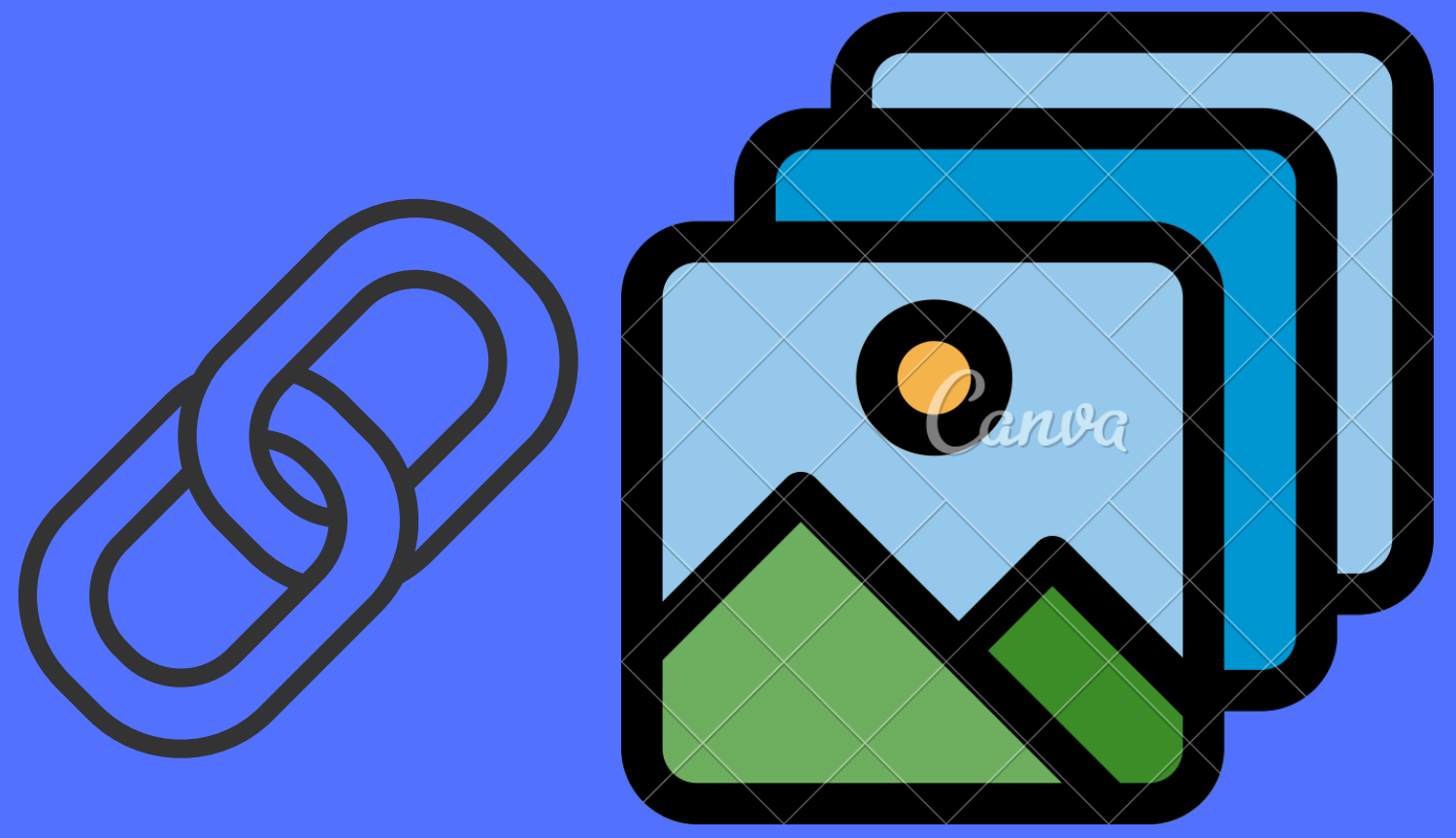


How to insert hyperlinks into Power Point Presentation



Marzena Beczek

