

Designing User-Interactive PowerPoint Presentations

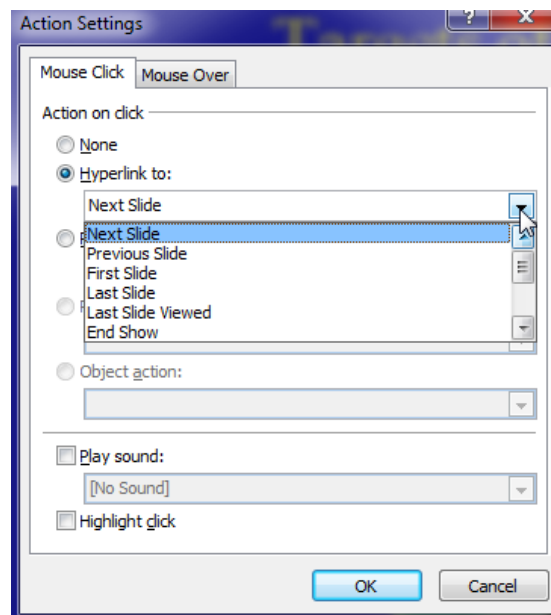
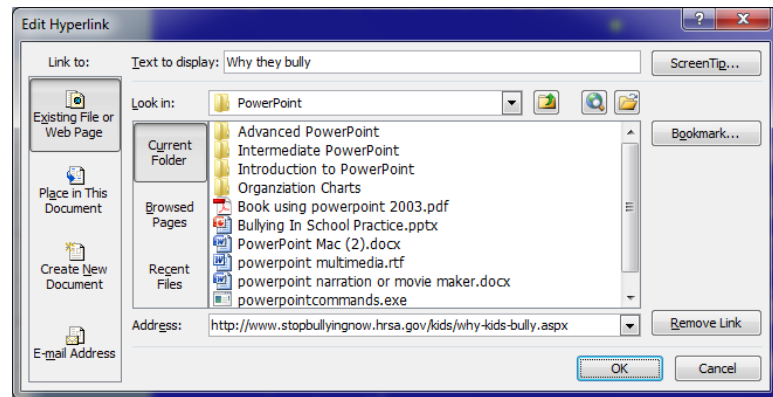
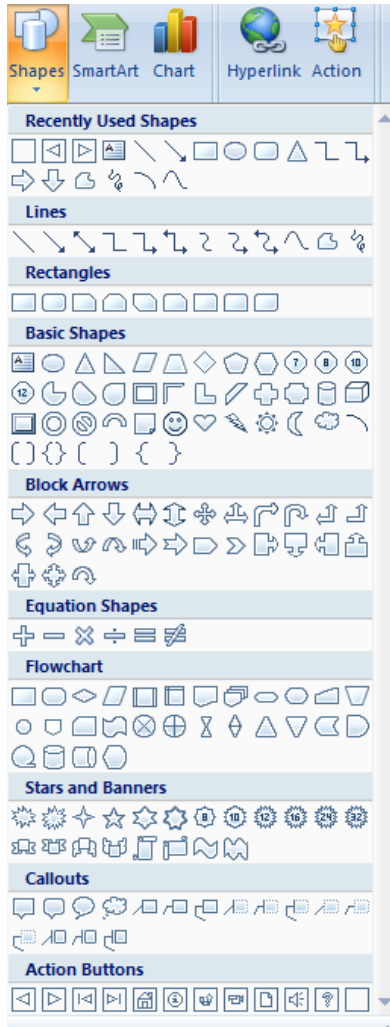


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Introduction

Self-running presentations such as a Kiosk do their jobs without any intervention from the audience or from you. If a self-running presentation runs at a trade show or at the mall and there is no one to hear it, it runs nonetheless.

In contrast, user-interactive shows also lack a human facilitator or speaker, but they rely on an audience's attention. The audience clicks navigation buttons to move from one slide to the next, or clicks on graphics or hyperlinks to access supplemental information on the Web.

Interactive Presentations



PowerPoint can be used to develop highly sophisticated, interactive presentations. Presentations no longer have to move in a sequential fashion, from one slide to the next. Hyperlinks provide the capability to link to other places and create interactive projects which the user can navigate themselves. This also allows individuals to go through and learn material at their own pace. As they progress through the presentation, navigational controls can be created using action buttons to allow users to go to back, start over, or navigate to the content areas they need. All navigational controls that you create in PowerPoint are considered hyperlinks. A project in which the user interacts with the program at their own pace using navigational controls and hyperlinks differentiates user-interactive presentations from linear presentations.

What Is a Hyperlink?



Most people associate the word hyperlink with the Internet because of their familiarity with the Web and with hyperlinks on Web pages. However, a hyperlink is simply a link to somewhere else; it does not necessarily have to refer to an Internet location. Hyperlinks operate the same way in PowerPoint. You can create hyperlinks to other places in your presentation, to Web Pages, or to other document files such as Word or Excel. You can also create an email hyperlink that will allow people to send you electronic mail.

Hyperlinks facilitate the interaction between readers and text by organizing and linking information through text chunks which can be used to create associations, definitions, examples and other relationships between the text passages. For example, a link can be created that displays a picture of what is being explained. This process parallels human thinking and corresponds with the natural way people learn. That is, one in which the user can make associations between topics, rather than move sequentially from one to the next.

The navigational controls you place in your presentation take various forms, but are all hyperlinks. A hyperlink object is a bit of text or a graphic that you can click to jump to somewhere else. The most common type of hyperlink is underlined text. Hyperlink text is typically underlined and a different color than the rest of the text on-screen. In addition, followed links may be a different color from ones that you have not yet clicked on. Let's take a look at how to create different types of Hyperlinks.

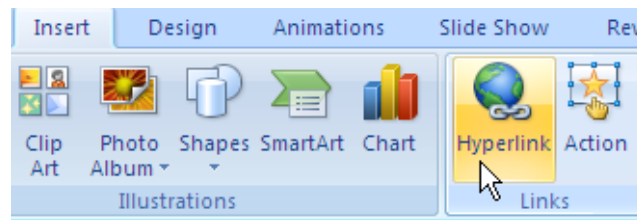
Create a Hyperlink to a Webpage

You are not limited to underlined bits of text for your hyperlinks. You can also link graphics and other objects on your slides.

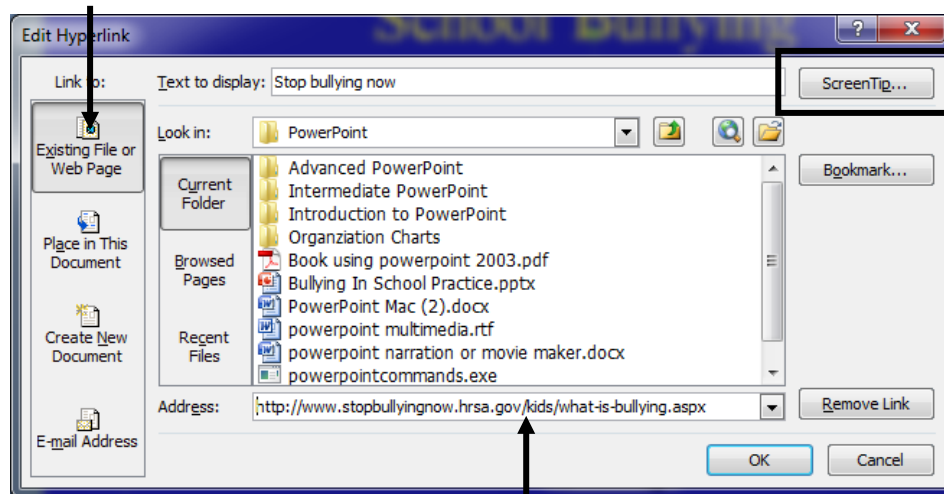
1. Browse to the webpage you want to link to. Copy the URL (or Internet address).

