

How to use the impact button on PowerPoint

On PowerPoint there is an option of an impact button to move to other content on the slide.

When a PowerPoint slide show, users need to switch from one slide to another in order, or switch to any slide for the purpose of presenting the slide. If you do it manually, find a slide, then click on it to take time and be unprofessional. There is an option on PowerPoint to create an impact button on the slide to quickly navigate to certain content. Besides, users can also add sound to the button when clicking the mouse, creating a more vivid presentation.

How to create impact buttons on PowerPoint slides is quite similar to creating Hyperlink links on PowerPoint. The following article will show you how to create impact buttons on PowerPoint slides.

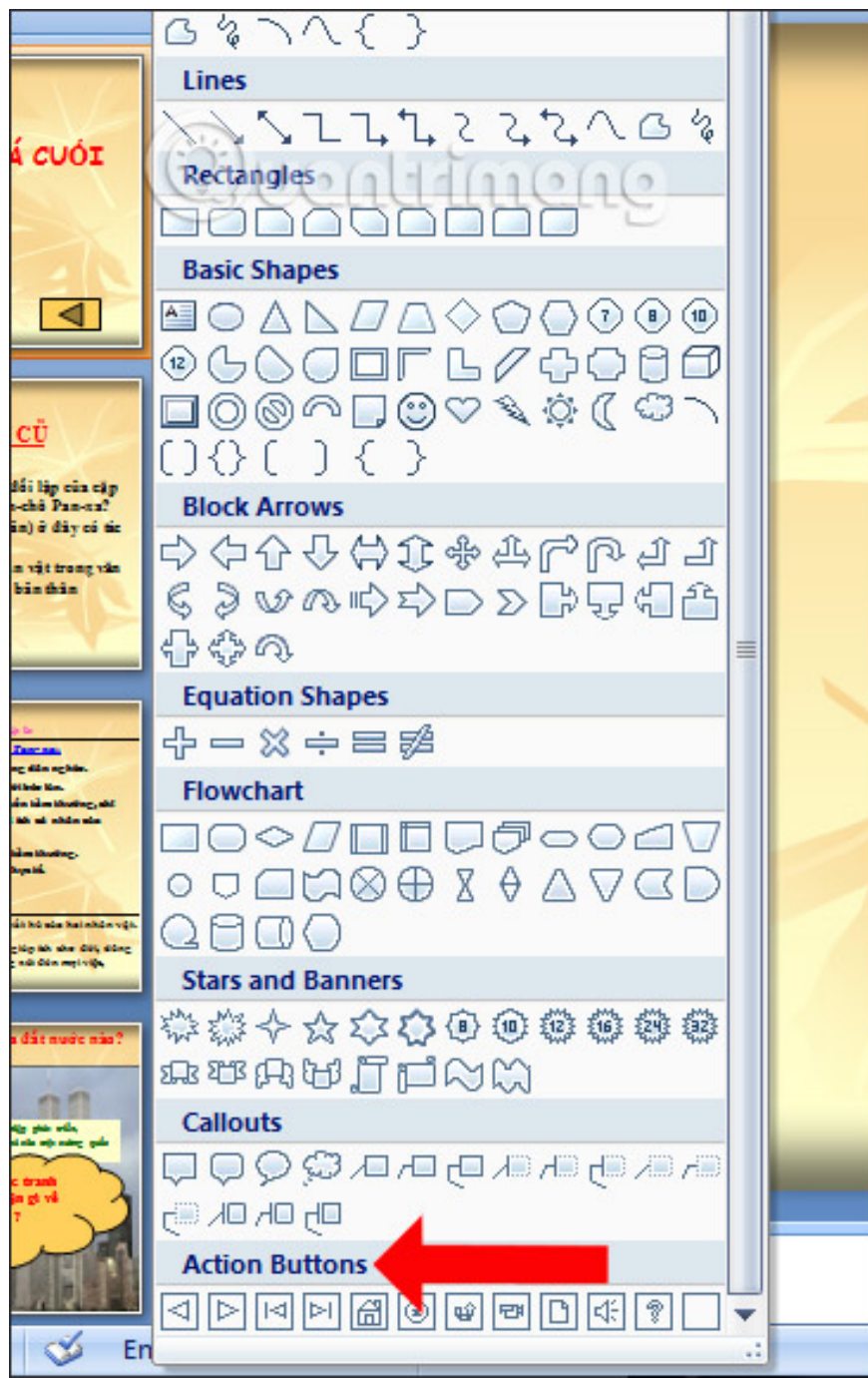
1. MS PowerPoint 2007 - Lesson 10: Slide presentation effects
2. How to create motion effects on PowerPoint
3. MS PowerPoint 2007 - Lesson 7: Insert images and graphics in the slide

