

Making Interactive PowerPoint Presentations

What are Interactive Presentations?

In a traditional PowerPoint presentation each slide progresses on to the next in their sequential order. This is wonderful for a lecture-oriented presentation. However it is not the only way to go.

What if you want PowerPoint to serve as a “Computer Tutor”, allowing a student to interact with the slideshow. This could take the form of slides with multiple-choice questions and several answers. By clicking an answer, the user would be taken to another page to give them feedback on their choice. Such a presentation would be a great way to introduce new material or review before test.

First Things First

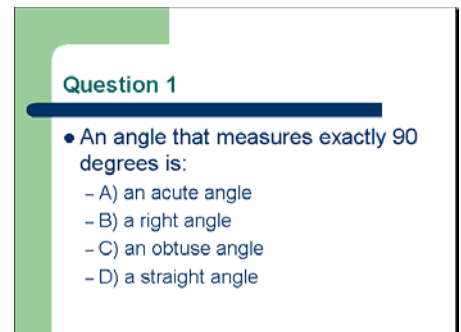
Before you get into making your presentation interactive, you should first just make the presentation. It is much easier to have all of the slides done first. For our example we will be making a quiz slideshow. So, take some time, and make all of the following slides:

- Slides with the questions and possible answers.
- Slides telling them they got the correct answer, and with some text telling them to go on to the next question.
- Slides telling them they got the answer wrong, and some explanation to help them understand what they did wrong. Also, there should be some text telling them to go back and try again.

Note: Since so many of your slides will look very similar in such a quiz presentation, you may want to take advantage of the copy-and-paste feature. For example:

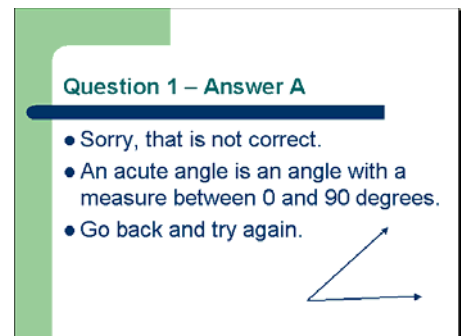
Make a typical slide, such as a question slide, wrong answer slide, or right answer slide.

- Switch to Slide Sorter view by clicking on “**View**” in the top menu bar, and then “**Slide Sorter**”.
- Click once on the slide you just made to select it.
- Now copy it by clicking on “**Edit**” in the top menu bar and then “**Copy**” in the drop down menu.
- Now make as many new versions of the slide as you need by pasting it into the presentation. To do this, click on “**Edit**” in the top menu bar and then “**Paste**” in the drop down menu.
- Now you can edit each new slide to give it the text it needs by clicking on it, then clicking “**View**” in the top menu bar and then “**Normal**” in the drop down menu.



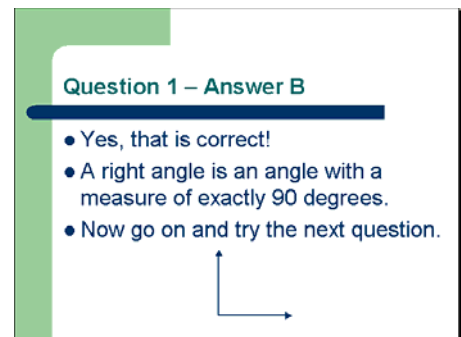

Question 1

- An angle that measures exactly 90 degrees is:
 - A) an acute angle
 - B) a right angle
 - C) an obtuse angle
 - D) a straight angle




Question 1 – Answer A

- Sorry, that is not correct.
- An acute angle is an angle with a measure between 0 and 90 degrees.
- Go back and try again.



Question 1 – Answer B

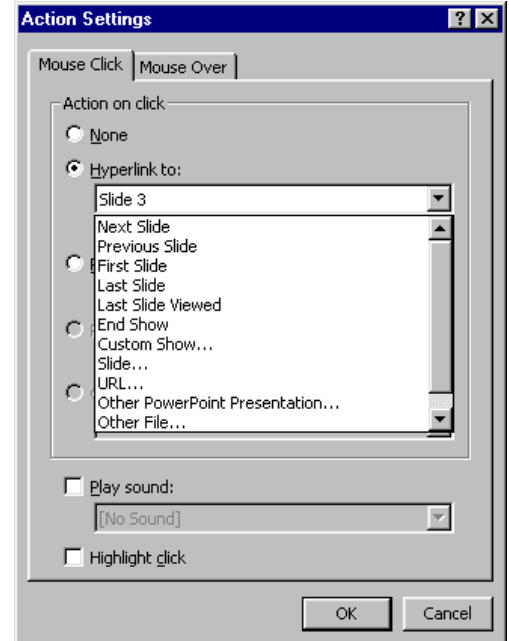
- Yes, that is correct!
- A right angle is an angle with a measure of exactly 90 degrees.
- Now go on and try the next question.



