

HOW TO HYPERLINK ON POWERPOINT

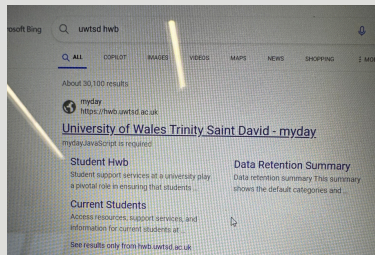
STEPS

1



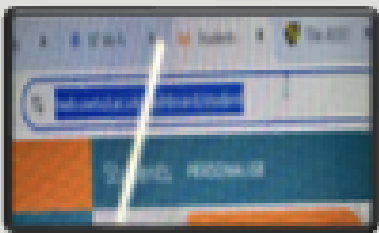
Open a new presentation in PowerPoint. Add a title as starting point.

2



In google search for UWSTD Hub. Click on first link .

3



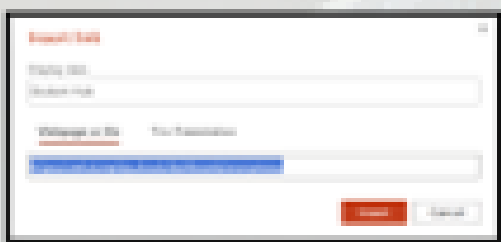
Go Back to presentation Copy link of website by selecting all and use Ctrl+ command C

4



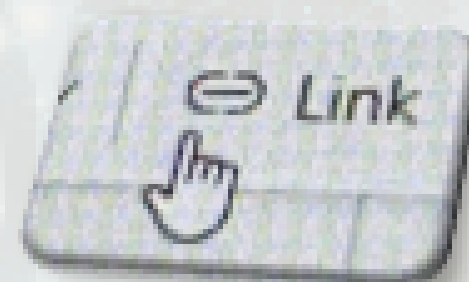
As you finish the step before the text should look underlined like above.

5



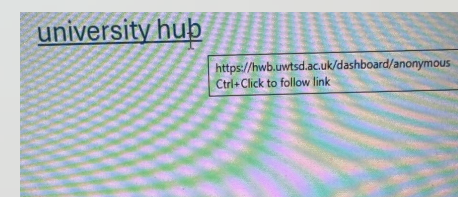
As you click the link tool, a box will appear for you to write what you want as a display text which will be shown on the page. Finally you will be able to paste the link you desire inside the named webpage box. Click insert so can upload in presentation.

6



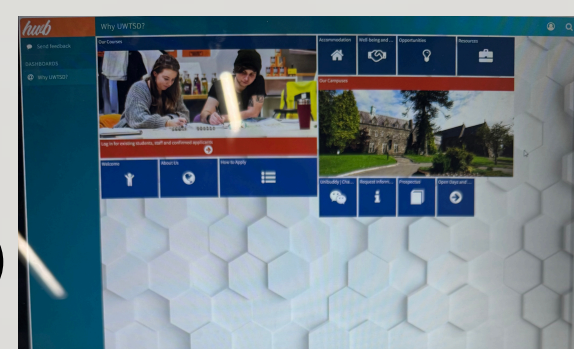
Go to Insert tab and look for LINK tool .

7



Once the link is in sync with the text, to view the link use Ctrl command and right click.

8



As you use command Ctrl and right click the website should appear which will let you know you followed all the steps correctly.

All Done!