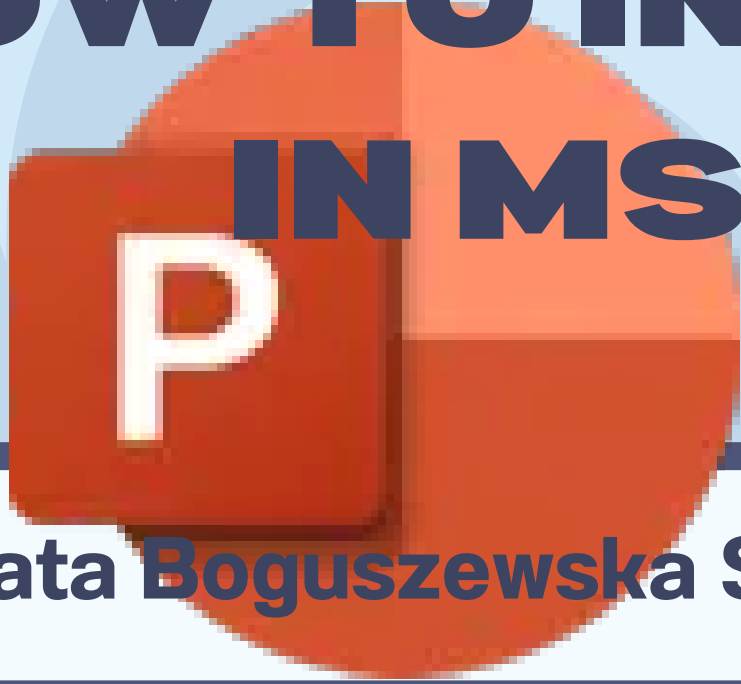


HOW TO INSERT HYPERLINKS IN MS POWERPOINT



Renata Boguszezwska Student Number 2429482

why is powerpoint great app?

- **User-Friendly Interface:** PowerPoint has a simple, intuitive interface that makes it easy for both beginners and advanced users to create presentations. The drag-and-drop features, templates, and design suggestions make it accessible to everyone.
- **Versatile Features:** It allows you to incorporate various media types, like text, images, videos, charts, and audio. This makes it highly flexible for different kinds of presentations—whether for business meetings, educational purposes, or creative projects.
- **Design Options:** With a wide range of pre-designed templates, themes, and customization options, PowerPoint helps users create visually appealing and professional presentations without needing advanced design skills.
- **Collaboration Tools:** PowerPoint enables real-time collaboration through cloud-based integration with OneDrive and SharePoint, making it easy for teams to work on presentations together, regardless of location.
- **Animations and Transitions:** PowerPoint's smooth animations and transitions bring slides to life, making presentations more engaging and dynamic. You can control the timing and flow of content to capture your audience's attention.
- **Ease of Sharing:** PowerPoint files can be easily shared and viewed on different platforms, including computers, tablets, and mobile devices. It also supports exporting presentations as PDFs, videos, or even interactive web presentations.
- **Integration with Microsoft 365:** PowerPoint seamlessly integrates with other Microsoft 365 tools, such as Word, Excel, and Outlook, which helps users to work with data and content from other apps while building presentations.
- **Presenter Tools:** PowerPoint offers tools like presenter view, which helps you keep track of your slides, notes, and timers while presenting. It's especially useful in larger presentations or conferences.

4 steps to easily insert hyperlinks

- **Select the Text or Object:**
- Click on the text, image, shape, or object that you want to use as the hyperlink.
- **Insert the Hyperlink:**
- Right-click on the selected text or object.
- From the context menu, select Link or Hyperlink (depending on your version of PowerPoint).
- Alternatively, you can:
- Go to the Insert tab on the Ribbon.
- Click on Link or Hyperlink in the toolbar.
- **Enter the Link:**
- In the Insert Hyperlink dialog box, you'll see a field where you can paste or type the URL of the website or location (like a slide or a different file) that you want to link to.
- You can also link to a Slide in this Presentation, another file or web page, or even an email address by using the appropriate options in the dialog box.
- Click OK:
- Once you've entered the hyperlink, click OK to apply it.
- Now, when you click on the text or object during the slideshow, PowerPoint will open the link.

for more details and tips visit: <https://www.microsoft.com/en-gb/microsoft-365/powerpoint>