

# Action buttons in PowerPoint 2016

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Another tool that users can use to connect to a website, file, email address or slide is called an action button. Action buttons are integrated shapes that users can add to presentations and place to link to another slide, play sounds or perform a similar action. When someone clicks or moves through this button, the selected action will occur. Action buttons can do many things like hyperlinks. Easy-to-understand style makes them especially useful for self-running presentations at booths and kiosks.

## Learn about action buttons in PowerPoint 2016

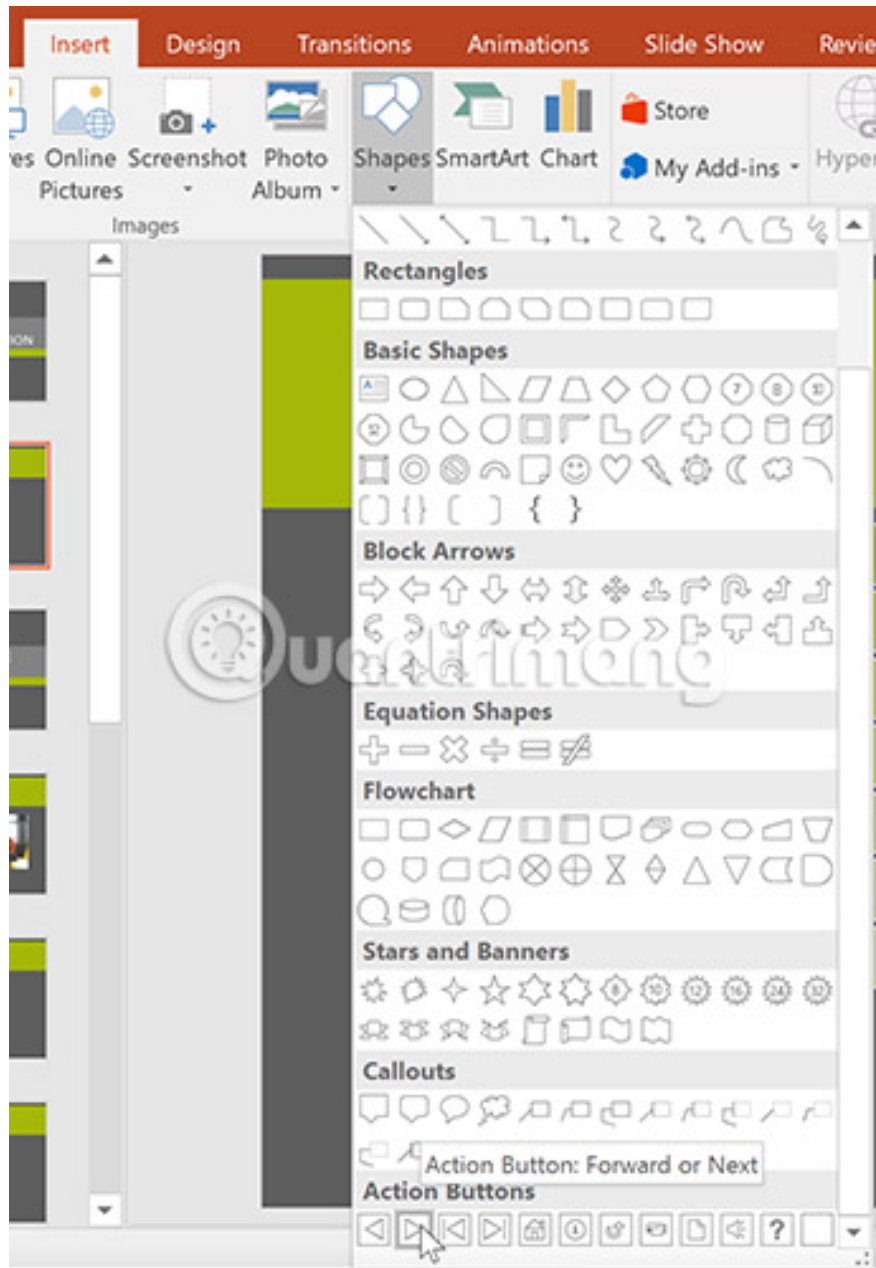
1. Insert action buttons
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## Insert action buttons

Users can insert action buttons on each slide or insert an action button displayed on each slide. The second option can be useful if users want all slides to link back to a specific slide, such as a title or a table of contents.

