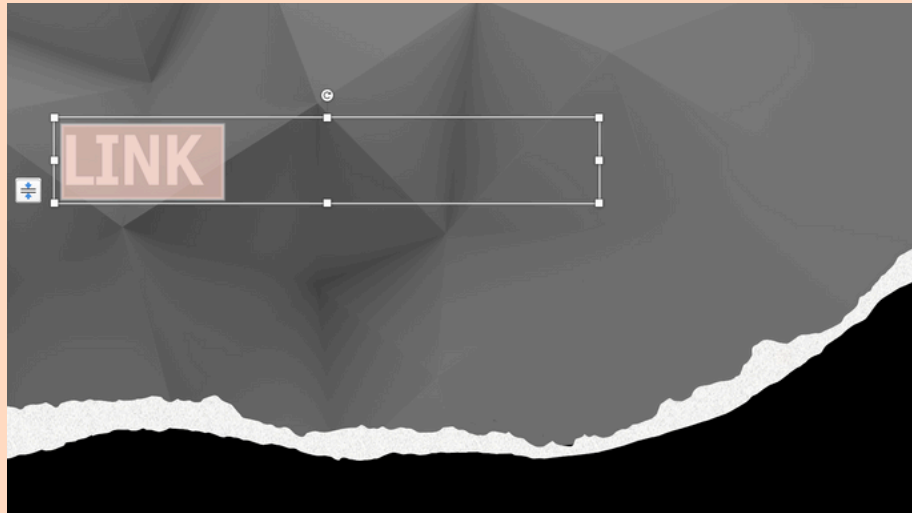


HOW TO INSERT LINKS INTO A POWERPOINT PRESENTATION



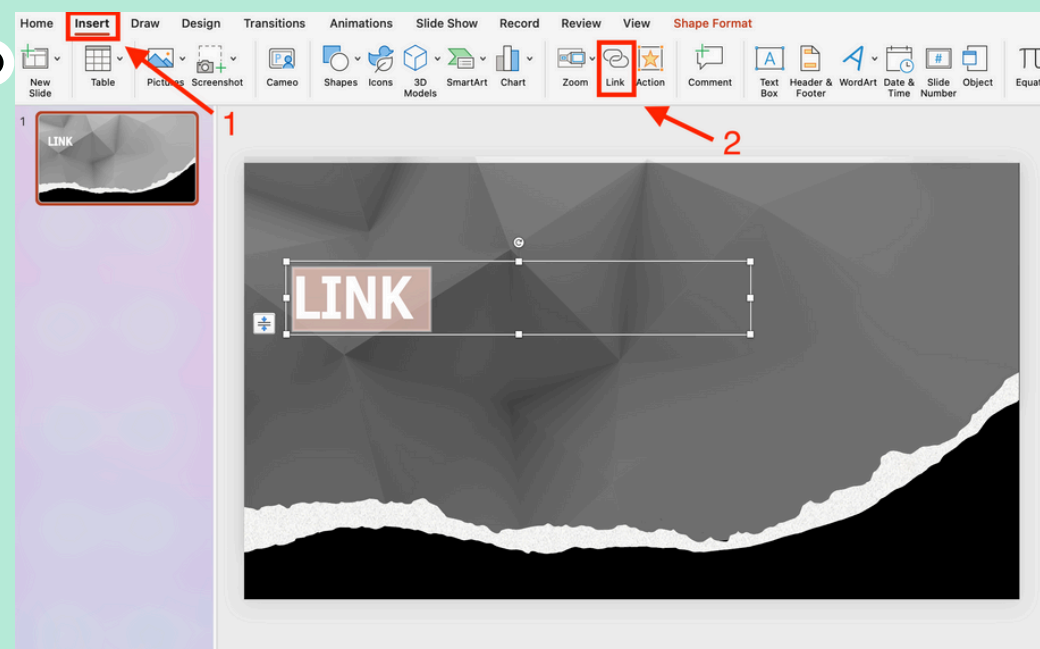
HYPERLINKS CREATE SHORTCUTS IN A PRESENTATION BY ALLOWING YOU TO CONNECT IT WITH OTHER SLIDES, FILES AND WEB PAGES. FOLLOWING THIS GUIDE WILL HELP YOU UNDERSTAND THE IDEA OF HOW TO ADD A YOUTUBE HYPERLINK TO A POWERPOINT PRESENTATION, SO THAT IT WORKS BOTH ON A LOCAL PC AND ONLINE.

