

Creating a Text Box Button

1. Click insert.
2. Pull down to text box and click on it.
3. With your mouse button held down, drag over the area you wish to have the text box appear.
4. Release the mouse and type the desired words.
5. To format the text box to make it stand out, first click on the text.
6. Right click the border of the text box that appears.
7. Pull down to Format Text Box and click on it.
8. Adjust the Fill color and the Line Color as you wish.
9. Click OK.
10. To create a hyperlink from this box, right click on the border of the box again, and pull down to hyperlink.
11. Follow the instructions in points 3 to 5 in **Creating Hyperlink Inside Your Presentation** to create the link you wish to follow.