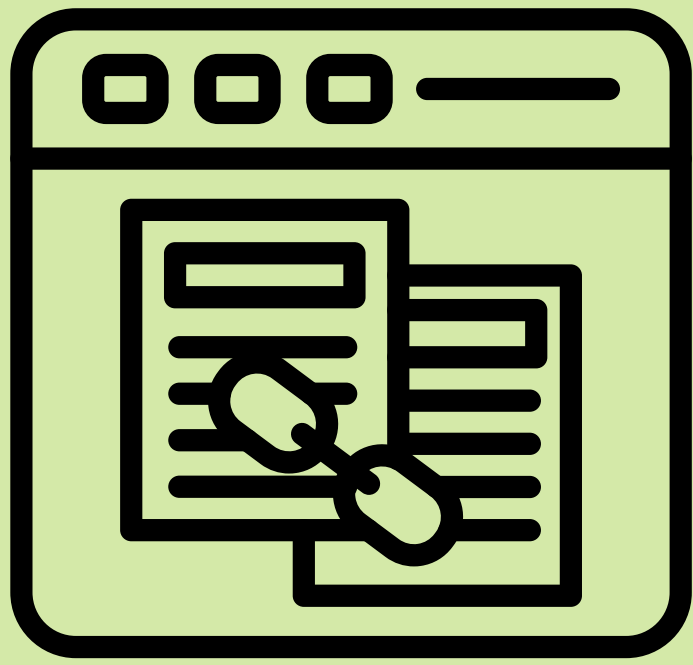


How to insert hyperlinks into a PowerPoint presentation.

