

# How To - Interactive PowerPoint

You will be creating an interactive PowerPoint representing 'How To' do something.

Format:

1. **Slide one** should have your name, block, title, and background
2. **Slide two** should have a picture for each step along with a text box for each step that is linked to another slide with the step instructions. It will be easier if you make all your slides first then do your links.
3. Slides 3,4,5,6,7... should have a picture of the step and specific directions as to what you are to do on that step.
4. **To Make a Link:** Click on your picture or text box, go up to Insert > Hyperlink. Click on the tab "This Document", in this window click on the arrow next to the words "**Slide Titles**". It will drop down all of the slides you have made. Click on the slide that you want to link to. Then click ok. In order to try it out, to see if the link works, you need to play the slide show and put your cursor over the text/picture until the white hand shows up. Click and it will take you to the slide you designated it to go.
5. Each step page has a link back to slide 2 using an arrow/button or text box. When making an arrow/button Go to the Shape icon and choose an arrow - drag to slide. When it is highlighted go to Insert> Hyperlink. Click on the tab "This Document", in the middle of the window, then Slide Titles. Again choose which slide you are going to link back to.
6. You must have at least 5 steps and minimum of 7 slides. Each information slide must have good directions and a picture of what you are describing.