

How to insert hyperlinks into a PowerPoint presentation

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MODULE CODE: LCLM4002-LON

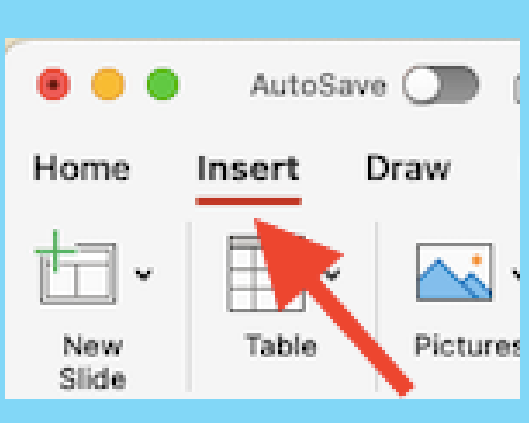
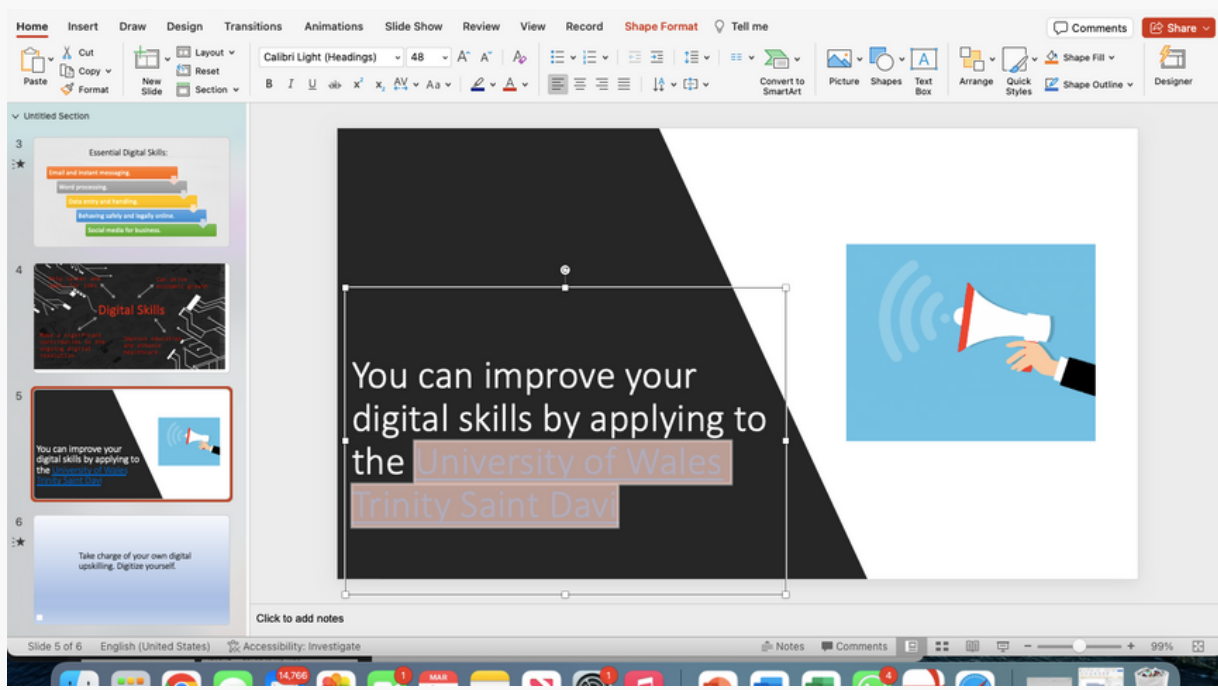
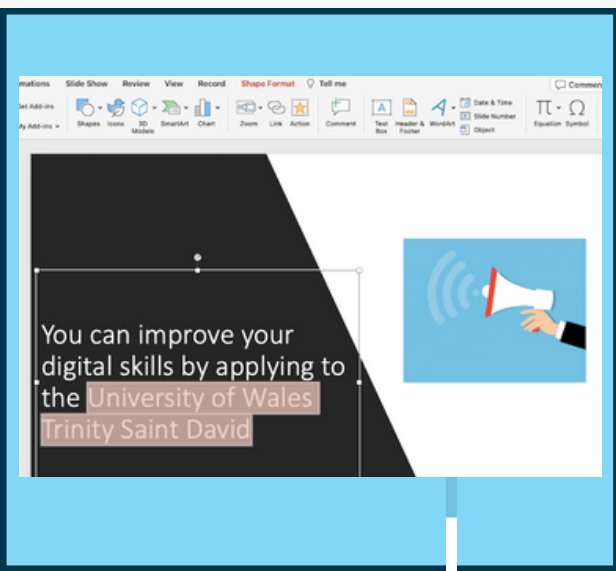
Hyperlinks are like digital doors inviting to explore more online content. They are often underlined or highlighted in a different colour, and when click on them, they take the users to related information. Just like entering a room through a door, clicking on a hyperlink giving an opportunity to explore further without needing someone to guide. Learn how to add hyperlinks to send people to websites, documents, or other slides. Hyperlinks are making presentations more interactive and engaging. TRY it and watch the presentations come to live.