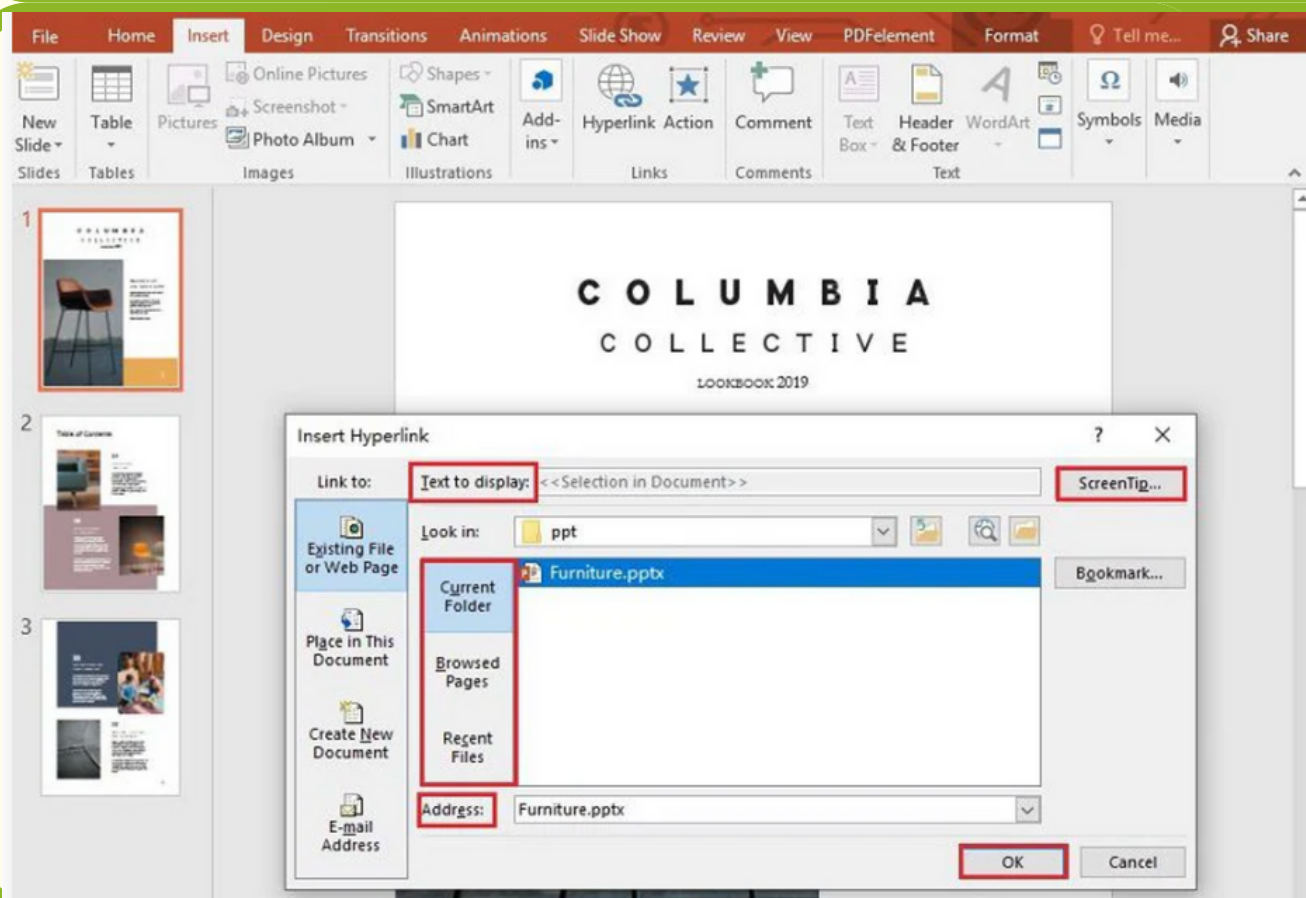


The easiest way to add links in a PowerPoint slide is simple. Go to your slide, type in the website address, and hit "Enter." That's all you need to do. It's easy to make a link on a webpage or in a PowerPoint to go to a certain spot in the slide or to another slide or document.

Reference :Williams E., (2024), How to Insert Hyperlink in PowerPoint, Wondershare, <https://pdf.wondershare.com/powerpoint/insert-hyperlink-in-ppt.html>

