

How To insert hyperlinks in a PowerPoint

STEP BY STEP

SELECT THE TEXT

Step 1:

Click on text, image, or shape want to turn into a Hyperlink



OPEN THE HYPERLINK MENU:

Step 2: On power Point

- Right-click the selected item and choose Hyperlink OR
- Go to the Insert tab on the Ribbon and click "Link" (looks like a chain icon).

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CHOOSE THE TYPE ON LINK

Step 3:

depending on what you want to link to:
Existing File or Web Page: Paste a URL
(e.g.,

<https://moodle.uwtsd.ac.uk/course/view.php?id=11227>

ENTER YOUR LINK

Step 4 :

- For a website: Paste the URL into the "Address" field

Click OK

- The text or object now acts as a hyperlink.

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