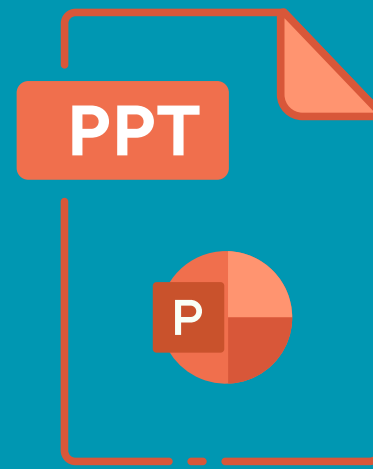


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HOW TO CREATE LINKS IN POWERPOINT



Adding hyperlinks in a PowerPoint presentation is a simple yet powerful way to make your slides interactive and informative. Hyperlinks allow you to connect to websites, other slides, files, or email addresses directly from your presentation.

Step 1 - Open your 365 apps to access PowerPoint presentation and navigate to the slide where you want to insert the hyperlink. You can hyperlink text, images, shapes, or even icons.

To insert a hyperlink to a website:

Select the text or object you want to hyperlink.

Right-click and choose "Link", or go to the top ribbon and click Insert > Link.

In the dialog box, choose "Existing File or Web Page" from the options on the left.

In the Address field at the bottom, enter or paste the URL of the website you want to link to.

Click OK. The selected object will now be hyperlinked to the specified website.

To link to another slide within the same presentation:

Select the item to use as a hyperlink.

Right-click and choose Link.

In the left-hand menu, click "Place in This Document".

A list of your slides will appear. Choose the slide you want to link to.

Click OK. This is useful for creating interactive menus or navigation buttons.

To link to an email address:

Select the desired text or object.

Open the hyperlink menu (right-click > Link or use the ribbon).

Select "Email Address" from the menu.

Type the email address and, optionally, a subject line.

Example: <mailto:info@example.com?subject=Feedback>

Click OK.

To link to a file on your computer:

Follow the same hyperlink steps.

Choose "Existing File or Web Page".

Browse and select the file (such as a PDF or Word document).

Click OK.

