

A Guide to inserting hyperlinks in Microsoft Powerpoint

Why do we use links?

Links are a useful tool to transform our presentations in Microsoft PowerPoint from passive to interactive. They add interactive elements, making your presentation more engaging. They also allow users to present deeper information, share resources and jump to connect to specific slides or sections within your presentation. Use links to connect to external resources like websites or videos.



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Here are 9 useful steps:

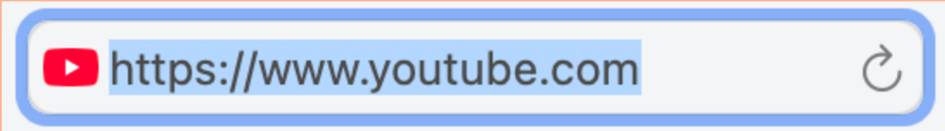
Step 1

Open the PowerPoint app



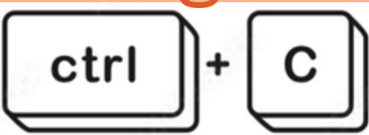
Step 2

Choose the link you would like to insert, this would typically be a website URL

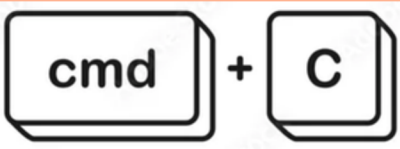


Step 3

Copy the link by pressing Ctrl+C

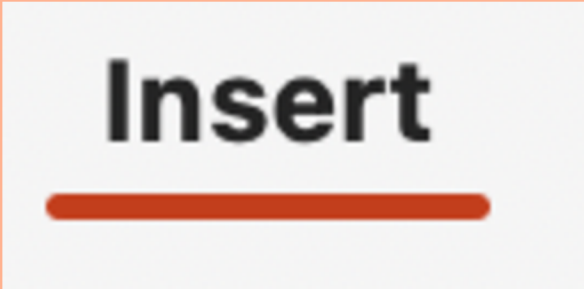


Command+C on Mac



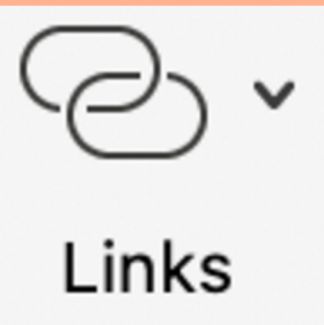
Step 4

Navigate to the 'insert' bar



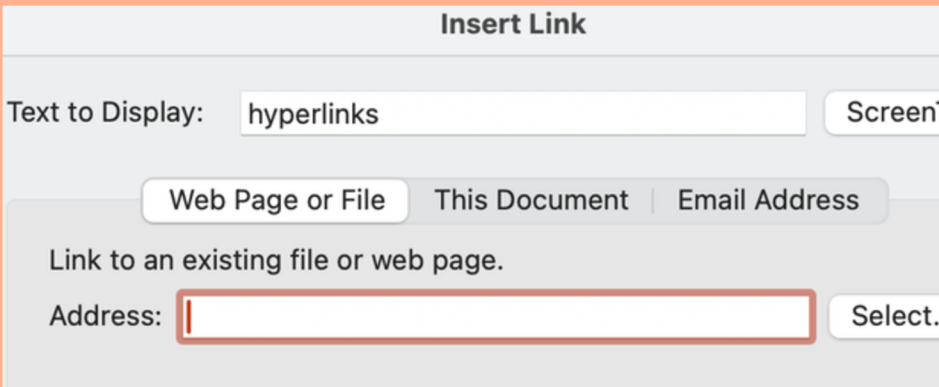
Step 5

Find where it says link and click on it



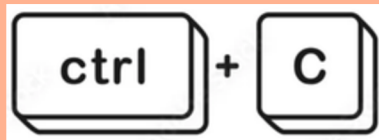
Step 6

Paste the link you have previously copied into where it says 'address'

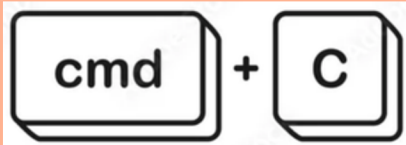


Step 7

Press Ctrl+V



Command+V on Mac to paste the link



Step 8

Decide what you want to call your link and write it where it says 'Text to Display'



Step 9

Press 'OK' and your link will appear in PowerPoint under the name you have chosen to display it with



Here is what a sussessful example should look like under the name you have chosen:



Utilise these 9 tips when inserting hyperlinks in Microsoft Powerpoint to enhance your slides.