### How to insert an action button on a slide

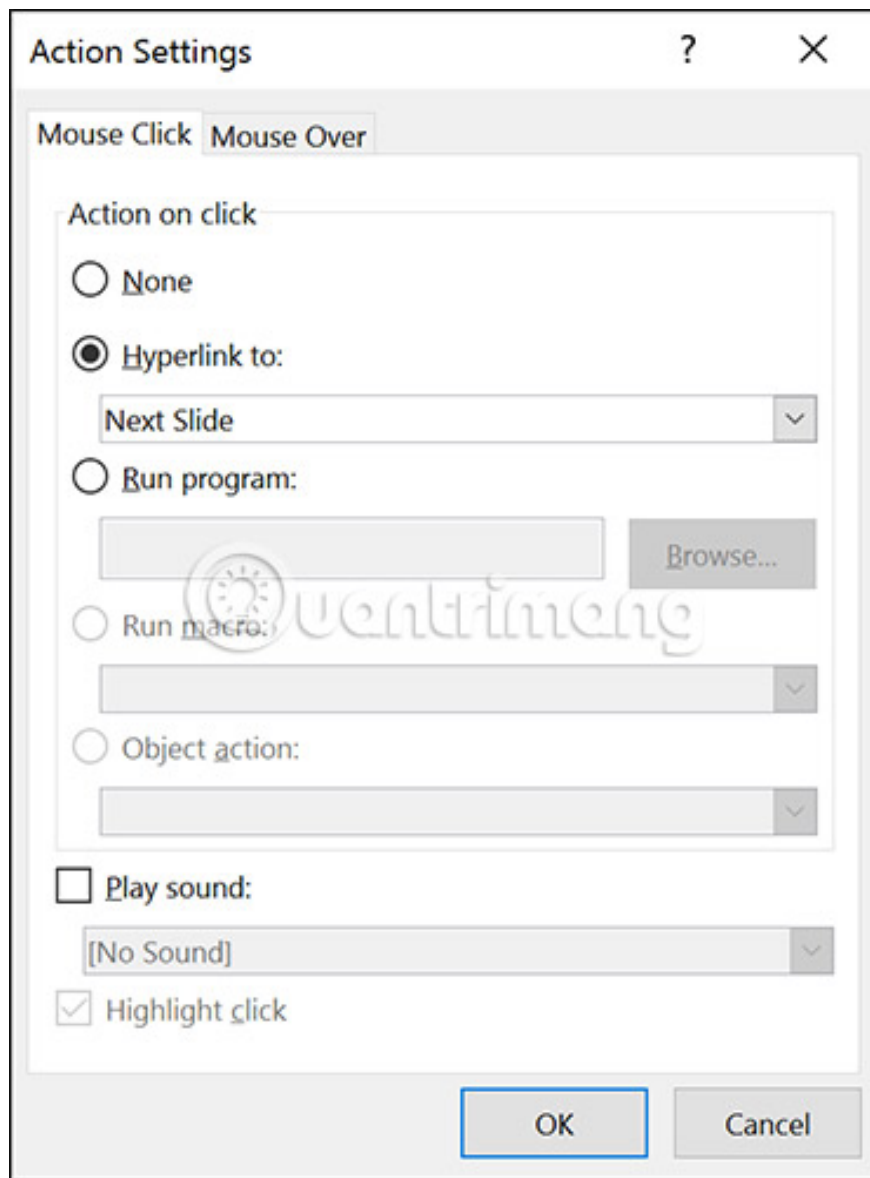
1. Click the **Insert** tab .
2. Click the **Shapes** command in the **Illustrations** group . A drop-down menu will appear with action buttons located at the bottom.



