



**Prifysgol Cymru**  
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# **Certificate in Higher Education in Business Skills for the workplace**

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***How to insert hyperlinks into a PowerPoint presentation:***

*Inserting hyperlinks into a PowerPoint presentation is a straightforward process that enhances interactivity and provides additional resources for your audience.*

*Here's how to do it:*

**-Select the Text or Object:** *First, highlight the text you want to turn into a hyperlink.*

*Alternatively, you can click on an image or shape that you want to hyperlink.*

**-Insert Hyperlink:** *Right-click on the selected text or object, and then choose "Link" or "Hyperlink" from the context menu. You can also access this option from the ribbon by navigating to the "Insert" tab and clicking on "Link" or "Hyperlink".*

**-Enter Link Details:** *In the dialog box that appears, you can enter the URL of the website you want to link to in the "Address" field. If you want to link to another slide in your presentation select "Place in this Document" and choose the desired slide.*

**-Test the Hyperlink:** *After inserting the hyperlink, run the slideshow (press F5) and click on the linked text or object to ensure it directs you to the correct location*

*By following these steps, you can effectively integrate hyperlinks into your PowerPoint presentation, making them more engaging and informative.*