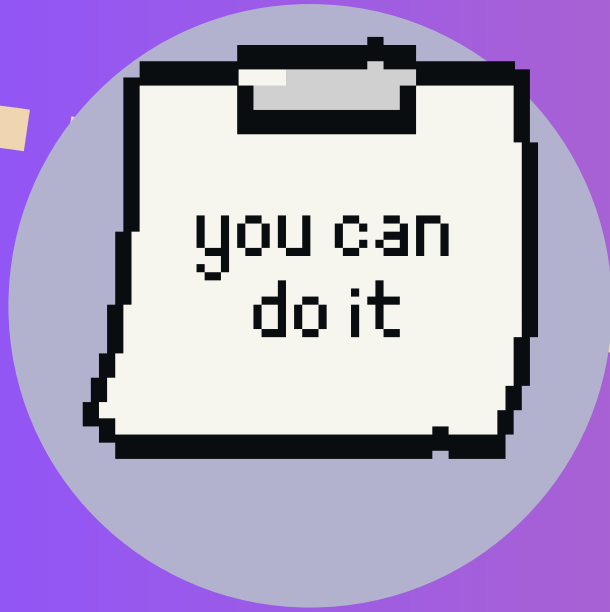


Step 1.

Choose the text, form, or image that you wish to link to.



Student Name: Oana
Elena Novac



Step 2.

lick on the "Insert" tab and then select "Link" from the options.

Step 3.

Make a choice or opt for "Insert Link" located at the bottom.



Step 4.

Choose an already-existing file or webpage, then add the

Text to display: Enter the text you wish to appear when someone clicks on your hyperlink.

ScreenTip: (optional) Type the text you wish to show when the user moves their cursor over the hyperlink.

Choose where you want to link to: Recent Files, Browsed Pages, or Current Folder.

Address: Copy and paste the URL of the website you wish to link to, if you haven't already chosen a location above.



Step 5.

From the options available choose "OK"



How to Insert Hyperlinks into a PowerPoint Presentation

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