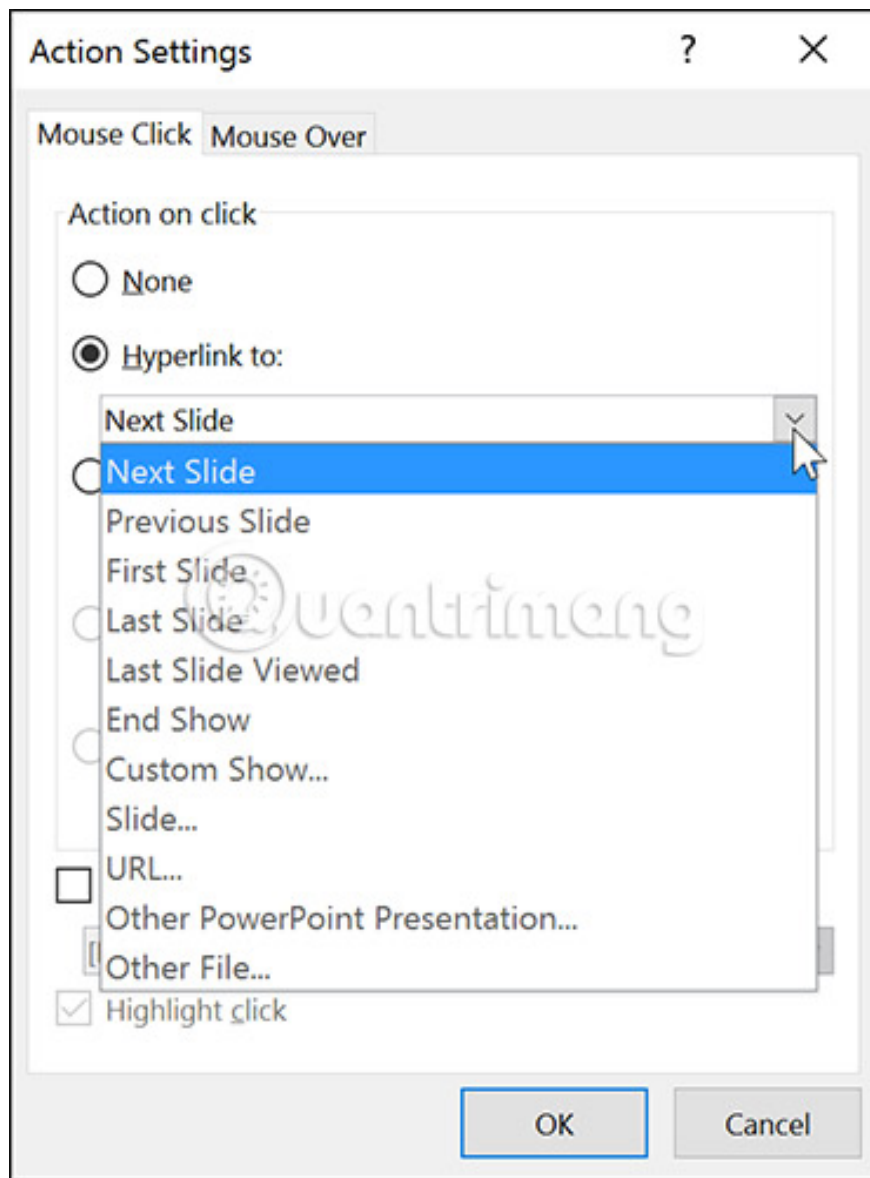
3. Select the desired action button.

