

HOW TO INSERT HYPERLINKS IN POWERPOINT

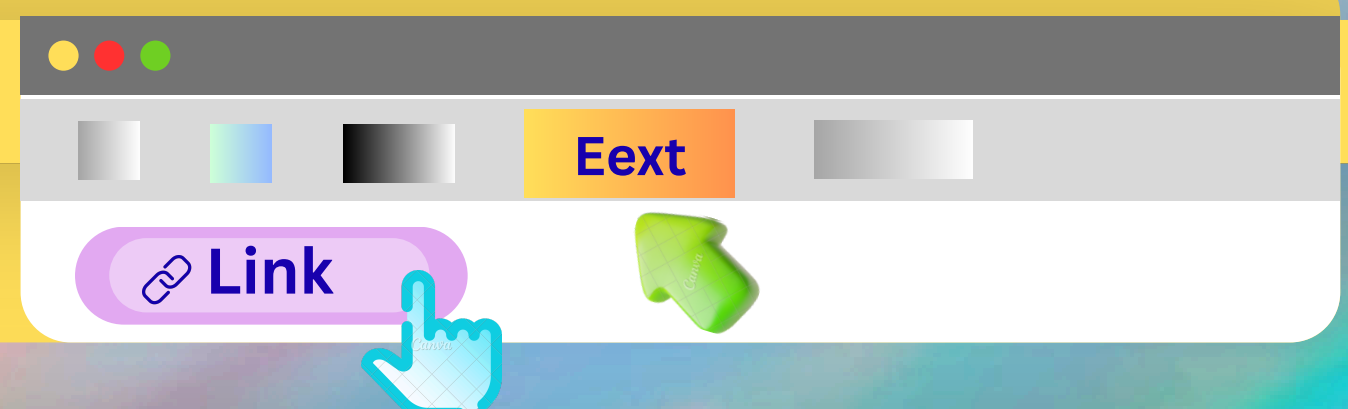
Name:Yuliia Antonenko
Student ID:2524158
Lecturer:Dr Kazeem Oseni

WHAT IS A HYPERLINK?

A hyperlink is a clickable link that takes you to another location,such as a website,file,or slid.

STEP 1:Select text or object

Highlight the text or click on the object you want to turn a link.



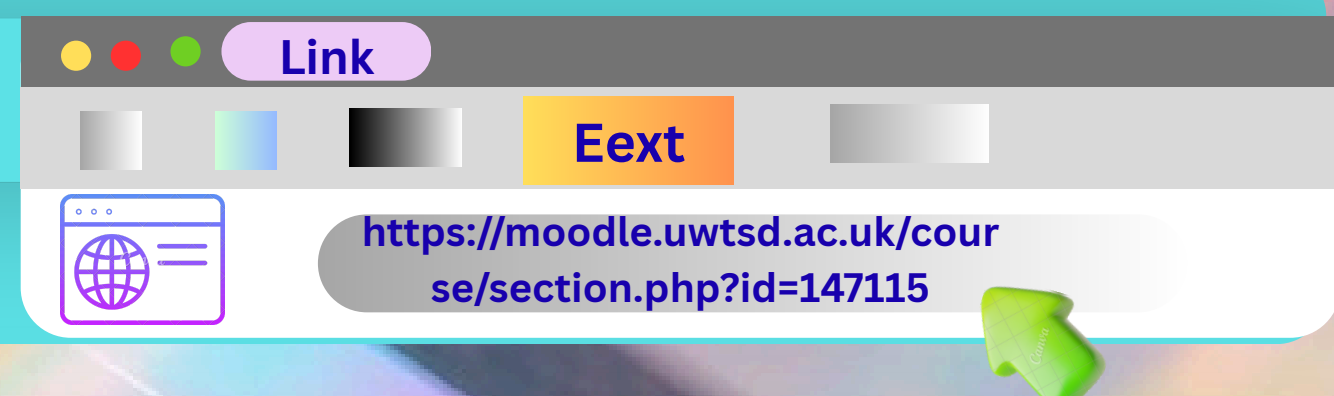
STEP 2:Click"Insert"

Go to the top menu and click on the "Insert"tab.