Instructions for inserting impact buttons on PowerPoint

Step 1:

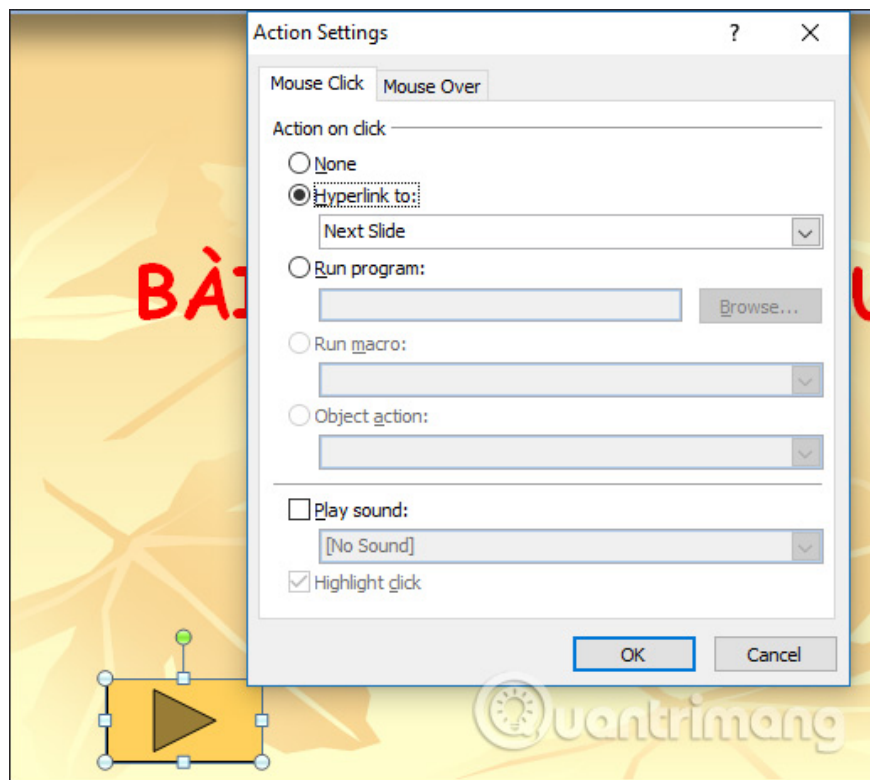
On the slide that needs to insert the button, click **the Insert item** , select **the Shapes item**, and then click the **Action Buttons** section to select the impact buttons to use.

At each impact button will be labeled to choose the appropriate use.

