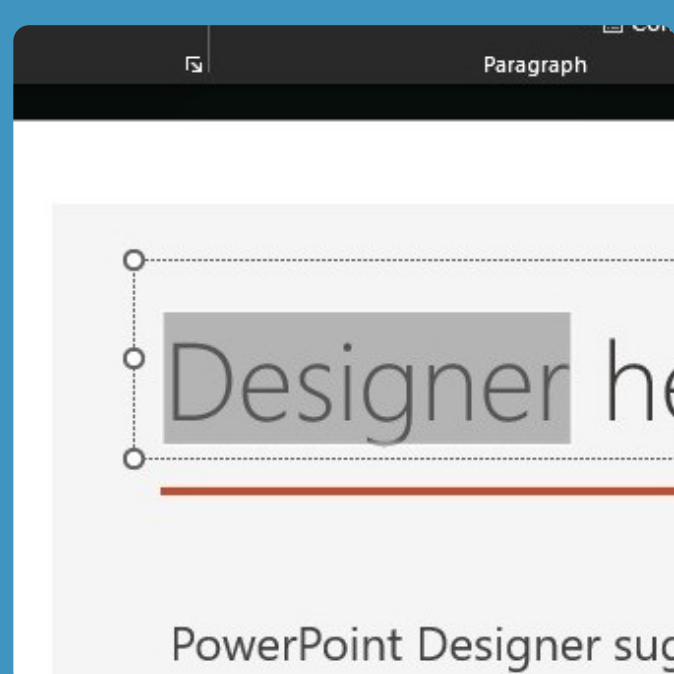


HOW TO ADD HYPERLINKS

TO A POWERPOINT

by: Vladut - Raul Niculae
(2519472)

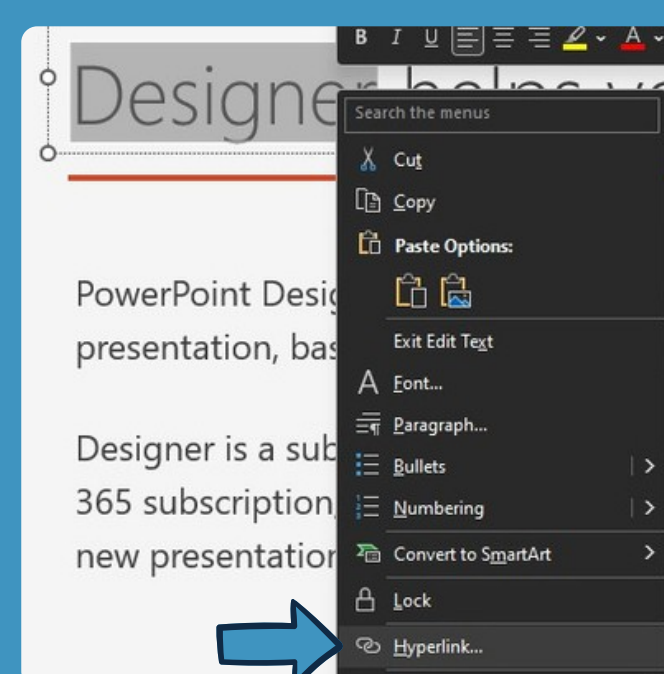
STEP 1



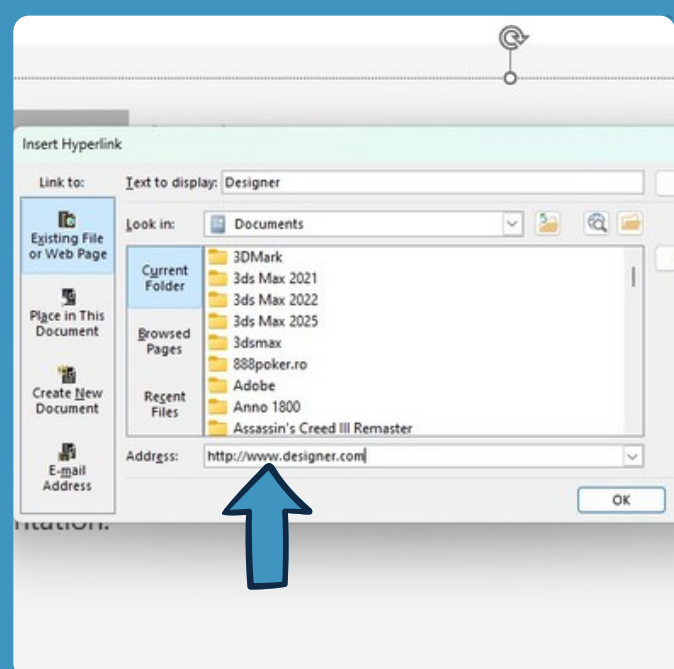
Select the word you want to add a hyperlink to. It doesn't have to be a word, it can be a text, a shape, a picture or an object you want to turn into a hyperlink.

