

HOW TO INSERT HYPERLINKS IN A POWERPOINT



What is a hyperlink ?

A hyperlink is it a reference that takes us directly to another to location or source

ADDITIONAL INFORMATION

Power piont offer us the possibility to add two types of hyperlinks:

Internal hyperlinks: which allow to the document we ussing

- **concise overview:** summary of hyperlink perfect for a quick presentaion.
- **Detailed technical deck:** includes deep dive;browser flow,Security,attributes,examples etc ..
- **Teaching Version :** explanations , visuals and for classroom / Traning use .

(In this infographic poster,we will learn how to insert an external hyperlink)

ADDITIONAL INFORMATION

- **Exeternal hyperlinks:** Allows us to add insade the document we are creating in power point .

- any type of archive like photos or videos etc...



- email



- Website

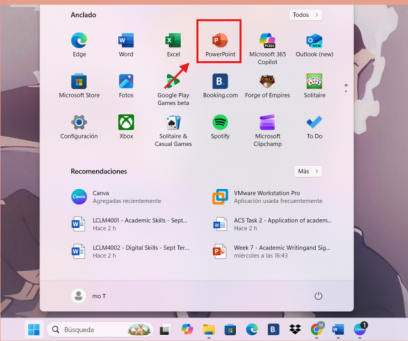
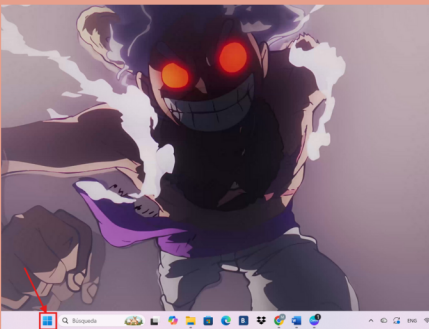


- New document

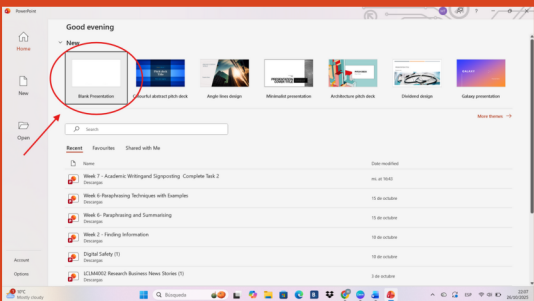


DINSERTING HYPRLINK : STEP BY STEP

1.First must to be on home screen open the search bar and open the power point.



2. once power point is open or create a new presntation.

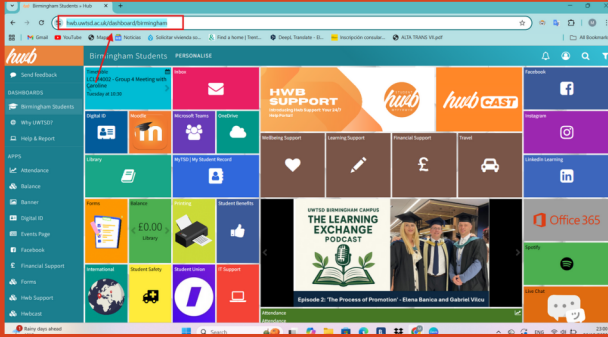


ALTERNATIVE OPTION : REUSE EXISTING PRESENTATION

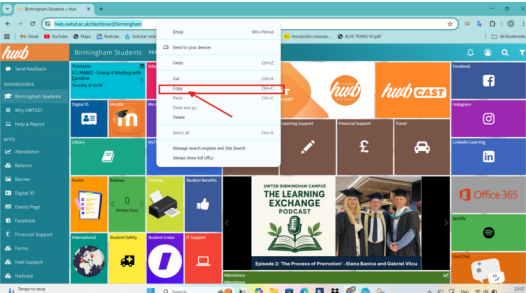
This option let us insert slides from an existing power point ,making esier to keep all and gigive us the option to continue with out not losing all the document.

STEP 3 : SELECT THE TEXT

The next step , you will open Chrome and go to the search bar, and for example: you will go to the web page where you gonna copy the hyperlink. Once on the page, you must to press the right mouse button where the page address in the search , which in my case is :<https://hwb.uwtsd.ac.uk/dashboard/birmingham>

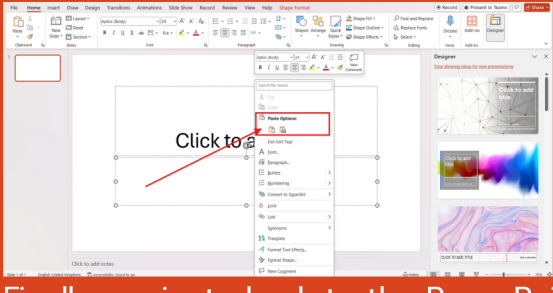


STEP 4 :COPY THE LINK



Following the procedure, once the link has been selected, you should press the left mouse button. This will open a context menu in in this menu ,which you should select the "Copy" option.

STEP 5 : FINALLY OPEN THE SLIDE AND PASTE THE HYPERLINK



Finally, navigate back to the PowerPoint tab, open a slide, and paste the link by clicking the left button. This will bring up the menu, where you can select "Paste."

Name : Mahamadou Touray Touray
student ID: 2421736