Making Action Buttons and Text

Now that your slides are all done, you can make them interactive. The way interactive presentations are made is by using **Action Settings**. Action Settings are when you tell a picture or some text to do something special if clicked upon. To make Action Settings...

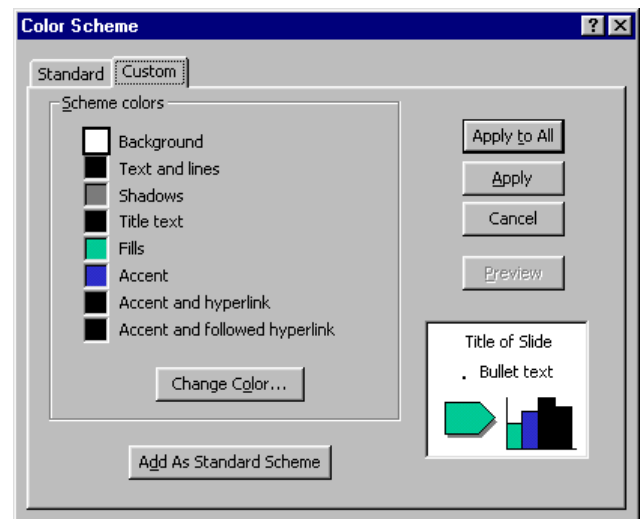
- Highlight the text or select the picture that you want a user to be able to click on.
- Next click on it with your **RIGHT** mouse button.
- You will get a pop up menu. In the pop up menu choose **Action Settings**...
- You will now get a window that lets you tell PowerPoint what to do if that picture or text gets clicked.
- Most often you will want to choose the **Hyperlink to:** option.
- Now you can choose any slide you wish it to link to, such as the next slide or the previous slide.
- For our example you will want to choose **Slide...** from the drop down menu. This will give you a list of every slide in your presentation. You can now pick the appropriate slide to link to.
- Click **“OK”** to choose the slide.
- Click **“OK”** to accept your action settings change.



Formatting Colors

There are **special considerations** to be aware of when using **Action Settings**. If you are using text as a clickable action link, PowerPoint will change the color of the text so that it looks different from the rest of the words on the slide. Unfortunately, the color may not be one you like, or even be very easy to read. You may want to change the default color for such text. To do so:

- Choose **Format** from the top menu bar.
- Choose **Slide Color Scheme** from the drop down menu
- In the Color Scheme window you will see the current colors for each item in your presentation. For **"Accent and hyperlink"** click on the color box in front of it.
- Next click **Change Color...**, and then pick something appropriate like black.
- Repeat the above two steps for **"Accent and followed hyperlink"**
- Click **Apply to All** to make the changes affect the entire presentation.



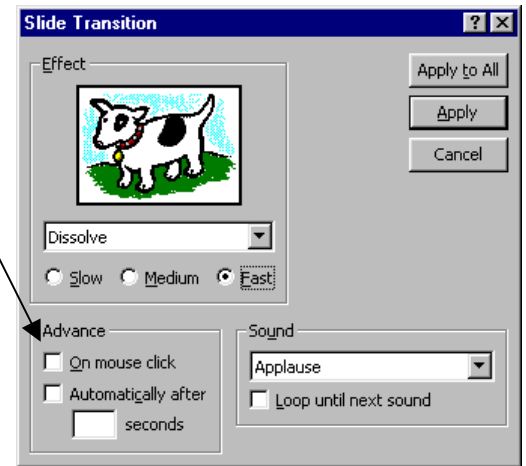
Disabling Normal Slide Advancement

In a normal slide show, whenever a user clicks anywhere on the slide, they are taken to the next slide. When you are using action settings to make text or images clickable, you will probably want the user to only be able to click on your hyperlinks. To keep the user from being able to click on other parts of the slide, do the following:

- Click on **Slide Show** from the top menu bar.
- Choose **Slide Transition...** from the drop down menu.
- **Remove** the check mark from the box by the **Advance** option called **On mouse click**.
- Click the **Apply** button to make this change for the slide you currently have selected, or...
- Click the **Apply to All** button to make this change to every slide in your presentation.

If you do not do this, then the user can simply click anywhere on the slide and advance to the next slide, even if it is not in the order you wish them to follow.

And that's it! Now your interactive slideshow is ready for use.



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