

How to Insert a Hyperlink to a PowerPoint:



Way one:

Inserting a hyperlink in PowerPoint is simple. One straightforward way to do it is by using the keyboard shortcuts CTRL+C to copy and CTRL+V to paste. First, go to the website you want the link from and at the top of your browser, you highlight it and use the keys on your keyboard to copy that link.

Then, go back to your PowerPoint presentation, click on the text or image where you want the link to go, and press CTRL +V to paste it. Once you have done that, your link will show up and be clickable. When you are presenting, you can just click it, and it will automatically open the page you linked, and it will take you to a new tab where that link will be open.

Step one:

Step two:

Way two:

Another way to add a link to your PowerPoint is through a mouse. When you find the page, you want to link you left click onto it and a list of options will come up. You select the choice that reads copy and you then go back to the PowerPoint page that you want the link on.

Once your on to the page that you want the link to be on you then left click on your mouse again. You will again be faced with a list of options to chose from and the option that you can chose is paste. Once this has been completed you can then access this link whenever as it will take you to that page via a new tab.

