

Prifysgol Cymru
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University of Wales
Trinity Saint David

Digital Skills - LCLM4002

Task 2 information poster

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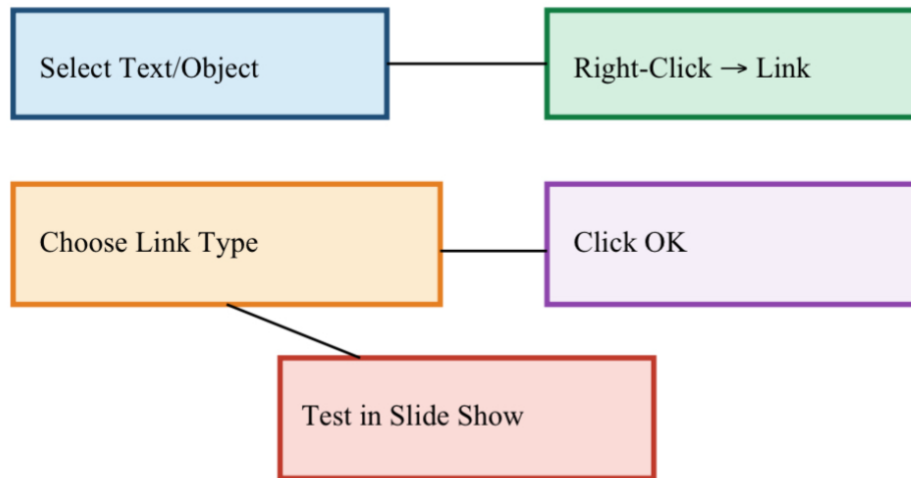
How to Insert Hyperlinks in

PowerPoint

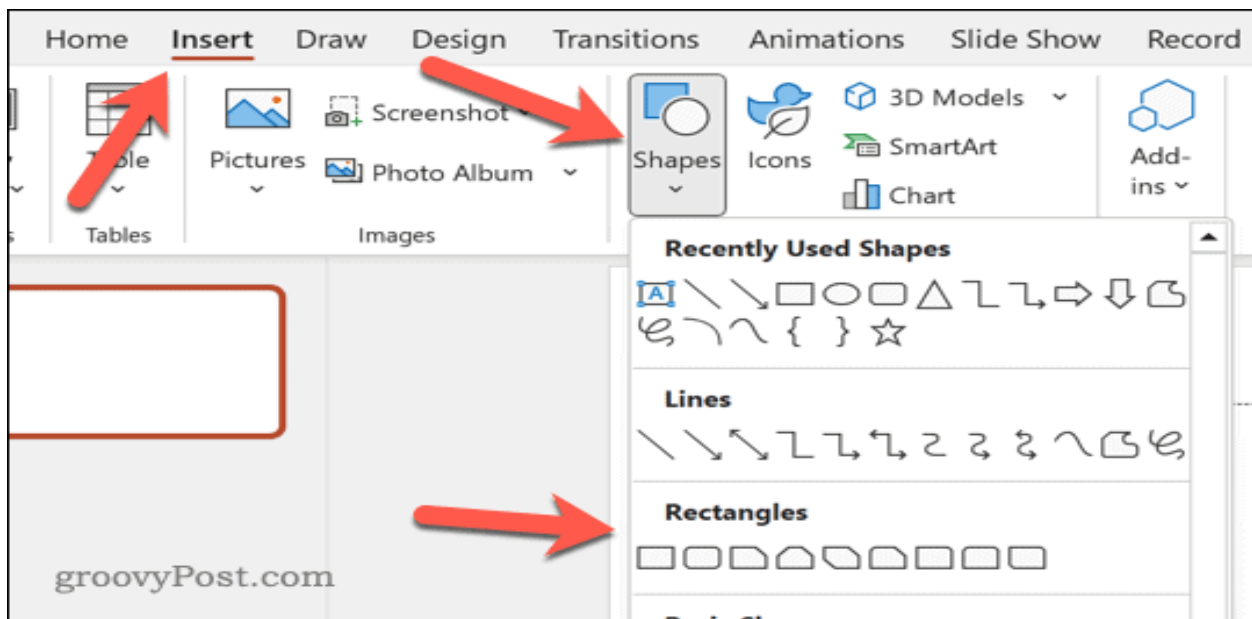
A quick workplace guide

1. Highlight the text or object you want to hyperlink.
2. Right-click and select Link (or use Insert → Link).
3. Choose the hyperlink type:
 - Website URL
 - Another slide
 - Email address
 - File
4. Click OK to apply.

5. Test in Slide Show mode (F5).



Tip: You can turn shapes into buttons by inserting hyperlinks onto them



Images are a great visual method for conveying information. If you're creating a PowerPoint presentation, images allow you to show or emphasize a point you're making without relying on text.