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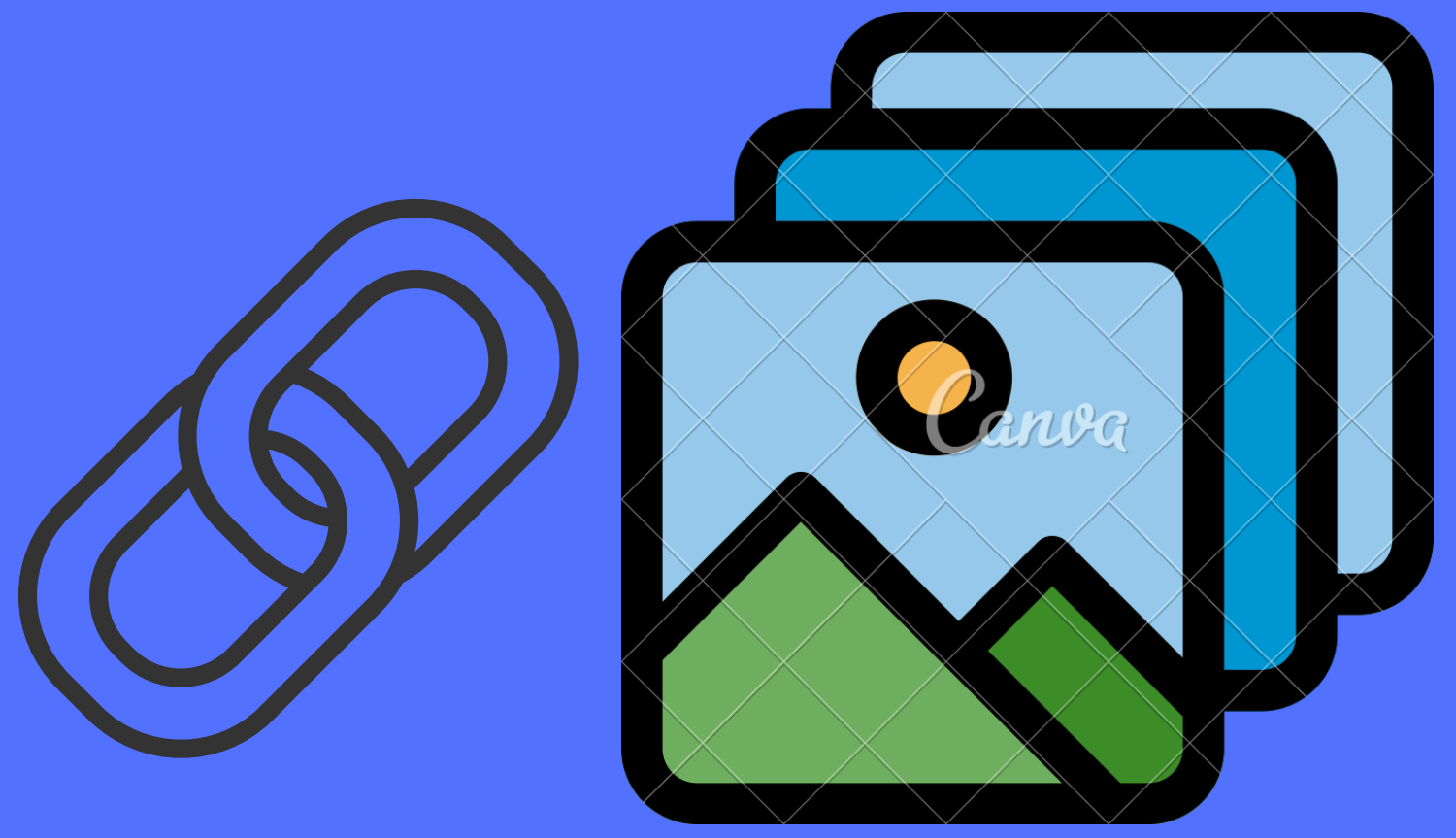
LCLM4002_LON