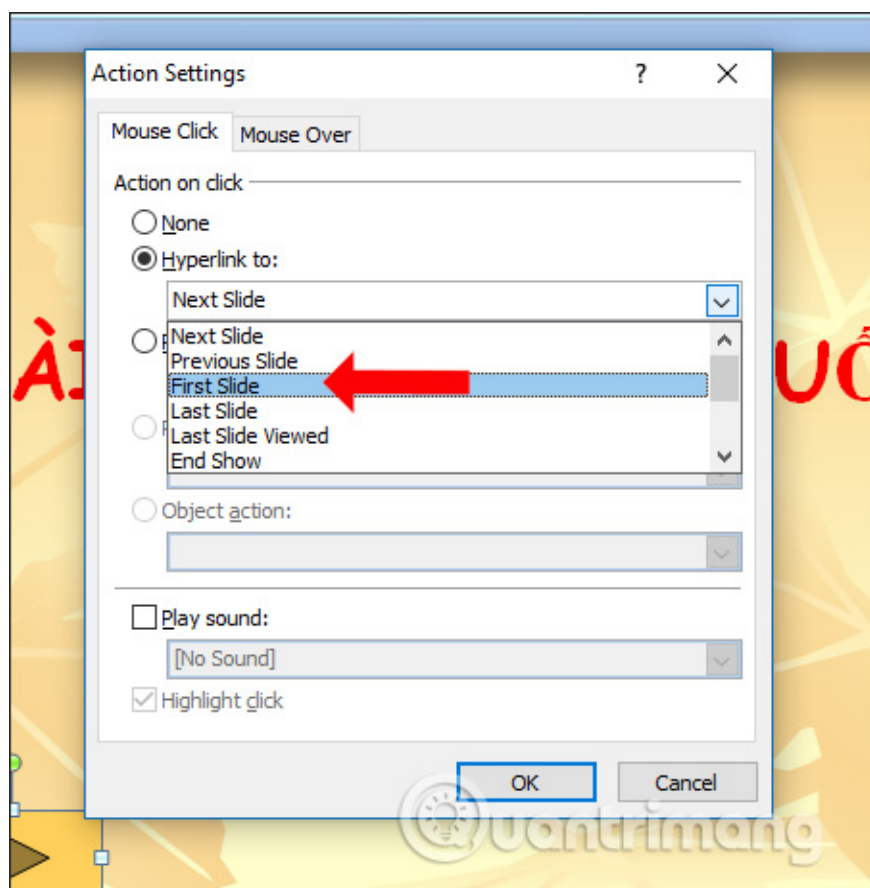


Step 2:

Next draw the selected image on the slide and immediately display the Action Settings interface with options for the impact button as shown below.



By default, click on **Hyperlink to** select the other content. Next we will select specific content for the impact button, move to the next slide, previous slide, end slide, .

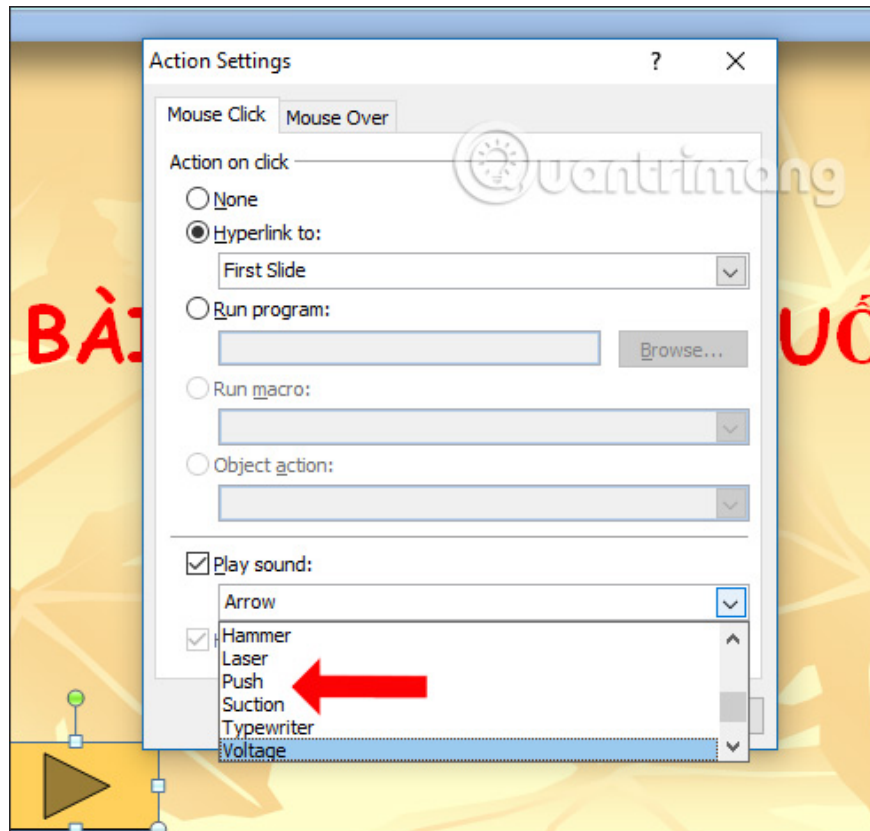


Step 3:

Below there will be the option to add sound to the impact button. Select **Play Sound** then select the sound below that PowerPoint provides. If you want to use another sound, click on Other sound and display the computer folder to select the sound you want to use.