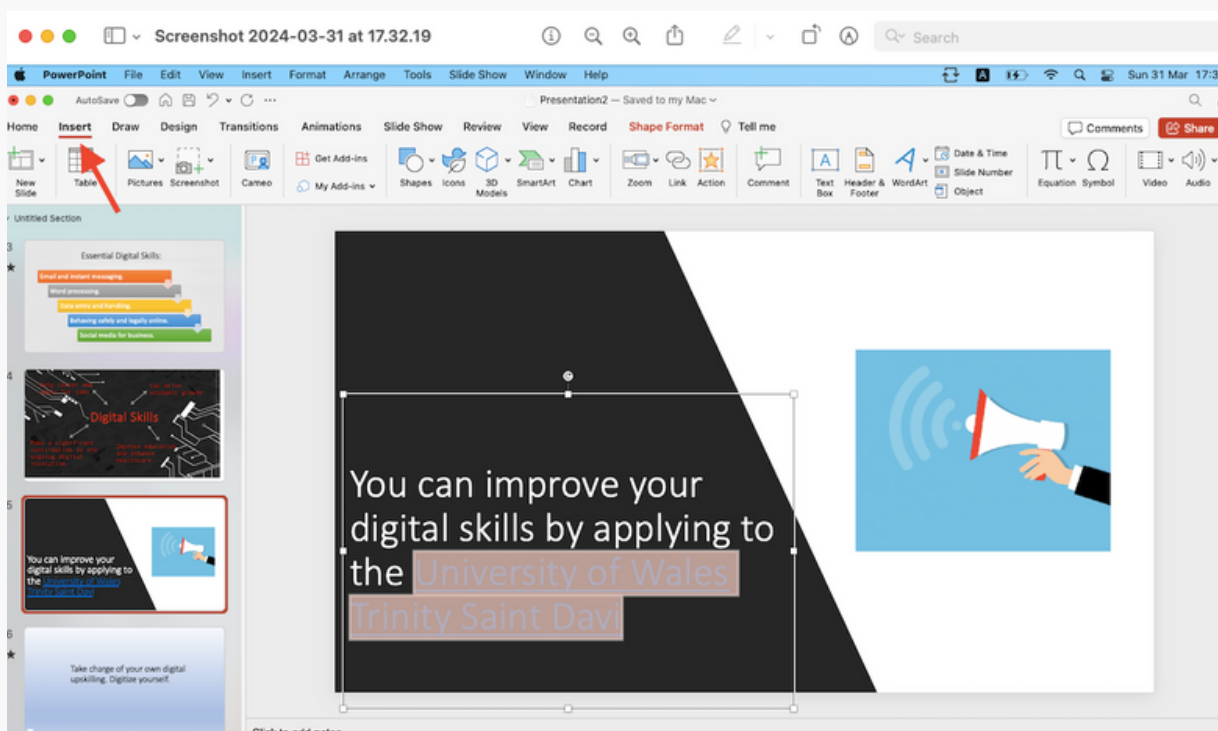
Open the PowerPoint presentation: Start PowerPoint and open the presentation where the hyperlink should be inserted.