4. Insert the button on the slide by clicking on the desired location. The **Action Settings** dialog box will appear.

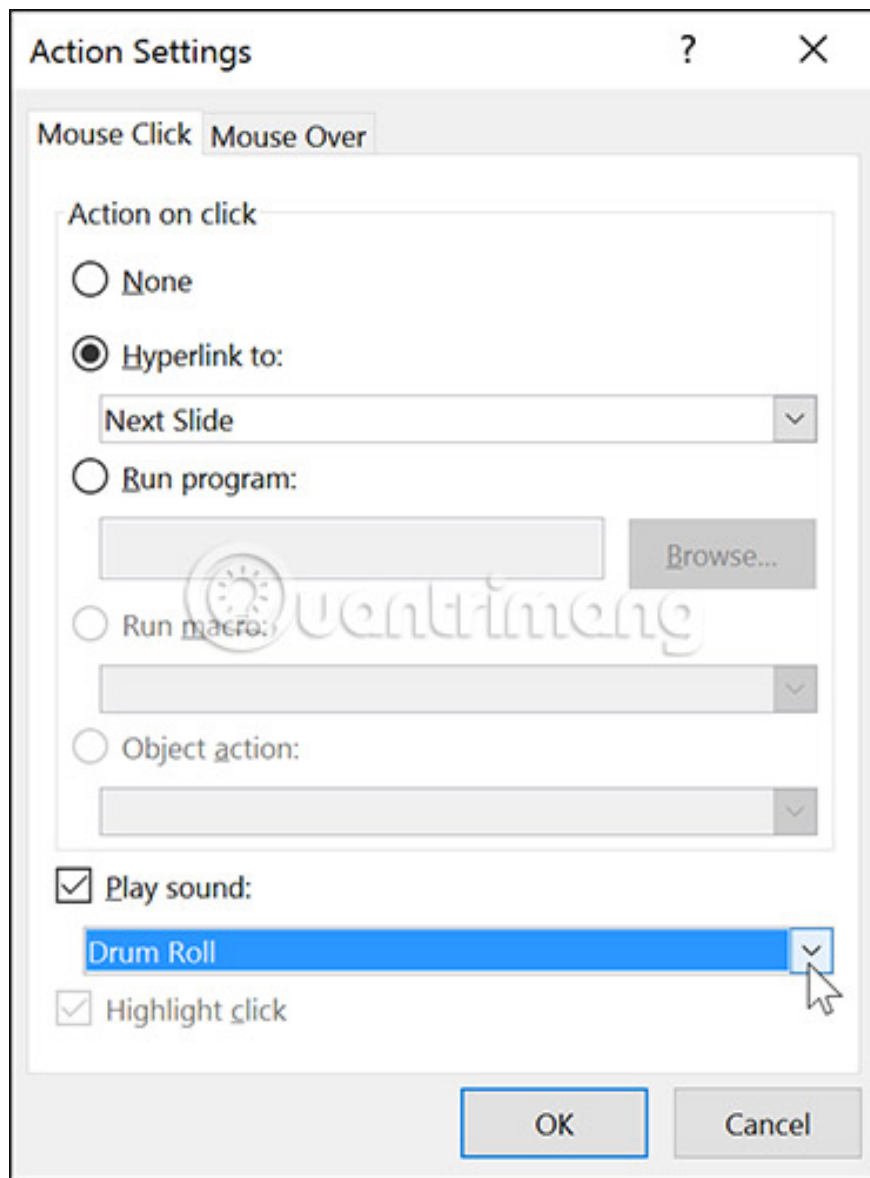
5. Select the **Mouse Click** tab or **Mouse Over** . Selecting the **Mouse Click** tab means that the action button will only take action when the user clicks. Selecting the **Mouse Over** tab will cause the action button to perform its action when the user moves the mouse over it.



6. In the **Action on click** section , select **Hyperlink to:**, then click the drop-down arrow and select an option from the menu.



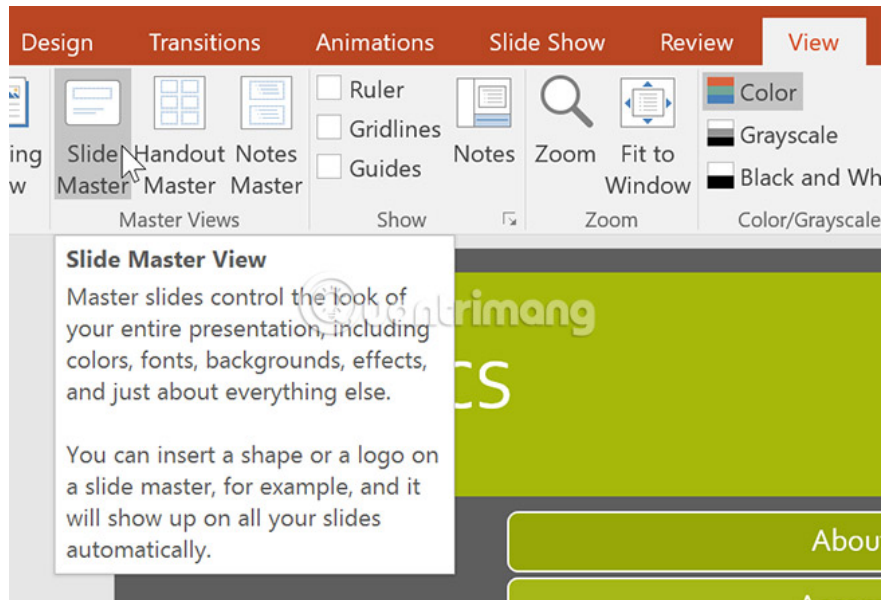
7. Select the **Play Sound** box if you want to play the sound when clicking on the action button. Select the sound from the drop-down menu or select **Other sound** to use audio files on your computer. When done, click **OK**.