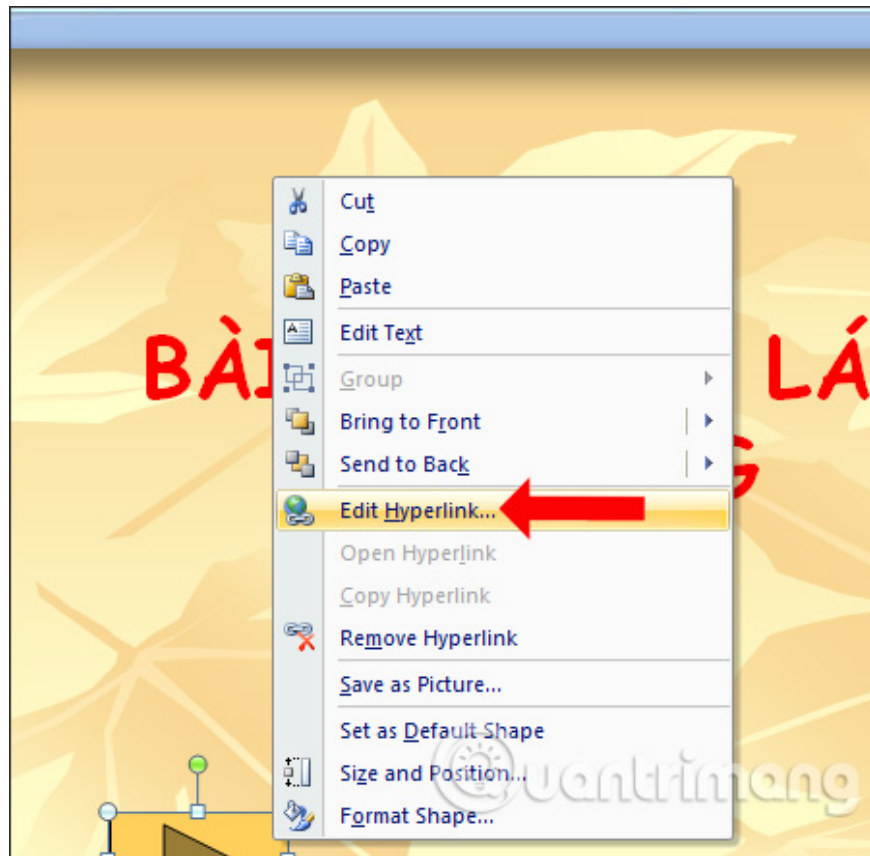
Note that users can only use audio files in wav format to insert them into PowerPoint slides.

Finally click OK to save.



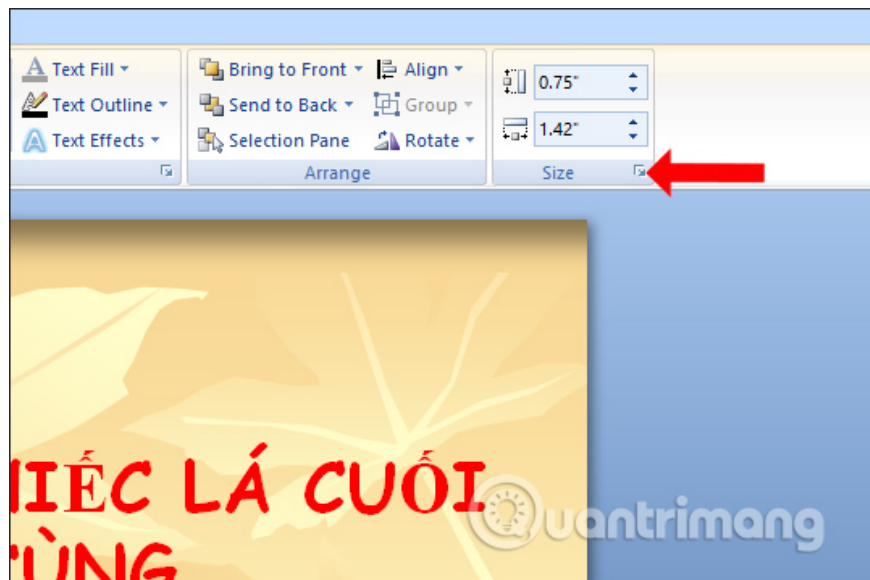
Step 4:

If you want to edit the content for this button, right-click and choose **Edit Hyperlink** .

