

Linking PowerPoint Slides to return to a Table of Contents slide, using PowerPoint 2010

Download this exercise from our website:

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In this exercise, the author is creating an Electronic Portfolio to submit to school districts for employment. On each slide the author adds a button or wording for the viewer to click on and “return to” the Table of Contents (TOC) slide. In this way, the Viewer has the option to review a particular portion of the portfolio out of order.

TABLE OF CONTENTS (TOC)

Each topic below links to an outside file or another slide in the presentation. [This is not included in this exercise.]

- * Introduction
- * Resume
- * Student teaching video
- * Sample lesson plan
- * Assessment Tools
- * Research publication
- * Parent communication (audio)

This is the page that all slides will have a button or wording to link to

The slides contain information —text, images, links to files, embedded video, etc. The Table of Contents page may hyperlink to this information.

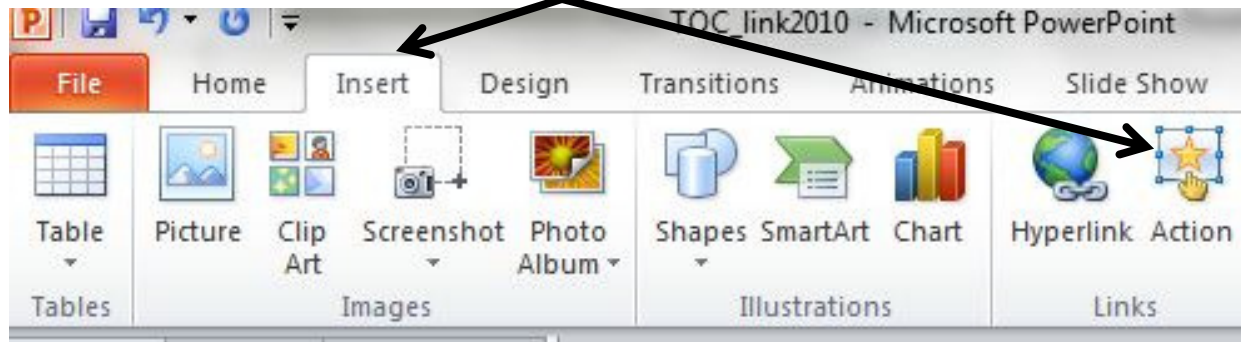
On each slide you will add a phrase or a graphic (button) that the viewer will click-on to return to the TOC slide. This gives the viewer the option to review slides and hyperlinked information in a non-sequential way.

- [Press here to return to the Table of Contents](#)



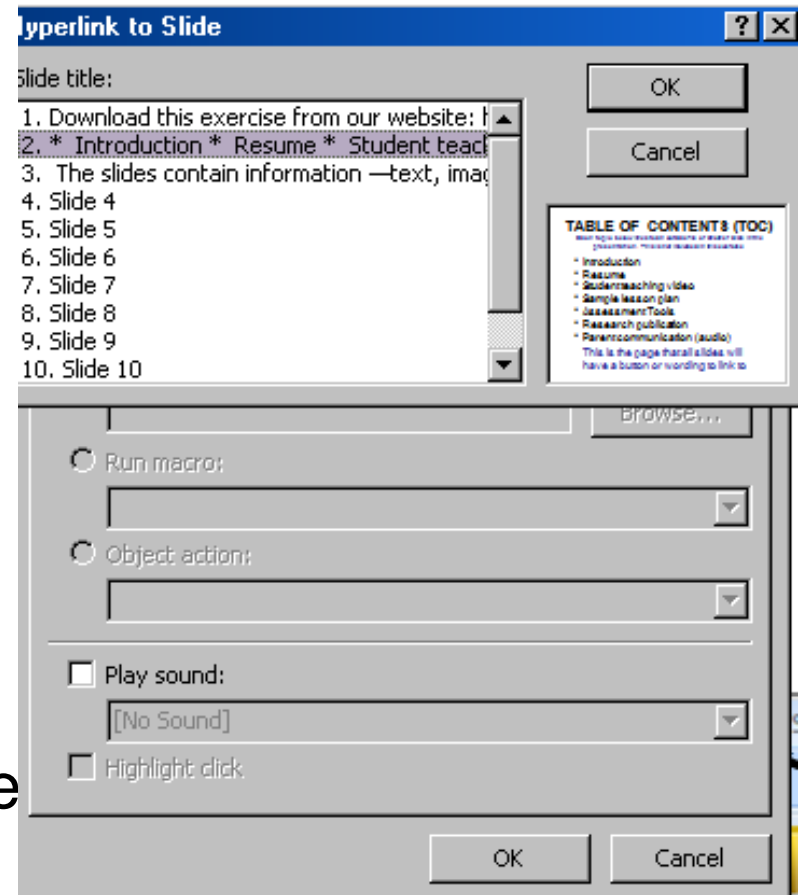
To create a link using text:

- Type the following text to create hyperlink:
[“Press here to return to the Table of Contents”](#)
- Highlight the words. Select the Insert tab on the Ribbon. Select Action



- [Press here to return to the Table of Contents](#)

- Select “Mouse Click” and “Hyperlink to...”
- Use the drop down arrow and select Slide... Then select the Table of Contents slide entitled, “Introduction*Resume* Student teaching”. This is the slide you want the viewer to return to. Press OK
- To add to all slides, highlight the phrase, right click, copy and paste into each slide.



- [Press here to return to the Table of Contents](#)

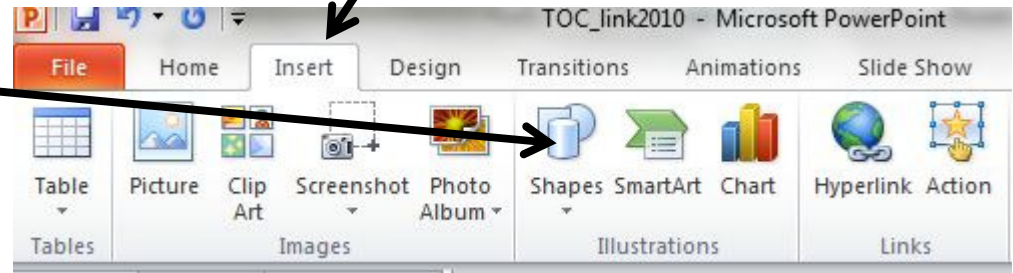
Use a button/graphic

A light blue rectangular button with a thin border and a slight shadow. The text "Return to TOC" is centered inside the button in a black, sans-serif font.

Return
to TOC

- On the Table Of Contents slide inform the viewer that a button (and show it) on every slide will return the Viewer to the Table Of Contents slide. Show the button on the slide. Option: add text in the graphic that explains its purpose as demonstrated in the following slides.

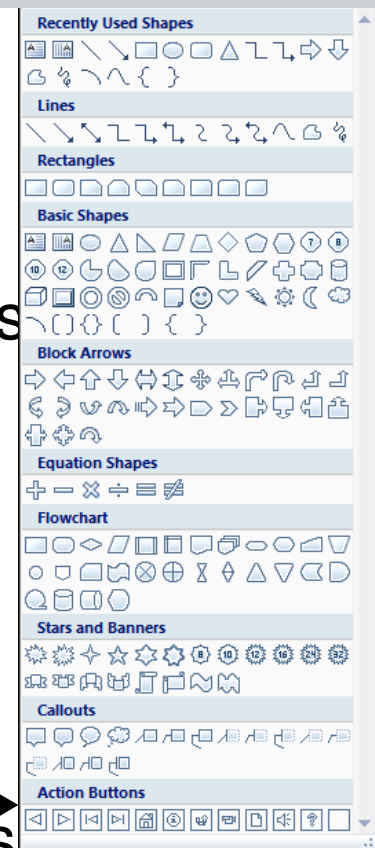
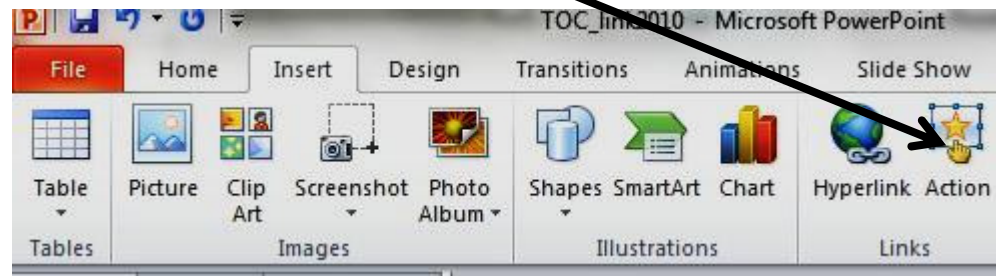
- Select the Insert tab on the Ribbon.
- Select Shapes



Select a shape and draw it on the slide.



