

TASK 2 – INFORMATIVE POSTER

How to Insert Hyperlinks in a PowerPoint Presentation

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INTRODUCTION

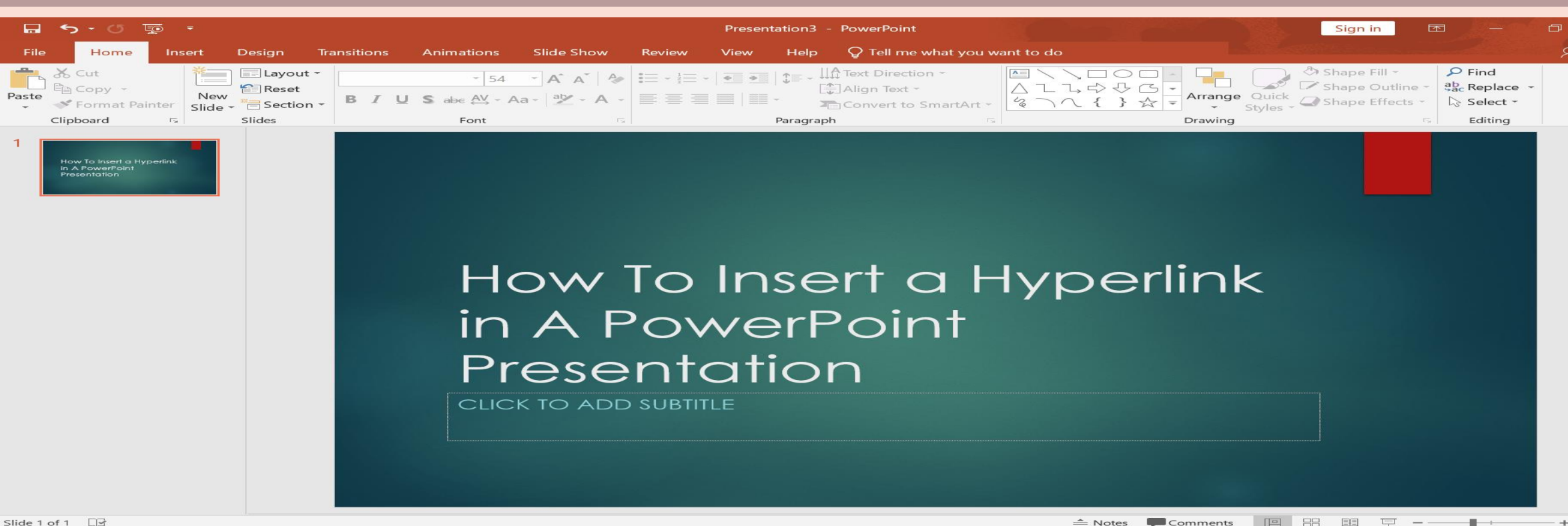
Hyperlinks enable you to point out to other material in your presentation. They offer links to websites, other documents, email addresses, or slides in the presentation itself. This generates a more engaging and lively experience for your audience. During a presentation using PowerPoint, rather than downloading or turning pages manually, a speaker may follow a link that takes them right to a new slide, a web page, or a reference document.

At work, hyperlinks allow jumping through the long presentation, connection with multimedia files (such as videos), or non-sequential presentation creation, such as training devices or interactive test (Stacy and Thiel, 2017). It is also applicable in peer-to-peer environment, where it is quite common to see presentation is held online and users check linked materials whenever they want.



Step 1: Launch PowerPoint Presentation.

- ✓ Launch Microsoft PowerPoint and open the file in which you need to add hyperlink.
- ✓ You may open an already made presentation or make one.