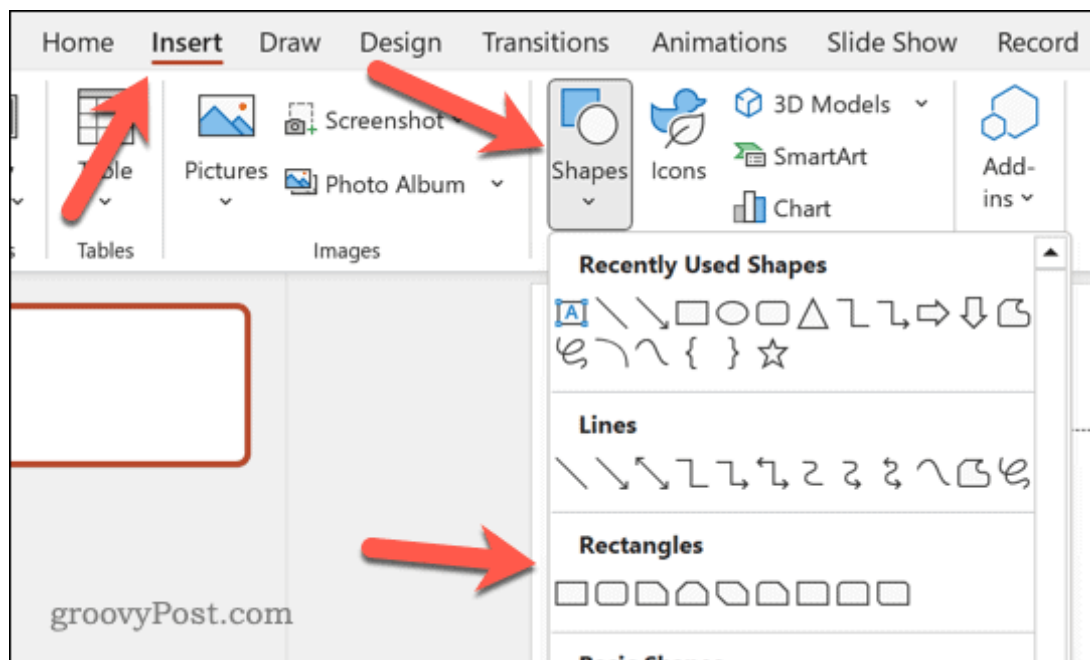
If you want to take things further, you could insert an image into a shape in PowerPoint. Adding images to shapes can help you to insert images that match your design or theme, for instance

How to Insert an Image into a Shape in PowerPoint

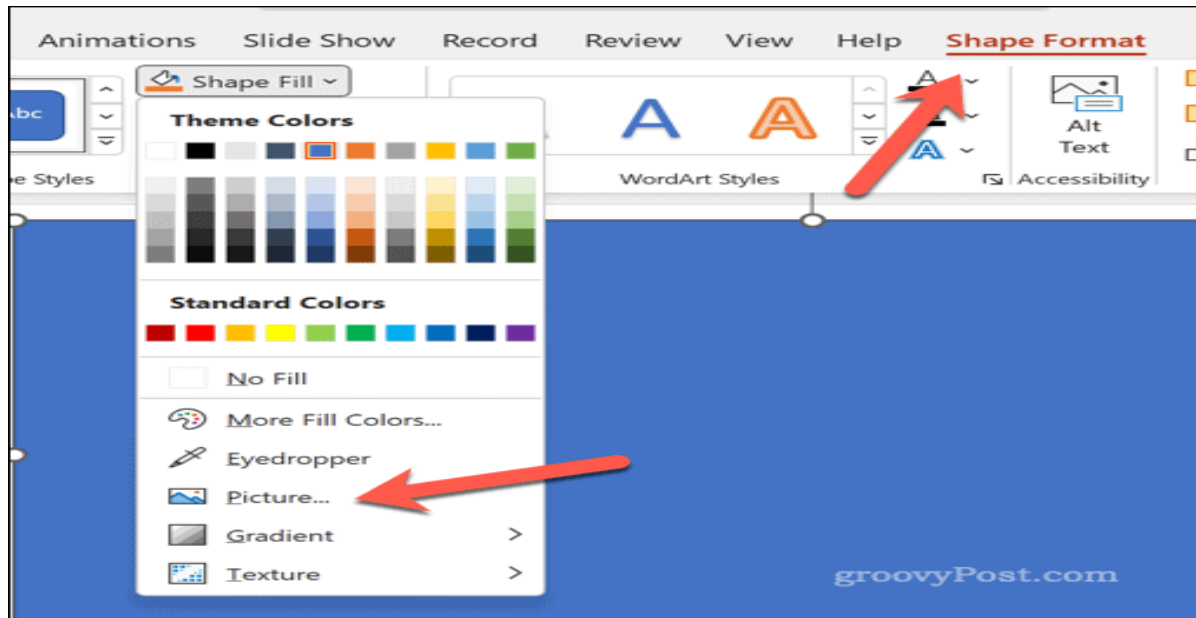
Inserting an image into a shape can be useful for creating a visual element that stands out in your presentation. It could be an arrow, a heart, or a cross, but each of these shapes offers a purpose or emotion that can help your images pack a punch.

