

How to insert a Hyperlink in PowerPoint

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Introduction

PowerPoint software has become one of the most popular tools for creating and displaying electronic presentations over the last few decades. (Stacy, G. S. et al.;2017) Typical presentation is usually constructed of a series of slides that are presented in a specific order. The “hyperlink” function, however, provides more flexibility to the presenter, jumping from slide to slide, and can add valuable connections and references to the audience, like email contacts and reference websites. In some cases, information on the hyperlink can be hidden, or in a random place in the same document. Hyperlinks can be attached to any selected object, such as text, a graphic, a shape, or a table. This provides flexibility, saves time, and makes the presentation professional. In addition, editing the objects does not disrupt the hyperlink, but deleting the object, deletes the hyperlink as well. (Lambert, J. and Cox, J.; 2013)

Key steps to insert a Hyperlink:

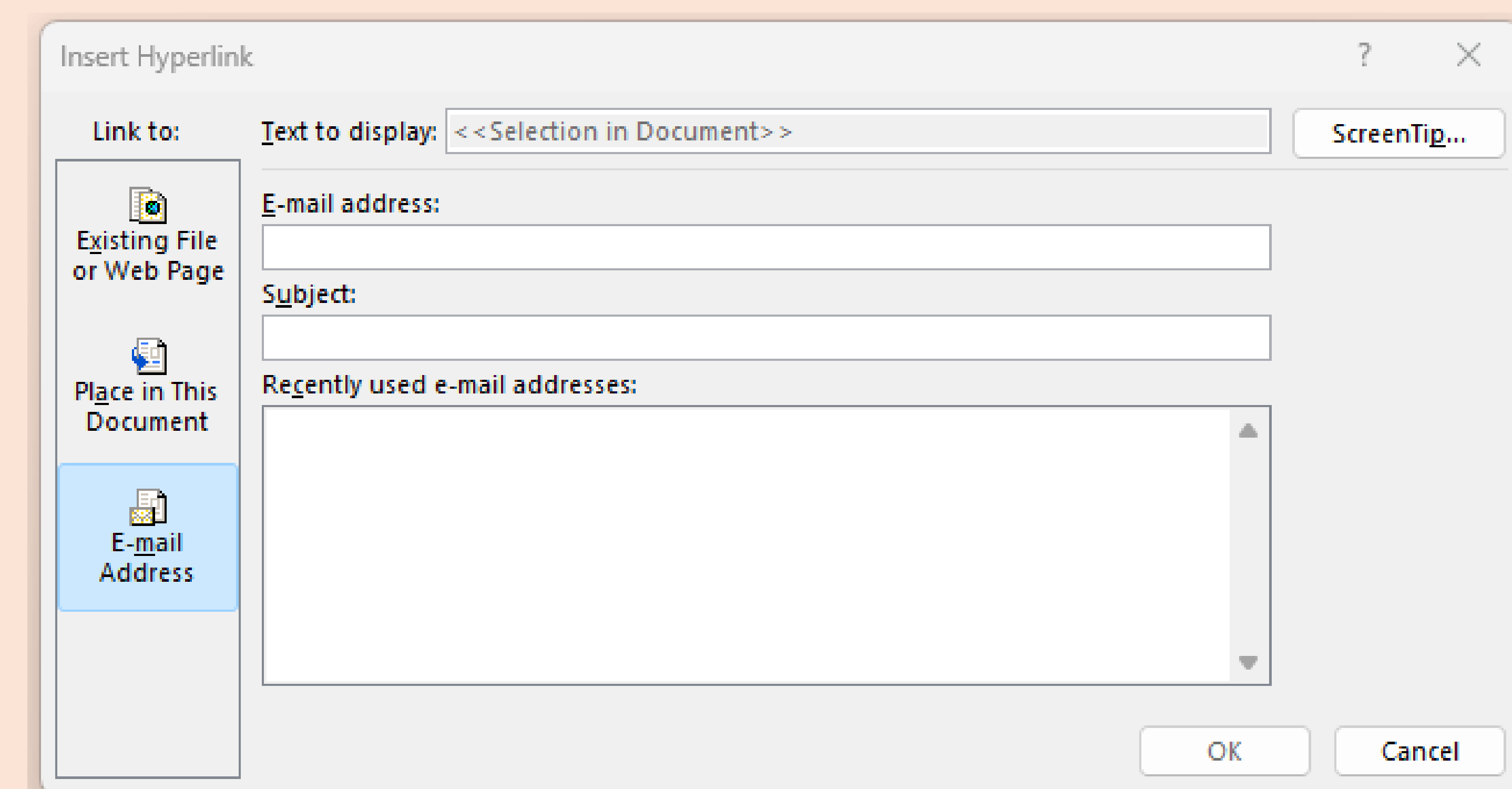
On the **Insert** tab, in the **Links** group, click **Link**:



The easiest option is to use a shortcut key combination:

Press **Ctrl+K**.
(Lambert, J.; 2015)

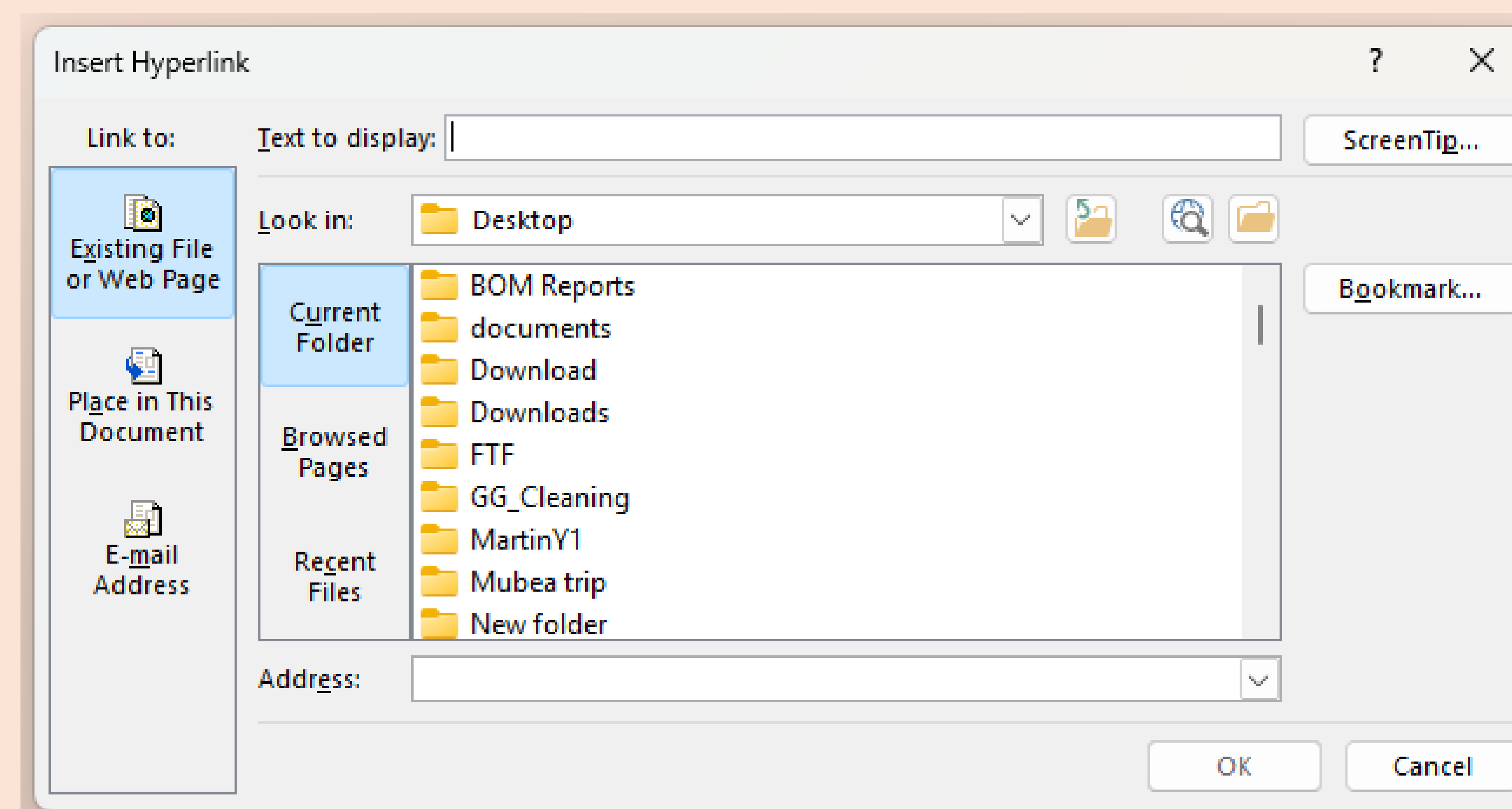
Hyperlink option 1: Attaching emails



In the **Link to** pane, click **E-mail Address** to display the options needed for an email hyperlink in the dialog box. (See the picture above)

In the E-mail address box, enter your email address, and then in the Subject box, enter the subject of the email, usually something simple, and finally click **OK**.

