



## Creating an Interactive Slide Menu in PowerPoint

PowerPoint does not have to be a linear production that drives your lecture. Instead, it can be used as a repository of slides that can be accessed randomly, allowing you the freedom to respond to students' input spontaneously. In this seminar, you'll learn how to create an interactive menu or 'home page' that lets you jump to individual slides or subsets of slides within a PowerPoint presentation using hyperlinks and action buttons.

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### Step 1: Remove All Advance On Slide Transitions

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From any slide in your presentation:

- ▶ On the **Slide Show** menu, select "**Slide Transition**" (*see figure 1*)
- ▶ In the Slide Transition Task pane on the right side of the screen, **deselect the advance slide on mouse click** option, and then click the "**apply to all slides**" button below it. (*see figure 2*)

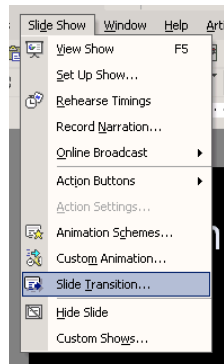


Figure 1: Slide Transition Menu

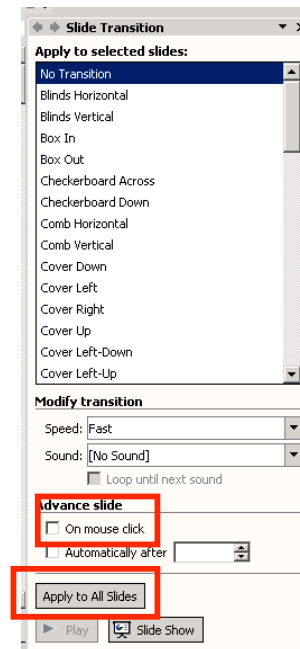


Figure 2: Removing All Transitions

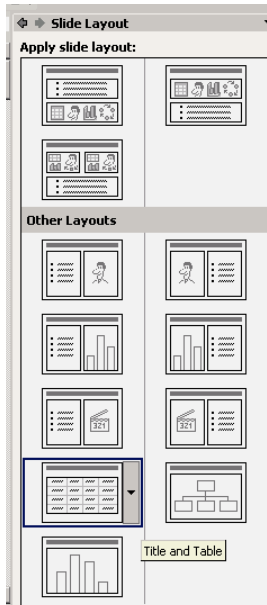


Figure 3: Title and Table Slide Layout

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## Step 2: Create A Menu Slide

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- ▶ From the **Insert** menu, select “**New Slide**”
- ▶ In the slide layout task pane, click on the “**Title and Table**” layout to apply it to the slide you just inserted (*see figure 3*)
- ▶ On the left side of the screen, on the slides tab (in normal view) click and drag the slide that you inserted to the first position.

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## Step 3: Insert a Table And Type Menu Items

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- ▶ Double click the table placeholder in the center of the slide to insert a table.
- ▶ Choose the appropriate number of rows and columns, based on the total number of slides in your presentation.
- ▶ In each cell, type the name of a slide to link to.

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## Step 4: Insert Hyperlinks To Slides

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- ▶ Select the text within a cell
- ▶ From the **Insert** menu, select **Hyperlink**
- ▶ In the **Insert Hyperlink** dialog box, click on “**Place in this Document**” on the left.
- ▶ Select the slide you wish to link to in the slide titles window. Note: If you have not used slide titles, you can click on a slide to view a preview of it.
- ▶ Click **OK**
- ▶ Continue adding hyperlinks to the text in your table.

