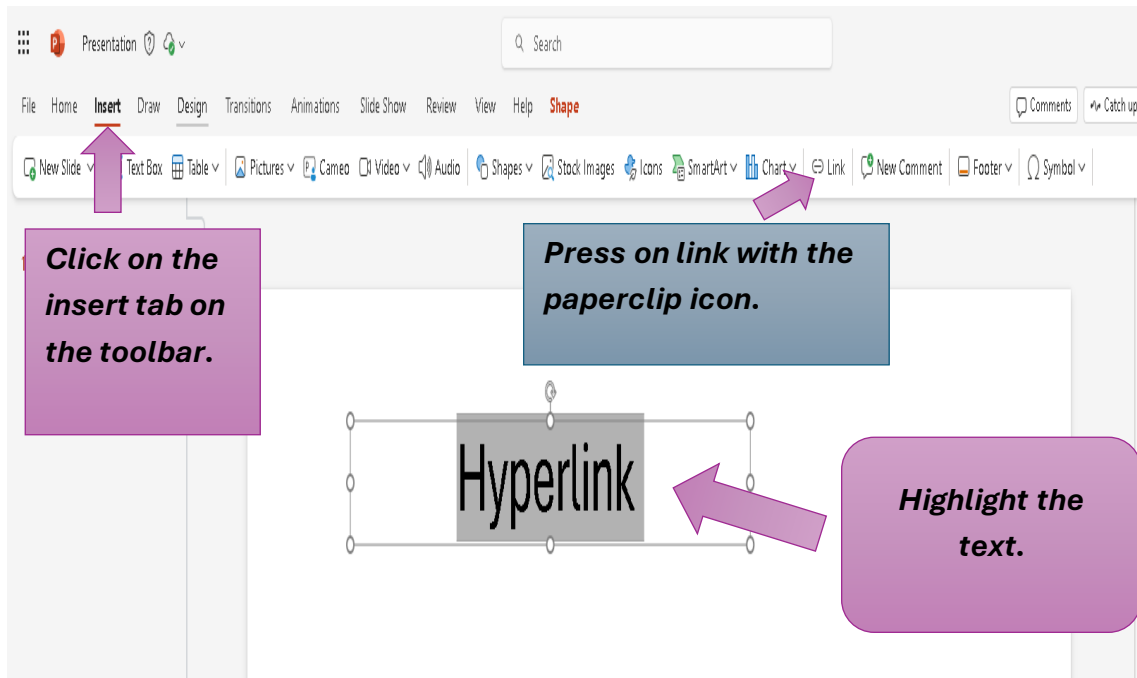




Step 1: Select the text or object
Begin by opening your document and highlighting the text or selecting the object such as an image that you want to turn into a hyperlink. For example, you might highlight the words *click here to visit our website*

Step 2: Open Hyperlink Menu
Once the text or object is selected, right click on it and choose the option called *Link* or *Hyperlink* from the menu that appears.

Alternatively, you can go to the top of the toolbar and click on insert tab, then select the hyperlink or link with a paperclip icon and this will open a dialog box where you can enter your link details.

Step 3: Enter the web Address/URL
In the dialog box, you will see a field labeled *Address or Link to*, Type or paste the full web address URL that you want to link to. For example <https://www.youtube.com>

Step 4: Add a screentip Optional
some programs let you add a screentip a small pop up message that appears when someone hovers over the link. To add one click the screentip button and type a short message such as *visit home page* or *visit website*.

Step 5: Apply and Test the link

Click ok to finish. The selected text or image will now appear as a hyperlink usually underlined and in blue. To test it, hold down the Ctrl key on the keyboard in ms word and click the link, it should open the webpage or file that you applied to the text or object.

Inserting a hyperlink is a simple yet powerful method to make your documents or presentations more interactive and informative. Whether you are creating a report, business presentation or a website. Hyperlinks help the readers access additional information quickly and efficiently.

this is my step by step guide on how to insert a hyper link into power point.