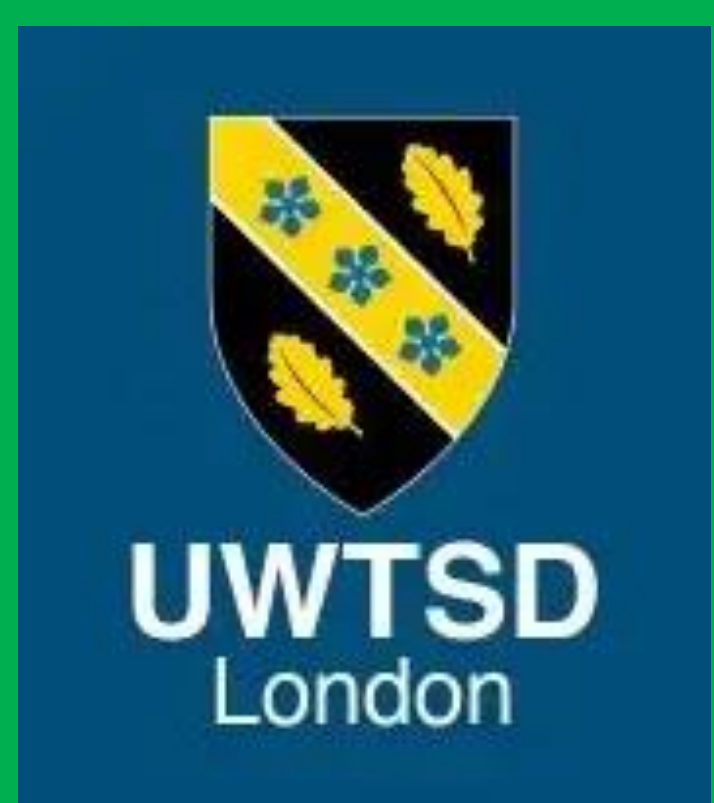




How to Insert a Hyperlinks in a PowerPoint .

Looking to add a PowerPoint hyperlink?
Just follow the steps below...



STEP 01

Open the PowerPoint slide where you want to insert the **HYPERLINK**.



STEP 02

Select the text image or object in your slide that you will turn into a **HYPERLINK**.



STEP 03

In the menu bar, go to the **INSERT** tab, in the **LINKS** section, click the **LINK** option.

STEP 04

In the **INSERT HYPERLINK** dialog box, choose the type of link:

- **Existing File or Web Page:** Enter the URL or select a file.
- **Place in This Doc:** Link to specific slide in the presentation.
- **Create New Document:** Link to a new PowerPoint file.
- **E-mail Address:** Enter an email address.

Click **OK** and the text or object is now hyperlinked!

TIPS!!
Change the **HYPERLINK** color
Select the hyperlink.
Home tab > **Font**
> **Font Color** : select the color .

... still having any questions?

Scan the QR Code or call us.

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