1



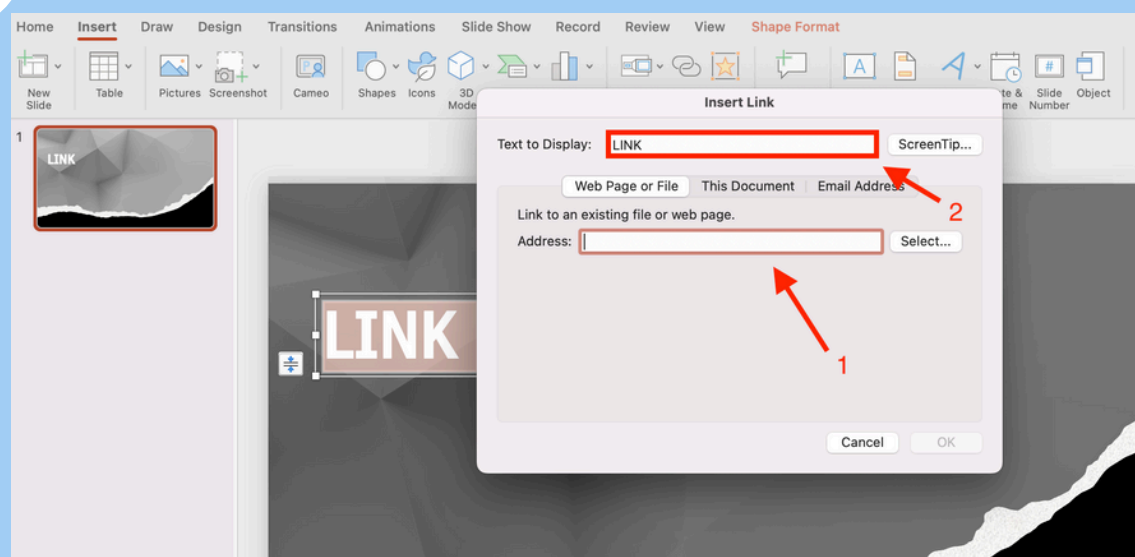
- **SELECT THE TEXT, SHAPE, OR PICTURE THAT YOU WANT TO USE AS A HYPERLINK.**
- **KEEP IN MIND THAT OTHER POWERPOINT OBJECTS SUCH AS VIDEO AND GRAPHS CAN'T BE ASSIGNED WITH HYPERLINKS.**

