

How to insert a hyperlink to a slide in Microsoft PowerPoint

The easiest ways of creating a basic web hyperlink on a Microsoft PowerPoint slide are by pressing either ENTER or SPACE after pasting the URL of a working webpage onto the slide of whatever you are doing in PowerPoint which in most cases will be for presentations

While you can just link a hyperlink to webpage, you can also link a hyperlink to new documents or places that are already there in the document, or even link a hyperlink which leads to an email address that way

There are other ways to link a hyperlink to a slide but they will require more steps than just pasting a working URL to the slide and pressing either ENTER or SPACE for it to transform to a hyperlink

Linking a hyperlink that leads to a website

1. Select which text, shape or a picture you want to use for the hyperlink
2. Select **Insert** then **Link** and after that click on **Insert Link**
3. Select **Existing Files or Web Pages**, and then add one of the following:
 - **Text to display:** Write the text which you want to add as a hyperlink
 - **ScreenTip:** Write text which will appear after someone is hovering over the hyperlink (which is also optional and you can do it only if you want)
 - **Current Folder, Browsed Pages or Recent Files:** Pick where you want it to get linked to
 - **Addresses:** If you haven't picked already a place above, insert the URL for the website you want to link it to (If you link it to a file on your device, and move the presentation to another device you will also need to move all the files you have linked to it for the them work)
 - Select **OK**

