

PowerPoint Skills: Inserting Hyperlinks the Easy Way

Make your slides interactive and professional

Step 1: Open Your Presentation

Start by opening PowerPoint and the file you want to work on. If it's a new one, just click on "New Slide" under the Home tab and pick a layout that fits your needs. You can also change the slide size under the Design tab if you're doing something like a poster.

Step 2: Decide What You're Linking To

Think about what you want people to be able to click on — it could be:

- A website
- A file from your computer
- An email address
- Another slide in your PowerPoint

Pick something that actually adds value or helps people find more info.

Step 3: Select What to Turn Into a Link

Click on the text, image, or shape that you want to use as the hyperlink. For text, highlight it. For images or shapes, just click once to select.

Step 4: Insert the Hyperlink

Go to the Insert tab and choose Link or Hyperlink (depends on your version). A box will pop up — from there, you can:

- Paste in a URL
- Add an email address
- Choose a slide in your deck

And don't forget to press OK to finish it off.

Step 5: Test the Link

Before you're done, make sure it works. Hold down Ctrl and click the link — it should go where it's supposed to. You can also tweak how the link looks under the Home tab.

Step 5: Test the Link

Before you're done, make sure it works. Hold down Ctrl and click the link — it should go where it's supposed to. You can also tweak how the link looks under the Home tab.

Step 6: Save and Share

Once everything looks good, save your work. If you're sending it to someone, exporting it as a PDF keeps your design and links exactly how you made them.

Quick Tips

- Use clear labels like "View More" instead of "Click Here."
- Only link what really matters — too many links get confusing.
- Double-check all your links before presenting.
- Have a backup plan (like a screenshot) in case something doesn't load.

Bonus Idea

Want to make it more interactive? Add a little animation or maybe even a Google Form for feedback. Just keep it simple and focused.
make life easier for yourself.

