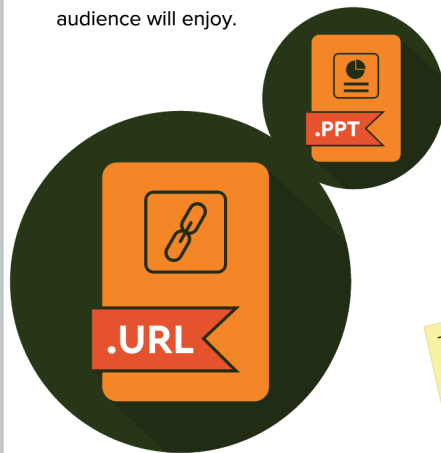


HOW TO INSERT HYPERLINKS INTO A POWERPOINT

Follow these few easy steps for an enhanced PowerPoint presentation, that the audience will enjoy.



or a saved document in other instance.

1

OPEN A BLANK POWERPOINT DOCUMENT.



2

ADD AN OBJECT OR TEXT THAT YOU WOULD LIKE TO HYPERLINK, TO THE DOCUMENT AND HIGHLIGHT IT.

Hyperlinks keep the audience engaged making the project fun.

3

CLICK THE INSERT TAB LOCATED AT THE TOP OF THE SCREEN, FOLLOWED BY THE LINK ICON SITUATED ON THE RIBBON.



4

ENTER THE FILE OR WEBPAGE INTO THE ADDRESS BAR, THEN CLICK 'OK' TO CREATE THE HYPERLINK.



5

TEST THE HYPERLINK BY PLAYING THE SLIDE SHOW AND CLICKING ON THE LINKED OBJECT OR TEXT, WHICH SHOULD TAKE YOU TO YOUR CHOSEN LINK.

When hyperlinks are added to presentations, they give the audience direct access to websites, documents and external resources.

The use of hyperlinks enhances PowerPoint presentations, making the experience more focused and interactive.

Hyperlinks ensure the presentation stays focused on key content.

