

# How to Insert Hyperlinks in PowerPoint

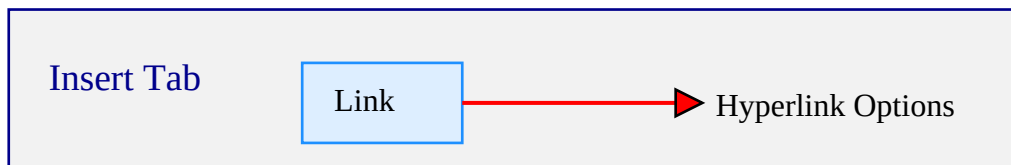
**Make your presentations interactive and professional!**

Hyperlinks in PowerPoint allow you to connect your slides to websites, documents, other slides, or even email addresses. They make your presentation more interactive and easier to navigate. Here's a simple step-by-step guide to inserting hyperlinks like a pro!

|        |                                                                                           |
|--------|-------------------------------------------------------------------------------------------|
| Step 1 | Select the <b>text, image, or shape</b> you want to turn into a hyperlink.                |
| Step 2 | Go to the <b>Insert</b> tab on the Ribbon, then click <b>Link</b> or <b>Hyperlink</b> .   |
| Step 3 | Choose the type of link: <b>Existing File or Web Page</b> , <b>Place in This Document</b> |
| Step 4 | Enter the web address (URL) or select the slide/file you want to link to.                 |
| Step 5 | Click <b>OK</b> . Your selected object is now a clickable hyperlink!                      |

## Visual Guide:

This diagram illustrates where to find the hyperlink button in PowerPoint's Insert tab.



## Pro Tips for Better Hyperlinks:

- Use clear, meaningful link text such as "Visit Company Website" instead of "Click Here."
- Test your hyperlinks before your presentation.
- Use slide links for seamless navigation between sections.
- Keep hyperlink colors consistent for a clean and professional look.
- Use icons or buttons for visual emphasis.

**Remember:** A well-placed hyperlink can turn your PowerPoint into an interactive, engaging experience for your audience!