

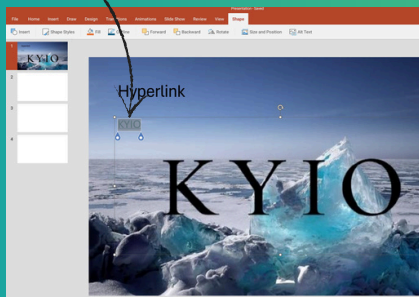
ALL YOU NEED TO KNOW ABOUT THE HYPERLINK

EST. 2026

A HYPERLINK IS YOUR WAY OF TURNING A SIMPLE PRESENTATION INTO A INTERACTIVE EXPERIENCE FOR YOUR AUDIENCE. CONNECTING YOU TO WEBSITES, DOCUMENTS, PRESENTATIONS, SLIDES AND MORE

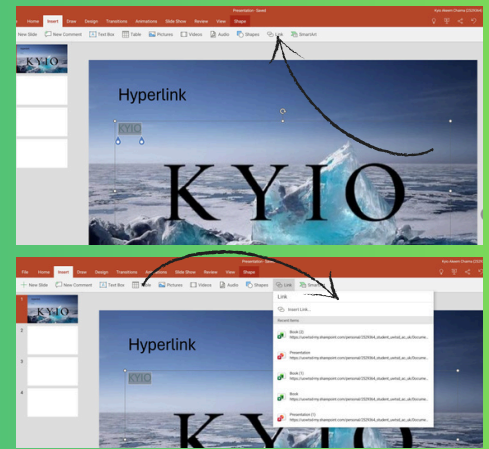


Ensure to highlight the entire text / object you want to be hyperlinked



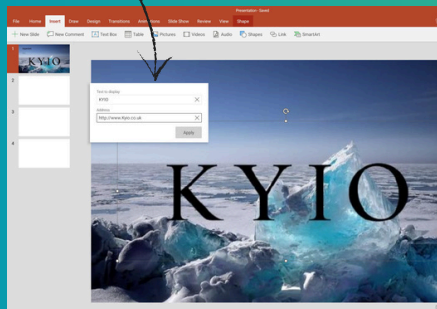
SELECT AND CLICK YOUR TEXT/ OBJECT
01.

You can use the right click on the mouse as a short cut and select 'Link' or you can select the 'Insert tab'



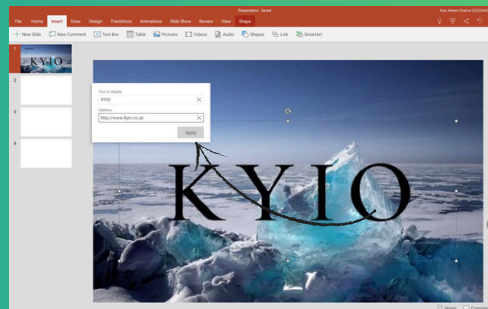
RIGHT CLICK /INSERT
02.

BEFORE TIM BERNERS-LEE, THE IDEA BEHIND HYPERLINKS HAD ALREADY BEEN INTRODUCED BY TED NELSON, WHO COINED THE TERMS HYPERTEXT AND HYPERMEDIA TO DESCRIBE LINKED TEXT WITHIN COMPUTER SYSTEMS IN 1965.



