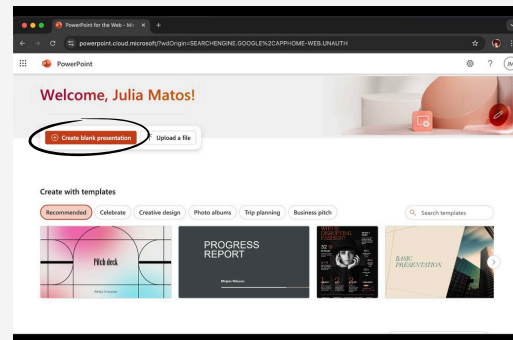




HOW TO INSERT HYPERLINKS IN POWERPOINT (ONLINE)

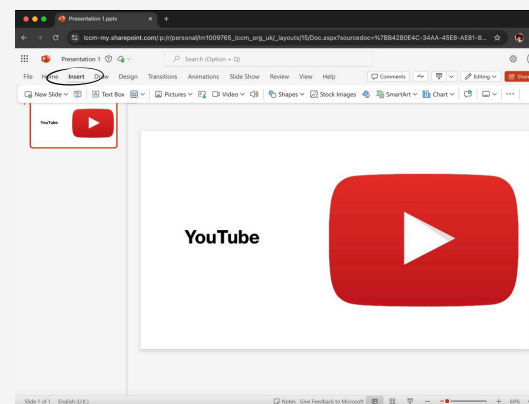
1

WE TYPE THE POWERPOINT WEBSITE IN THE SEARCH ENGINE.



3

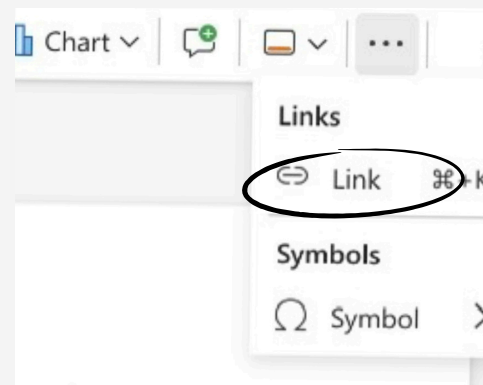
WE MOVE IN THE TOOLBAR TO THE "INSERT" TAB.



We insert the text or image to which we will add the hyperlink. In this case, the word "YOUTUBE."

5

WE HAVE THE OPTION TO INSERT "LINK OR HYPERLINK" AND THE OPTION "SYMBOL"; WE WILL CHOOSE "LINK OR HYPERLINK."

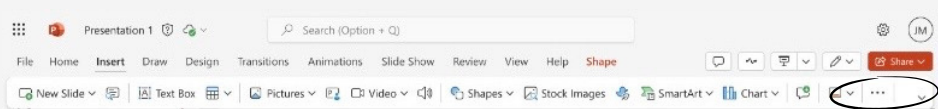


To open the link window.

4

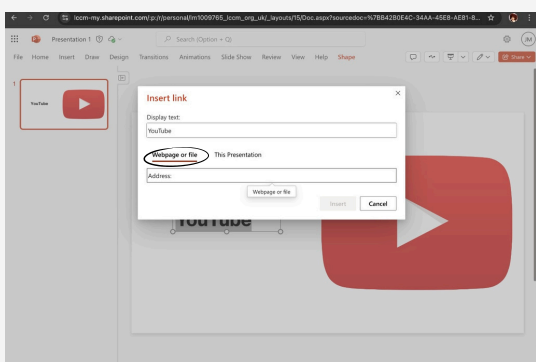
IN THE RIBBON, WE SHOULD SEE THE LINK SYMBOL.

Since this is not the case, we click on the three dots to obtain that option.



6

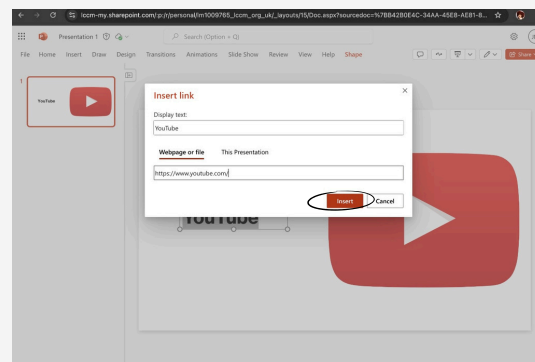
ONCE IN THE LINK WINDOW, WE MAKE SURE TO BE ON THE "WEBPAGE OR FILE" INSERTION OPTION.



7

WE THEN PROCEED TO INSERT OUR LINK, IN THIS CASE, THE LINK TO THE "YOUTUBE" WEBSITE.

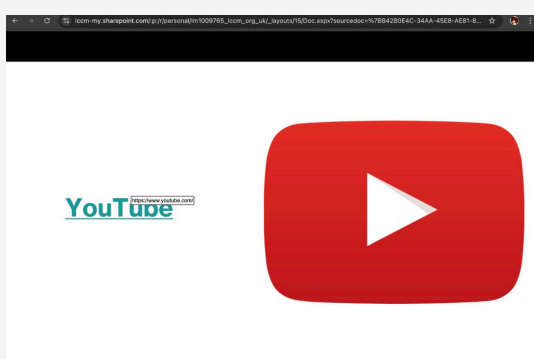
And we click on insert.



8

WHEN WE HOVER THE MOUSE OVER THE WORD TO WHICH WE INSERTED THE LINK, IT AUTOMATICALLY SHOWS THE WEB ADDRESS WE INSERTED.

The text changes format, typically turning blue and underlined.



9

WHEN WE CLICK ON THE WORD "YOUTUBE," THE LINK WILL TAKE US DIRECTLY TO THE YOUTUBE WEBSITE.