If you're unsure how to insert an image into a shape in PowerPoint, follow these steps:

1. Open your PowerPoint presentation.
2. Click the Insert tab in the ribbon.
3. Click Shapes.
4. Select the desired shape and draw it on the slide.



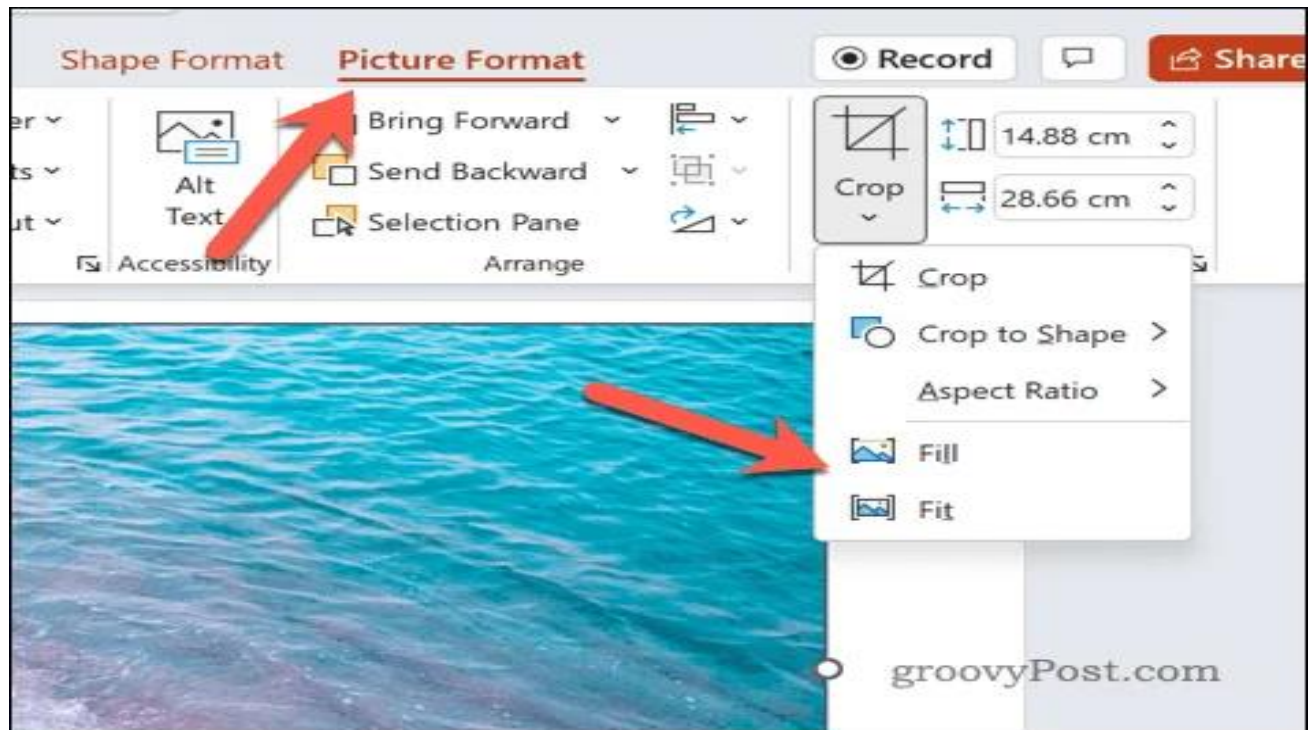
5. Next, select the shape you drew and then select the Shape Format tab on the ribbon bar.
6. Click Shape Fill.
7. From the Shape Fill drop-down menu, select Picture.



8. On the Insert Pictures dialog, select one of the options to locate and insert your image. You can choose from your PC, online images, or an image from PowerPoint's stock image library.
9. Once you've selected your image, click Insert.



10. The image will fill the shape. To adjust how this is done, click the image inside the shape and click the Picture Format tab on the ribbon bar.
11. Click the arrow on the Crop button and select Fill (to stretch the entire image to fill the shape) or Fit (to use the existing image size to fill the shape).



How to Crop Images as Shapes in PowerPoint

You can also crop images as shapes in PowerPoint. By doing this, your image will be cropped to match that image shape