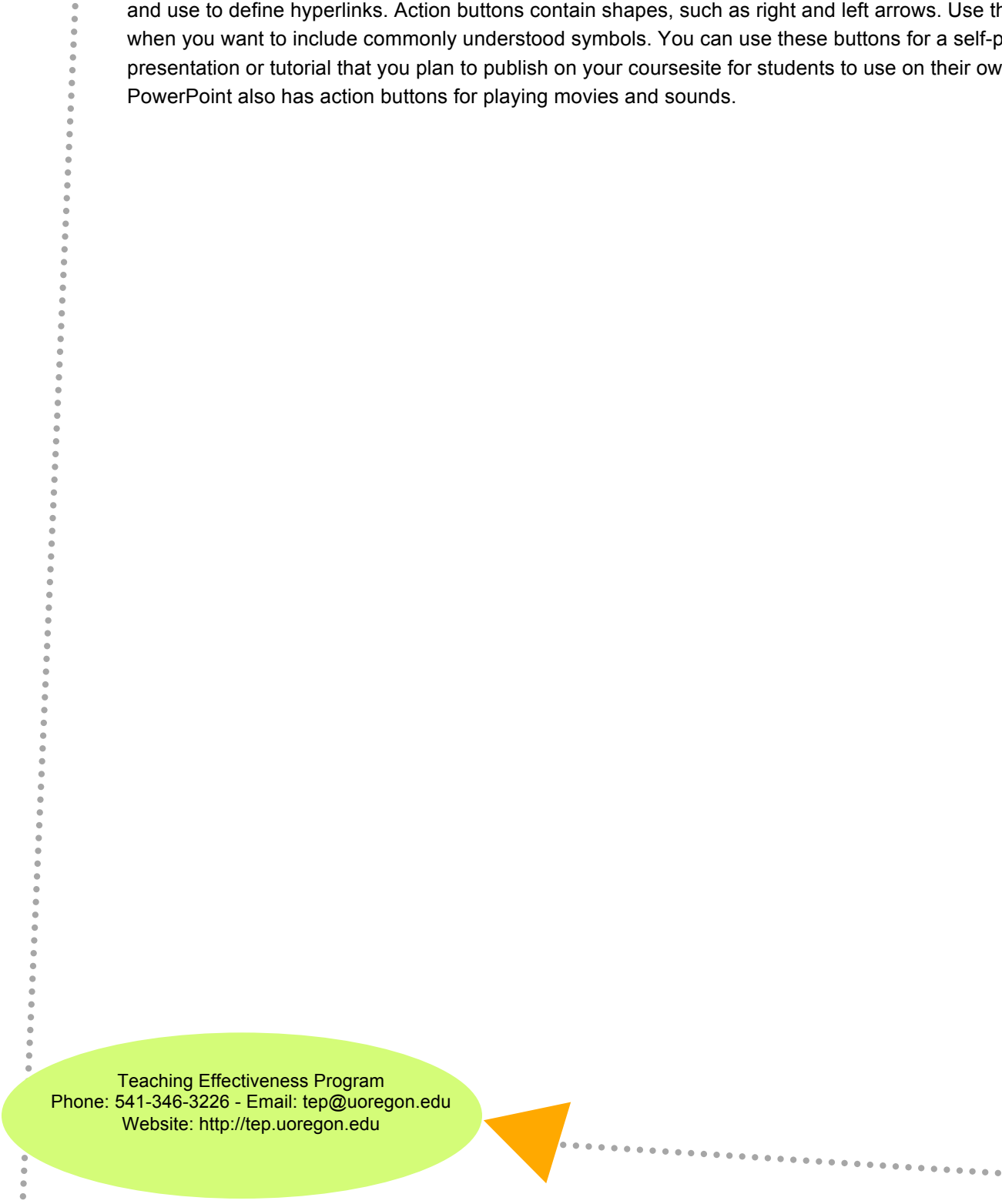
#### Some things to consider:

- Use the actual URL (<http://www.yahoo.com>) as the hot link instead of other text (First, perform a Yahoo! Search for articles related to...) Then, if and probably when, the presentation ends up in printed form, the linked information is still usable.
- Be prepared for down websites. Even if you accessed the website right before class, you can't guarantee you'll be able to access it when the time comes with your students. The campus network could go down, a server could crash, the owner of the site could have removed the page to work on it. It happens and it's okay, just be ready to detour if necessary. Maybe you post the link to Blackboard for students to check out on their own, maybe you try the website again next class time, maybe you'll need to find an alternative site.



## action buttons

PowerPoint also comes with some ready-made action buttons that you can insert in your presentation and use to define hyperlinks. Action buttons contain shapes, such as right and left arrows. Use them when you want to include commonly understood symbols. You can use these buttons for a self-paced presentation or tutorial that you plan to publish on your coursesite for students to use on their own. PowerPoint also has action buttons for playing movies and sounds.



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