



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Module Code: LCLM4002
Student Name: Kristina Gendvilaite
Student ID: 2533786
Lecturer's Name: Rejwan Sulaiman
Group: 3



HOW TO INSERT HYPERLINKS IN POWERPOINT

Hyperlinks make PowerPoint presentations more interactive and professional in the workplace or study materials.

You can link it to any websites, files, email addresses, or any other slides.

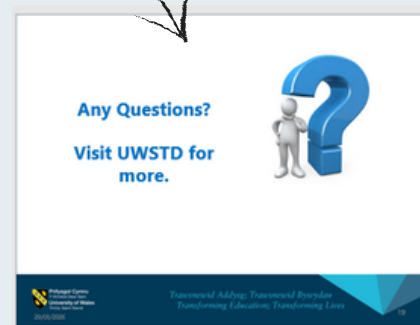
This poster presents linking to the websites.

ADDING A HYPERLINK TO A WEBSITE

Use these steps to turn text, a picture or a shape into a **clickable link** to a website in PowerPoint.

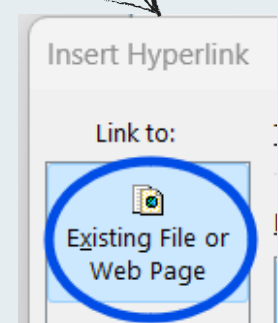
1. Open your PowerPoint slide

- Open the presentation and go to the slide where you want to add the link.
- Decide what will be clickable (for example: a word, a phrase, or an icon).



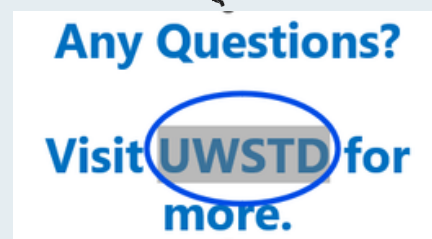
4. Choose a website page

- In the "Insert Hyperlink" window, make sure Existing File or Web Page is selected on the left.



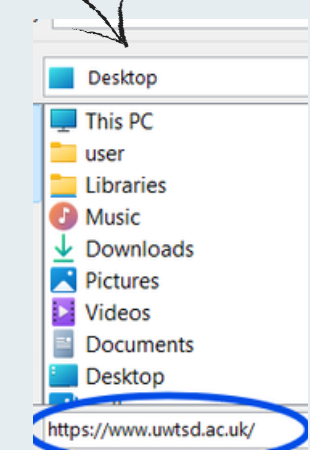
2. Select the text or object

- Click and drag to highlight the text, or single-click the picture/shape.



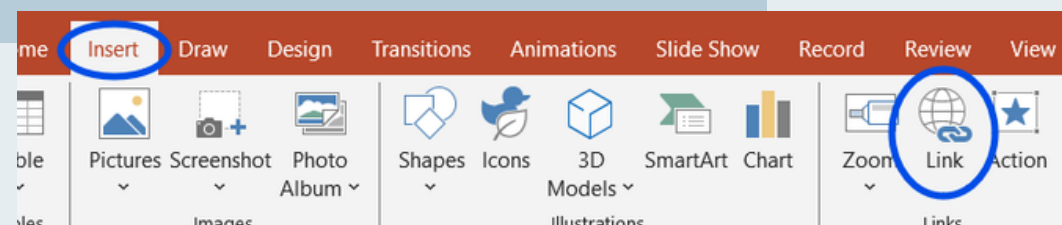
5. Type or paste the link

- In the Address box at the bottom, type or paste the full website address (for example: <https://www.uwtsd.ac.uk/>).
- Check that the Text to display is clear.



3. Insert a link

- On the menu ribbon, click the 'Insert tab' and choose Link.
- Click **Link** (sometimes shown as **Link > Insert Link**).



6. Confirm and test the link

- Click **OK** to create the hyperlink.
- Start the slide show and click the linked text or object to make sure it opens the correct website.
- The hyperlink insertion is now complete.



WHY USING HYPERLINKS MATTERS

Using hyperlinks in PowerPoint helps colleagues or other students to quickly open key websites or documents directly from the slides, while saving time during meetings or training sessions.

It also makes presentations more interactive and professional, supporting clearer communication when presenting.