Note: It is easier to copy (Ctrl+C) the URL from the address field in your browser and paste (Ctrl+V) it into the address field. This method helps you avoid entering the wrong internet address.

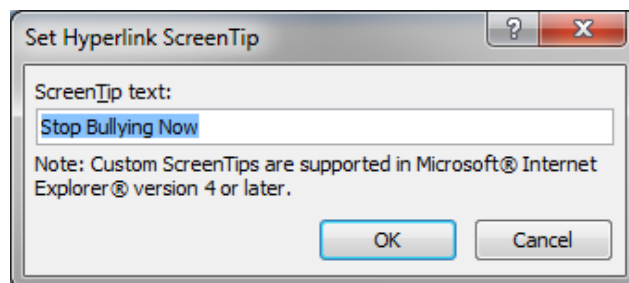
2. In normal slide view, select the text or graphic you want to link. On the ribbon click the Insert tab → Hyperlink.



3. Existing File or Web page is selected by default.



4. In the insert hyperlink dialog box type or paste the URL in the Address field.
5. A screen tip is a pop-up note that displays descriptive text when the user hover's their mouse over the link. The default ScreenTip for a hyperlink is its address (URL). If you want the ScreenTip to display something different when the user points the mouse at the hyperlink, click the ScreenTip button and enter the text for the ScreenTip. Click OK.



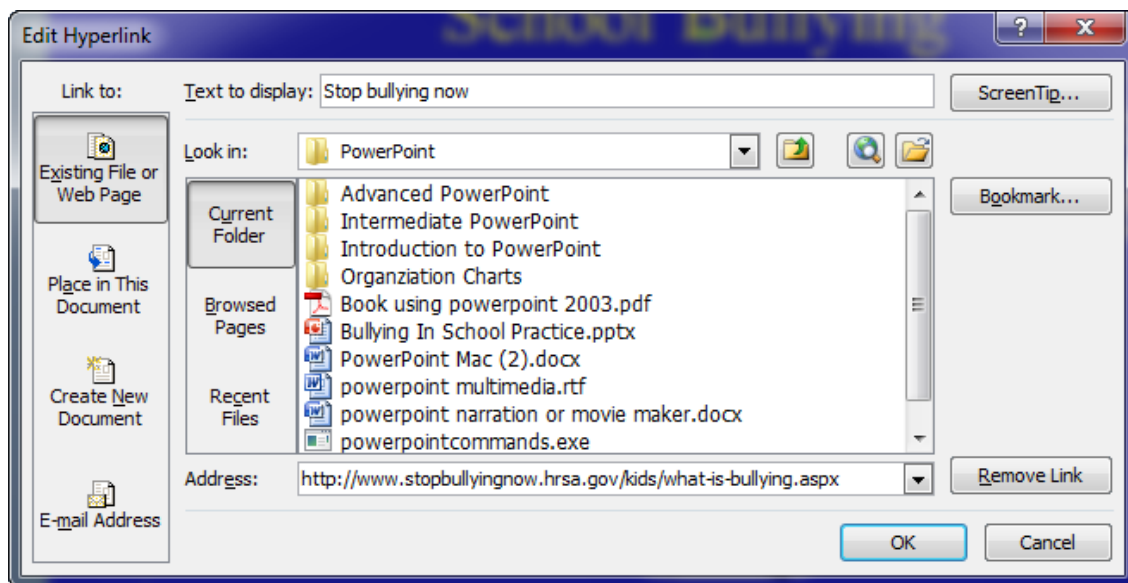
6. Click OK to close the hyperlink dialog box.
7. If you added a link to text, that text now appears underlined and in a different color. If you linked to an object the appearance does not change, but it is linked nonetheless.
8. Now test out your link to ensure it works properly. Go to slide show view, move your mouse pointer to the linked object and click. Does it take you where you want to go? Does the screen tip appear?

Generally you don't want to display the whole ugly link in your presentation. Link meaningful text or graphics.



Edit a Hyperlink

9. To make changes to the hyperlink, select the text and then click the hyperlink button on the ribbon, or right-click on the hyperlink and choose **Edit Hyperlink** from the shortcut menu.
10. In the Edit Hyperlink dialog box you can edit the address or make other changes.
11. Click **OK**, when finished.



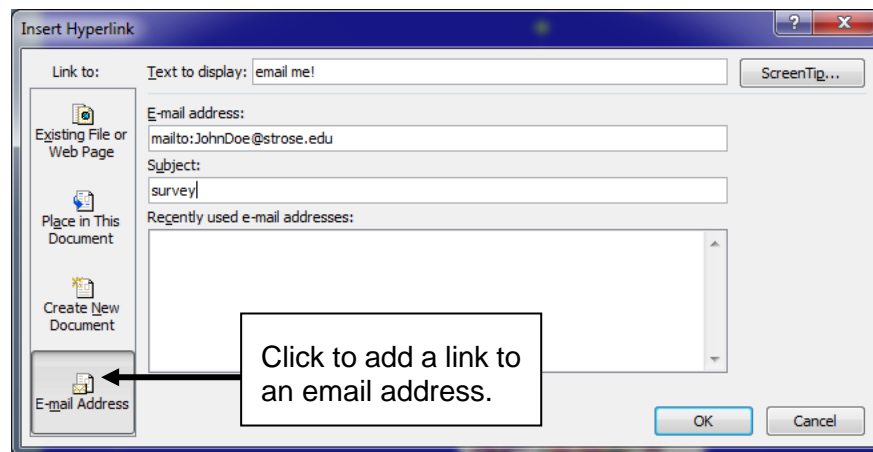
Remove a Hyperlink

12. Right-click on the hyperlink and choose **Remove Hyperlink** from the shortcut menu or in the Edit Hyperlink dialog click **Remove Link**.

Link to an email address

For an e-mail hyperlink to work, the person viewing the presentation must have an e-mail application installed on his or her PC and at least one e-mail account configured for sending e-mail. This isn't always a given, but it's probably more likely than betting that they have a certain application installed.

1. In the insert hyperlink dialog box, click E-mail address.
2. In the E-mail Address box, enter the e-mail address. PowerPoint automatically appends the necessary programming code "mailto:" in front of it for it to work.
 - (You can also select from one of the addresses on the Recently Used E-Mail Addresses list if there are any.)
3. In the Subject field, enter the text that you want to be automatically added to the Subject line of each e-mail.
4. Click OK. The hyperlink appears on the slide.

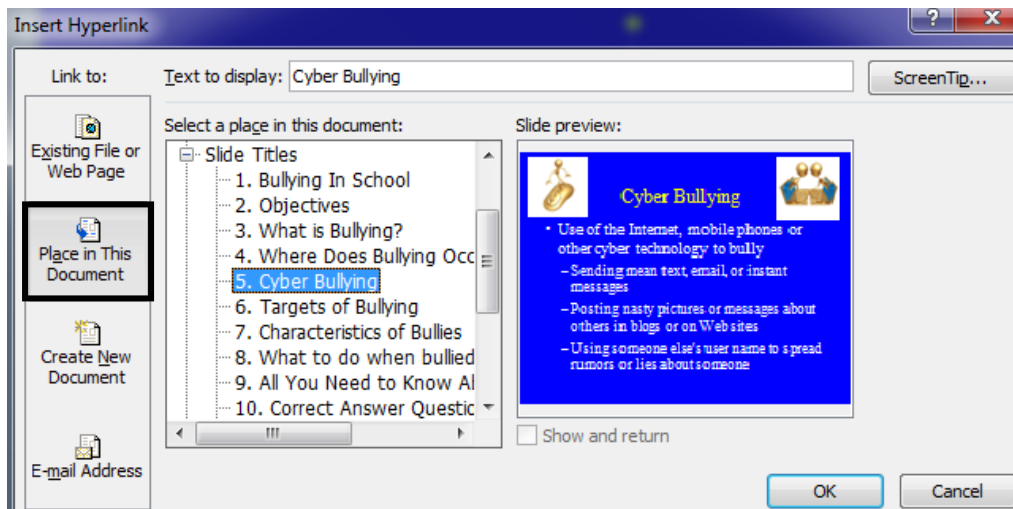


5. Click OK. You are done!
6. Test out your link to ensure it works. Notice that Outlook client e-mail program opens so you can compose and send an e-mail message.