2



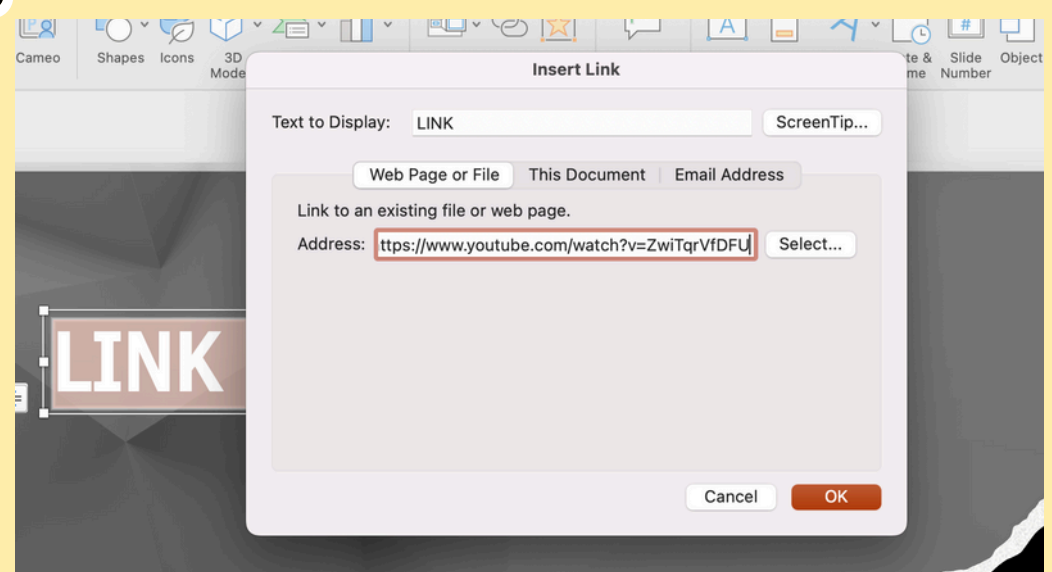
SELECT INSERT > LINK > INSERT LINK

3



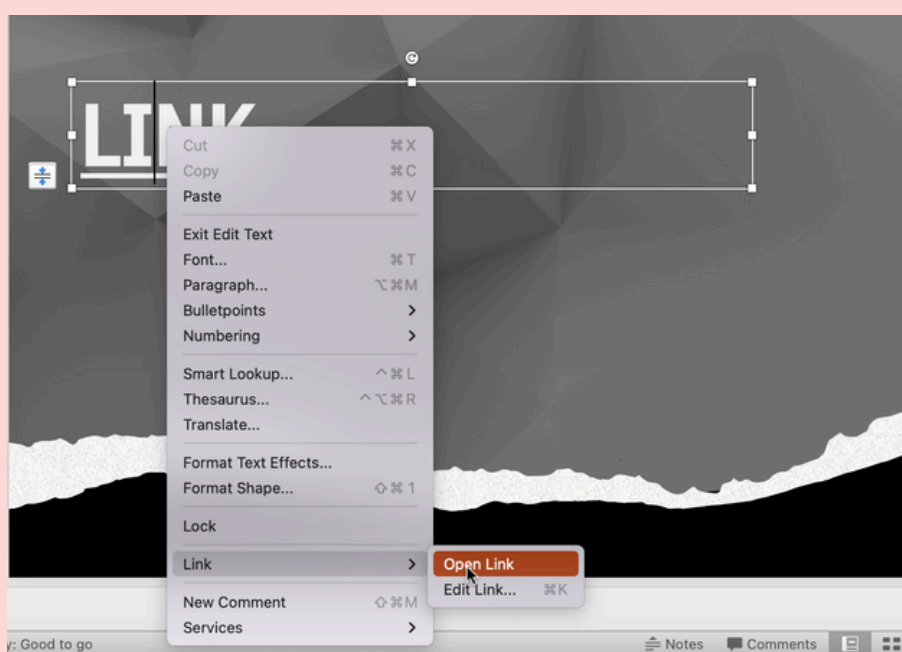
- **INSERT THE EXISTING LINK TO THE WEBSITE, PAGE OR FOLDER.**
- **TYPE THE TEXT THAT YOU WANT TO APPEAR AS HYPERLINK.**

4



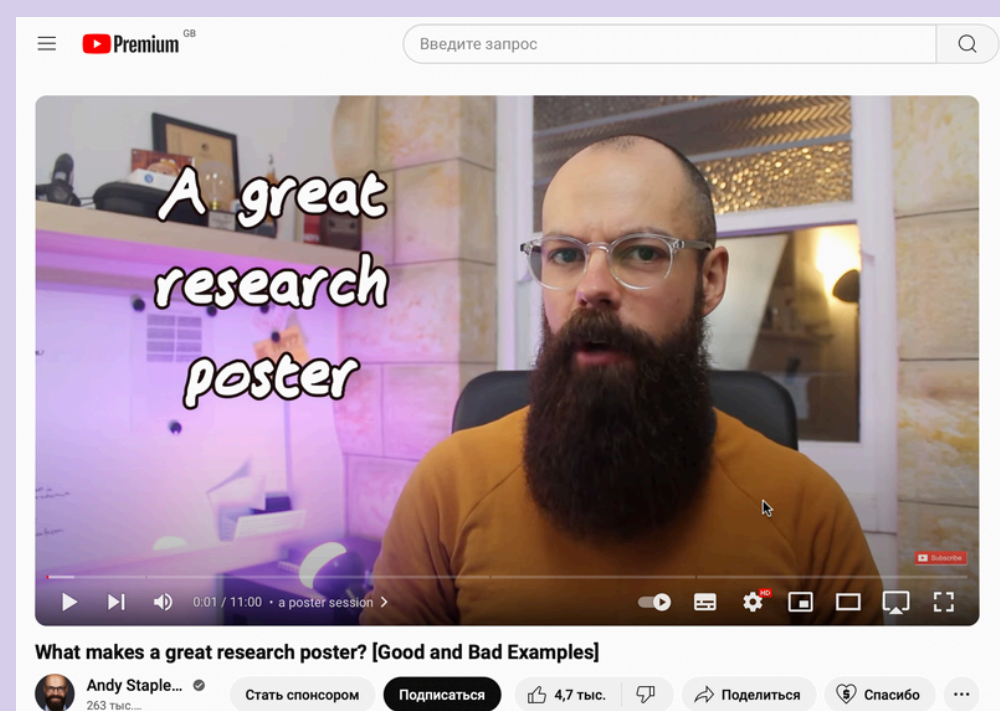
SELECT "OK".

5



- **ONCE YOU'VE INSERTED THE LINK, YOU CAN TEST IT BY RIGHT-CLICKING IT AND SELECTING "OPEN HYPERLINK".**
- **YOU CAN CHANGE THE COLOR AND THE FONT OF THE HYPERLINK IF YOU LIKE.**

6



MAKE SURE THE LINK GETS YOU TO THE DESIRED DESTINATION AND VOILA, YOU'RE ALL SET!