

★ HOW TO INSERT HYPERLINKS

TO POWERPOINT

Hyperlinks allow you to link to websites, email addresses, other slides, or files. They make your projects **interactive** and easy to navigate.

1 SELECT THE TEXT OR OBJECT

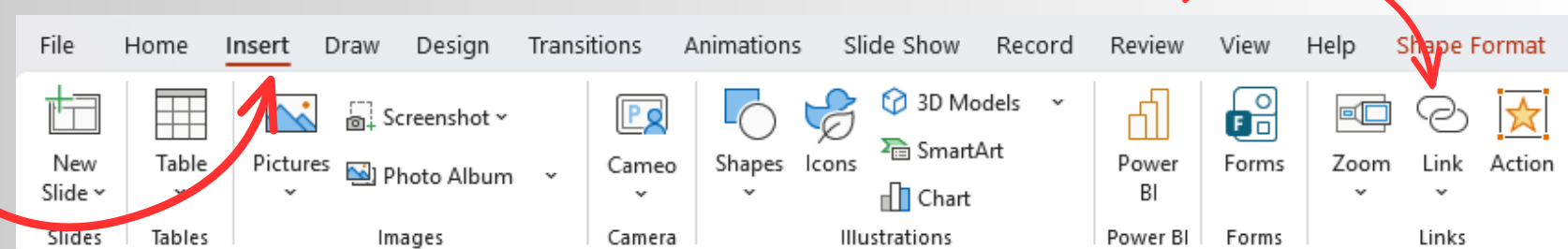
1

- Highlight the text, shape, image or object you want to turn into a hyperlink.

2 GO TO THE INSERT TAB

2

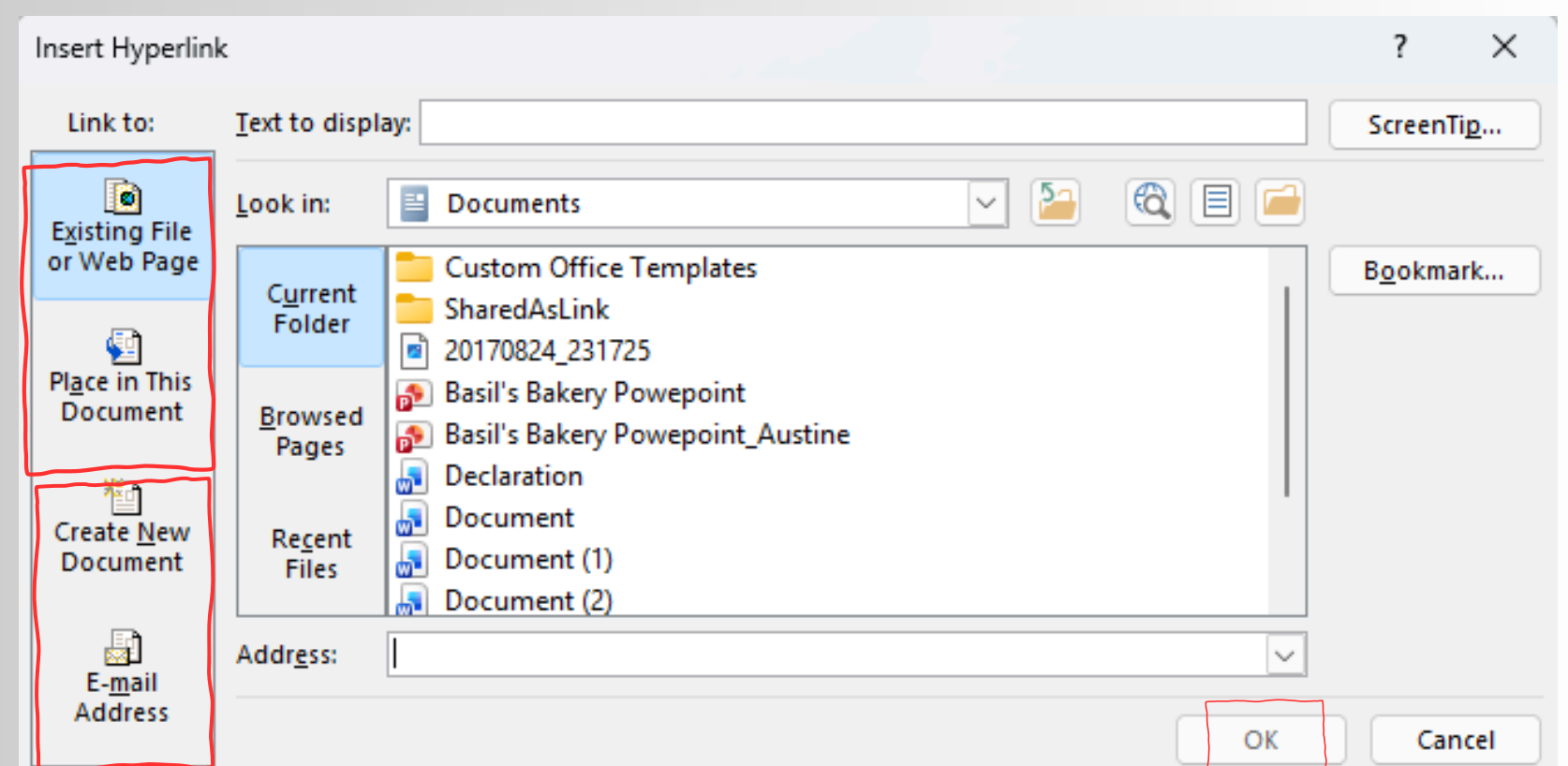
- Click on the Insert tab on the top menu ribbon.
- Click on Link.



3 CHOOSE WHERE TO CLICK THE LINK

3

- Insert the hyperlink window, and choose the type of link from the list on the left.



4 ENTER THE LINK DETAILS

4

- For a website: paste or type the URL.
- For another slide: choose the slide title.
- For an email: type the email address.

	WEBSITE	Example: https://www.example.com
	Place in This Document	Example: Slide 5- Conclusion
	E-mail Address	Example: info@example.com
	Existing File	Example: Choose a file from your computer

5

CLICK OK

- Click OK to insert your hyperlink.
- Your text will usually appear underlined and blue (this is normal!)

TO TEST YOUR LINK

- Press Ctrl + Click (Windows) or Cmd + Click (Mac) to try it out in Slide Show mode.

TIPS TO REMEMBER

Use clear, short text for links so your audience knows where it leads.



You can change the hyperlink colour in the Home tab.



Always test your links before presenting!



Save your file regularly.
Happy presenting!