

HOW TO INSERT HYPERLINKS IN THE POWERPOINT

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The important of hyperlinks in our presentation ...

1. SELECT ITEM

click the **text, picture, icon, or shape** you want to turn into a link.

2. OPEN THE LINK MENUE

go to **Insert -->Link** or right click chosen link.

3. CHOOSE WHAT YOU WANT TO LINK TO

Website, choose existing File or webpage and paste the URL. Another slide, choose place in this document and pick the slide.

A FILE, browse to the file on your computer.

EMAIL, choose a email address and type the address.

4. CONFIRM

click **OK** to apply the hyperlink

Inserting hyperlinks also helps your presentation tidy by reducing clutter and guiding your audience exactly where they need to go.

“Hyperlinks matter!”

