PowerPoint: Jump To The Last Slide

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It is not uncommon to run out of time during a presentation and need to jump to your final slide(s). In PowerPoint, this often means clicking through individual slides or exiting presentation mode so you can select the needed slide. While this works, your audience what you are doing which can seem less professional. There is a way to create a button which jumps to the final slide quickly and without the audience needing to know you did it.

The directions below are based upon PowerPoint 2010 though similar functions are available in other versions.

1. Click the VIEW tab.
2. Click *Slide Master* in the *Master Views* group to open the slide master.
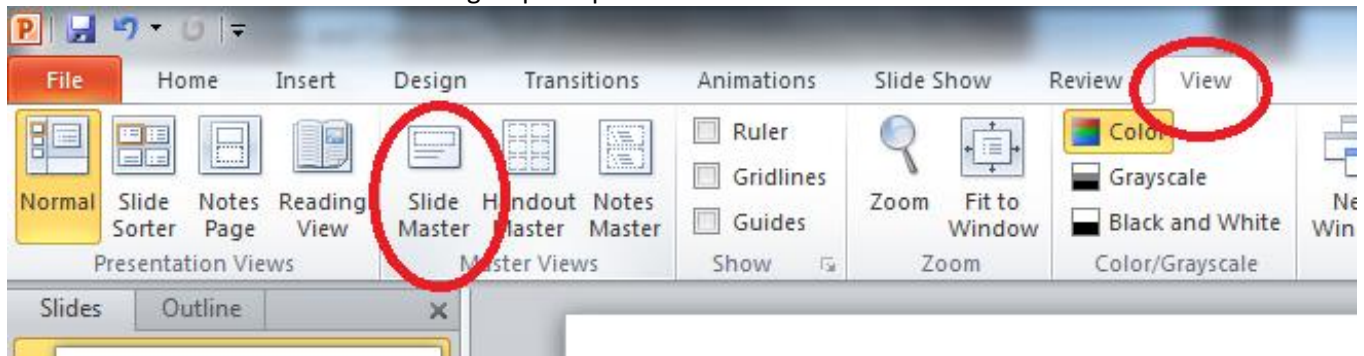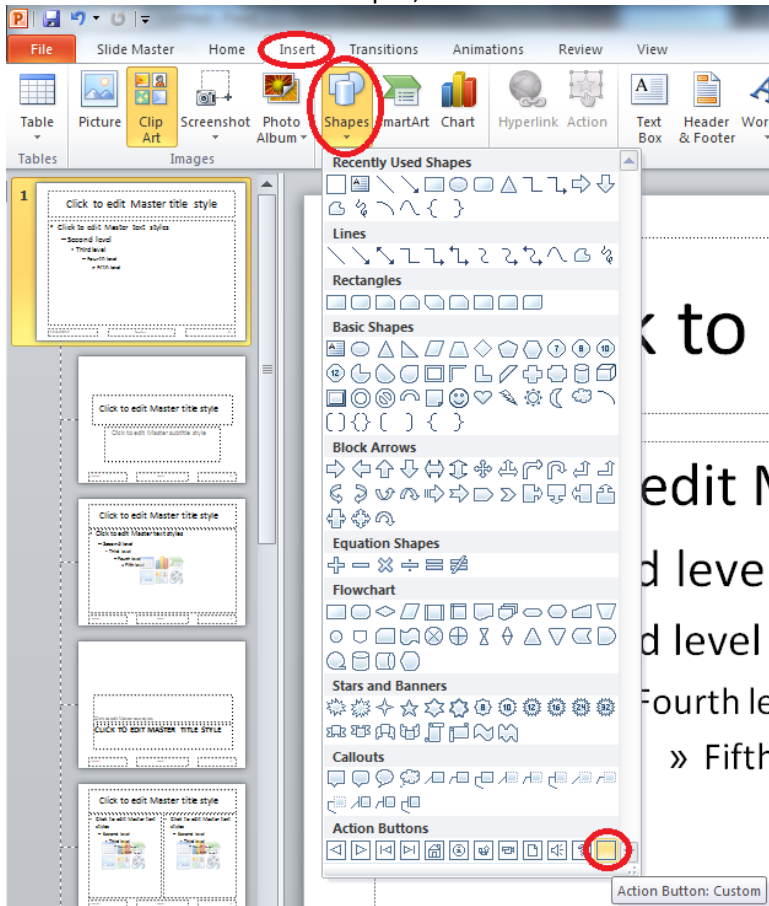

3. Click the top slide in the left-hand pane.
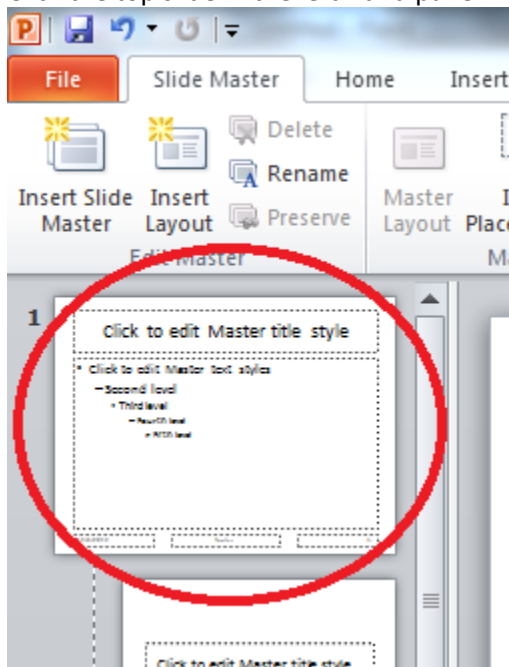
4. Click the INSERT tab.
5. In the *Illustrations* group, click Shapes.