Step 2: Choosing Text or Object

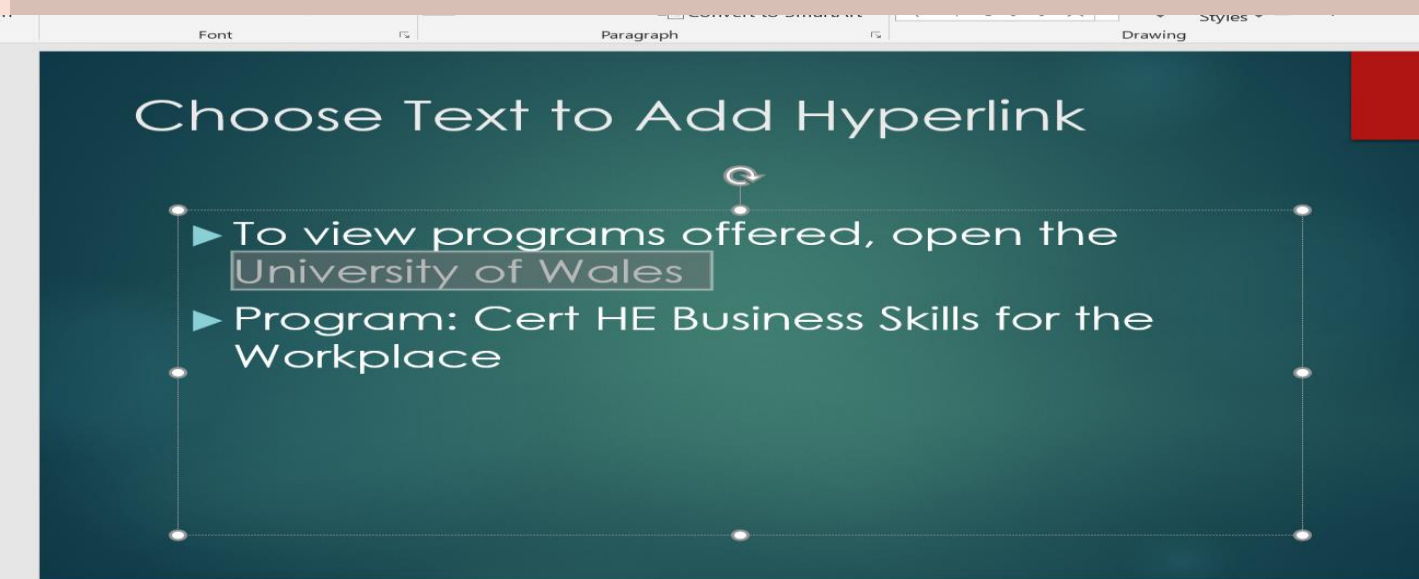
Hyperlinks can be used for either texts or objects such as images, shapes and icons (Microsoft, 2024).

Make your decision on what you want to convert to a hyperlink.

Right click on the item that you need to add a hyperlink to select it

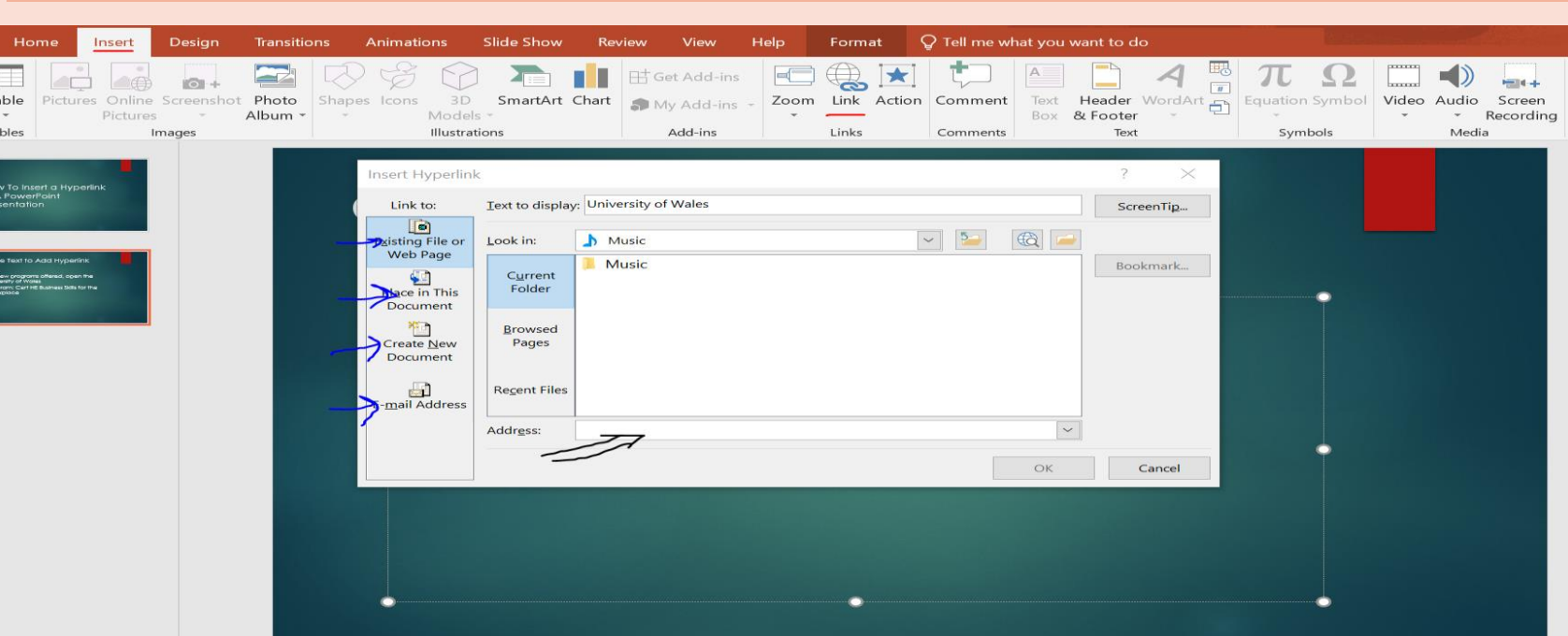
For example;

