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(LCLM4002 – September 2025 Term)

How to insert hyperlinks in PowerPoint

Introduction: Hyperlink is a clickable link in a digital document that takes you to another location or resource.



Step 1: To add hyperlink to any text or image in PowerPoint you need to select the entire text by cropping it. Click on insert and it will take you to hyperlink

Step 2: Click the hyperlink button, you will see lots of option's there and you will choose the one you like to use.

Step 3: There are 4 ways to add or insert hyperlinks, and this ways are:

1. Exiting file or Web page: (Exiting file), after selecting the text you will choose the file you want to use and click ok and then the text will show blue, and it will also be underlined. (Exiting Web page) , after selecting the text you will choose, write any webpage on the address box and click ok.

2. Place in this document: This section is if you want to add hyperlink to any slides in the PowerPoint, as you can choose slide 1,2,3,or 4 and it will direct you to the slide you choose.

3. Create a new document: This is to choose or create a new document. If you click on (create a new document), it will ask you to name the new document also it will ask you to edit the new document at that moment or later, choose your option and then click on ok.

4. Email Address. You can add an email address to any text by also cropping the text and then you will go to insert and click the hyperlink , you will choose email address which is the last option. After clicking the email, you will add an email address, subject and recently used email address, then click ok.

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