6. At the bottom of the listed shapes, click the Custom action button (likely the last item).

7. Your cursor becomes a + sign (crosshair) - click and drag anywhere on the slide to create a button.
   a. When you let go of the mouse button, the *Action Settings* dialog is opened.
8. Click the radio button dot in front of *Hyperlink To*.
9. Choose *Last Slide* from the dropdown menu.
   a. Choose *Slide…* to jump to a specific slide (i.e., you have 3-4 closing slides and not just one).
10. Click the OK button.
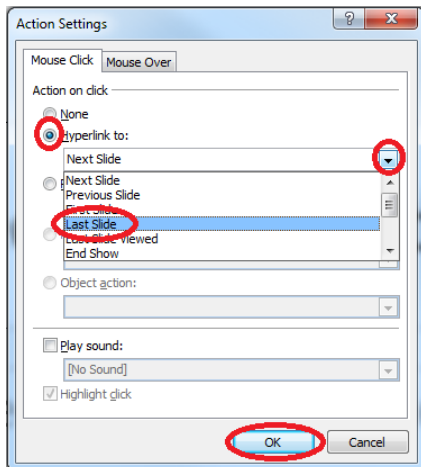
11. Click the SLIDE MASTER tab.
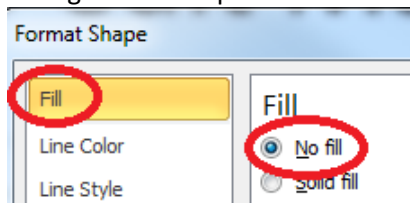12. Click CLOSE MASTER VIEW.
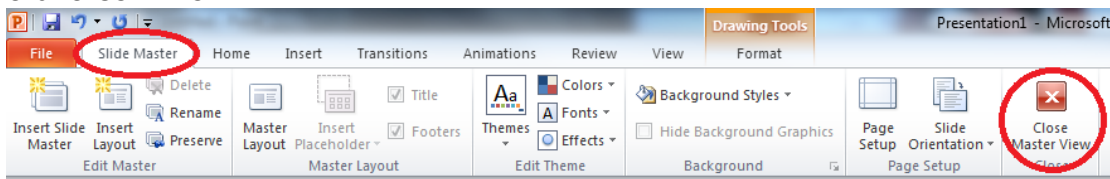
When running the slideshow, click the button you created and the presentation jumps to the slide you specified. If you wish to be more clandestine about skipping material you can hide the button by doing the following:
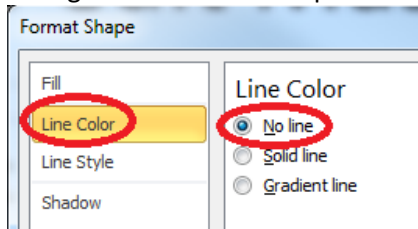
1. Click the VIEW tab.
2. Click *Slide Master* in the *Master Views* group to open the slide master.
3. Right-click the button you created in the previous section.
4. Choose *Format Shape* on the menu.
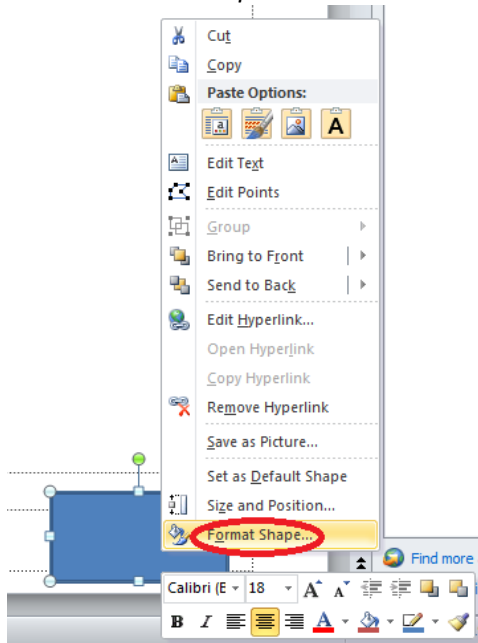
5. Change the FILL option to *No Fill*.

6. Change the LINE COLOR option to *No Line*.

7. Click the CLOSE button.
   The button will not be visible, but when clicking the location where it was created the fill handle 'dots' appear.
8. Click the SLIDE MASTER tab.
9. Click CLOSE MASTER VIEW.

Now when you run the presentation, the button will not be visible. If you move your cursor over the spot where you created the button the cursor will change to the pointed finger (🖑). Clicking when you see this cursor jumps you to the slide you selected when creating the button.

You can also create a custom shape button on a single slide as opposed to the master slide. This button can have a hyperlink to any slide number to skip a section of your presentation. This allows you to use the PowerPoint presentation for a variety of audiences and skip over sections not applicable without your audience realizing anything was skipped.