



How To Create A Hyperlink

Shaunette Mckie-Browne – 2441288

A 10-step guide on how to create a clickable text hyperlink to an external website using a PowerPoint. To create a [Hyperlink](#), you need to:

- (1) Open PowerPoint.
- (2) Open a new slide or select a pre-existing file.
- (3) Type the text you want to make a hyperlink or select the text in your pre-existing document.
- (4) Open a new Tab.
- (5) Search for the website for the web address you want to select for the hyperlink.
- (6) Right click on mouse / pad to highlight the whole web address.
- (7) Right click on mouse / pad, press copy.
- (8) Click back on the tab with the document you want to add the hyperlink to.
- (9) Click Insert or Link, press on the Enter Link box.
- (10) Right click on mouse / pad, click paste, Click on Insert.

Congratulations you have created a clickable text hyperlink!!! Turn any text or image in your document into a hyperlink.

Click here for more [Info](#) or use any search engine. 🖥️ 🖥️