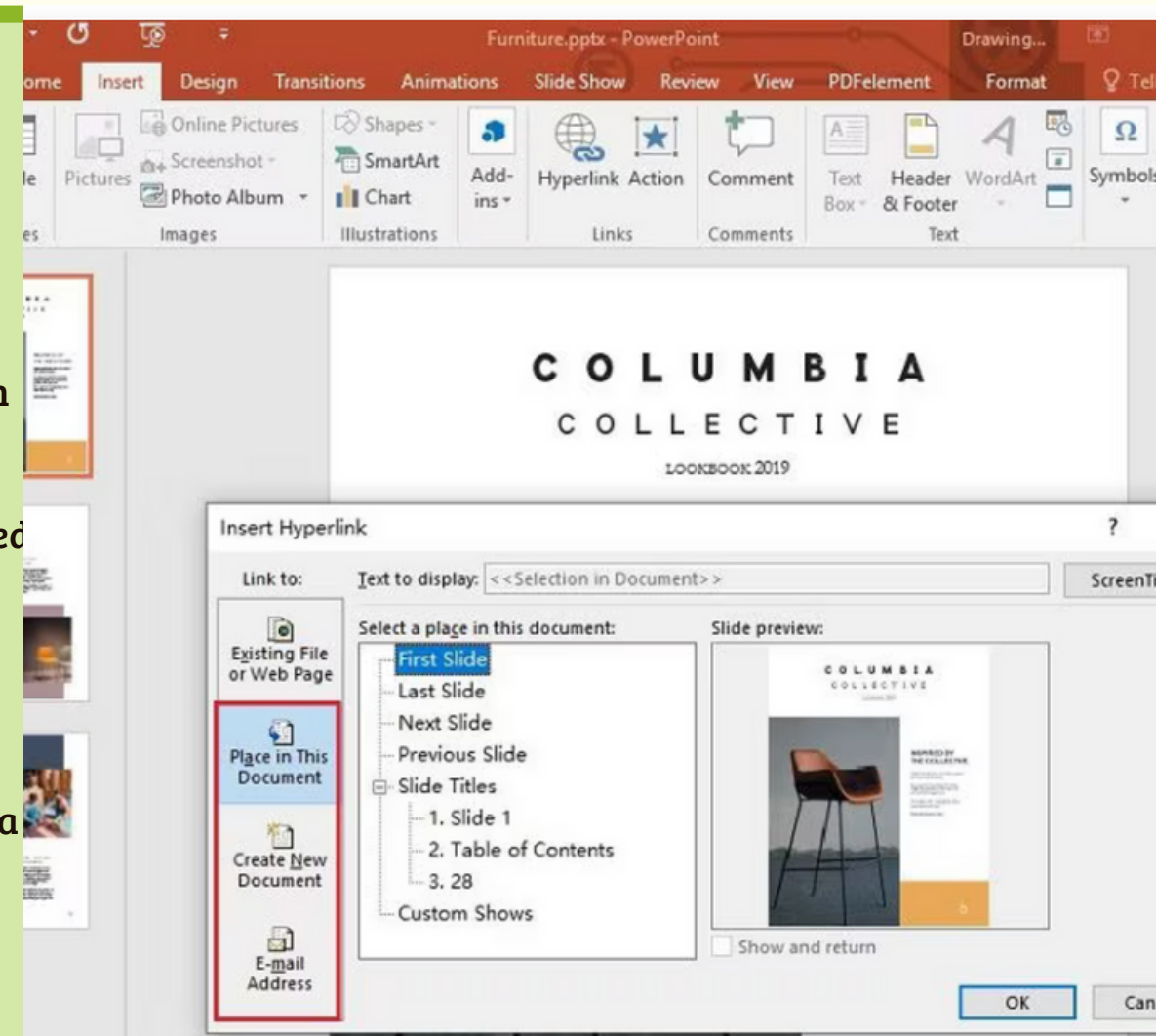
STEP 1. OPEN THE POWERPOINT PRESENTATION

To initiate the PowerPoint presentation, individuals may navigate to the desired slide and subsequently designate an object, such as a picture, shape, or text, to function as an active hyperlink. Navigate to the "Insert" tab and choose the "Hyperlink" option.



STEP 2. ADD THE HYPERLINK

The option to select "Existing File/Web Page" should be chosen and subsequently utilized to incorporate the following information to the greatest extent possible. The subsequent text should be included as a hyperlink, containing the intended words or text to be displayed. The ScreenTip is typically considered an optional feature that allows users to add text or words for display when hovering over a hyperlink. The recent files, browsed pages, and current folder contain information pertinent to the location being referenced. The inclusion of an address is recommended for those who have not yet selected a location, and the URL of the website being linked to should be added. Upon completion of the task, the user may proceed by clicking the "OK" button to finalize the process. It is crucial to recognize that in the event that files have been linked to a personal laptop or desktop and there is a need to utilize PowerPoint content on a different machine, it is imperative to ensure the relocation of all linked files. This process is considered essential and obligatory.



STEP 3. INSERT A HYPERLINK TO DIFFERENT AREAS (OPTIONAL)

Furthermore, in regards to the insertion of hyperlinks in PowerPoint, it is important to acknowledge the diverse range of options available. These include the ability to link to various sections within a specific document, an email address, or even to a new document, as opposed to solely linking to a webpage or website. The initial step involves selecting the desired image, shape, or text to be used as the hyperlink, followed by accessing the "Insert" > "Hyperlink" tab. At this juncture, a dialogue box will appear prompting various options for selection. The inclusion of a designated slide hyperlink within this document will direct the reader to specific content within the PowerPoint presentation. A new document can be created to facilitate the linking of one presentation to another. The email address serves as a means to provide specific information about the destination to which it is linked.