

Good Morning Students,

Students, this lesson is of class VI, for the subject of Computers. Topic is 'Using Action Buttons and Importing Data from Word', which is covered in chapter '5'

So, I hope all the students are ready for today's lesson. The name of the topic is 'Using Action Buttons'. Students in previous assignment, we discussed about inserting audio and video clips. Adding audio or video clips in powerpoint makes our presentation more effective and appealing.

Now, we will start our topic of Action Buttons. Action Buttons let us navigate quickly and efficiently within a slide show. Action Buttons are built-in shapes, which we can add to a presentation and set a link to another slide or perform some other actions. When we click on or move the mouse pointer on the button, the selected action will occur.

Students, there are few steps that are used to apply action buttons in our powerpoint presentation. Steps are as follows :-

1. Open an existing presentation in MS Powerpoint.
2. Select the **Insert** tab and click on the **Shapes** command in the **Illustration** group.
3. Select the desired action button from the **Action Buttons category**. The mouse pointer will change into '+' shape.
4. Click and drag the mouse diagonally. After releasing the mouse button, the **Action Settings** dialog box will appear containing two tabs, namely **Mouse Click** and **Mouse Over**, as shown in figure 5.9 on page no. 49.
5. In the given figure 5.9, **Mouse Click** tab is activated.
6. Under the section '**Action on click**', select the '**Hyperlink to:**' radio button. ☑ Hyperlink to:
7. Now, click the drop down arrow ▼ and choose any option for example Previous slide, last slide etc.
8. Select the **Play sound:** check box if you want to play a sound when an action button is clicked. Choose any sound, and click **OK**.
9. Press **F5** to view the slide show. Click on the **Action Button** in the slide show and observe the action.

Students, I will give you three minutes break now.

Children during the break <sup>draw</sup> five different shapes or objects that you want to use as your Action button.

Now, I will introduce you with new topic 'Importing Data from Word'. Students, powerpoint provides the facility to import data from other applications like MS Word, MS Excel etc. If you have already created a file in MS Word or MS Excel than you can use that in powerpoint presentation. This feature of importing data saves your time and your efforts that you have used in creating that data. Follow the steps to import data from the Word file.

1. Click on MS Word application. Create a new document.
2. Select the View tab, and click on the Outline button in the Document Views group.
3. Type the text and click on the close Outline View button to return to the Print Layout View as shown in figure.

Students, as you can see that in figure 5.10, first line is written as Types of Software, so if you are using the same text, follow the given steps

4. Select "Types of Software" and apply Heading 1 from Styles group on Home tab.
5. Select "System Software" and "Application Software" and apply Heading 2.

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6. Similarly apply headings to other text
7. Now, click on the **Save** button on the **Quick Access Toolbar**. The **Save As** dialog will appear.
8. Type the desired or suitable name in the **File name** text box and click on the **Save** button.  
Now exit from Microsoft Word application.
9. Now, start MS powerpoint and open any existing presentation. Click on the **View** tab and select the **Slide Sorter** button.
10. Click on the **New Slide** drop-down menu on the **Home** tab. Select the **Slides from Outline** option.
11. The **Insert Outline** dialog box will appear as shown in figure 5.11 on page no. 50. browse your file.
12. Select the file and click on **Insert**.

Students, you will observe that new slides will get inserted. So, I am ending the lesson now. I hope you are now able to use these features. You are advised to read and understand the given assignment carefully.