Hyperlink to Slides within the Presentation

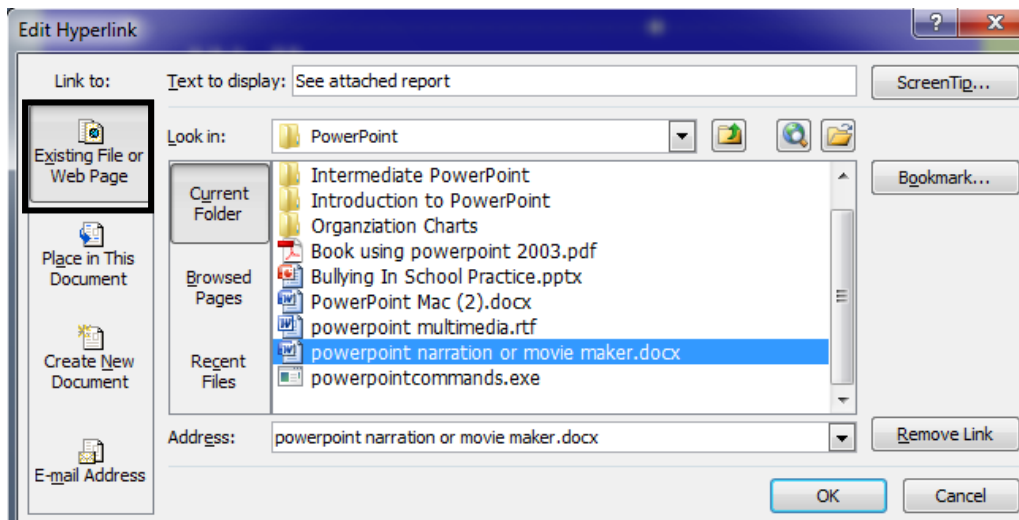
Creating links to other slides helps you customize your slideshow so that the user can quickly navigate to those slides.

1. In slide view, select the text or object you want to link.
2. Click the Insert tab on the ribbon, in the links group choose Hyperlink.
3. In the Insert Hyperlink dialog box select Place in This Document.
4. In the Select a place in this document text box, scroll and select the slide to link to. Click OK.



Hyperlink to another File

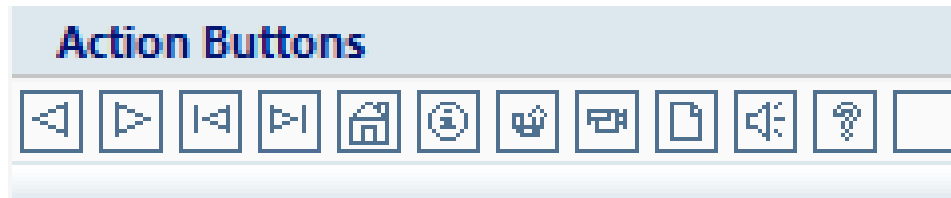
1. In the insert hyperlink dialog box browse and select an existing file.



2. Click **OK**.

Action Buttons

So far we have hyperlinked text and objects; however, PowerPoint also offers its own navigation controls in the form of Actions buttons. PowerPoint provides many preset action buttons that already have hyperlinks assigned to them, so all you have to do is place them on your slides.















At first glance, there seems little reason to use action buttons that simply move the slide show forward and backward. After all, isn't it just as easy to use the keyboard's Page Up and Page Down keys, or to click the left mouse button to advance to the next slide? Well, yes, but if you use Kiosk mode, you cannot move from slide to slide using any of the conventional keyboard or mouse methods. The only thing the mouse can do is click on action buttons and hyperlinks.

Action buttons also offer other interactive programmability functions such as last slide viewed and end show.

The action buttons that come with PowerPoint are shown in the table below, along with their preset hyperlinks. As you can see, most of the buttons are all ready to go; others require you to specify what they do.

Table 1A

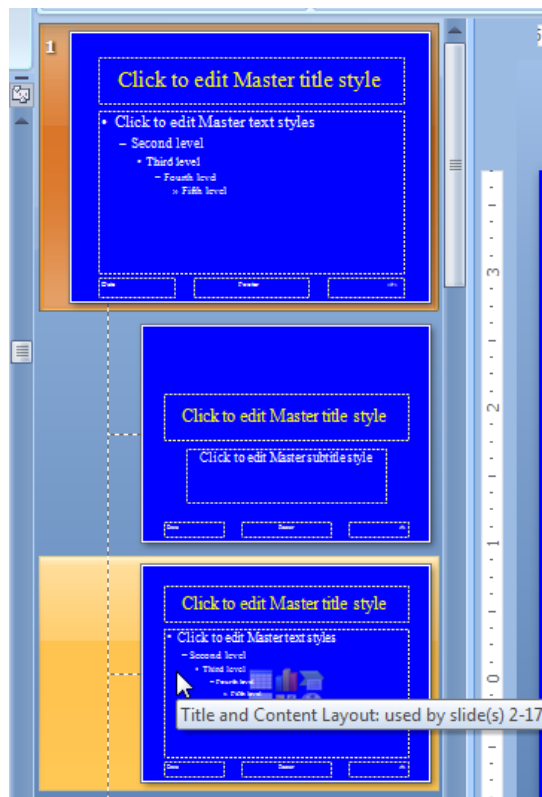
Button	Name	Hyperlinks to
	Back or previous	Previous slide in presentation. Not necessarily the last slide viewed.
	Forward or Next	Next slide in the presentation.
	Beginning	First slide in presentation.
	End	Last slide in presentation.
	Home	First slide in presentation. Home is where you started.
	Information	Does nothing by default, but you can link it to a slide containing information.
	Return	Last slide viewed, regardless of normal order. This is useful to place on a hidden feedback slide for a quiz. They are brought back to the question until they click the right answer.
	Movie	Nothing by default, but you can set it to play a movie that you specify.
	Document	Does nothing by default, but you can set it to run a program that you specify.
	Sound	Plays a sound that you specify. If you don't choose a sound, it plays the first sound on PowerPoint's list of standard sounds (applause).
	Help	Nothing by default, but you can point it toward a slide containing help.
	Custom	Nothing by default. You can add text to the button and create a custom action.

Setting up action buttons

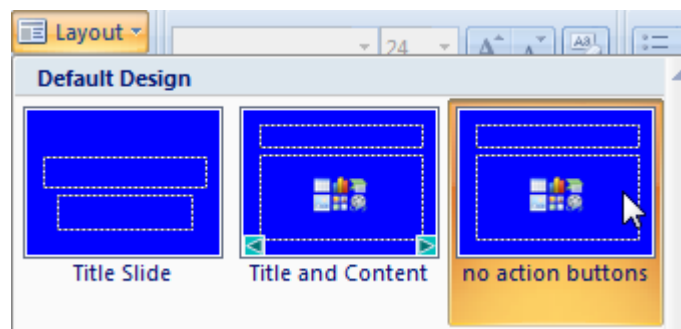
Slide Master

If you want to place the button on the Slide Master, go to View→Slide Master. In the left hand pane, choose appropriate master template that you want to add the action buttons to. For example, you may want the action buttons on the title and content layout. Hover your mouse over the different masters. View the screen tip that tells you the type of master layout and what slides it applies to.