## How to insert an action button on all slides

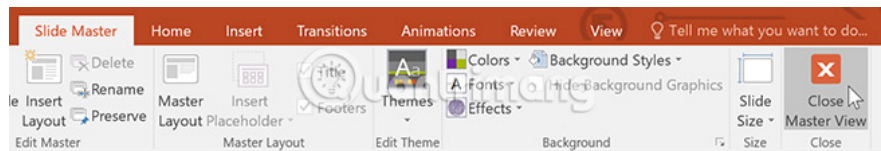
If you want to add an action button to each slide, users can do this with a feature called Slide Master view. However, using **Slide Master view** may not be simple without ever using it before. If you plan to edit your slides in this way, first review the article: [Learn about the Slide Master view in PowerPoint 2016](#).

1. Click the **View** tab .
2. In the **Master Views** group , click the **Slide Master** command . In the left navigation panel, scroll up and select the first slide.



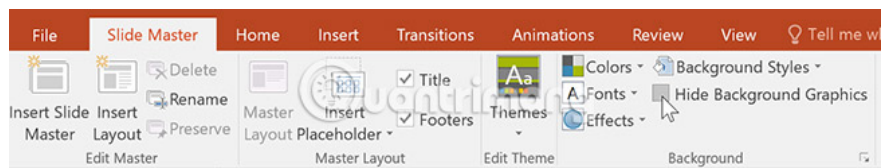
3. Go to the **Insert** tab and select the action button from the bottom of the **Shapes** menu . Click on the slide to add the action button and select the desired options from the dialog box that appears.

4. Return to **Slide Master** tab and click **Close Master View**. The new action button will now be available on each slide.



To edit, move or delete the action button inserted this way, click the **View** tab , then select **Slide Master**. Click **Close Master View** after making any desired changes.

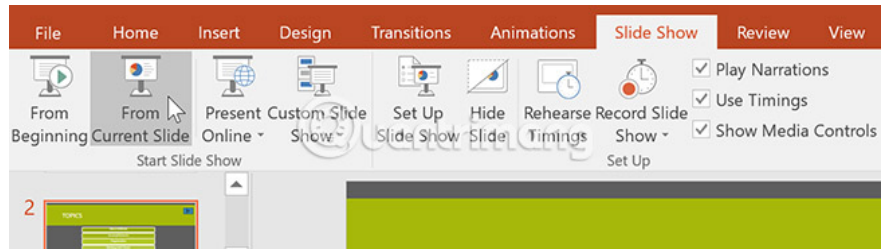
If you find that an action button does not appear on certain slides, the **Hide Background Graphics** box may need to be unchecked.