STEP 2

Right-click on the word and where it says "Hyperlink..." and left-click on it.



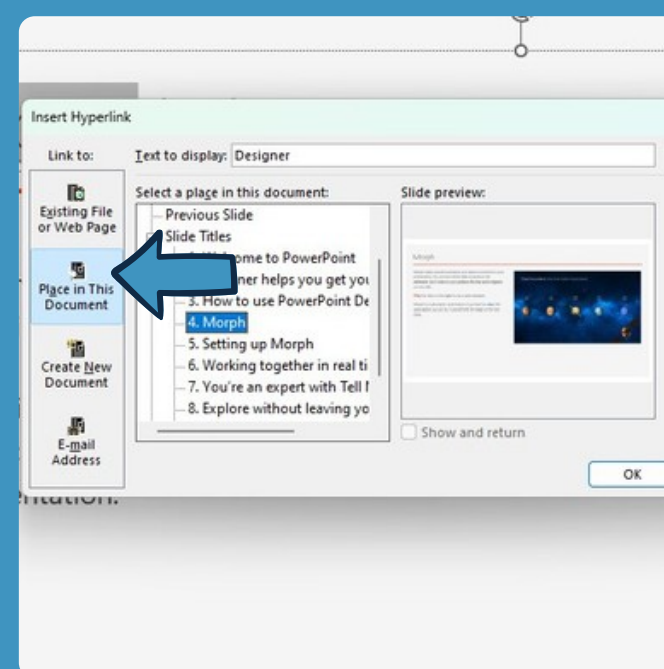
STEP 3



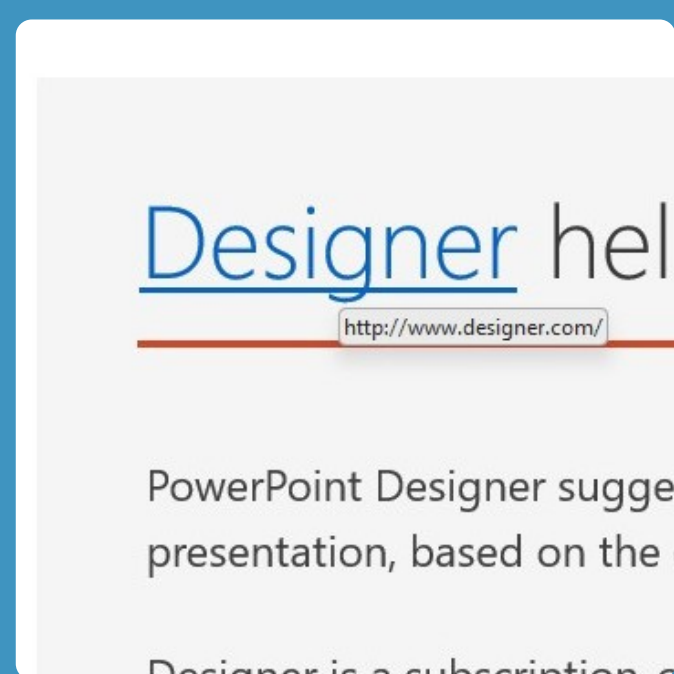
Insert the address you want your hyperlink to go and left-click "OK". The "http://www" will insert itself automatically so you don't have to type it yourself.

STEP 4

Alternatively can you can hyper set to go to a page within your PowerPoint document by selecting "Place in This Document", selecting the page and then left-click "OK".



STEP 5



Your word/shape/re/picture/ould be objects should be highlighted in blue with an underline and Press F5 to go into presentation mode and left-click on your word to test your hyperlink.

BONUS STEP

If you want to or Remove the hyperlink you can do so by Right-clicking and selecting the option "Edit Link" will send you back to the hyperlink menu. "Remove link" will remove it entirely.