Enter Web address in text box shown

ENTER WEBSITE/LINK



03. Once you have entered the correct address press 'Apply'



*Well done!
You've successfully
complete your first
hyperlink*

HYPERLINK

HOW TO SEND A FILE VIA ONE DRIVE



OneDrive

**STEP 1. OPEN ONE DRIVE VIA
ONLINE BROWSER OR APP**

↓
**SIGN INTO MICROSOFT OR
CREATE A MICROSOFT
ACCOUNT.**

STEP 2. FIND YOUR FILE

↓
**BROWSE FOLDERS OR USE
THE SEARCH BAR TO LOCATE
FILE TO SHARE**

**STEP 3. SELECT & CLICK
'SHARE'**

↓
**SELECT THE FILE THEN CLICK
THE SHARE BUTTON AT THE
TOP**

**STEP 4. CHOOSE YOUR
ACCESS & PERMISSION**

↓
**PICK WHO HAS ACCESS -
I.E EVERYONE WHO HAS
THE. LINK VS SELECT
PEOPLE**

↓
**SET PERMISSON. - I.E
VIEW ONLY VS EDIT**

STEP 5. SHARE THE FILE

↓
**ENTER EMAIL ADDRESS AND
SEND OR COPY THE LINK
AND SHARE**

MICROSOFT ONEDRIVE IS
LIKE AN ONLINE HARD DRIVE
THAT LETS PEOPLE SAVE AND
SHARE FILES WITH OTHERS. IT
WORKS WITH MICROSOFT 365
APPS BUT CAN ALSO BE USED
WITH A FREE MICROSOFT
ACCOUNT, AND IT KEEPS
FILES AVAILABLE ON
DIFFERENT DEVICES SO
USERS CAN ACCESS AND EDIT
THEM EASILY.

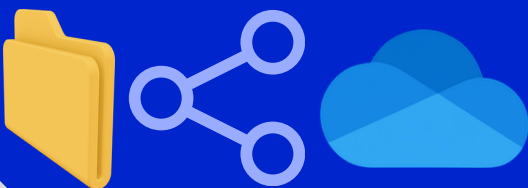
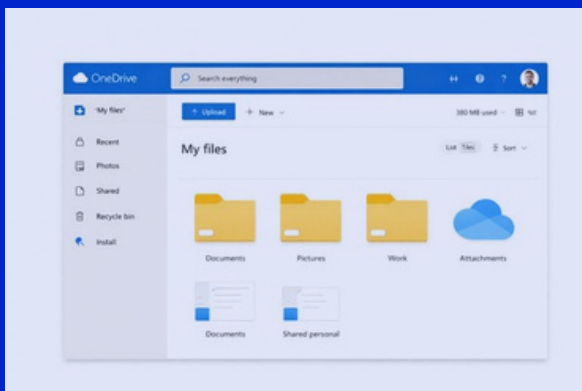
HOW TO SEND A FILE WITH OneDrive

A STEP BY STEP GUIDE



ONE DRIVE

Microsoft OneDrive is like an online hard drive that lets people save and share files with others. It works with Microsoft 365 apps but can also be used with a free Microsoft account, and it keeps files available on different devices so users can access and edit them easily.



HOW TO!

1

OPEN ONEDRIVE VIA ONLINE
BROWSER OR APP
SIGN INTO MICROSOFT OR CREATE A
MICROSOFT ACCOUNT
FIND YOUR FILE

2

BROWSE FOLDERS OR USE THE
SEARCH BAR TO LOCATE FILE TO
SHARE

3

SELECT & CLICK 'SHARE'
SELECT THE FILE THEN CLICK THE
SHARE BUTTON

4

CHOOSE YOUR ACCESS & PERMISSION
PICK WHO HAS ACCESS - I.E EVERYONE
WHO HAS THE LINK VS SELECT PEOPLE
SET PERMISSION - I.E VIEW ONLY VS
EDIT

5

SHARE THE FILE

ENTER EMAIL ADDRESS
AND SEND OR COPY THE
LINK AND SHARE!

TRY NOW WITH OneDrive!

HOW TO ADD A HYPERLINK TO YOUR POWER POINT PRESENTATION



WHAT IS A HYPERLINK



Simply put a hyperlink is a link you can click that leads to a website, file or another slide



Hyperlinks are very useful at giving you easy access to related information, websites, files or slides without the need to search manually for them.

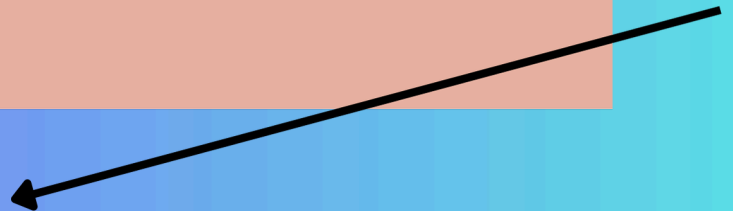


1. SELECT YOUR TEXT OR OBJECT



2. Open the hyperlink tool - This can be done by right clicking the object ➡ Then Click "Link" Alternatively go to insert link

3. Enter the link in the address box - i.e. <https://www.nike.com>
You can also add Document files, links to other slide and email addresses



4. APPLY THE LINK BY CLICKING "OK"

Hyperlink created