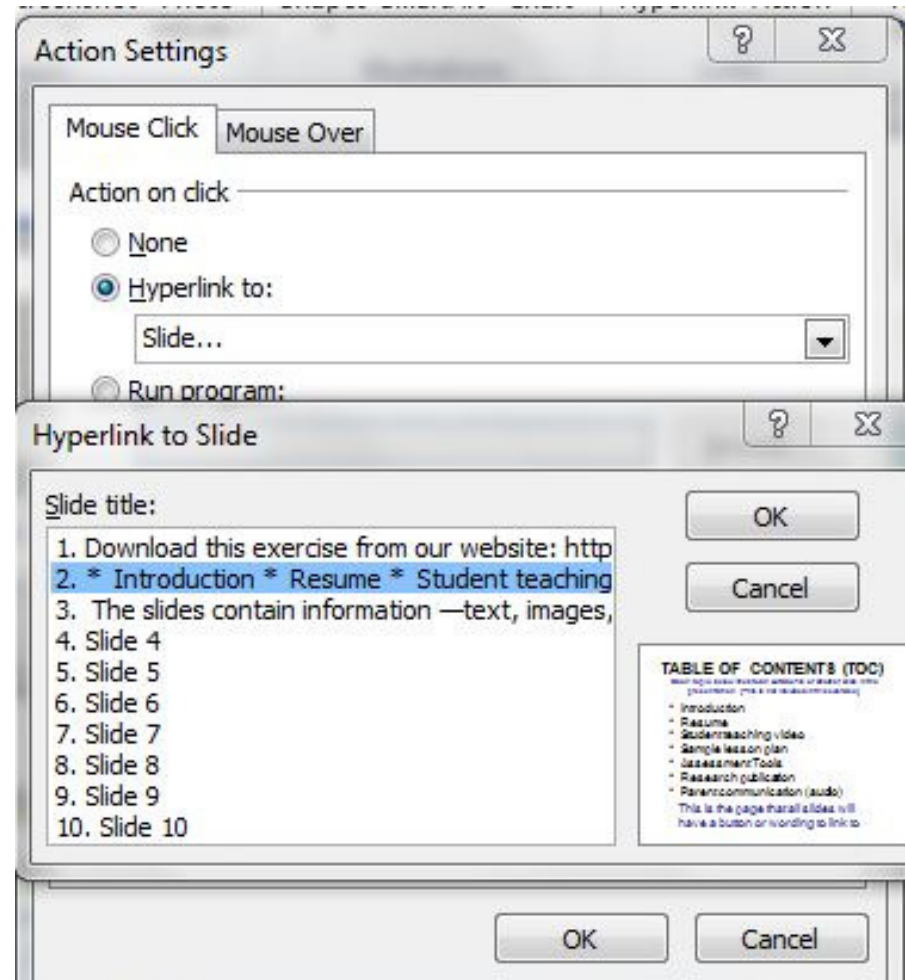
Select Action on the Ribbon. Action Settings opens.



- If you selected an Action button
Action Settings window automatically opens.

- Use the drop down arrow and select Slide...
- Select the Table of Contents slide entitled, “Introduction*Resume* Student Teaching”. This is the slide you want the viewer to return to, the Table of Contents slide.

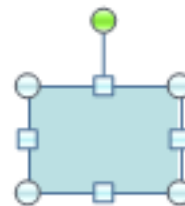
Select Ok and select OK again.



- Click in the middle of the slide and drag the shape to re-position on the slide.

- Use the green dot to rotate shape.

- Grab the corners to adjust size.



- Right click in the middle of the button to Add Text, Format Shape, etc. ... Highlight text to edit.

- To add to all slides, right click in the button, copy and paste into each slide.

- Be sure to save and view slide show for results!!!! Test your links.





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- For more information about PowerPoint, [contact](#) the IMC staff for assistance. In addition, the IMC offers free [classes](#).
- *Preparing Electronic Portfolios* is a special class for upper-level and graduate students available upon request. Students are given the tools and tips to prepare a portfolio to secure employment or pursue graduate school. The portfolio is PowerPoint based and may include video demonstrations of internships, samples of writing, a résumé in PDF format, images, hyperlinks, and audio recordings of interviews, self-reflections, etc. All material is packaged and burned to CD. Contact IMC staff if you are interested in attending a class or scheduling a class not on the schedule.