- A banner of words (such as Visit our website)
- An image
- Any figure (e.g. a rectangle or an arrow)
- A symbol or a button



Step 3- Navigate to Insert Tab

- ✓ The third step after selecting the item in step 2 is to insert Link.
- ✓ The Link is found in the **Insert** Tab
- ✓ Click on the **Insert** tab of the menu ribbon at the top.
- ✓ Select **Link** (Note that some PowerPoint versions may have a Hyperlink).
- ✓ Also, you can access the **Link** button by right-clicking the item and selecting **Link** the item in the pop-up menu.



Step 4: Choose the Link Type

- ✓ A click on the Link button opens an Insert Hyperlink dialog box. There are various options for hyperlinking.

1. Existing File or Web Page

- ✓ This can be used to connect to a website or a separate file such as PDF document or a word document.
- ✓ For a web address the URL is entered.

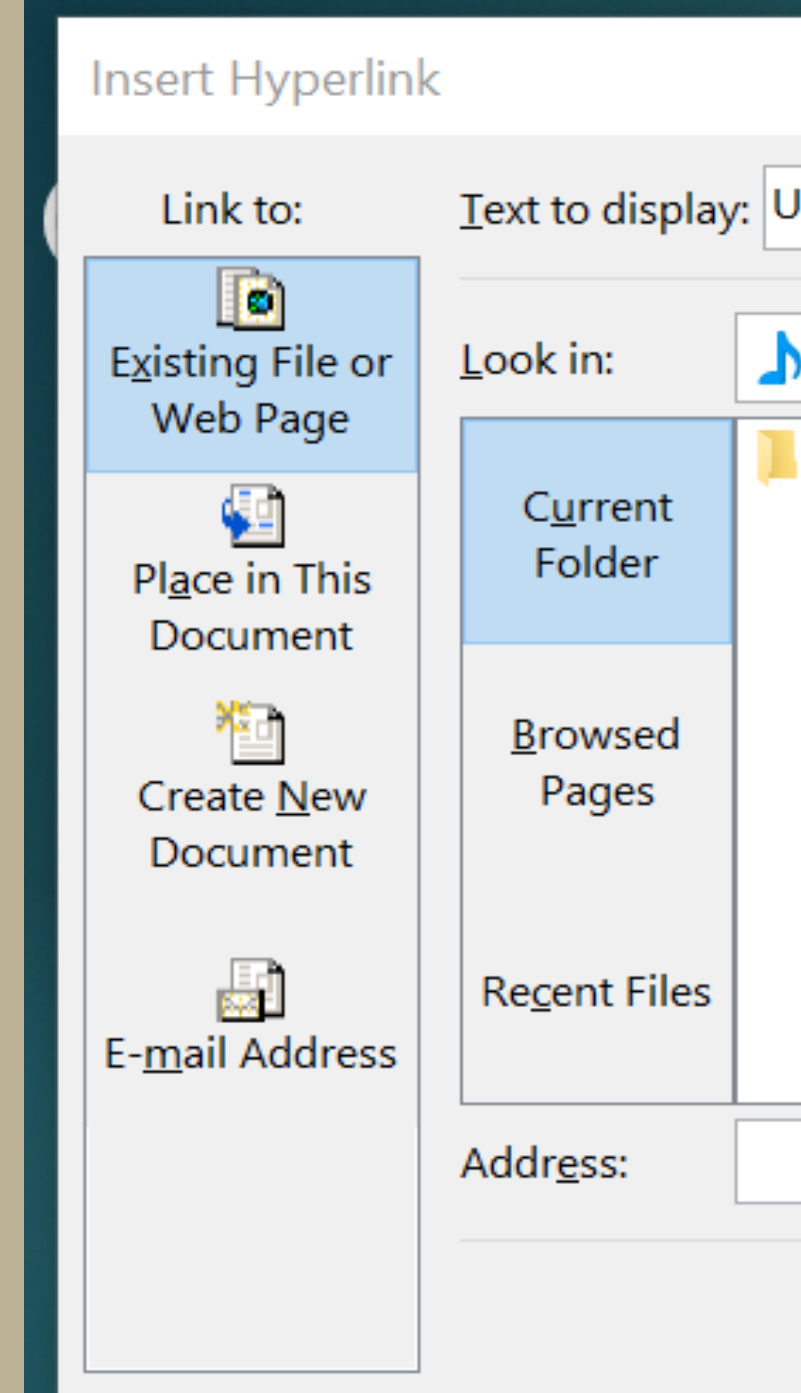
2. Place in This Document

- ✓ Suitable to the construction of interactive navigation within the same presentation.
- ✓ Choose a particular slide which you wish the hyperlink to go to.

3. Email Address

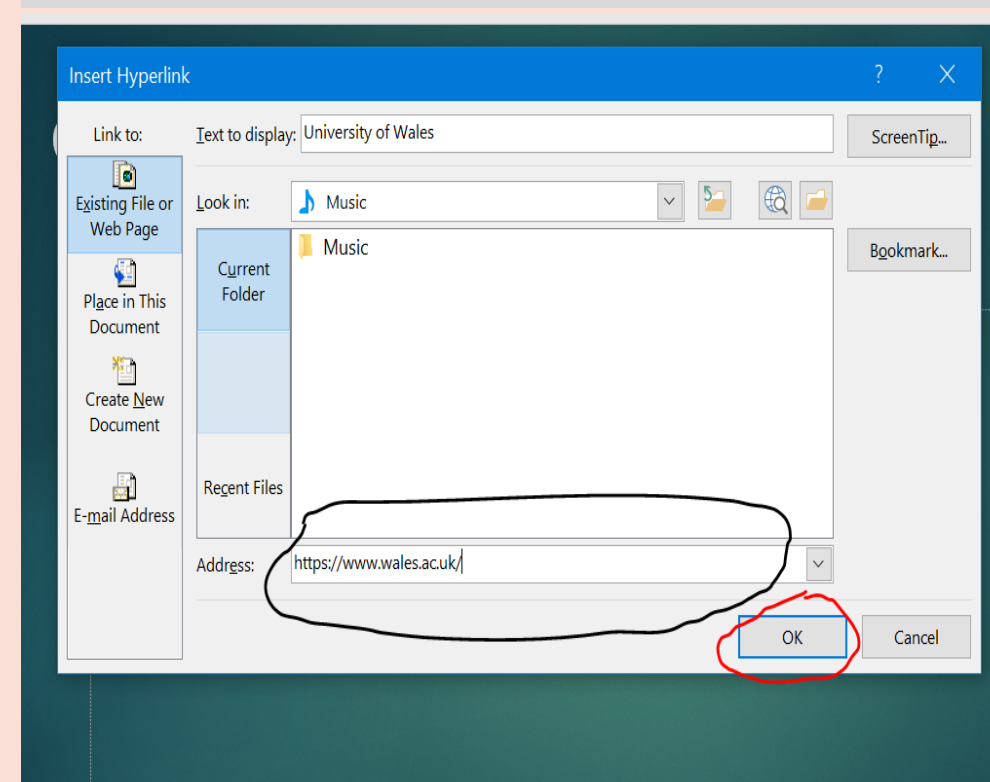
- ✓ Creates a new email in default mail program where recipient address is filled.