- Some action buttons are best placed on the Slide Master, such as Next and Previous. Remember - you will need to apply a different slide layout on slides where you don't want those buttons.
- Other buttons, such as Return, are special-use buttons that are best placed on individual slides.
- Create a copy of the title and content slide and rename it no action buttons. This way you have a layout that does not have any buttons which you may want to apply to your last slide.

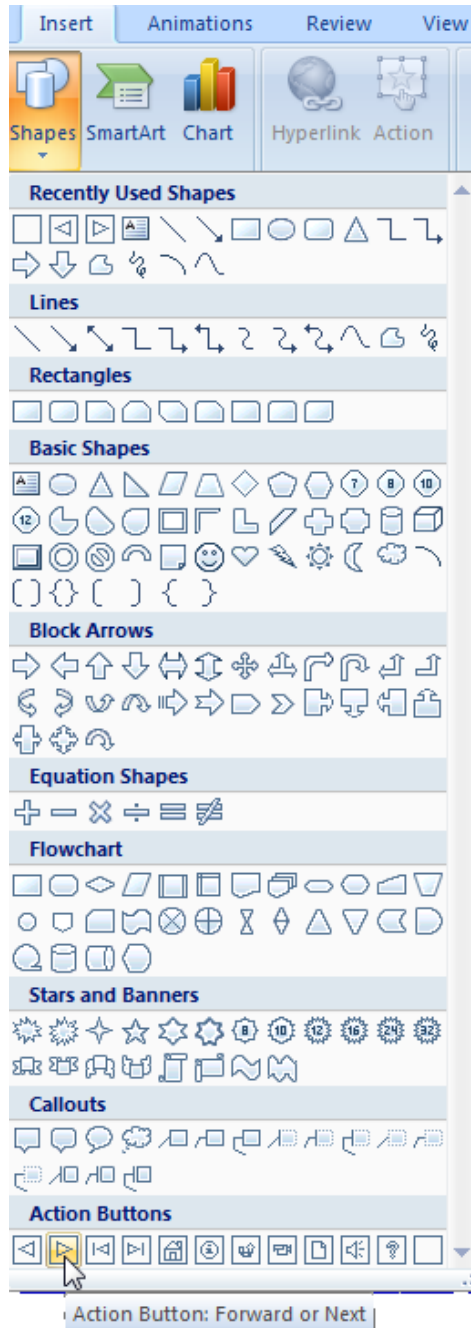


You can also create a master that contains no action buttons and apply that layout when needed.



Create Action buttons

Whether you want to create these buttons on the slide master or individual slides, to create an action button, follow these steps:



3. Click the Insert tab on the ribbon. Click **Shapes** from the illustrations group. Select the desired action button from the actions buttons shown at the bottom of the menu.

Tip: Position your mouse pointer over each button to obtain a screen tip that describes what each button does.

4. Click the desired action button.
5. Click and drag to draw your button on the slide (or Slide Master)



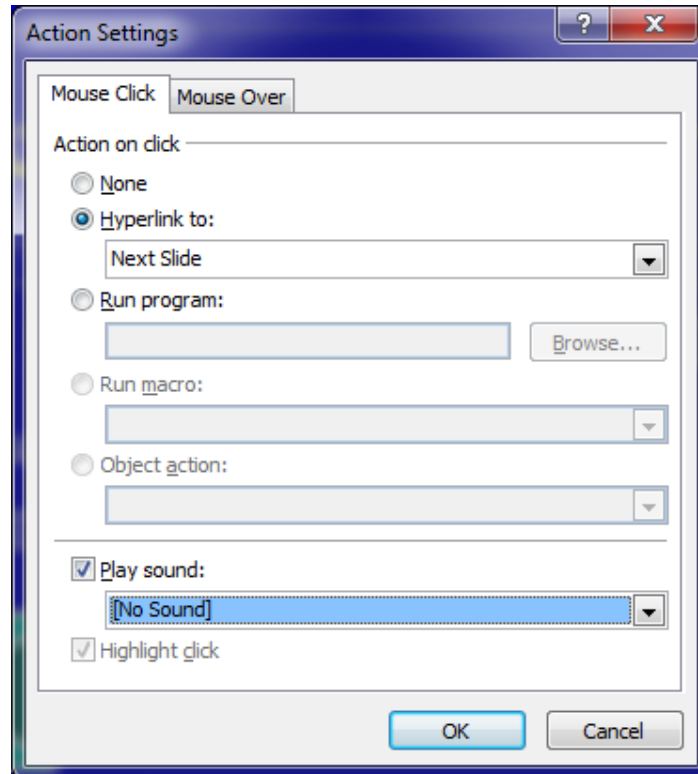
6. To create a button of a default size, simply click once where you want it. You can resize the button at any time later, the same as you can any object.
7. If you are going to place several buttons, and you want them all to be the same size, place them at the default size to begin with. Later, select them all (click and hold the shift key down), and resize them as a group. That way they will all be exactly the same size.
8. A button is created and the Action Settings Dialog box opens.

Action settings dialog box

The Action Settings dialog box Open. The default setting for the particular action button you selected will be applied. The default is for the action to occur on **Mouse Click**. Click the **Mouse Over** tab to program it to occur on mouse over.

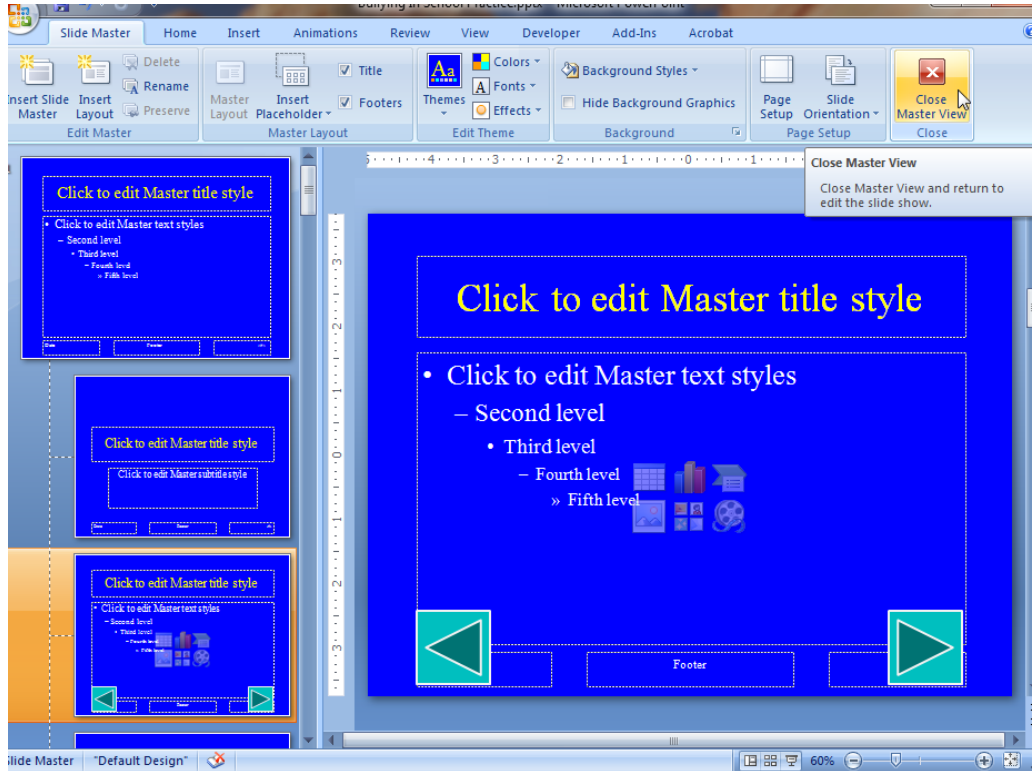
- For example, if you choose the Forward or next action button, it will be automatically programmed to hyperlink to the next slide.

