

HOW TO INSERT HYPERLINKS IN A POWERPOINT

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Inserting hyperlinks in a PowerPoint is very simple. Anyone can do it with the right guidance. So here is a step-by-step guide on how to add hyperlinks on your PowerPoint.

Step 1

Firstly, open PowerPoint on your computer. Whether you're using the latest version or an old version; the steps are very similar so no worries.



Presentation4
OneDrive - Univers

Step 2

Once you've got PowerPoint open, navigate to the specific presentation where you'd like to add hyperlinks.



Step 3

With your presentation open, look for the insert tab on the top menu. The insert tab has everything you need to make a great and eye-catching presentation. You can add all sorts of elements to your presentation like pictures, videos, illustrations and links. Click on that tab and you will see a range of options displayed.

Step 4

Now the next step is to click on shapes. This option allows you to add various shapes to your presentation, which you can use as the base for the clickable button. Once you've clicked shapes, a dropdown tab will appear with lots of shape options. However, for hyperlinks you should choose the video action button which is right at the bottom.

Step 5

After selecting your button shape, draw it onto your slide. Position it wherever you'd like it to appear, maybe next to a text calling it "click here for more information", or whatever you prefer. Once you've got your button placed, the next key step is to link it to your desired destination.

Step 6

To do this, click on the shape and a menu will pop up. Look for the option that says, "hyperlink to" and hover over it. This will reveal a new set of options. Since we are aiming to travel to a specific web page, you will choose the URL option. This choice will prompt you with a box to type the URL you want the button to navigate to.

Step 7

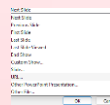
Finally, type your URL into the provided field. Make sure it's the correct link. Perhaps copy and paste from your browser to avoid typing mistakes. Once you have typed your URL, you can now press "OK". After you can press "OK" again to finalise your hyperlink.



Action Buttons



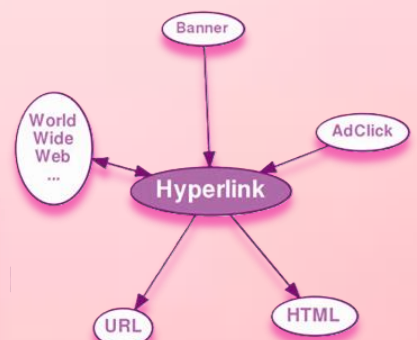
Click here for more information



Next Slide

Inserting hyperlinks can be very useful for many different things. For example:

- A class presentation
- Context
- Referencing
- Navigation through different websites
- Accessible to users with impairments.
- Access detailed information.



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