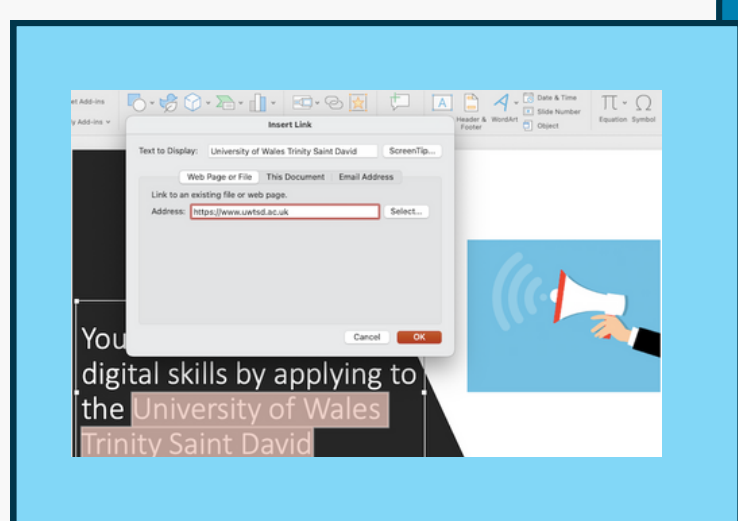
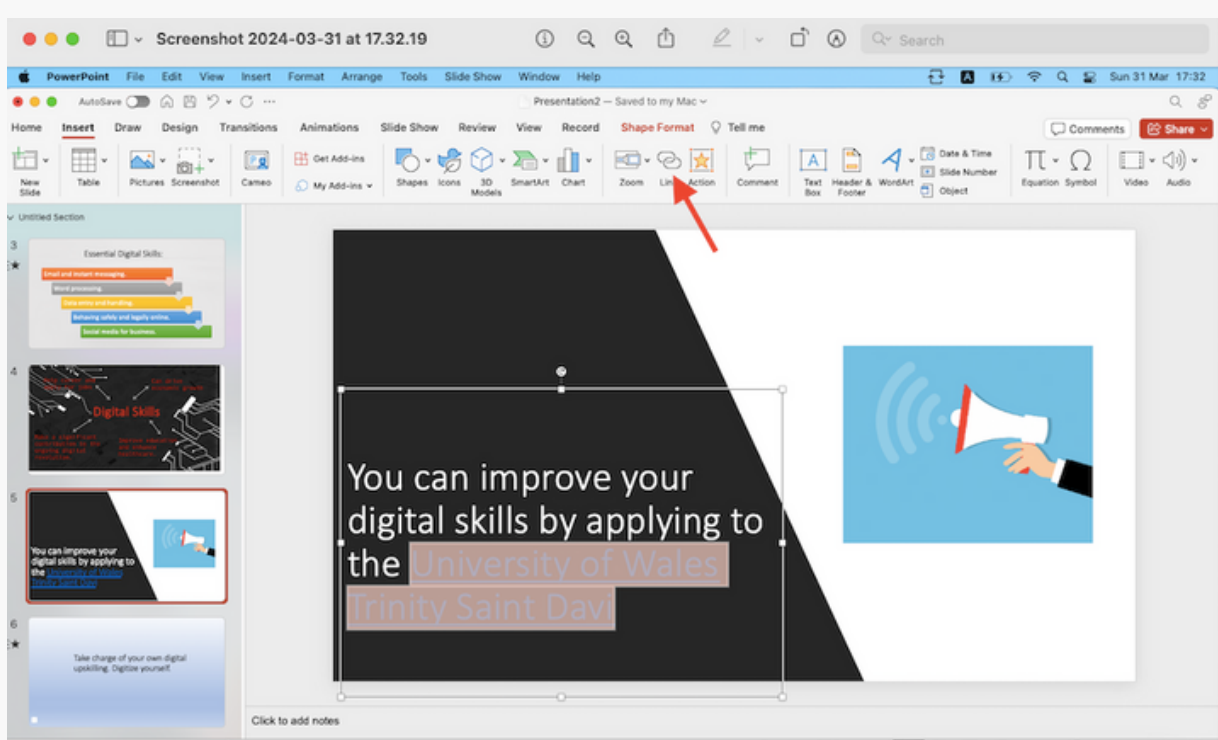
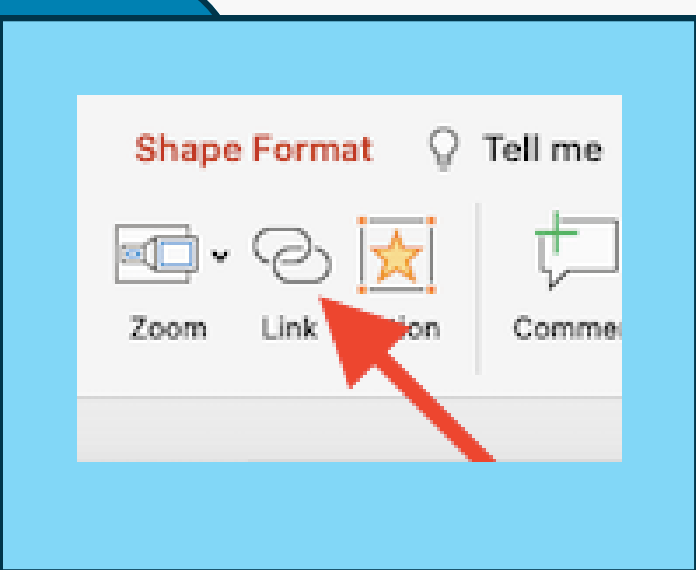
Select Text or Object: Highlight the text or click on object (like a shape or image) that needs to be turned into a hyperlink.



