

A close-up photograph of a golf club head and a golf ball on a green field. The club head is on the left, and the golf ball is on the right, both resting on the grass. In the background, a red flag is visible on a pole, and there are trees under a blue sky with some clouds.

How to do stuff part 1

Adding a hyperlink to a PPT

instructions

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- A. Add a hyperlink via Insert → Link (for any website or online video URL)
 1. Select the text or object
 - Click in your slide, then select the text, picture, icon, or shape you want to turn into a link.
 2. Open the Insert Link command
 - Go to the Insert tab on the ribbon.
 - Click Link (sometimes called Insert Link) in the Links group.
 3. Choose what you are linking to
 - The Insert Hyperlink window appears.
 - At the top, check or edit Text to display (this is what shows on the slide).
 - On the left, choose to link to an existing file or web page (for normal websites or video URLs).
 4. Enter the URL (website or video)
 - At the bottom in Address, paste or type the full link:
 - For a website, type the full web address.
 - For an online video, paste the video's web address.
 - If you recently opened the page or file, you can also pick it from the lists of recent or browsed items instead of typing.
 5. Confirm
 - Click OK (or Insert) to create the hyperlink.
 6. How it will look and work
 - The linked text usually appears blue and underlined to show it's clickable, unless you change the formatting.
 - In Slide Show view, clicking the text or object will open the website, video, or file you linked to.

Example-