## How to check the action button

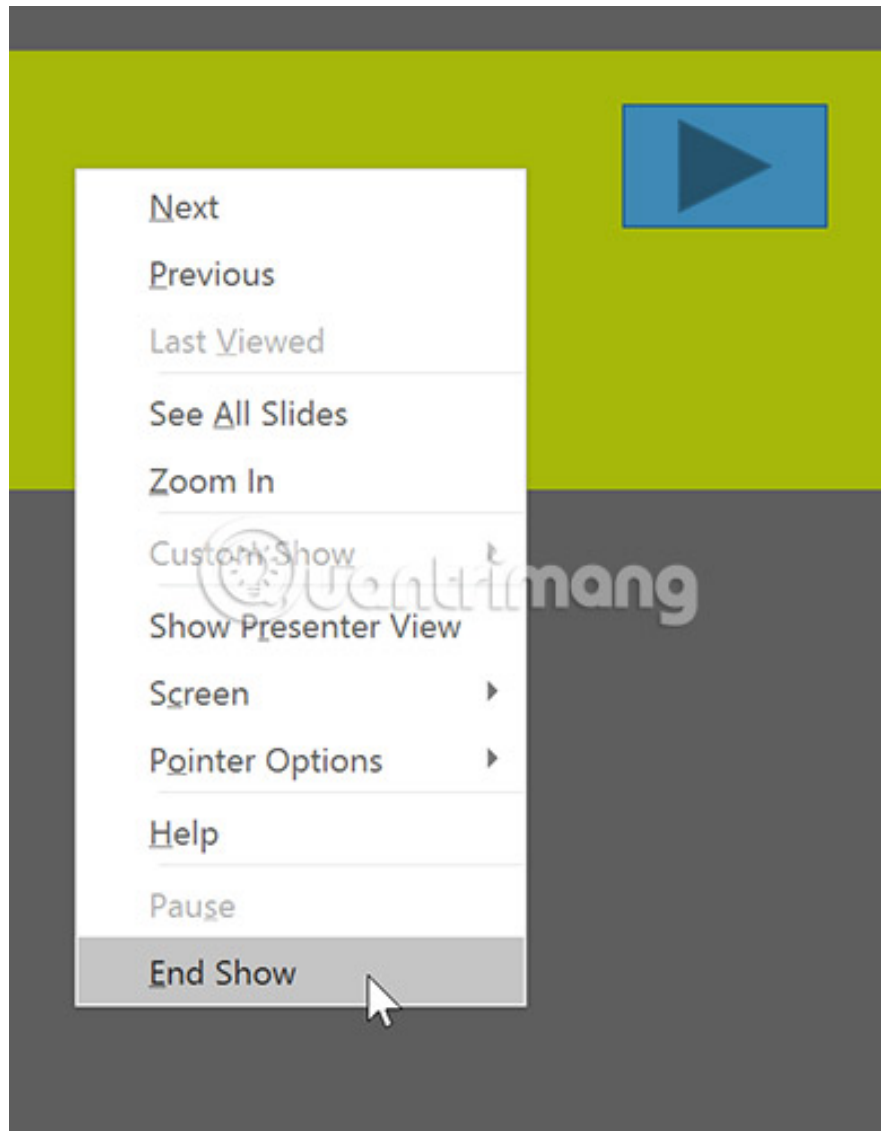
After creating the action button, the user should check it.

1. Click the **Slide Show** tab .
2. In the **Start Slide Show** group, click **From Current Slide** .



3. Click action button.

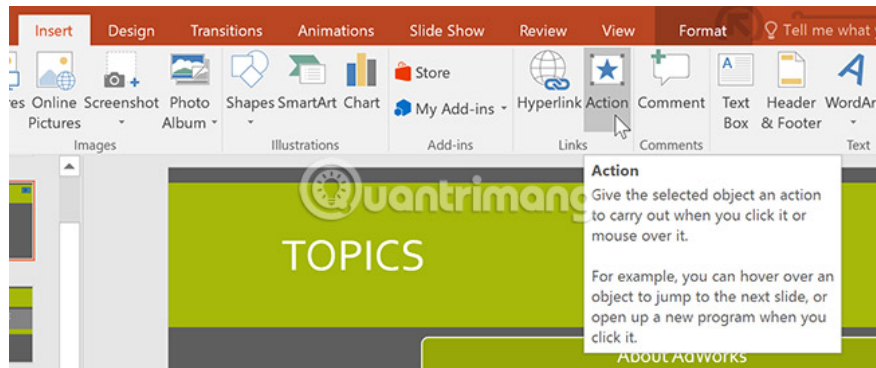
4. After checking it, right-click anywhere on the screen and select **End Show**.



If the action button does not work as expected, follow the instructions below to edit it.

## How to edit action button

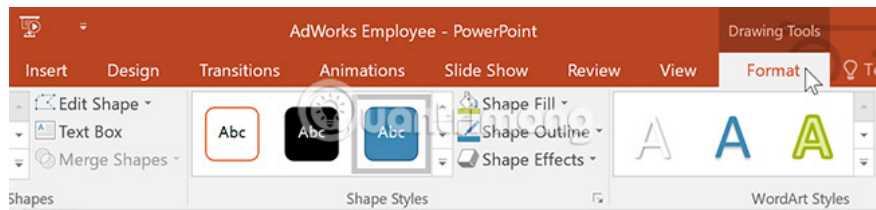
1. Select action button.
2. Click the **Insert** tab .
3. In the **Links** group , click the **Action** command . The **Actions Settings** dialog box will appear.



