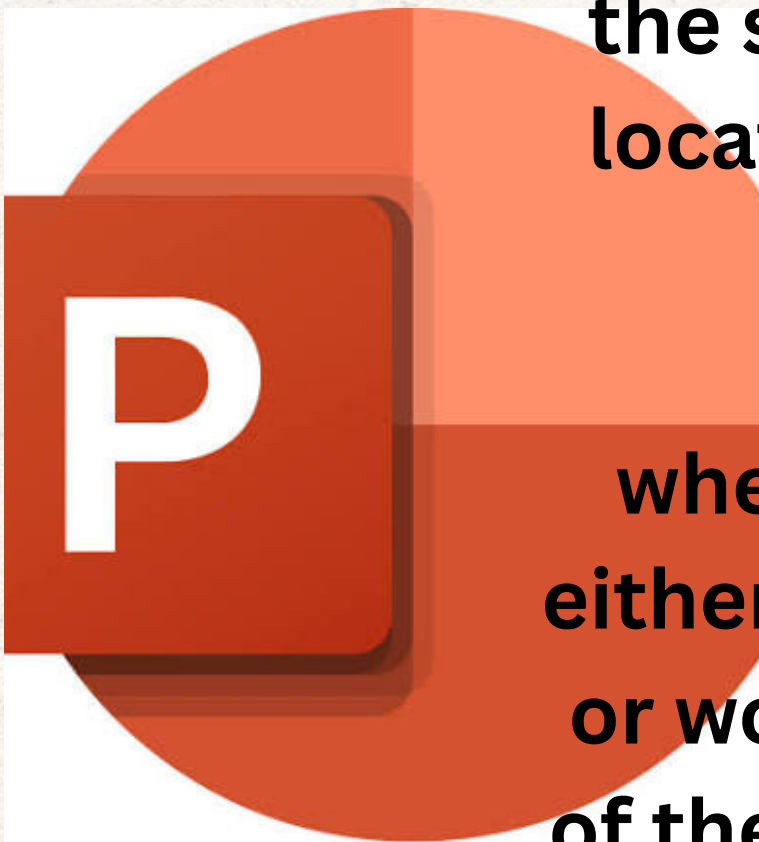


How to insert hyperlink in power point

*What is a hyperlink:
you must be
wondering... well it is a
quick, highlighted,
shortcut teleporting you
straight to: a document,
location or site. Which
benefits one as it saves
time.*

to begin with, on the left hand side of the screen you will find the search bar, where you can locate yourself to PowerPoint microsoft,



when works done, right click either an image, saved as folder, or word. on the right hand side of the screen a range of options will pop up

After choosing hyperlink, a new window will come and you'll see an option saying place in this document, which can be founded on the left of the screen

when clicked, there will be a range of different slides to add the hyperlink to. Press ok and it should appear on screen. Now you've learnt to add hyperlink have fun!