Refer to Table 1A, for a list of action buttons you can create, and the default setting for each button explains what they do.



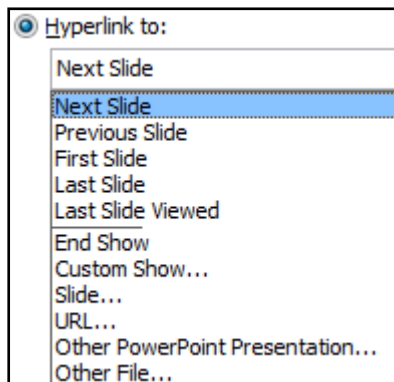
- You can specify other settings you want to happen when you click the action button, for example, if the action button should play a sound, click the **Play Sound** check box and choose the correct sound from the Play Sound drop-down list (or pick a different sound file by choosing Other Sound).
- If the action button should run a program, choose **Run program** and enter the program's name and path, or click Browse to locate it. For example, you could open a Web browser window from an action button. The executable file that runs Internet Explorer is iexplore.exe.
- You can also run **Macros** with action buttons. A macro is any VBA code that performs a task or responds to a user action. You can program macros in the visual basic Editor (VBA) to extend the interactive capabilities of PowerPoint. For example, you can create a procedure to display a message or input box. A whole course can be dedicated to this, and is beyond the scope of this manual.

1. Click OK. The button has been assigned the action you specified.
2. Add more action buttons as desired by repeating these steps.
3. If you are working in Slide Master View, exit it by clicking the **Close Master View** button.



4. Always test your action buttons in Slide Show view to make sure they do what they are supposed to do. For example, if the action button should take the reader to a specific slide, make sure it takes them to that particular slide.

Edit Action Settings



If you need to edit the setting for a button's action, right-click it and choose Action Settings to reopen this dialog box at any time, or while the button is selected, click the Action Settings button on the ribbon.

In the “hyperlink to:” drop down list make your selection.

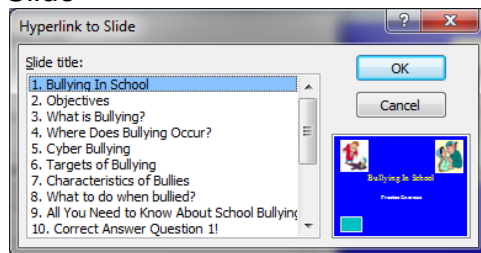
Click OK.

Hyperlink to:

The Hyperlink to Drop-Down Menu contains the choices described below.

Next Slide	Navigates to Next Slide in presentation
Previous Slide	Navigates to Previous Slide in presentation
First Slide	Navigates to First Slide in presentation
Last Slide	Navigates to Last Slide in presentation
Last Slide Viewed	Navigates to the last slide viewed in slide show
End Show	Sets the button to stop the show when clicked.
Custom Show	Opens a Link to custom show dialog box, where you can choose a custom show to jump to when the button is clicked.

Slide



Opens a “Hyperlink to Slide dialog box”, where you can choose any slide in the current presentation to jump to.

There are lots of uses for this link type; you might, for example, hide several backup slides that contain extra information. You can then create hyperlinks on certain key slides that allow the users to jump to one of those hidden slides to peruse the extra facts.

URL

Allows you to type or paste in an Internet Address. This hyperlink will not work if the person viewing the presentation does not have internet access

Other Power Presentation

Opens a Hyperlink to “Other PowerPoint Presentation” dialog box, where you can choose another PowerPoint presentation to display when the button is clicked.


Other File

Opens Hyperlink to “Other File” dialog box where you can select a file you want to display when the button is clicked.

Note: Hyperlinks to other files, other PowerPoint presentations will not work if the person viewing the presentation does not have access to the needed files and programs, or does not have Internet access or network connectivity. A hyperlink that works fine on your own PC might not work after the presentation has been transferred to the user's PC. Make sure you have all the needed files in one folder before transferring data.

Example using hyperlinks and action buttons.

Hyperlink to more information on the web
Notice that descriptive text is linked and the actual "whole messy" Internet address is not displayed.
Notice screen tip



Characteristics of Bullying

- Why they bully
Why they bully
- Bully tendencies can also occur from a child who has been isolated from the social network of kids in school. They may not have friends, they may be seen as a coward, or they may be using as a coping tactic
- Are you a Bully?
<http://www.stopbullyingnow.hrsa.gov/kids/signs-that-you-bully.aspx>

Action button – move to previous slide.

Action button – move to next slide.

Creating Graphics-Based Hyperlinks

You can create an action button out of any object on your slide: a drawn shape, clip art, a photograph, or a text box.

There are two ways to create a graphics-based hyperlink. You can insert a hyperlink or an action setting.

Both work equally well, but you may find that you prefer one to the other.

The Action Settings method is a little bit simpler, but the Insert Hyperlink method allows you to browse for Web addresses more easily.



Make sure you clearly label or format the object so users know it is a link.. You can add text to the object directly (for example, with an AutoShape), or you can add a text box next to the button that explains its function.

Apply Action Settings to a Graphic

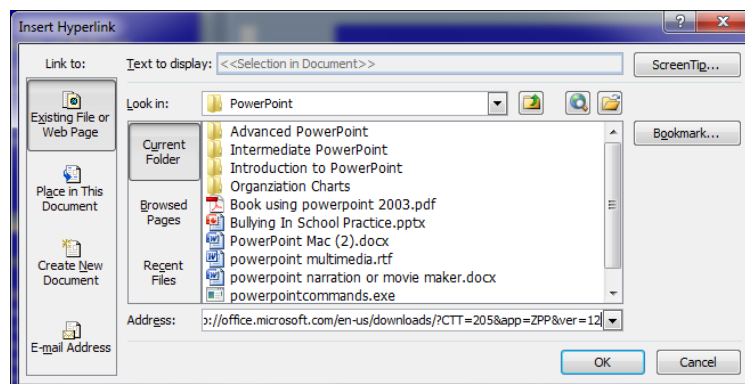
A graphics-based hyperlink is really no more than a graphic with an action setting attached to it. You set it up just as you did with the action buttons described previously.

1. Click the graphic that you want to link.
2. On the Insert tab select Action.
3. Select an action from the “Hyperlink to” drop down menu and set any other desired options such as to Play Sound.

Insert Hyperlink to a Graphic

1. Click the graphic that you want to link.
2. On the Insert tab select Hyperlink.

In the Insert Hyperlink dialog box, Choose the location, as previously discussed. The only difference is that the Text to Display box is unavailable because there is no text.



3. Now the graphic functions just like an action button in the presentation; the audience can click on it to jump to the specified location.

Add text to a Shape

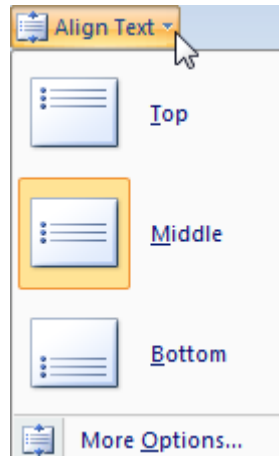
1. Right -click the object and choose **Add or Edit Text**. An insertion point appears in it, just start typing!
2. With an auto shape, you can select the button and simply start typing.
3. Format the text as desired using the normal text formatting commands on the home tab.