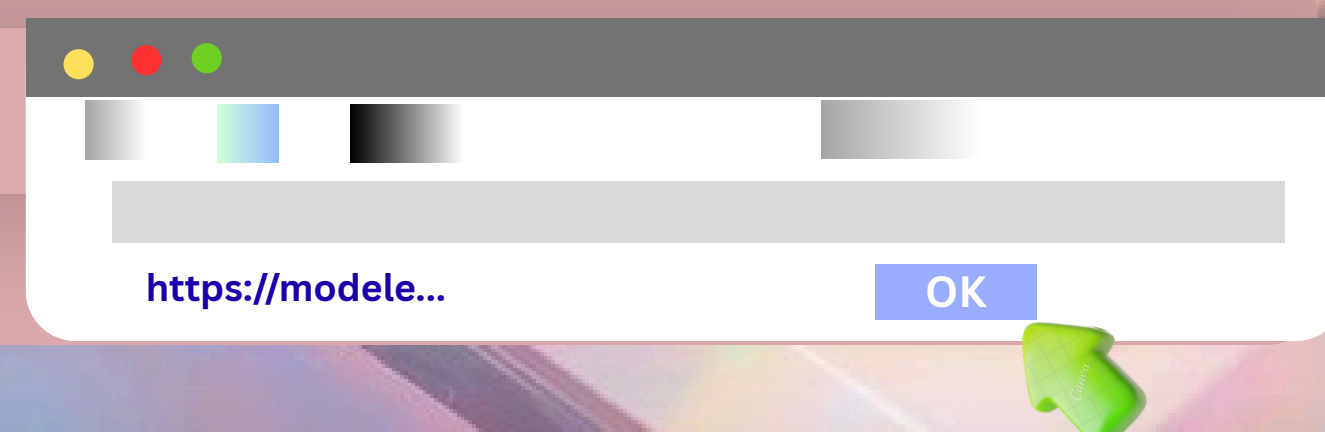
STEP 3:Click"Link"

Select"Link"or"Hyperlink" from the menu.



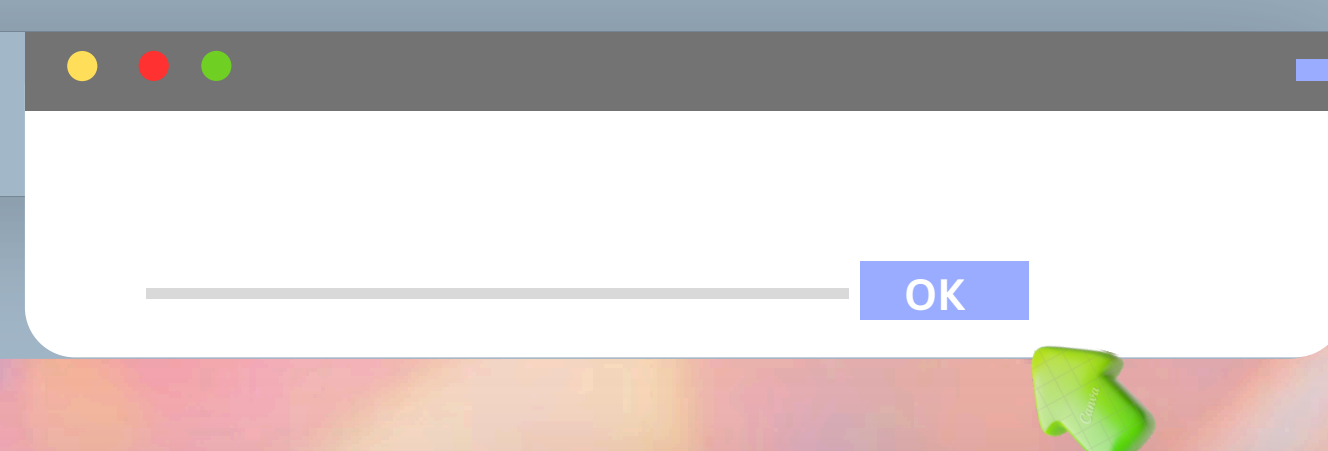
STEP 4:Add the Link

Enter the website URL or choose a file or slide.



STEP 5:Click"OK"

Click OK to create your hyperlink.



TIP:Make sure your link works before presenting.