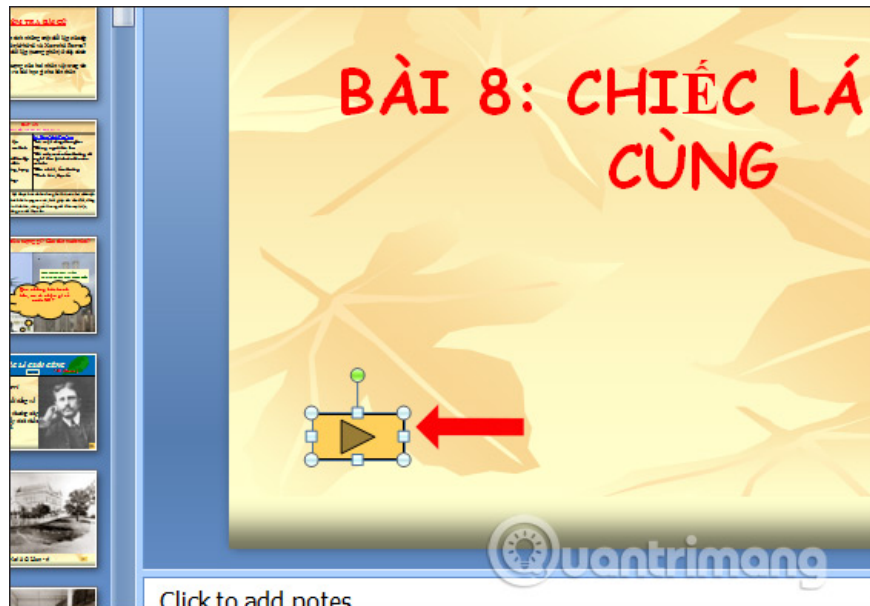


Step 5:

Then the user proceeds to edit the format for the impact button on the slide. Click on the impact button then click on the **Format** tab . First you can resize the impact button in **Size** .

