

# PowerPoint tips

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## Adding Alt text

1. Right click the shape
2. Select "Size and Position"
3. Click the "Alt Text" tab
4. Enter Alt text and click "Close"

## Hyperlink a shape to another slide (creating a button)

1. Draw a shape. Add text, if desired.
2. Right click the shape.
3. Click "Hyperlink".
4. Click "Place in this document".
5. Select the slide that is the destination (by name or by location, e.g. "Next slide").
6. Click "OK".

## Action settings (creating an exit button)

1. Draw the shape. Add text, if desired.
2. Select the shape by clicking on it.
3. Click the "Insert" tab.
4. Click "Action" on the ribbon.
5. Click the "Hyperlink to:" radio button.
6. Select "End Show" from the drop down menu.

## Kiosk mode

1. Click the "Slide Show" tab.
2. Click "Set Up Slide Show".
3. Under "Show Type", select "Browsed at a kiosk".
4. Click "OK".

## Save as a PowerPoint show

1. Click the Office button.
2. Rollover "Save As".
3. Click "PowerPoint Show".
4. Browse to the appropriate folder, name your show, and click "Save".