4. Resize the button, if needed, to contain the text more neatly. You can drag the button's sizing selection handles to make it bigger or smaller.
 5. If you need to edit the text later, simply click the text to move the insertion point back into it, and make your changes.
- Tip: To Hyperlink the whole shape, make sure you are not in text editing mode with your insertion point in the text. This way the whole shape is hyperlinked, not matter what area in the shape is clicked on – not just the text.

Align Text

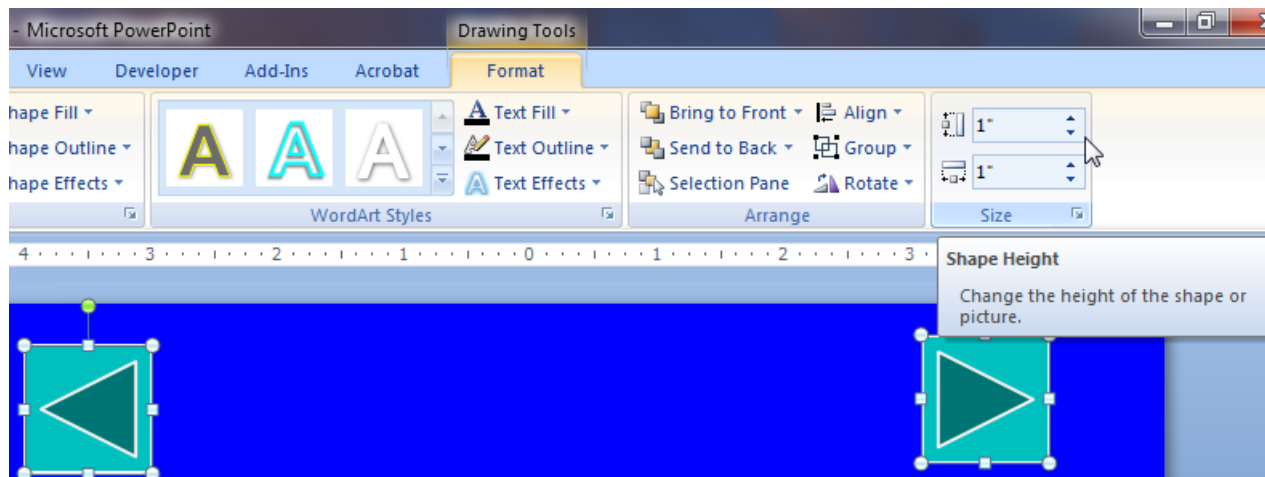
1. Select your shape(s). On the home tab in the paragraph group, choose Align Text. Make your selection from the drop down list.



Size Buttons

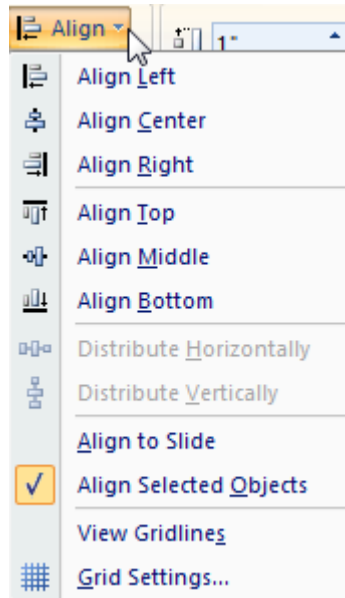
You can resize the buttons and make them all the same size. This gives the presentation a more professional consistent look and feel.

1. Select the button(s) and the Drawing tools format tab should appear. On the ribbon.
2. Specify the size you want to your buttons.



Align Buttons

3. Select the buttons you want to align. The Drawing tools format tab should appear. In the arrange group select Align.
4. Select the desired alignment from the menu.




Choosing Appropriate Controls for Your Audience

When you build an interactive presentation, you must decide how the audience will navigate from slide to slide. There is no one best way; the right decision depends on your audience's comfort level with computers and with hyperlinks. Consider these points:

- Is the audience technically savvy enough to know that they should press a key or click the mouse to advance the slide, or do you need to provide that instruction?
- Does your audience understand that the arrow action buttons mean forward and back, or do you need to explain that?
- Does your audience understand hyperlinks and Web addresses? If they see underlined text, do they know that they can click it to jump elsewhere?
- Is it enough to include some instructions on a slide at the beginning of the show, or do you need to repeat the instructions on every slide?

Think about your intended audience and include appropriate instructions if necessary.

If you do not build specific navigation controls into the presentation, you may want to add instructions on the slide that tell the reader how to move forward and backward in the presentation, especially if they are novice to PowerPoint.

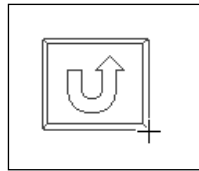
Beginner-level audience such as younger kids.	Begin the presentation with an instructional slide explaining how to navigate. Place action buttons on the same place on each slide (using the Slide Master) to help them move forward and backward, and include a Help action button that they can click to jump to more detailed navigation instructions.
Intermediate-level audience, such as high school students.	Place action buttons on the same place on each slide, along with a brief note on the first slide explaining how to use them.
Advanced audience, such as adults.	For an advanced audience: Include other action buttons on the slide that allow the users to jump around freely in the presentation such as to go to the beginning, to the end, to the beginning of certain sections, and so on. Advanced users understand and can take advantage of a more sophisticated system of action buttons.
Sample slide for Beginners	

Quizzes



Multiple choice questions are a good example where navigational controls can be used. Create custom action buttons for each answer. Depending on which answer the user clicks, set it up to jump either to a “Correct - Good Job” slide or “Sorry Try Again” slide. On each slide include a **return** button so they can continue on with the quiz.

There are various ways that you can construct your quiz to be navigated. I like this method the best. Create ONE “feedback” slide for the Incorrect Answer, just have it link to the last slide viewed. This gives the student a chance to answer the questions until they get the right answer.



Last slide viewed button

Create a copy of the correct answer feedback slide for each question. So if you have 4 questions you will need 4 correct answer feedback slides. Why do you need a separate feedback slide for each correct answer? When the student answers correctly you want them to click a button that takes them to the next question. This navigation button will be different on each slide.

Another method is when the student clicks on the right answer it automatically goes to the next question. Lastly, you can return the student back to the question and have a link on the question slide that goes to the next question.

The structure is depicted in the picture on the left.

Add Sound to Slide Transition

Sounds and music add life to a presentation. Applause is a great way to reward a correct answer in a quiz. Sound and music files come in various types and you need to know which types of files you can insert into a presentation. I have found that .wav files are very common and are the default type that PowerPoint looks for when you search your hard drive for the sound file. Here are others you can use:

