

LCLM4002

Digital Skills

Task 2 – Informative Poster

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Task 2 – Information Poster

How to insert hyperlinks in a PowerPoint.

Introduction

Users can click on links inside their presentation to automatically move to different websites documents or other slides (Bothell, 2023). Using hyperlinks in PowerPoint lets presenters quickly move their audience to important areas of their materials.

When to Use Hyperlinks in Presentations

Navigating between slides: Jump to specific slides during a presentation.

Linking to external documents: Provide access to supplementary materials.

Websites: Direct audience to relevant online content.

Email: Create quick links to email addresses for direct contact.

Actions and triggers: Enhance interactivity with action buttons.

Tools Needed

To insert hyperlinks in PowerPoint one must have access to the PowerPoint application available on your system (Nwangwu *et al.*, 2021). They require these items to create hyperlinks including websites, emails, other slides or external documents. The whole linking system works smoothly in the presentation.

Step-by-Step Guide

1. Select Text or Object

Choose the content that you want to transform into a link by selecting it. This will be the part of the presentation that viewers can click during their experience. You can make a selected text or shape clickable by choosing it as your starting point.

2. Navigate to the "Insert" Tab

Click on the selected item in your presentation after that switch to the Insert tab that appears at the top of the PowerPoint window. The Insert tab provides all the tools necessary to include additional items into your presentation.

3. Choose "Link" or "Hyperlink"

The Link button is located in the Insert tab. On certain versions this formatting tool is known as Hyperlink. To open the hyperlink options see click the insert tab below.

4. Select Type of Hyperlink

- After clicking the **Link** or **Hyperlink** button, you will be presented with several options for what type of hyperlink you want to create:
 - **Webpage**: If you want to link to a website, select **Existing File or Web Page** and enter the URL of the webpage in the address field.
 - **File**: To link to an external file (e.g., a PDF or Word document), select **Existing File or Web Page**, then browse your computer to locate and select the file.
 - **Email**: For email links, select **Email Address**, then enter the email address and, if needed, a subject line.
 - **Slide**: If you want to link to another slide within the same presentation, select **Place in This Document**, and choose the slide you wish to link to.

5. Enter Destination Address

- Depending on the type of hyperlink you choose, you'll need to provide the **destination address**:
 - **For a webpage**: Type the full URL.
 - **For a file**: Locate the file on your computer and select it.
 - **For an email**: Type the recipient's email address and an optional subject.
 - **For another slide**: Select the slide number or name from the list provided.

6. Click "OK"

- Press OK to create the hyperlink on the chosen text or object. A clickable link will exist inside your PowerPoint presentation after you set the link.
- An item inside the current presentation becomes clickable and will transport the viewer directly to the targeted slide.

7. Test the Hyperlink

- Click and emulate Slide Show mode to verify that the hyperlink works as expected.

- To check if your hyperlink works correctly use Slide Show Mode (F5 from the ribbon).
- Follow this step by clicking on the hyperlink to see if the connection goes to the expected location.
- When the hyperlink behaviour fails, reopen the Insert tab to update the link location.

8. Additional Tips:

The user interface shows hyperlinks in blue-text with underlines by default. Under the Home tab you can update the basic text design options including text colour and size.

Action Buttons from Insert > Shapes help you create attractive clickable options for your links. The option enables you to link button elements to various destinations like slides, presentations, websites and documents to improve navigation quality.

Common Mistakes to Avoid

- Verify that broken links lead to active internet pages.
- Show the audience what they will find when they click by providing text that describes link destinations.
- Check if your file path details are right especially when you link to documents saved on your device.

Quick Tips

- Include action buttons for users to effortlessly switch between slides.
- For web links turn the destination to a separate browser window to let people follow the journey smoothly.
- Use easy-to-understand text labels for links when you need to make URL links readable.

Mini FAQ or Troubleshooting

Why isn't my link working?

The issue might occur because you entered the link wrong or the connection broke along with potential path errors. Confirm the link accuracy before the destination verification. Then check if the hyperlink works correctly under Slide Show Mode.

References

Bothell, L.J., 2023. Microsoft® PowerPoint®. *Business Technology Essentials*.

Nwangwu, E.C., Obichukwu, P., Uzuagu, A.U. and Omeh, C.B., 2021. Development of an Interactive PowerPoint Presentation Design Training Package. *The International Journal of Technologies in Learning*, 28(2), p.39.