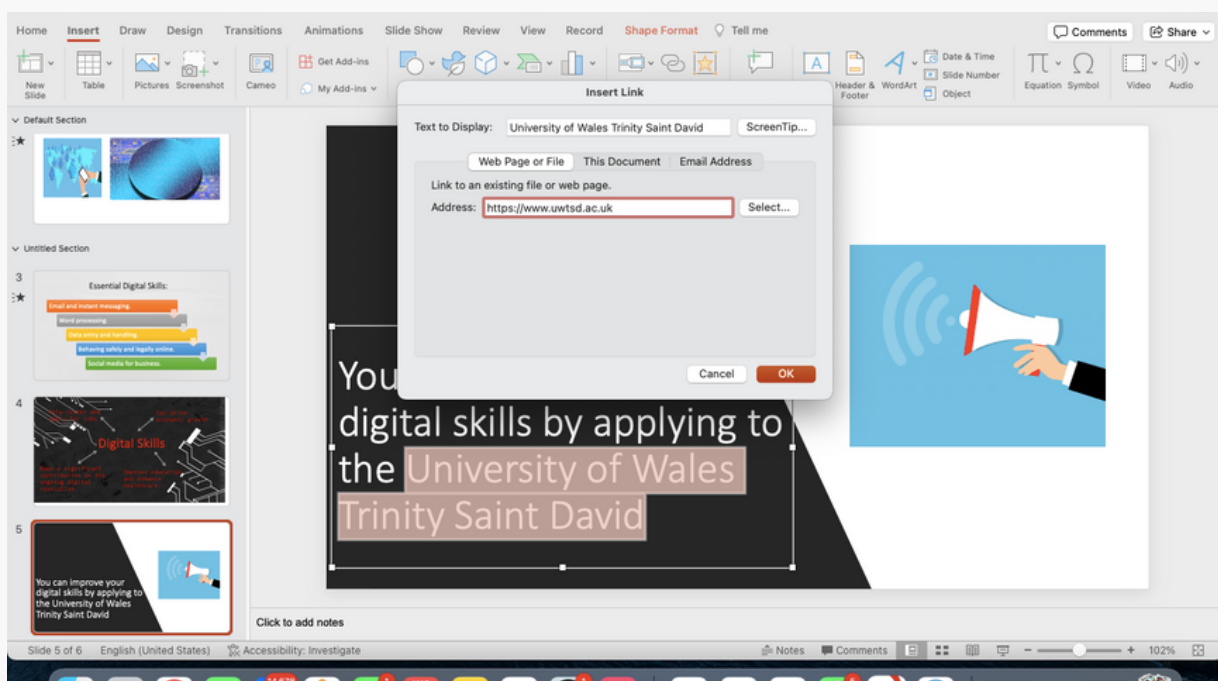
Insert Link: Go to the top menu and click on the **Insert** tab. Look for the **Links** group.



