

How to Insert Hyperlink in Power Point Presentation

Module name: Digital Skills

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To create a power point presentation, you need to hyperlink text, images, shapes, or charts.

Inserting hyperlinks in PPT can help you reference a source and open it by clicking in Slide Show mode.

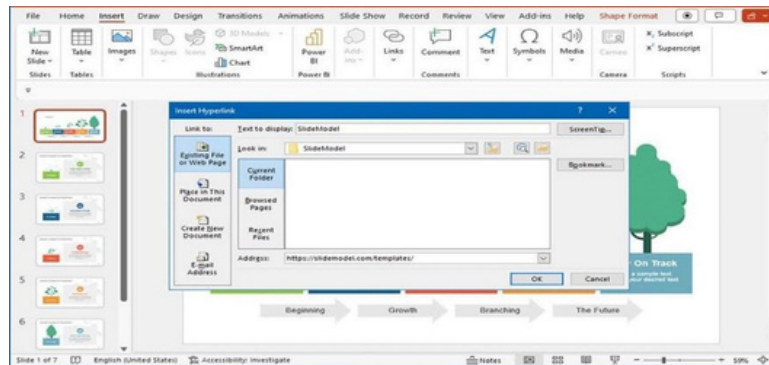
1



How to Add a Hyperlink to a PowerPoint

To add a Hyperlink on a Powerpoint, First you must choose an image or an text that you want to Hyperlink, Second select the Insert tab in the tab section and at the Ribbon section choose the Link. Now choose a Link that you want to choose whether you want to link a webpage or a file, link a slide on your powerpoint and link it to your email address.

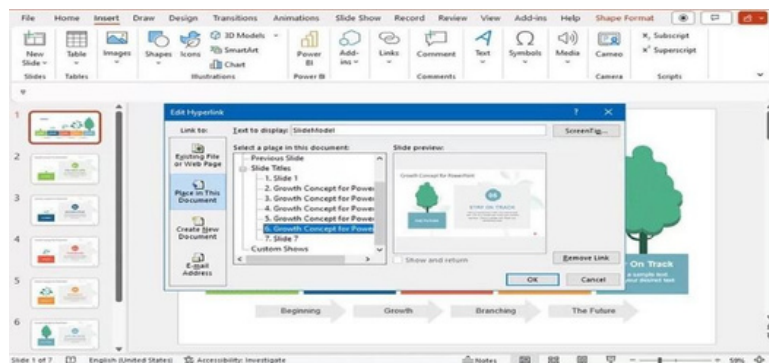
2



Hyperlink a Webpage or File

To hyperlink a webpage or File, First you must choose a text or image, click on the text or image and go to Insert tab, then Link and then Insert Link and finally the Existing File or Web Page. If you want to link a file, you can browse it on your computer and select the desired file. If it is a Web Page simply copy and paste the URL.

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Hyperlink a Slide

You can also link slides within a PowerPoint presentation. Many interactive PowerPoint templates use this method to make it easier to navigate back to the title slide and between different slides according to subtopics. To hyperlink a slide, select a slide that you want link and go to the Insert tab, then click the Link and then Insert Link and finally the Place in This Document segment. Now select the slide that you want to link whether it's the first slide, last slide, next slide or the previous slide.