

INFORMATION POSTER

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Programme : Cert HE Business Skills For The Workplace

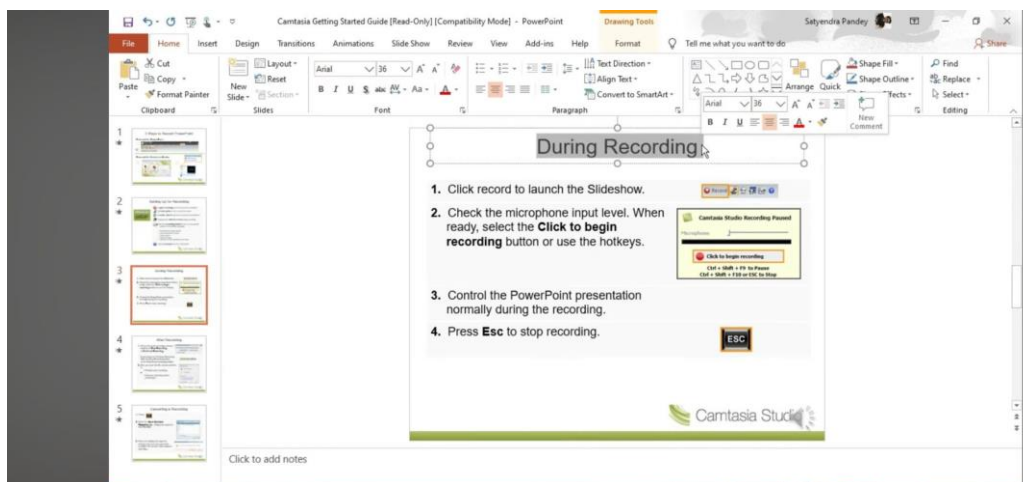
Module Code : LCLM4002

POSTER: *How to insert Hyperlinks in PowerPoint*

- To insert a hyperlink in PowerPoint, we have Four steps.

Step1: Select the Text or Object

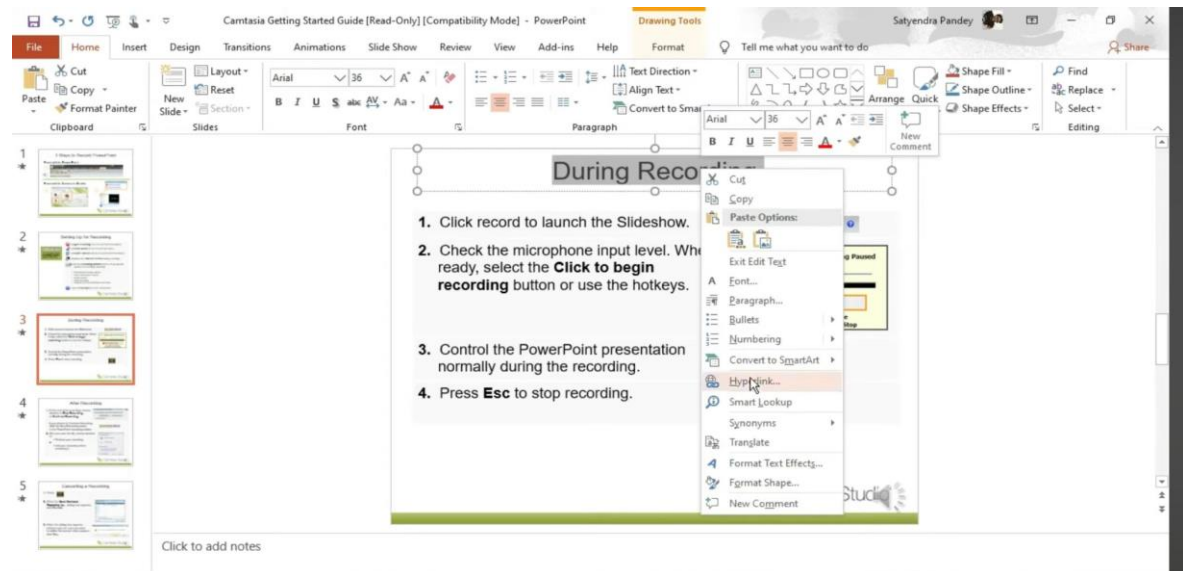
You have to choose the text or objet you want to turn into a hyperlink.



I chose as text <During Recording just as an example and the associated image shows where to select the text.

