

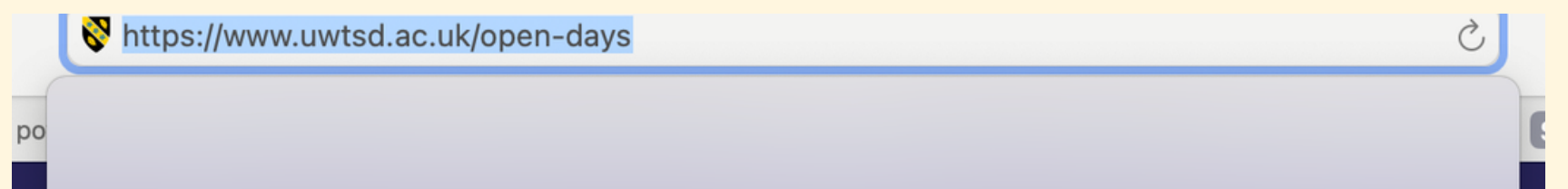


How to insert a hyperlink in powerpoint

This is a simple introduction on how to begin the process of creating a hyperlink, this guide will show a creative and understanding step by step process to ensure you will be able to create your own in any educational and work environment, lets begin.

1

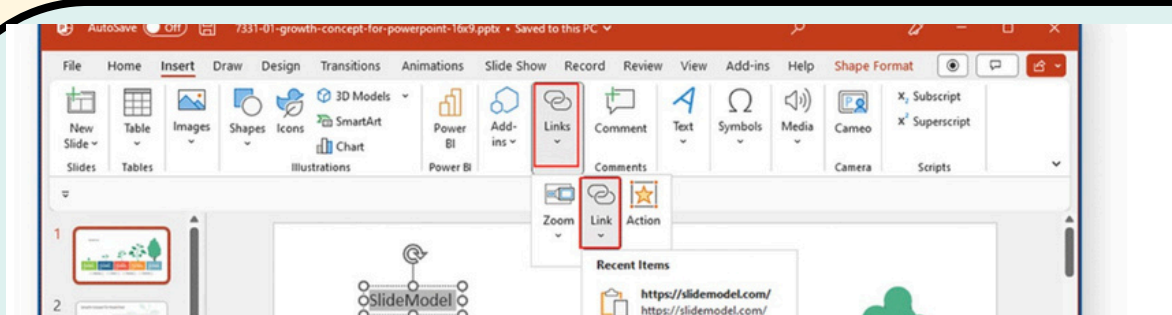
creating the hyperlink



To begin creating the hyperlink, you must first click the text, picture, or shape you want people to press. This lets PowerPoint know exactly what should open a new page or slide.

2

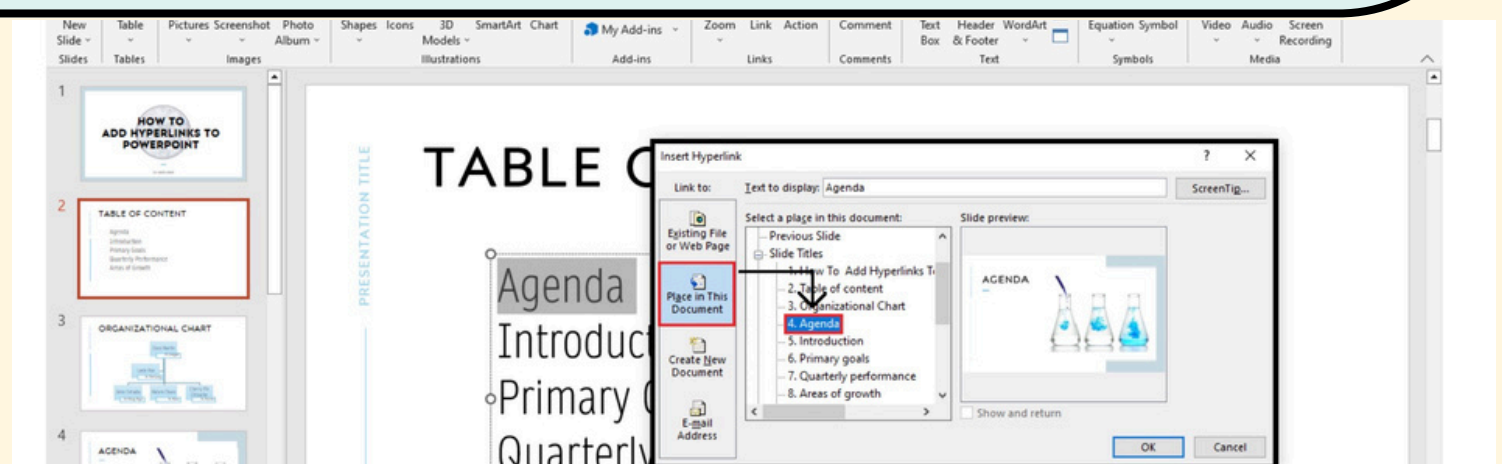
finding the link in powerpoint



To insert a hyperlink to text, shape, chart, or picture, select it and go to Insert -> Link -> Insert Link. If you have a recently copied hyperlink in your clipboard, it might also appear and can be directly selected.

3

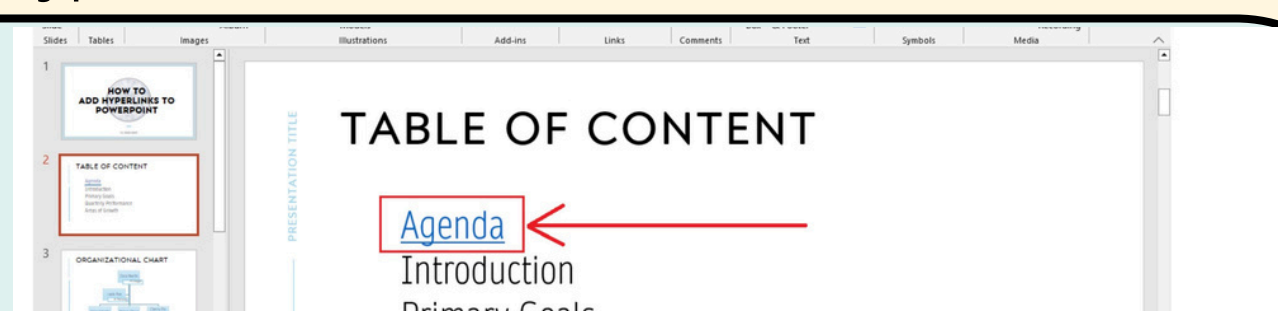
creating hyperlink



the next step is now choosing the word, phrase or webpage which you have copied and pasted to create the hyperlink, once you have chosen you will then click okay to finalise the hyperlink.

4

finalising hyperlink



When you have clicked okay in the previous step, the hyperlink you wished to create will be available for you and anyone else, you will know this because the word, phrase or webpage will automatically turn blue, if you can not click it don't worry all you need to do is start the slide show and it will be available for all to click.