

HOW TO INSERT HYPERLINKS IN A POWERPOINT

Have you been wondering how to add hyperlinks to a powerpoint presentaion ? Well look no futher .

Below is a step by step guide to do that. It includes screenshots from the office powerpoint so the steps are as easy as possible to follow.

INTRODUCTION

Links in powerpoint presentation are known as hyperlinks. Hyperlinks are used to show websites/files that are not accessabale on powerpoint. These links can be used in the presenation to show more information on the topic that is being presented. These hyperlinks will be accesbiable once the powerpoint is in slide show mode. However please be aware these hyperlinks will only work if an interneter connection is active.

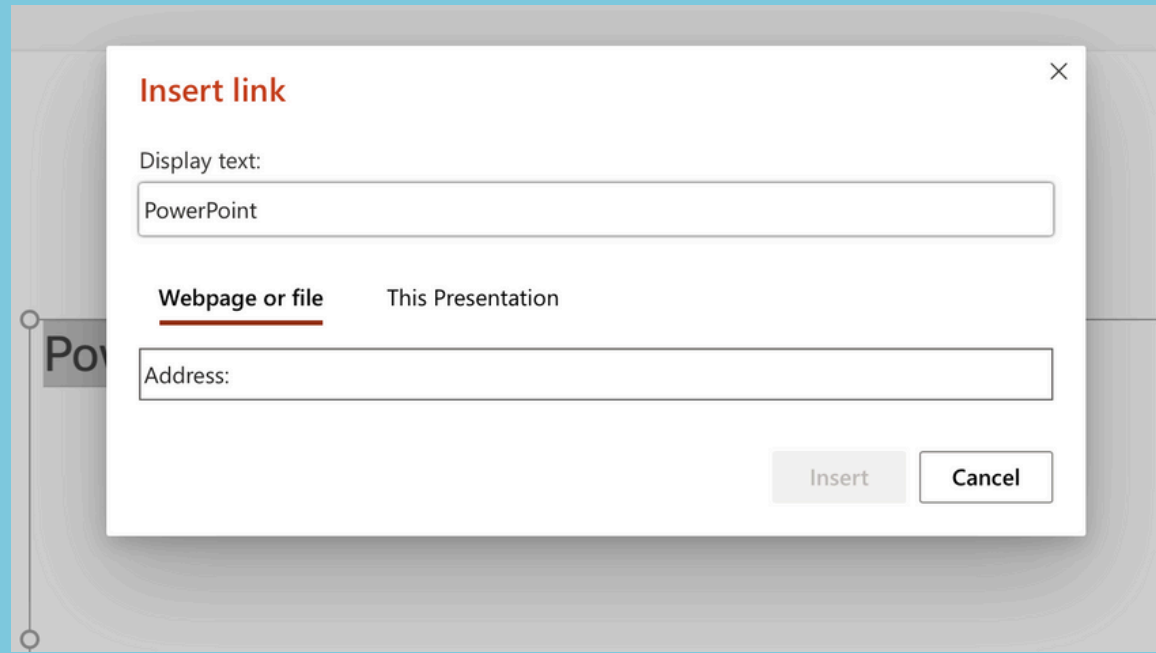
Hyper links can be actived on powerpoint app and office 365. The example below is being shown on office365.

STEP 1

PowerPoint

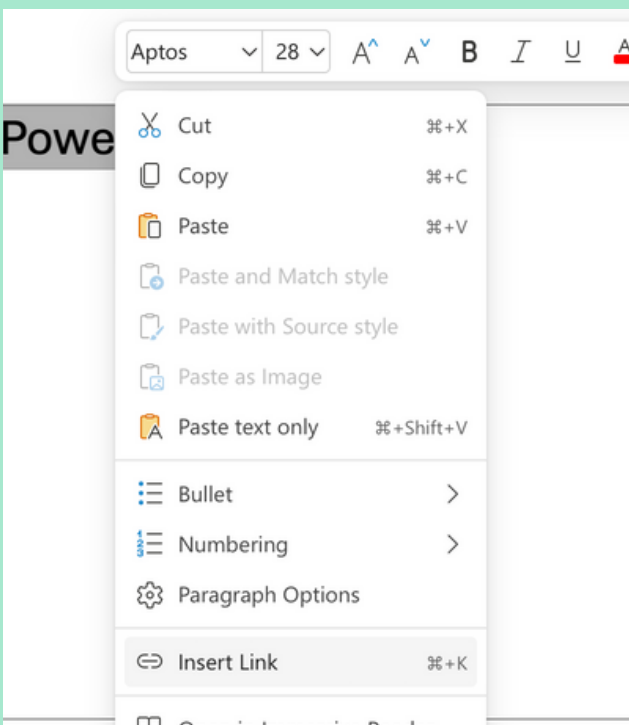
First open up powerpoint and select the text you would like to convert to a hyperlink. In this example text has been chosen to convert into a hyperlink. However you can convert a shape, text or image into a hyperlink. So you would highlight the word you would like to convert to a hyperlink. Please make sure you do not highlight a full paragraph(as shown in the picture above)

STEP 3



Third step – Once you clicked the option in step 2 a box will pop up (as shown in the picture above) Now you copy the URL link you want to use. Once you have copied the URL link. You will paste it in the box and click “Insert” that will convert the text to a hyperlink.

STEP 2



Second step is to right click the highlighted text. Then there will be a list of options that will pop up so please make sure you read it carefully and select the correct one. The correct option will be “Insert Link” (as shown in the picture above)

STEP 4

PowerPoint

Fourth and final step is to show you how a hyperlink will appear so you know you have successfully added a hyperlink. Once you have pasted your URL link and clicked the button on the bottom right of the box which will say “insert”. The highlighted text will appear blue. You can check if the hyper link works by clicking the hyperlink and it should take you to the URL. Please make sure you are connection to internet if you click on the text it will take you to the link you have provided in step 3