STEP2: Right click and Select <HYPERLINK>

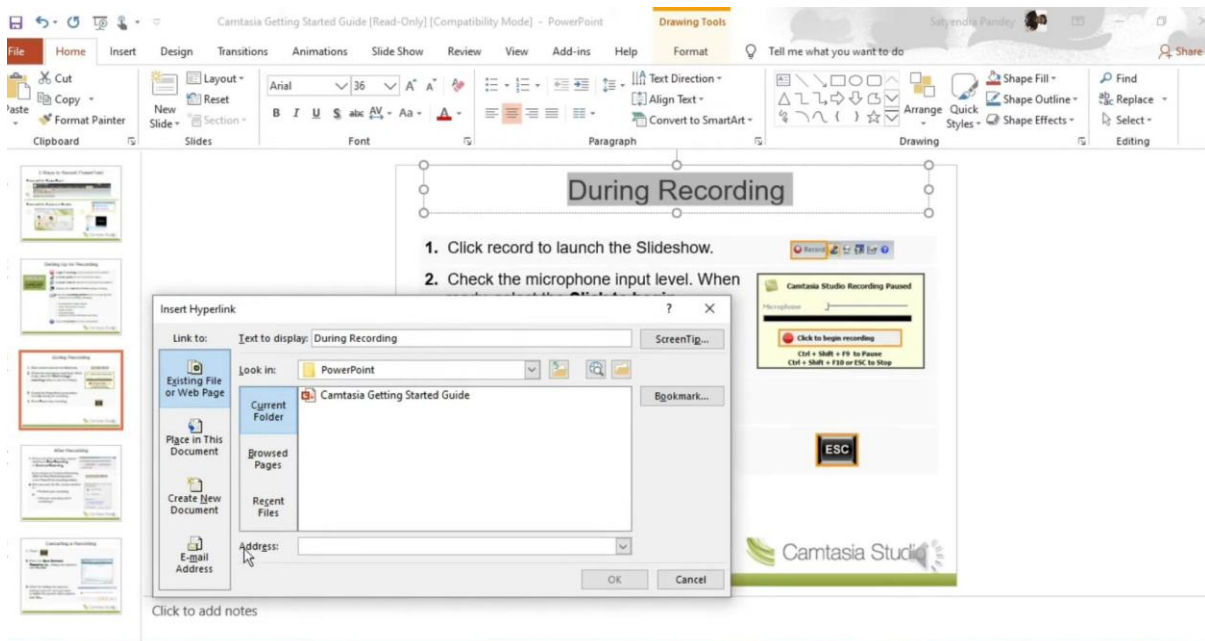
Right click on the selected text or object and choose <HYPERLINK> from the context menu.



I used <During Recording> just as an example of text, when you click on the text a bar will appear on the same page when you scroll down you will see the hyperlink option.

STEP3: ENTER THE URL or SELET a LOCATION

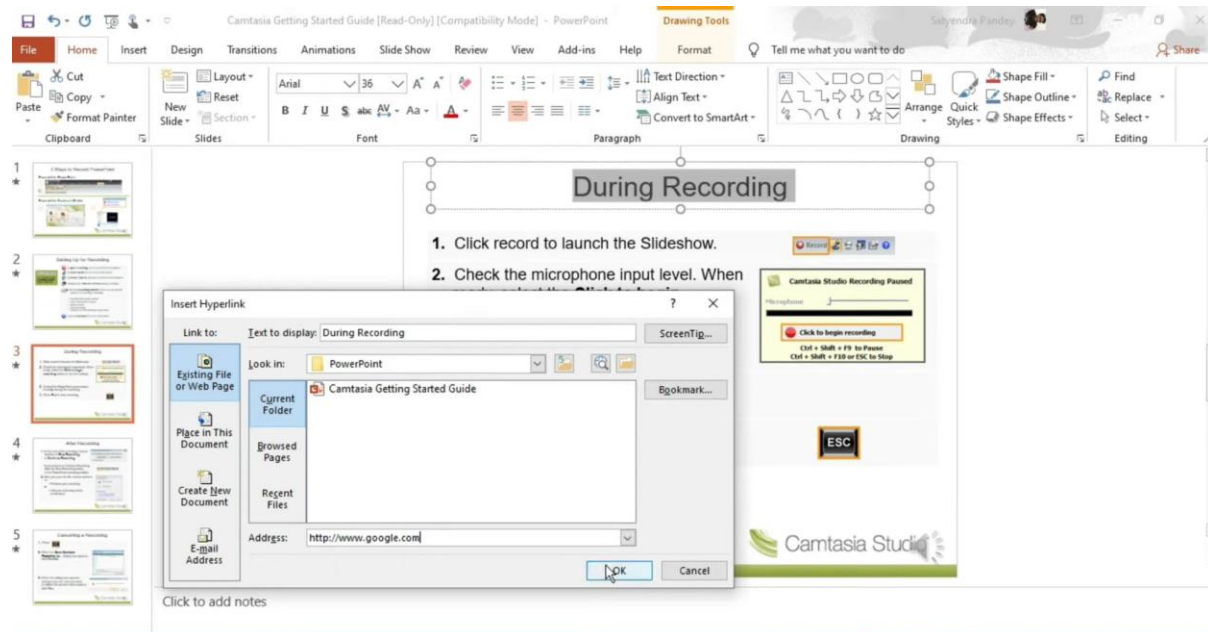
IN the <insert HYPERLINK> dialog box, enter the URL you want to link to or select a location with in the presentation.



When you click on a hyperlink, a page opens with different options,select an <**existing file or web page**>.

Step 4: Click **OK**

Click<OK> to create the hyperlink



As you can see in the picture, after entering the address or location, click to **<ok>**

This Information Poster provides a clear and concise guide on how to insert hyperlink in powerpoint, making it easy for everyone to follow along and start creating their hyperlinks.