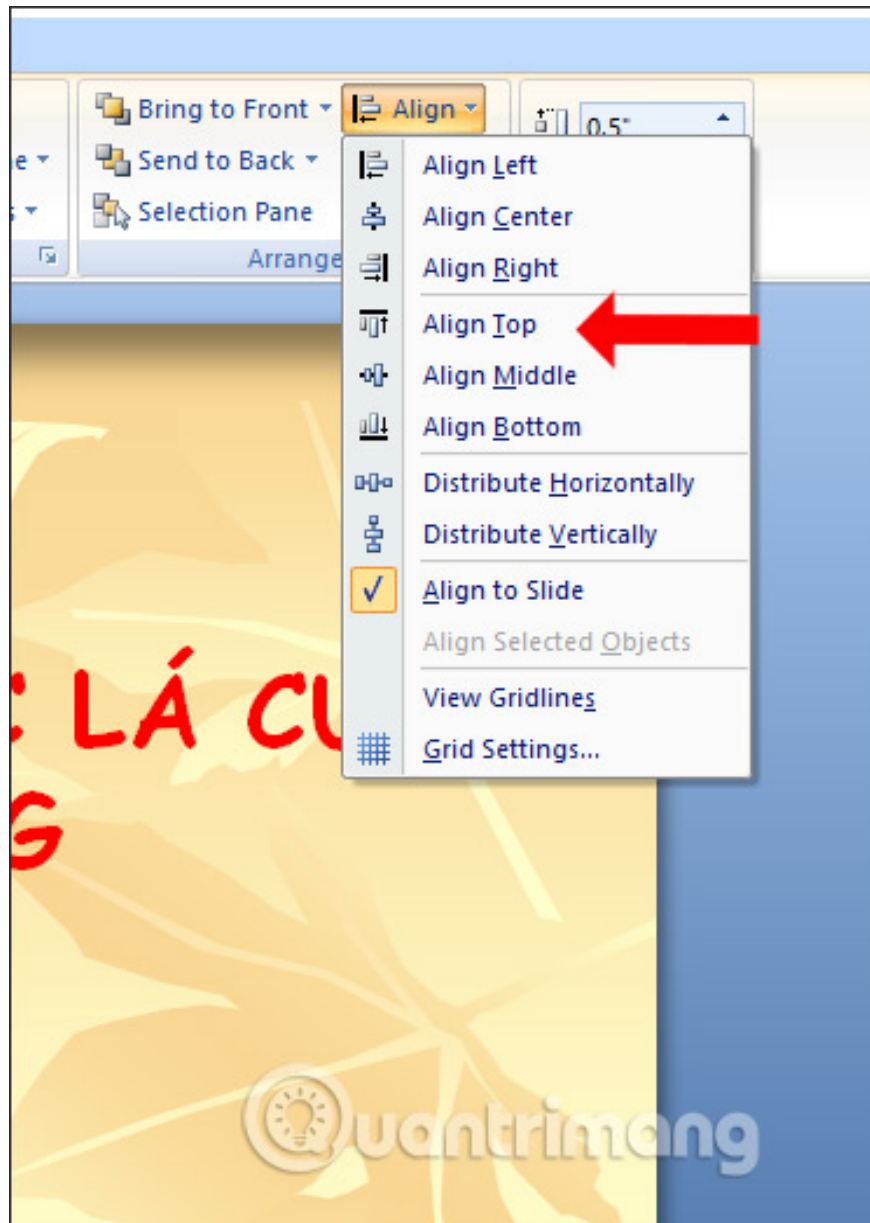


Adjust the horizontal and vertical dimensions of the impact button to match the layout on the slide.



Step 6:

To **adjust the position** of the impact button, at **the Arrange group** click **Align** and select the location for the impact button you want.

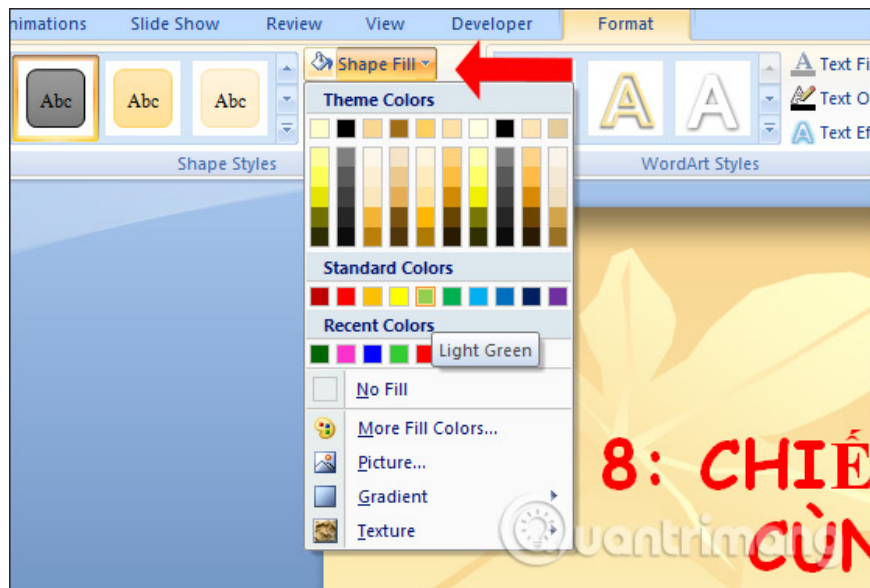


Step 7:

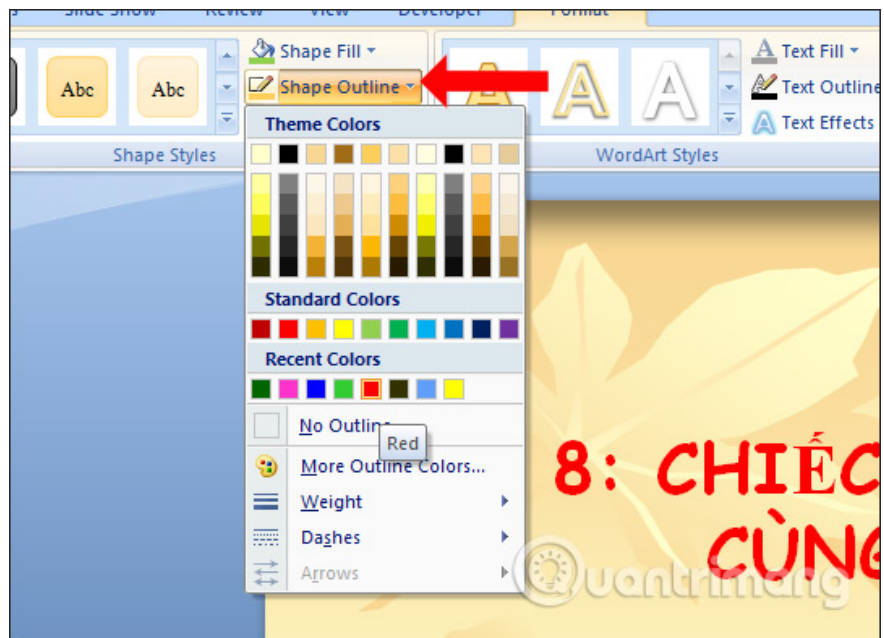
Next to edit and change the **style for impact button** , at **Shape Styles** click on the type you want to use.



