

How to Insert Hyperlinks into a PowerPoint Presentation

Student Name: Cornelia Sterea

Student Id: 2024165241

Date:28/12/2024

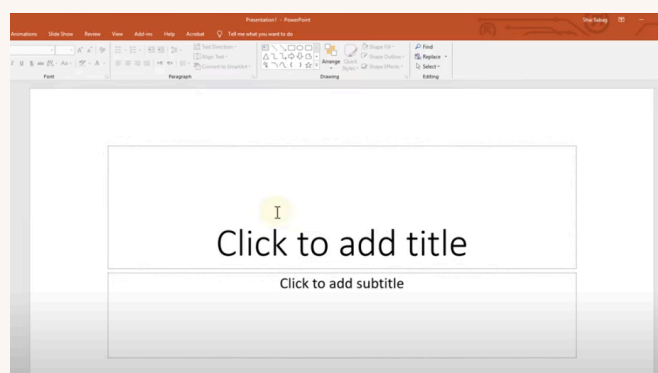


Introduction

- One of the notable digital skill is inserting hyperlinks into a PowerPoint presentation.
- The Hyperlink allows one to link to external websites, other slides, or email addresses, enhancing interactivity and accessibility.
- This guide will provide the necessary steps to effectively insert and customize hyperlinks, in order to make presentations more engaging and functional.

Select the Text or Object

- Create empty presentation by opening a new PowerPoint presentation and go to the slide where you want to insert the hyperlink.
- Add a text and select the text or object (such as an image, button, or shape) that will serve as the clickable link.



Insert Hyperlink

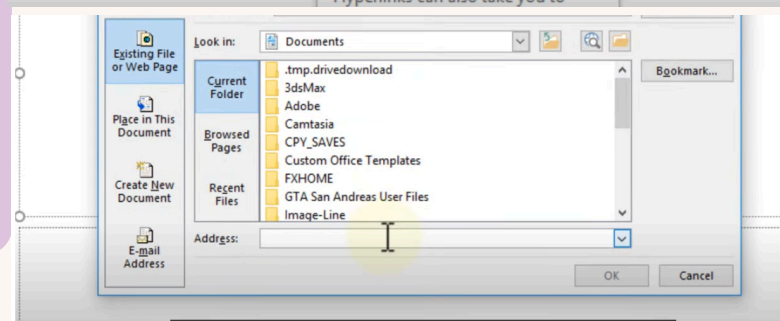
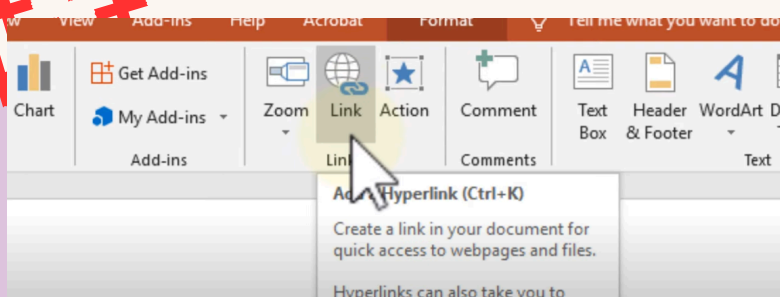
- Right-click the selected text/object.
- Choose Link or Hyperlink (depending on your version of PowerPoint).

Choose the Link Type

Using the dialog box that appears, you can link to several things such as:

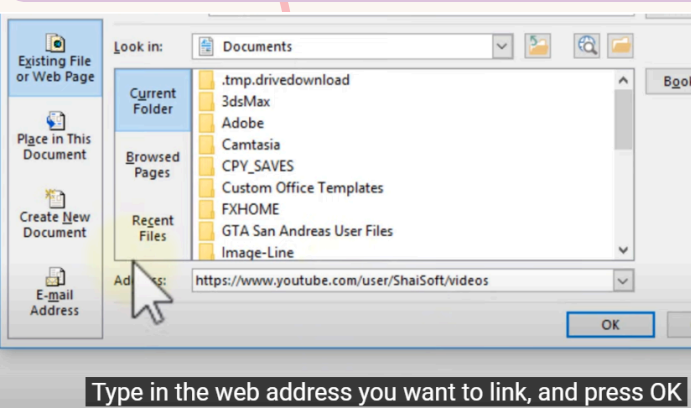
Web Address (URL):

- 1.Enter the URL of the website you want to link to.
- 2.Slide burton Click Place in This Document to link to another slide within the same presentation.
- 3.Email Address: provide an E-mail Address and input the recipient's email address.



Apply the Hyperlink

Once you enter the link, click OK to apply it



Test the Link

- Once link is applied, you must ensure the hyperlink is working
- Go to Slide Show mode and click the link to see if it takes you to the intended destination
- If yes then you link is successfully created

Reference

GUSEN, J.N. and GUSEN, M.N., 2020. Computer skills: Prospects and challenges. American Journal of Humanities and Social Sciences Research, 4(6), pp.135-144.

Dano-Hinosolango, M.A., 2015. Sharpening Skills in Using Presentation Tools: Students' Experiences. arXiv preprint arXiv:1504.02790.

Conclusion

- Inserting hyperlinks into a PowerPoint presentation makes it more interactive and can guide the reader to additional resources or specific slides.
- Cultivating this digital skill improves the effectiveness of one's presentations and provides seamless navigation.

