



How to insert

HYPERLINKS INTO A POWERPOINT PRESENTATION

01

Open your PowerPoint presentation.
Select the text or object (like a shape or image) where you want to insert the hyperlink.

2

Right-click on the selected text or object, then choose "Hyperlink" from the menu that appears.

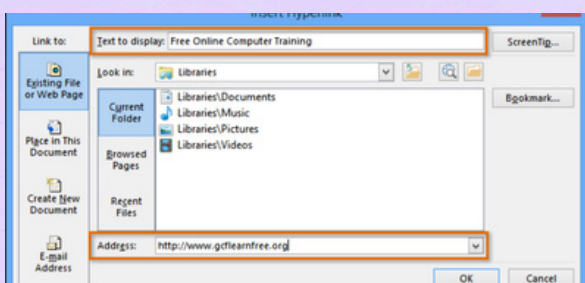
3

In the Insert Hyperlink window that pops up, you have different options:

- To link to a webpage: Select "Existing File or Web Page" on the left, then enter the URL of the webpage in the Address field.
- To link to another slide in the presentation: Select "Place in This Document" on the left, then choose the slide you want to link to from the list.
- To link to an email address: Select "Email Address" on the left, then enter the email address in the Email Address field.

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Once you've entered the appropriate link, click "OK" to insert the hyperlink.



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The text or object you selected will now be clickable in your presentation.