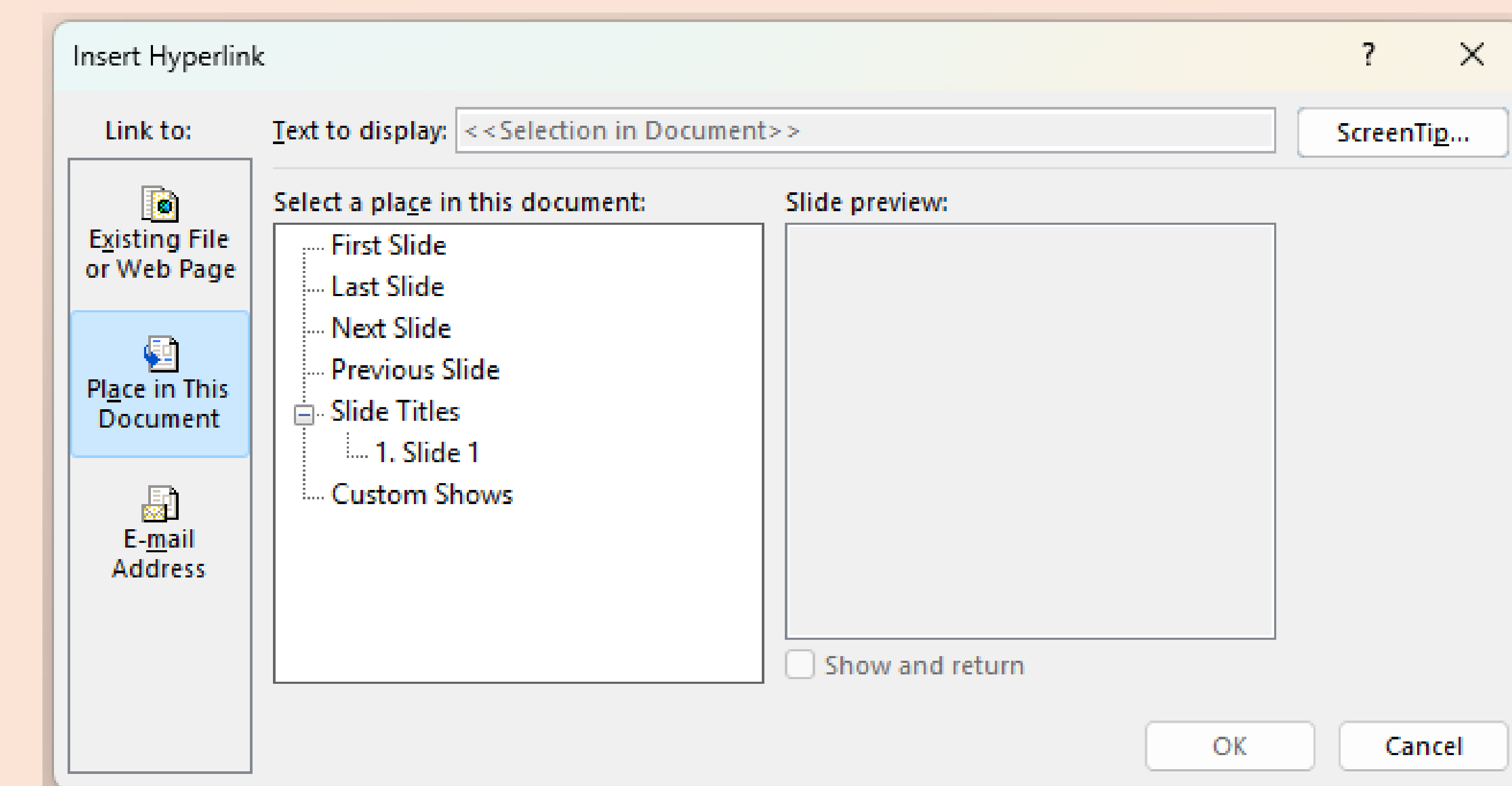
Hyperlink option 2: Attaching web and objects from outside



In the **Link to** pane, click **Existing file or Web page** to display the options needed for a web hyperlink in the dialog box. (See the picture above)

In the address box at the bottom, enter your web address, and then click **OK**.

Hyperlink option 3: Attaching actions to text or objects in the document



In the **Link to** pane, click **Place in this Document** to display the options needed for an action hyperlink in the dialog box. (See the picture above)

In the box, Select a place in this document, navigate to the exact slide or location, and then select. Finally, click **OK**. Make a note that by hovering the mouse over the object, you will get an indication.