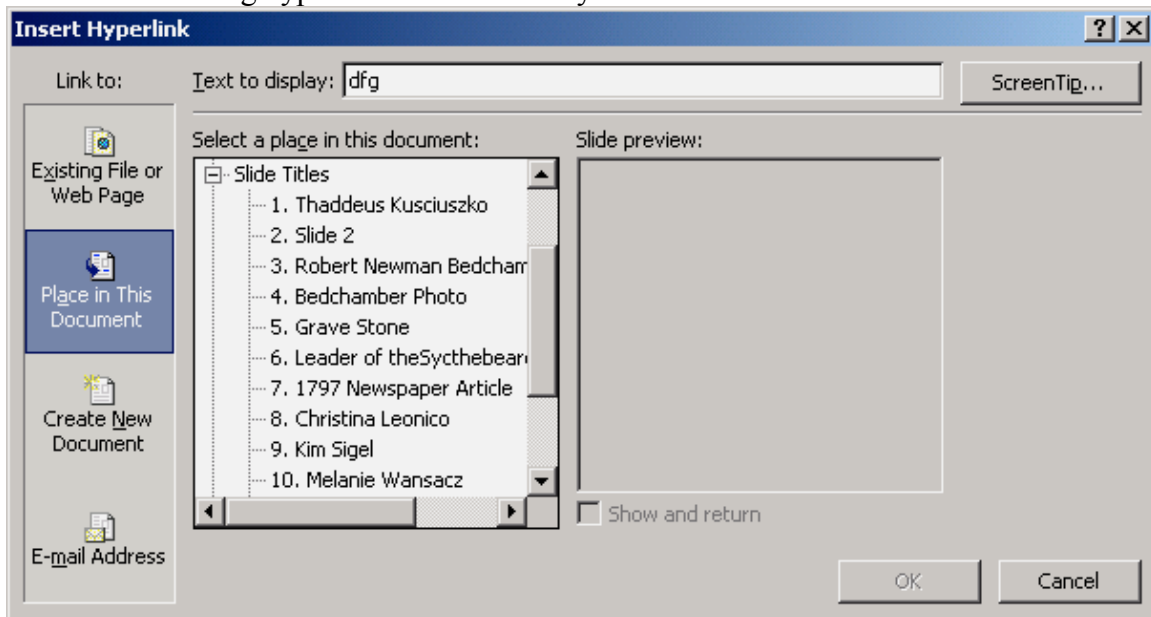


Figure 4: Insert Hyperlink Dialog Box

## Step 5: Insert A “Return To Menu” Link On The Slide Master

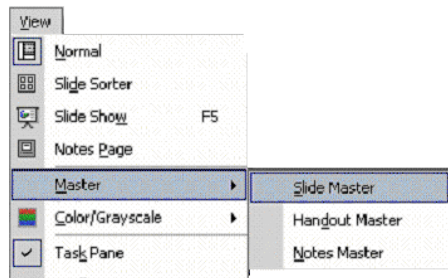


Figure 5:  
*Opening the Slide Master*

Now you can access any slide in your presentation with a simple click from the menu slide. However, you still need a way to return to the menu from each slide in your presentation. To do this, we simply need to insert a hyperlink on the Slide Master, so that it appears on all slides throughout the presentation.

Editing the Slide Master must be done from the **Slide Master View**.

From the **View** menu click on **Master** → **Slide Master**. (see figure 5)

The slide master view appears. If there is a title slide to your presentation, there will be two slides in the slide sorter. The top slide (1) is the Slide Master. (The bottom slide (2) is the Title Master. Changes made to the Title Master will only affect the Title Slide.)