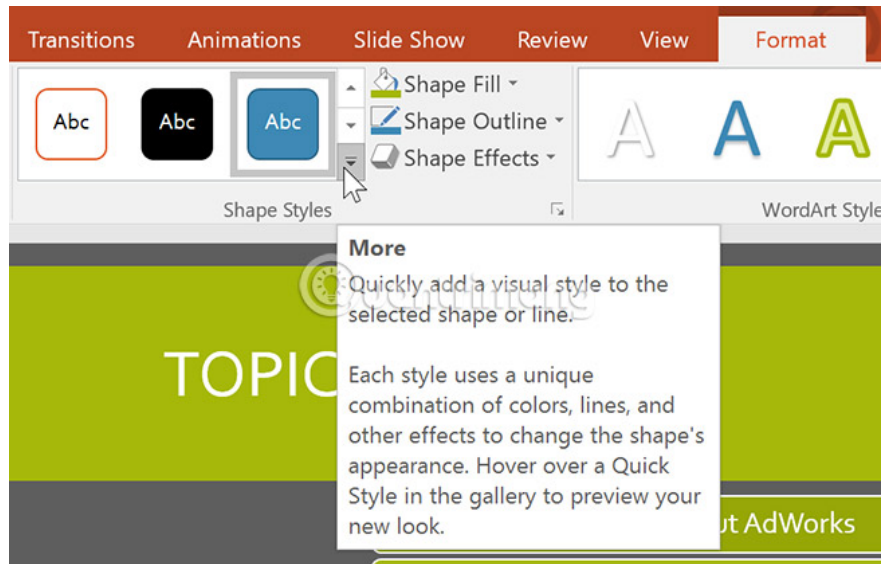
4. Edit the action or hyperlink, then click **OK**.

## How to change the look of the action button

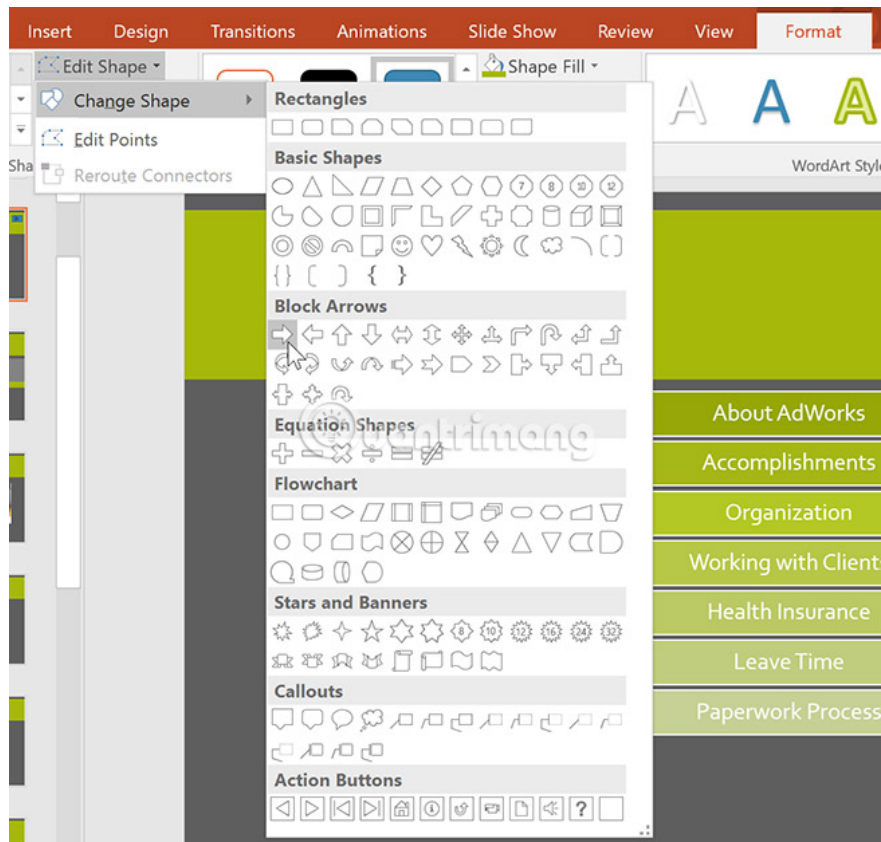
1. Select action button.
2. Click the **Format** tab .



3. To change the style or color of the action button, use the tools in the **Shape Styles** group .



4. To change the shape of the action button, click **Edit Shape** in the **Insert Shapes** group . Select a new shape from the drop-down menu.



Hope you are succesful.

You finished reading the article "**Action buttons in PowerPoint 2016**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

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