

19.3 Links, Transitions and Animation

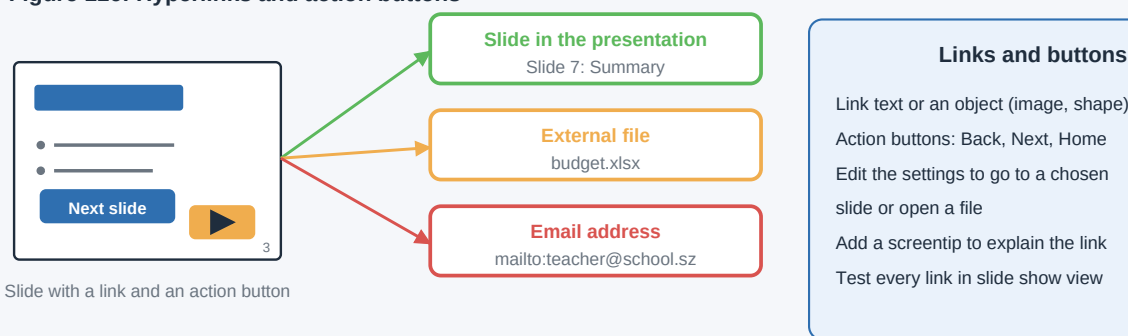
Syllabus 2026 - 2028

WHAT YOU NEED TO KNOW

- Insert and edit a hyperlink: to a slide in the presentation, an external file or an email address
- Insert an action button, modifying its settings to navigate to a specified slide or file
- Apply consistent transitions between slides and consistent animation effects on text, images and other objects
- Hide slides within a presentation

Hyperlinks and action buttons

Figure 116: Hyperlinks and action buttons



Feature	Description	Example
Hyperlink	Text or an object that, when clicked, goes to a slide, file or email address	Link text 'Summary' to slide 7
Action button	A shape such as Back, Next or Home with settings that run an action	Home button to slide 1
Link to a slide	Moves within the same presentation	Contents slide to a topic slide
Link to an external file	Opens another file such as a document or spreadsheet	Link to budget.xlsx
Link to an email address	Opens a new email to that address	mailto:teacher@school.sz

- **Insert a hyperlink:** select the text or object, choose Insert, Hyperlink, then choose the place to link to; **edit** or remove it with the same dialog
- **Insert an action button** from the shapes list, draw it, then modify its action settings to go to a **specified slide** or run a **file**
- Place buttons in the **same position** on each slide, preferably on the master slide
- Test the links in slide show view, because they only work when the presentation is running

Transitions, animations and hidden slides

Figure 117: Transitions, animations and hidden slides



Transition: how one slide changes to the next



Animation: objects move in



Hidden slide

Consistency

- Use the same transition on all slides
- Use similar animation effects for similar objects
- Keep effects simple and quick, so they do not distract from the content
- Hide slides that are not needed for this audience, but keep them in the file for later

Feature	What it affects	Guidance
Transition	How a slide changes into the next one	Use the same transition and speed on all slides
Animation	How text, images and other objects appear, move or leave on a slide	Use consistent, simple effects, and set the order and timing
Hide slide	A slide stays in the file but is skipped in the slide show	Use for backup or optional slides for another audience

EXAM TIP

Say why **consistency** matters: the same transition and animation style gives a professional look and stops effects from distracting the audience. A **hidden** slide is not deleted: it can still be shown when needed.

Key terms

Term	Meaning
Hyperlink	A link to a slide, file, web page or email address.
Action button	A button that runs an action, such as going to a slide.
Transition	The effect used when changing from one slide to the next.
Animation	A movement effect applied to an object.
Hidden slide	A slide that is skipped when the show runs.
Navigation	Moving around the presentation.
Slide show view	The mode that runs the presentation.
Consistent	The same style or setting throughout.

Practice questions

Answer each question in full sentences. Command words used: State (give a short answer), Describe (say what it is like), Explain (give reasons), Analyse (break it down and examine it), Suggest (apply your knowledge to a situation), Compare and contrast (similarities and differences), Evaluate (weigh up and reach a judgement).

No.	Question	Marks
1	State two places that a hyperlink can link to.	[2]
2	Describe how an action button can be used to return to the first slide.	[3]
3	Explain why transitions should be consistent throughout a presentation.	[3]
4	Compare and contrast a transition with an animation.	[4]
5	Suggest two reasons for hiding a slide in a presentation.	[2]
6	Analyse the advantages and disadvantages of using animation on text in a presentation.	[4]
7	Evaluate the use of action buttons and hyperlinks to navigate a presentation.	[5]
8	State one reason why links should be tested in slide show view.	[1]

Total: 24 marks