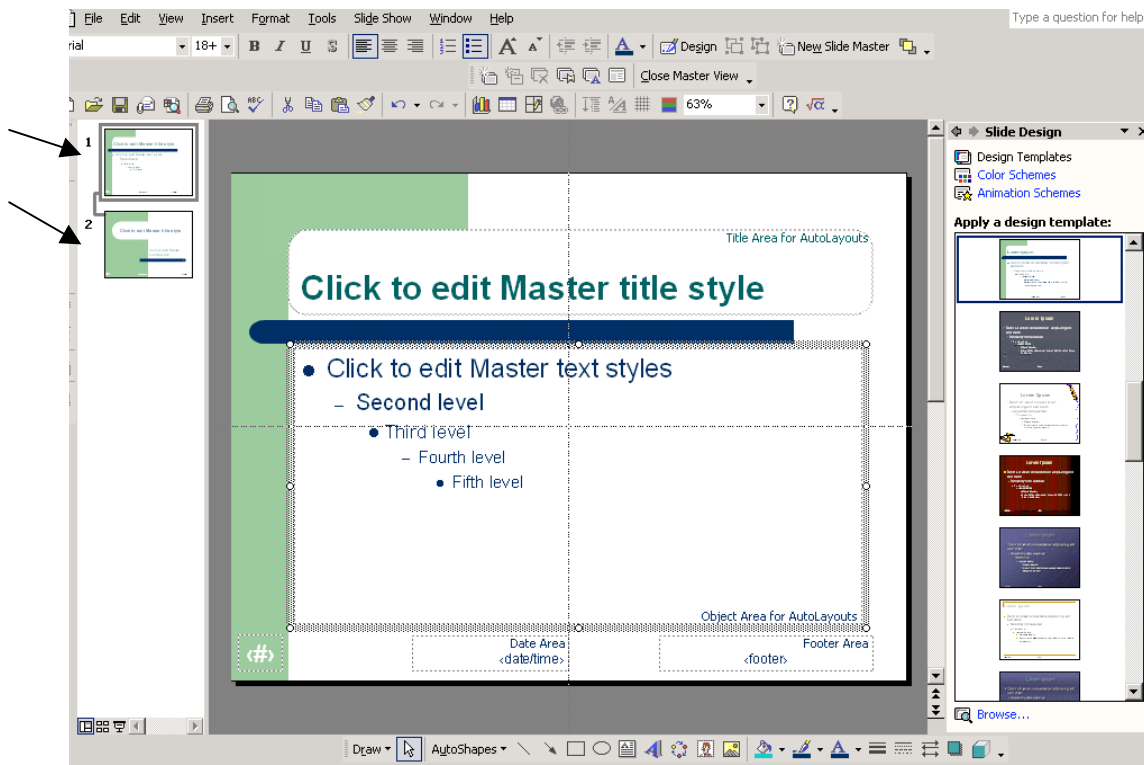


Figure 6: *Slide Master View*

### Option 1: Using a “Home” button to return to the menu slide

- ▶ From within the slide master, go to **SlideShow** → **Action Buttons**
- ▶ **Select the First Slide Button** (house icon)
- ▶ Draw the button on the lower right side of the screen
- ▶ Click **OK** to accept the default Action Setting of Hyperlink to First Slide

### Option 2: Using text to return to the menu slide

- ▶ Click into the number area of the footer and then press delete on your keyboard to remove it.
- ▶ Click on the text tool at the bottom of the screen in the drawing toolbar and drag open a text box at the lower right of the screen
- ▶ Type the words “Return to menu” into the text box.
- ▶ Highlight the words “Return to menu”
- ▶ From the **Insert** menu, select **Hyperlink**
- ▶ In the **Insert Hyperlink** dialog box, click on “**Place in this Document**” on the left.
- ▶ Select the first slide
- ▶ Click **OK**

### Option 3: Using an invisible button to return to the menu slide

- ▶ From the slide master, click on the rectangle tool.
- ▶ Click and drag to draw a rectangle along the entire right side of the slide master
- ▶ With your rectangle still selected, Click on the fill tool and select “**No Fill**”
- ▶ With your rectangle still selected, Click on the line tool and select “**No Line**”
- ▶ With your rectangle still selected, From the **Insert** menu, select **Hyperlink**
- ▶ In the **Insert Hyperlink** dialog box, click on “**Place in this Document**” on the left.
- ▶ Select the first slide
- ▶ Click **OK**
- ▶ Return to Normal View (View → Normal) and test your slide show.

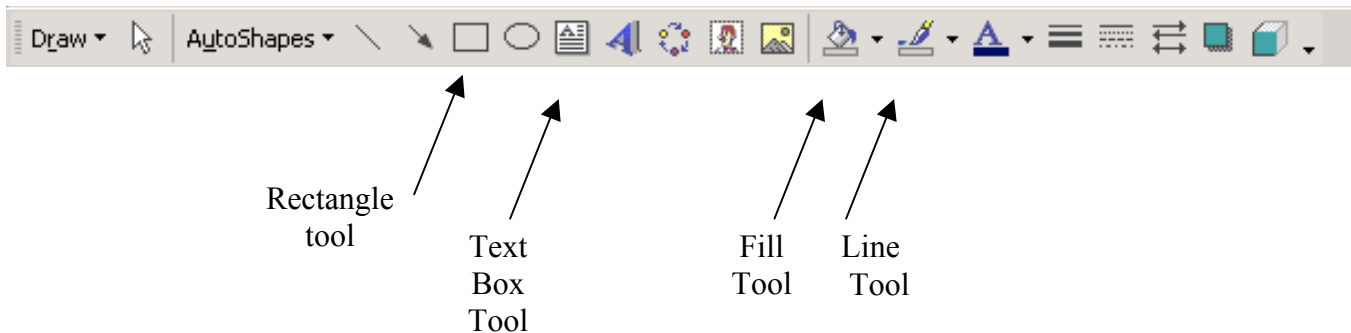


Figure 7: The Drawing Toolbar