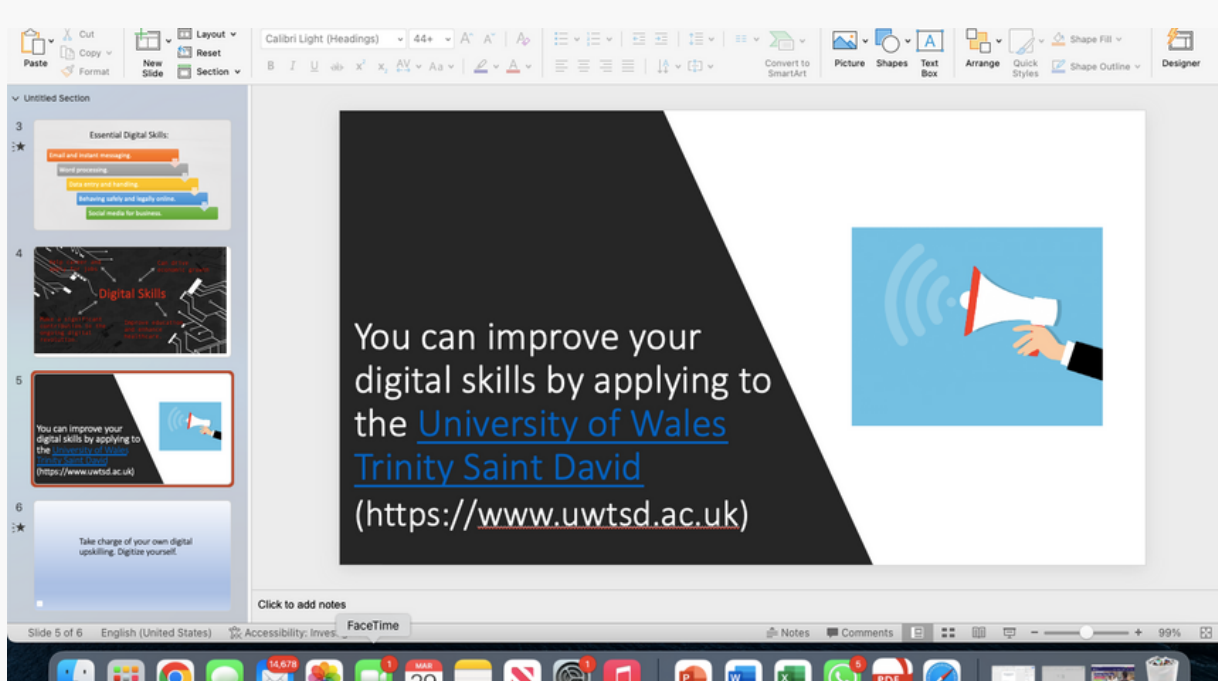
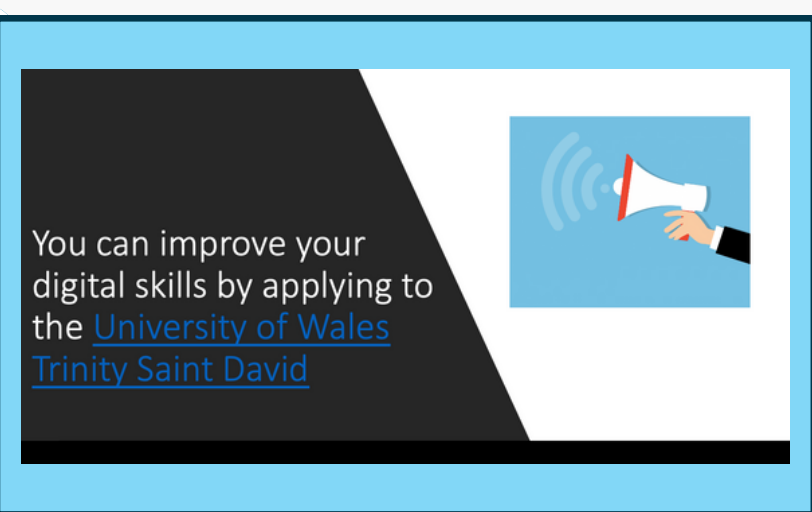
Choose Hyperlink Option: Click on the dropdown arrow next to **Hyperlink** in the Links group.



Enter Web Address: A dialog box will pop up. In the address field type or paste the URL that needet to be linked to. When done, click **OK**.



Confirm and insert: The hyperlink is now underlined and possibly a different color. It means an indicator of a hyperlink.



Referencing

<https://community.articulate.com/articles/why-and-how-to-use-hyperlinks-in-powerpoint> 04.04.2024

In-text citation was not included due to a poster format.