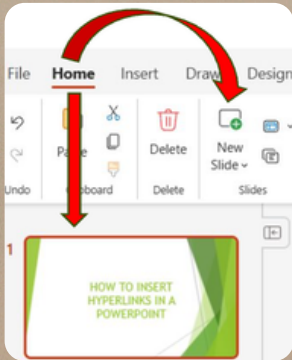


HOW TO INSERT HYPERLINKS IN A POWERPOINT

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Introduction

Hyperlinks in Microsoft PowerPoint allow users to connect slides to websites, email addresses, files or other slides within the same presentation. This feature improves navigation, increases interactivity, and enhances professionalism in academic and workplace presentations.



1

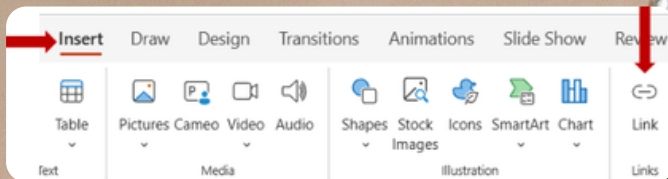
- Open Microsoft PowerPoint and either create a new presentation or open an existing file.
- Navigate to the slide where you would like to add the hyperlink.

How To Insert Hyperlinks In PowerPoint

Click and highlight the text, image or shape that you want to add hyperlink.

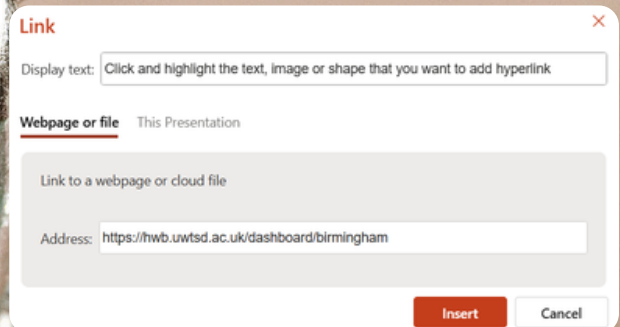
2

- Select and highlight the text, image, or shape that you want to hyperlink.
- Make sure the object is clearly formatted so the audience can easily identify it.



3

- Click on the Insert tab located in the top ribbon.
- This menu contains tools for adding links, pictures and shapes.
- Click on Link (or "Hyperlink", depending on your version).
- A dialog box will appear with linking options.



Click and highlight the text, image or shape that you want to add hyperlink

5

- The selected text will normally appear blue and underlined, indicating it is active.
- Start the Slide Show (press F5) and test the link to ensure it works correctly before presenting.

4

You can link to:

- An existing file or web page.
- A place in this document (another slide).
- An email address.
- Type or paste the website URL in the address field.
- Or select the specific slide from the list provided.
- Check the details carefully.
- Click Insert to apply the link.
- Review the details carefully before confirming.