

5 STEPS

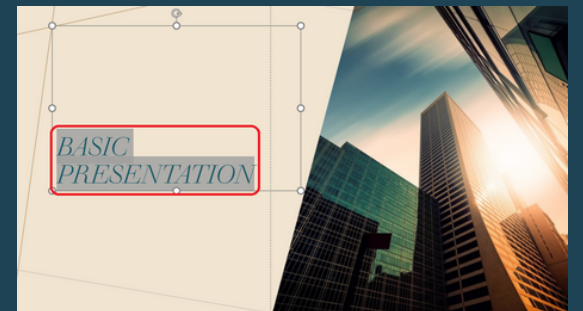
HOW TO INSERT HYPERLINKS IN POWERPOINT

Why use hyperlinks?

Hyperlinks allow you to link to websites, documents, and email addresses directly from your presentation or other slides, connect different slides within the presentation, make your presentation interactive, and save time during navigation.

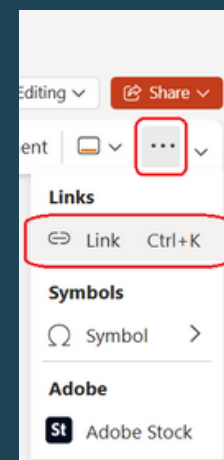
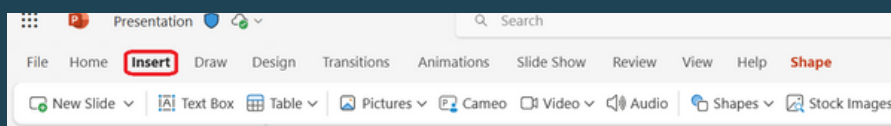
1. Select the text or object

Highlight the text (word, phrase), image, or shape where you want to insert the hyperlink.



2. Open the Insert tab (Insert Link Menu)

Go to the Insert tab on the ribbon, then click on Link or press Ctrl + K. At the top menu bar, click on "Insert".



3. Click on Link (or use shortcut Ctrl+K)

4. Choose link type from the menu

You have two options

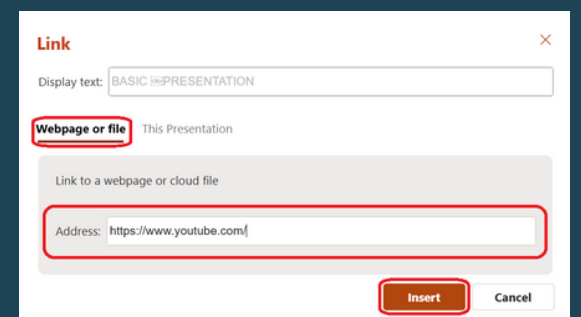
Webpage or file: Paste a website URL or Email Address

This Document: Link to another slide

Choosing a "Webpage or file"

Write or paste address: (e.g., https://www.canva.com/uk_ua/)

Click on "Insert" or Enter " on your keyboard.



5. Confirm

Click on "Insert" or Enter " on your keyboard to insert the hyperlink.

Now your hyperlink is ready to use. In Slide Show mode, click it to test.



Tips & Notes

You can hyperlink shapes, images, icons, and text

Use clear link text like "Click here to open report"

Test links before presenting

Use hyperlinks for easy slide navigation in large presentations

Always test your hyperlink in Slide Show mode