Write the email (e.g. info@company.com) and the subject.



Step 5: Provide Link Information

- ✓ After you have selected what kind of link you would like:
- ✓ To be filled in the **Address** field: type the URL or choose the file/slide/email accordingly.
- ✓ Even in the **Text to Display** host (used in hyperlinking to text), you may tailor what is to be displayed to the audience.
- ✓ Click the **OK** button to insert a hyperlink.

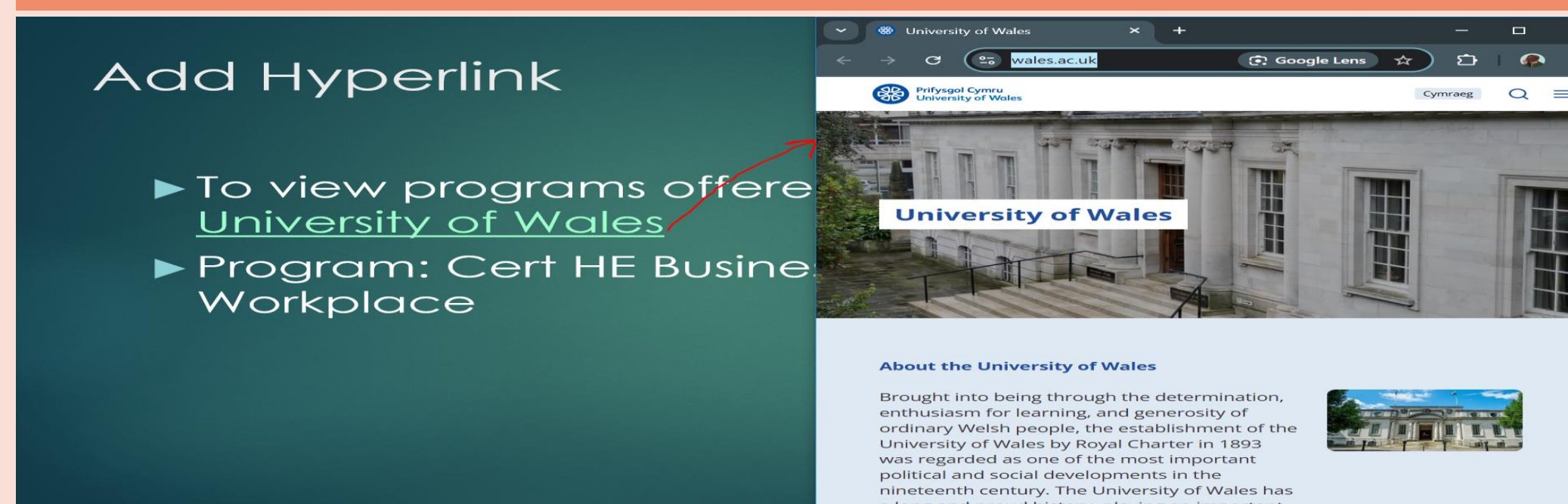


Add Hyperlink

- To view programs offered, open the [University of Wales](https://www.wales.ac.uk/)
- Program: Cert HE Business Skills for the Workplace

Step 6: Test the Hyperlink

- To evaluate if the hyperlink is working, open the PowerPoint presentation mode
- Click the linked text or object so that the correct website, file, slide, or mail appears.



References

Microsoft (2024). Add hyperlinks to a location within the same document - Microsoft Support. [online] Microsoft.com. Available at: <https://support.microsoft.com/en-us/office/add-hyperlinks-to-a-location-within-the-same-document-1f24fc4f-7ccd-4c5f-87e1-9ddefb672e0e>.
Stacy, G.S. and Thiel, S.G. (2017). Use of Hyperlinks in PowerPoint Presentations as an Educational Tool. Academic Radiology, 24(10), pp.1318–1324. doi:<https://doi.org/10.1016/j.acra.2017.03.018>.