- .aif, .aiff
- .mid, .midi
- .mp3
- .wav
- .wma, .asf

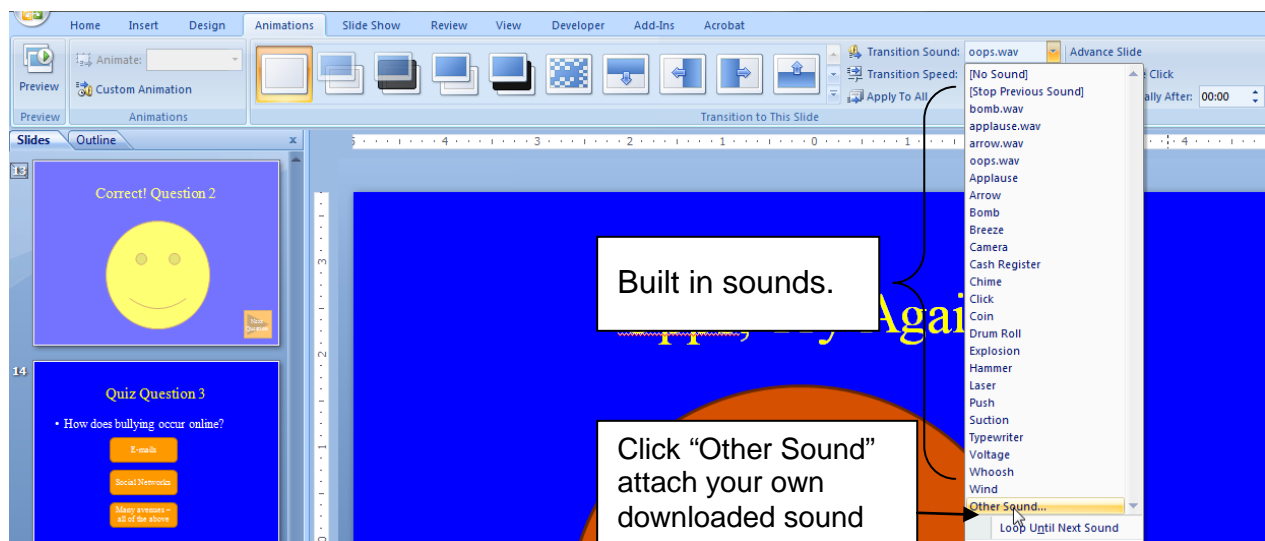
To learn more about compatible file types at the Microsoft Website here:

<http://office.microsoft.com/en-us/powerpoint-help/compatible-multimedia-file-formats-HA001230325.aspx>

First of course, you need to find a sound or music file. This is the hard part, because many sounds and most pieces of music are copyrighted. PowerPoint comes with a few sounds that are built-in (such as applause).

Here is a site you may try: <http://www.freesound.org/>

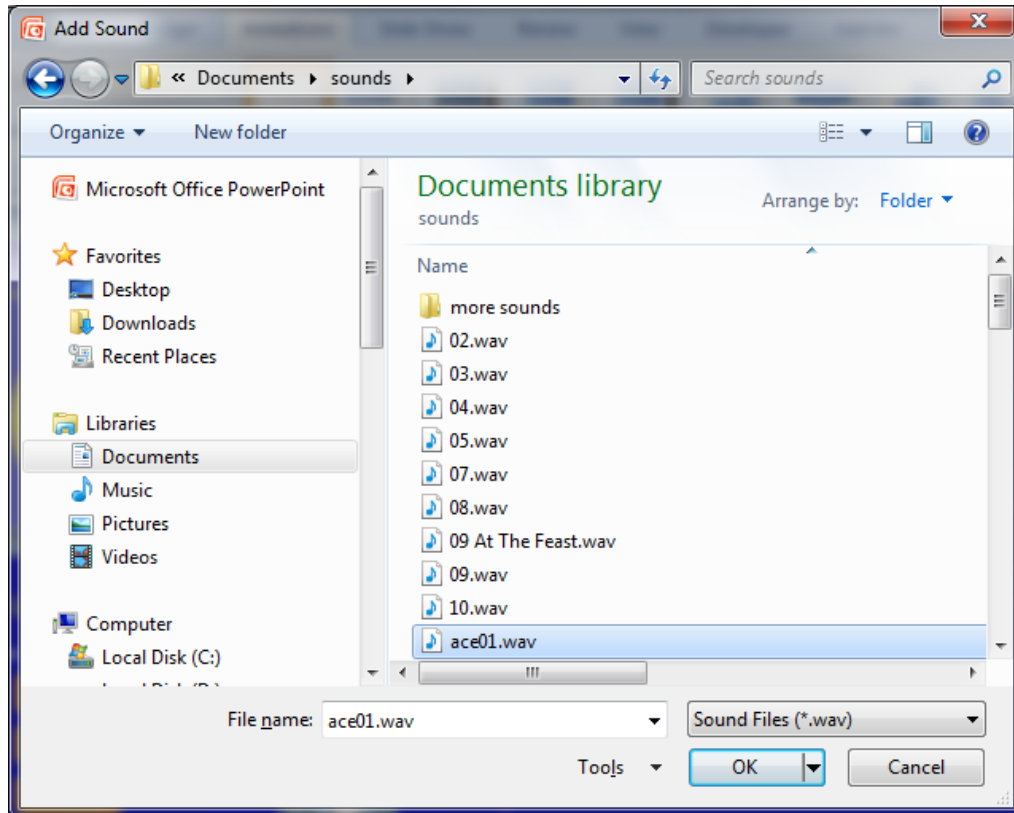
On your feedback slides, add the sound to the Transition Sound in the animations tab. If you use custom animation to add the sound, it will only play once. For example, if the student clicks the wrong answer more than once, the sound will not play the second time it takes them to the incorrect feedback slide. To avoid this problem, insert the sound into the Transition sound area. This way every time they navigate to that slide the sound will play.



Other Sound

To add a sound that you downloaded to your hard drive do the following:

1. Click the Animations tab.
2. Click the transition sound drop down list.
3. Select “**Other Sound**” from the Transition sound drop down list.
4. Browse to the location where the sound resides.
5. Select the sound and click OK.



Caveat: If the sound file is large, copy that sound to same folder as the presentation. The reason is if your sound is too large of a file, it will be linked instead of embedded into the presentation and it won't be able to find the file.

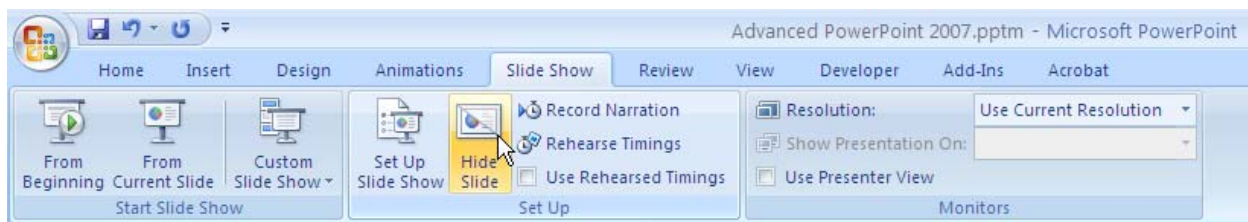
Hide Slides


You may not want to show every slide that you have prepared. For example, you could create a slide in anticipation of a question that you think someone might ask, or hold back certain data unless someone specifically request it.

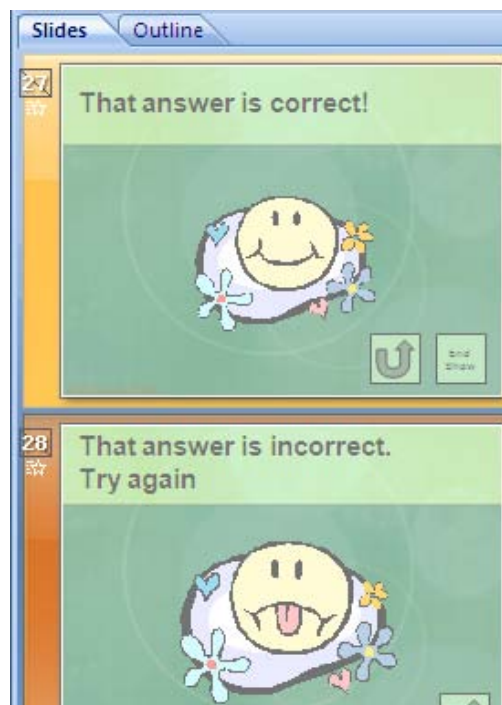
Another use for the hide slide feature is to hide feedback slides for correct and incorrect responses to questions.

By hiding a slide, you keep it from making it a part of the main show. At any time during the presentation you can display the slide.

