HOW TO INSERT HYPERLINK IN POWERPOINT

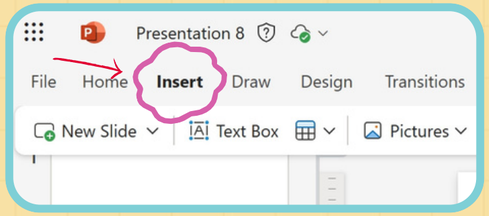
What is HyperLink?

A HyperLink is a clickable link that connect your slide to:

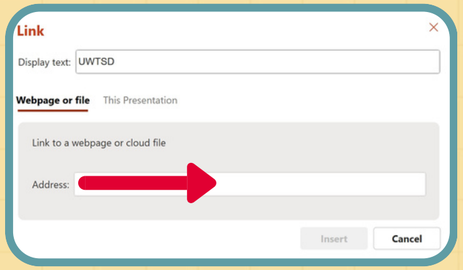
- A website
- An Email address
- A file on your computer
- Another slide in your presentation

Follow this simple step-by-step process to insert a HyperLink in PowerPoint.

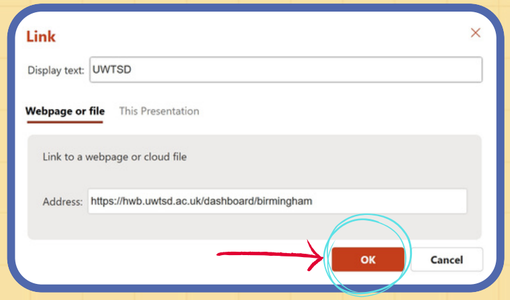
You can easily apply it to your text, pictures, or shapes within your presentation to make it content interactive and connected.



Go to the insert tab on the ribbon at top of PowerPoint and click on it



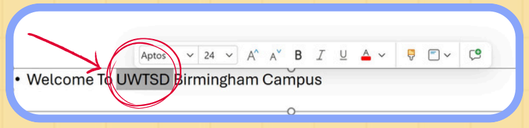
Choose your Link type to added for address



Click Insert - Your object is now interactive

1

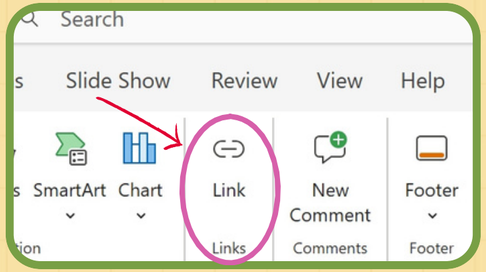
Select your object by clicking on the text, image or shape you want to turn to HYPERLINK



2

3

Go to link tab and click Link/Hyperlink and choose Link (or Hyperlink in older versions).



4

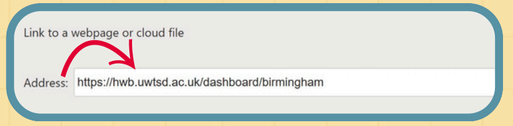
Link can be

-Email: select Email address and enter the address

-File: Browse to select a file on your device.

-Website: Paste the URL (e.g.,https://hwb.uwtsd.ac.uk/dashboard/birmingham)

-Slide: Choose"Place In This Document"and pick a slide



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Designed by Tsvetana Galabova
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