

HOW TO INSERT HYPERLINKS IN A POWERPOINT



Adding hyperlinks in **PowerPoint** allows to connect slides, open websites, or link to files.

to remove or edit a hyperlink, right-click it and select edit link or remove link



1. Select the Text or Object

Click on the text, image, or shape where you want to add a hyperlink.



2. Open the Insert Hyperlink Menu

- Go to the **Insert** tab in the ribbon.
- Click **Link** or press **Ctrl + K** (Windows) / **Cmd + K** (Mac).



3. Choose the Link Type

In the “Insert Hyperlink” window, select one of the options:

- **Existing File or Web Page** – Enter a URL or browse for a file.
- **Place in This Document** – Link to another slide.
- **Create New Document** – Link to a new PowerPoint file.
- **Email Address** – Open an email client with a pre-filled recipient.



4. Enter the Link and Confirm

- Type or paste the link in the **Address** field.
- Click **OK** to save.



5. Test the Hyperlink

Run the slideshow (Press **F5**) and click the hyperlink to check if it works.

References:

1. Microsoft Support – Create or edit a hyperlink in PowerPoint:
<https://support.microsoft.com/en-us/office/create-or-edit-a-hyperlink-in-powerpoint?09200c79-10b6-4381-9f4a-7c820d3a9970>
2. How-To Geek – How to Add Hyperlinks to PowerPoint:
<https://www.howtogeek.com/790925/how-to-add-a-hyperlink-in-microsoft-powerpoint/>
3. Computer Hope – How to create a hyperlink in PowerPoint:
<https://www.computerhope.com/issues/ch001967.htm>