1. In normal view, display the slide you want to hide.
2. On the **Slide Show** tab, click **Hide Slide**. Or right click and choose hide slide in the slides pane.



3. The slide number appears with the hidden slide icon  next to the hidden slide in the slides pane.



Note The slide remains in your file, though it simply prevents it from appearing when you run the slide show.

Kiosk Mode

Kiosk mode is used to set up a presentation to run unattended, such as at a trade show or convention. A self-running presentation can restart when it's finished and also when it's been idle on a manually advanced slide for longer than five minutes.

Kiosk mode can also be used in **Interactive presentations when you want more control over what users can and cannot do.**

Kiosk mode places the keyboard and mouse in limited functionality mode during the presentation, to give you more control over the audience's experience. Specifically, here's what happens when you use Kiosk mode:

- The keyboard does not work except for the **escape** key, which exits the presentation.
- The mouse can be used to click on action buttons and hyperlinks, but clicking in general does not do anything.
- You **must use action buttons or hyperlinks** in your presentation, or set slides to auto-advance, otherwise users will never get past the first slide.
- The control buttons do not appear in the bottom left corner of the display and you cannot right-click to open a menu. Right-clicking does nothing.
- All your **animation has to be automatic**. Manual animation does not work. If the user has to click or hit the spar bar to activate animation (such as to have a graphic or text fly in) this will be blocked by Kiosk mode.

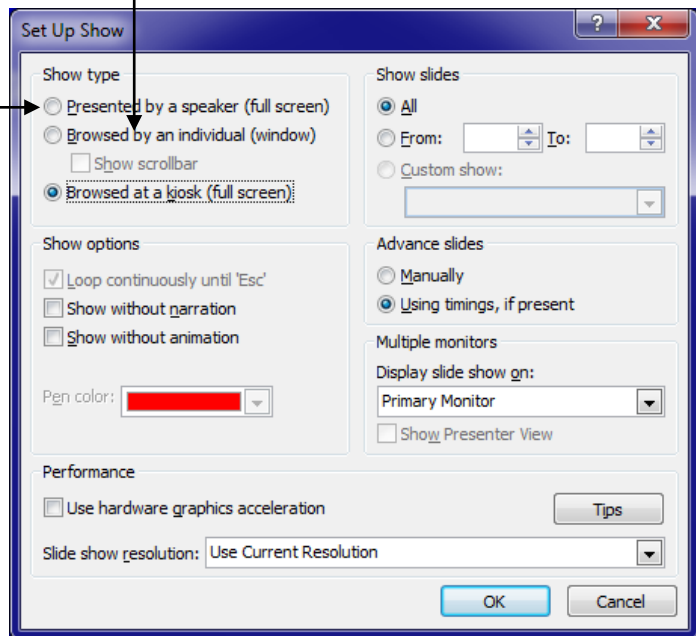
Setup Show

1. Click the Slide Show tab on the ribbon, click Setup Show.
2. Select Browsed at a kiosk (full screen). Click OK, when finished.

Displays presentation in a Window. Use Page up/Page down keys to navigate or check **show scrollbar** option to display scrollbar on the right side of the window.

Most common
Displays presentation in Full Screen. All navigation controls are available.

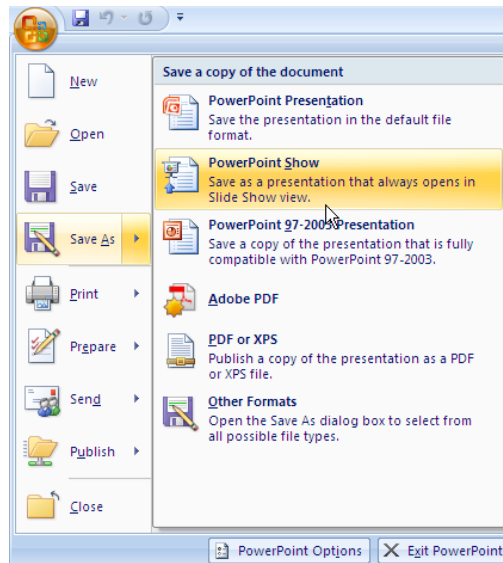
Kiosk Mode – can be used for a self running presentation, with automatic timings to advance slides. Navigation controls are not available. Hyperlinks and navigation buttons must be created for interactive presentations. Animations need to be programmed to start before or after previous.



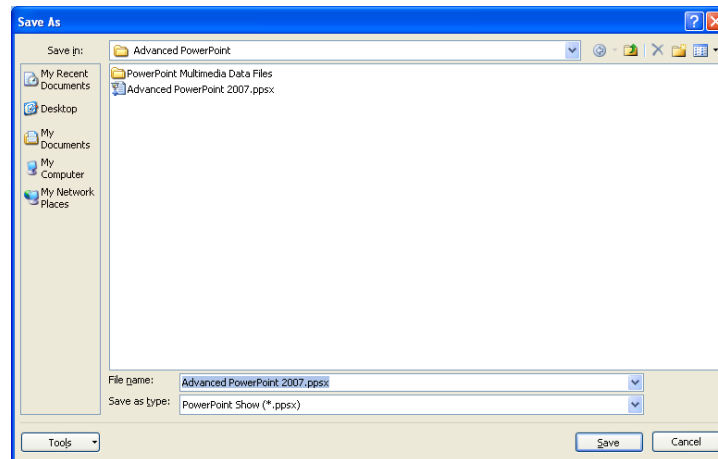
Save as a PowerPoint Show

By saving your presentation as a show, it **will open up and run as a slide show automatically**.

1. Select the Office button. Choose Save As → PowerPoint Show.



2. In the Save as type box, enter a file name, and then click Save.
3. Notice it saves the presentation with a different file type (.ppsx) for a PowerPoint show.



To View the Show

1. Double-click the file and it automatically opens as a PowerPoint show.
2. To advance through the presentation, click anywhere on the screen or click navigation buttons. To exit the presentation before it is finished, press ESC.

Interactive PP Presentation Ideas

You may have some good ideas for incorporating interactivity into your PowerPoint presentations. They are very useful for standalone lessons. Here are some more:

Web resource listings: Include a slide that lists Web page addresses that the users can visit for more information about various topics covered in your presentation. Or, include Web cross-references throughout the presentation at the bottom of pertinent slides.

Product information: Create a basic presentation describing your products, with For More Information buttons for each product. Then, create hidden slides with the detailed information, and hyperlink those hidden slides to the “For More Information” buttons. Don't forget to put a Return button on each hidden slide so users can easily return to the main presentation.

Access to custom shows: If you have created custom shows, set up action buttons or hyperlinks that jump the users to them on request. Use the Action Settings dialog box's Hyperlink To command and choose “Custom Show”; then choose the custom show you want to link to.

Quizzes: Create a presentation with a series of multiple-choice questions. Create custom action buttons for each answer. Depending on which answer the user clicks, set it up to jump either to a “Congratulations, You're Right! Slide” or a “Sorry, Try Again slide”. From each of those, include a Return button to go on with the quiz.

Troubleshooting information: Ask the users a series of questions and include action buttons or hyperlinks for the answers. Set it up to jump to a slide that further narrows down the problem based on their answers, until they finally arrive at a slide that explains the exact problem and proposes a solution.

Directories: Include a company directory with e-mail hyperlinks for various people or departments so that anyone reading the presentation can easily make contact.

Games: You can create so many games using PowerPoint such as Jeopardy Like presentations, or “who wants to be a millionaire”. Check online for templates.

Summary

You learned how to create action buttons and hyperlinks in your presentation that can help your audience jump to the information they want in a self-service fashion. Now you can design great-looking interactive presentations that anyone can view at their own pace, without assistance.