

1. Introduction

Microsoft PowerPoint is part of the Microsoft 365.

You can find this in Windows on the bottom left corner of your monitor.

Once you open this it's provided already called "PowerPoint."

HOW TO INSERT HYPERLINKS IN A POWERPOINT.

Angela Leonardo | 2511409

Lecturer: Dr. Kazeem Oseni

2. Editing

Once that you open your PowerPoint, you are free to select any template that you need. You can customise your slides by pressing "slides" in the Home button that can be found on the ribbon selection.

3. Inserting

Next to the 'Home' button, there's 'Insert' where you will find 'Link'. To insert a link to your presentation, you must click on your slides first where you want your link to be placed otherwise the link option would not be available.

4. Link uploaded!

There are three options for you to provide a link to:

1. Web Page or File

a. For you to be able to copy and paste a link from either a Web Page or a File, click another tab and enter the website that you want to provide a link to and open it. Once you have opened the website, just click the search bar (the website) and press Ctrl + C to copy the website link, go to your PowerPoint presentation and press Ctrl + V to the address bar.

2. This Document

3. Email Address

Text to Display: ScreenTip...

Web Page or File This Document Email Address

Link to an existing file or web page.

Address: Select...