Digital Skills

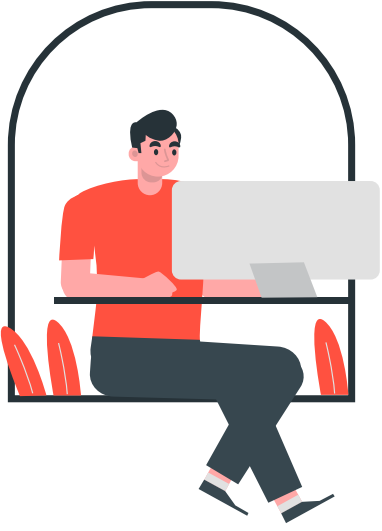
Amitave Banik

Basic Digital Safety

How to insert hyperlinks into Power Point Presentation

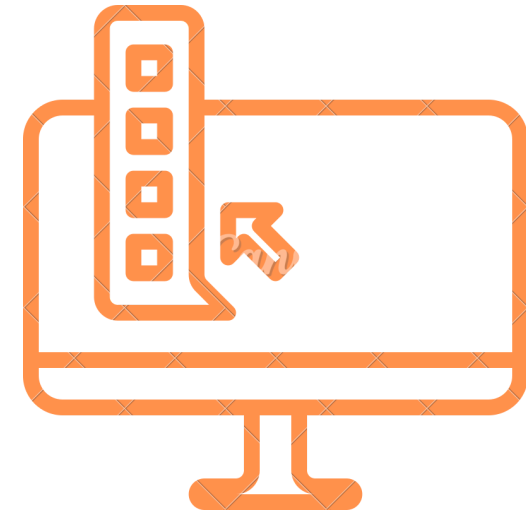


1



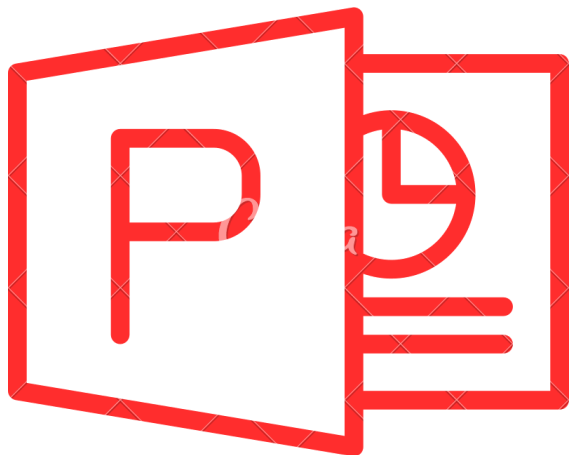
1. Select Text or Image: To start, decide whatever text, expression or image on Your slide you want the hyperlink to show on. This could be a word, picture or phrase that refers to the link's content. Make it clear that this is a clickable link by using contrasting highlights.

2. Select the Insert Tab: Select the "Insert" tab from the toolbar at the top of PowerPoint. Tools for adding shapes, movies, and photos to slides are available under this category. To add clickable links to your presentation, look for this tab, which has the hyperlink feature.



2

3



3. Choose the Hyperlink Option: Go to the "Insert tab and select the "Link" or "Hyperlink" option, which may resemble a chain link symbol. You can then enter the link's details in the window that appears. You may let your audience access more materials by including a file path or URL that they can click to obtain.

4. Enter or Paste URL: Type or paste the file path or URL you want to link to in the hyperlink window. Verify correctness to prevent mistakes. To preserve the presentation's flow, you can also open the link in a new tab. To save, click "OK."



4

5



5. Test Your Link: Lastly, make sure the hyperlink functions by testing it in slideshow mode. You can find this button in the top right corner. Make sure the link opens to the right place by clicking on it. Testing makes sure everything runs well and keeps your presentation from being interrupted.