

Get creative with PowerPoint

HYPERLINKS IN POWERPOINT

Hyperlinks use's

ONE EXCELLENT TECHNIQUE TO ADD INTERACTIVE FEATURES TO YOUR POWERPOINT PRESENTATION IS TO INSERT HYPERLINKS. YOU CAN USE THEM TO LINK SLIDES TO FILES, OTHER SLIDES OR WEBSITES. THE VIEWERS WILL FIND IT SIMPLER TO LOOK UP RELATED INFORMATION AS A RESULT.

How to insert a Hyperlink

To create a clickable link, you first choose the text, picture or shape you wish to use. This tells PowerPoint on the object to which you wish to add the hyperlink. Next, click the insert tab that's on top of the screen. Then from the menu, click link or Hyperlink. You can choose what to link to in a dialog box that opens up.

Select Existing File or Web Page if you wish to link to a website. After that, click OK after entering or pasting the website's URL into the address box.

Choose Place in This Document to link to another slide. From the list, select the desired slide. To link to an email, you can also select E-mail Address. Lastly, click your hyperlink to test it after switching to Slide Show mode.

The use of Hyperlinks can make your work seem more polished and captivating as a presentation, as it allows more information to be exchanged with the viewers