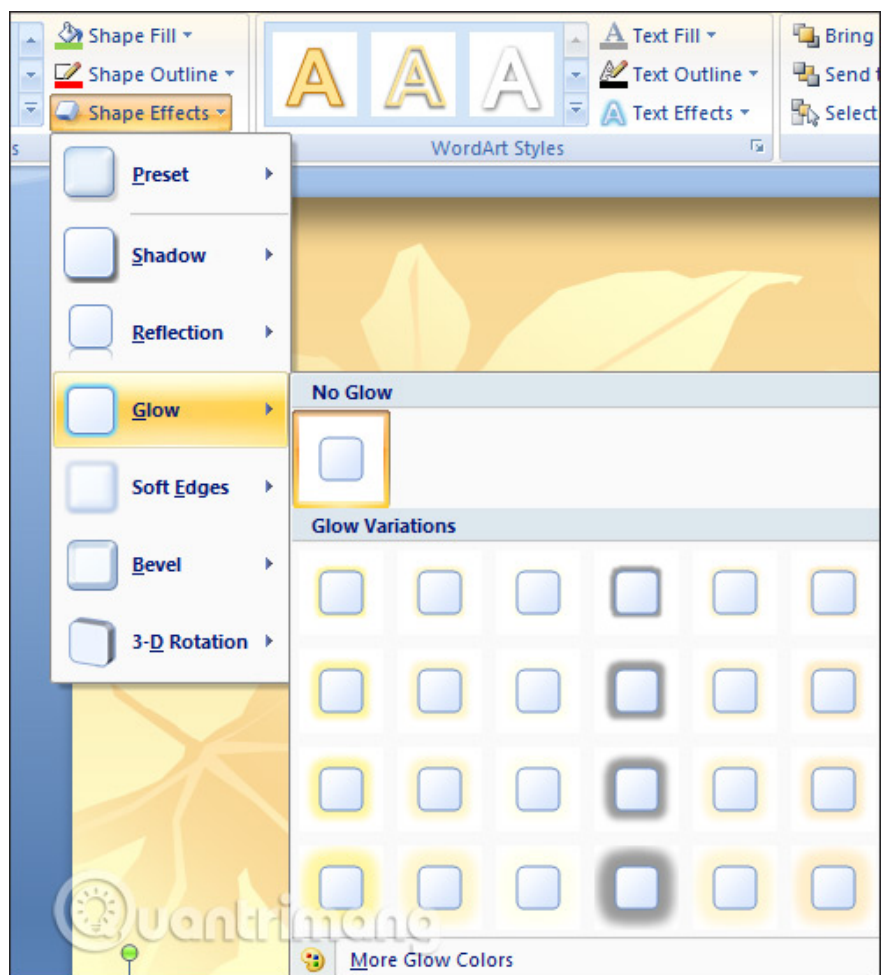
To **adjust the background color** for the impact button, click on the **Shape Fill** icon and select the color to use for the impact button.



The **Shape Outline** part is used to create a border for the impact button on the slide.



To create more effects for the impact button click on **Shape Effect** .



The result after modifying the impact button, you get the complete button as below.



The impact button on the slide will bring the professionalism when we show PowerPoint slides, and quickly shorten the movement to other content for employees, while helping viewers to follow more easily.

See more:

1. MS PowerPoint 2007 - Lesson 5: Format text in PowerPoint
2. How to insert images below the word on PowerPoint
3. How to add borders to PowerPoint slides

I wish you all success!

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