

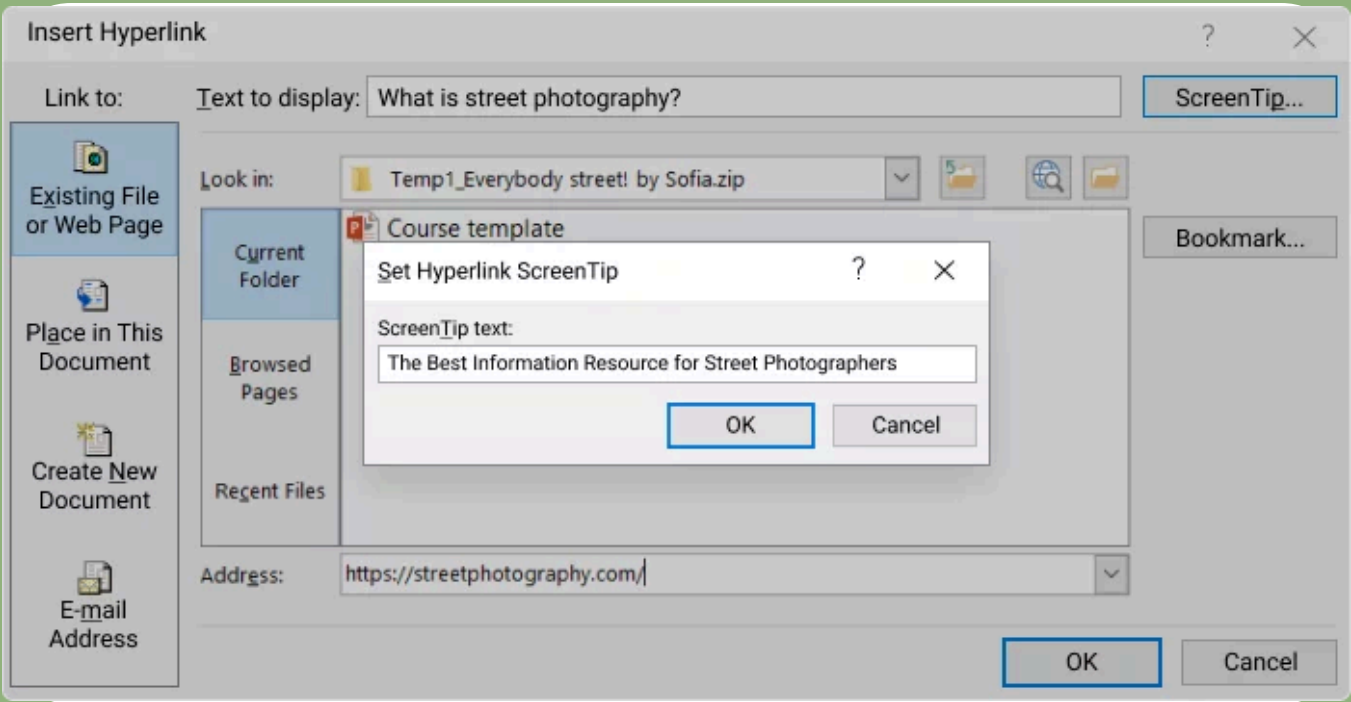
HOW TO INSERT HYPERLINKS IN A POWERPOINT

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INTRODUCTION:

Hyperlinks allow a presentation to become interactive by linking it to additional slides, files, and web resources. This guide explains how to insert hyperlinks into a PowerPoint presentation so they function both offline and online. It also covers useful PowerPoint features—such as linking to YouTube videos, customizing hyperlinks colors, setting up navigation , and other option that expand how hyperlinks can be used in educational settings.



WHAT OBJECTS IN POWERPOINT CAN BE TURNED INTO HYPERLINKS? HYPERLINKS IN POWERPOINT AREN'T LIMITED TO TEXT OR IMAGES. BELOW IS A SUMMARY OF THE DIFFERENT ELEMENTS YOU CAN LINK WITHIN A PRESENTATION :

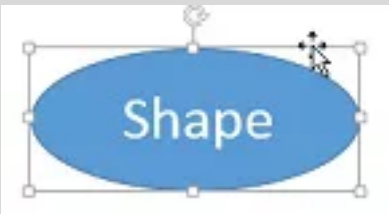
1. Select the border of a text box, the whole box – including the surrounding space–becomes clickable. The text inside will not change color or become underlined.



2. Highlight only the text itself, then only that text becomes clickable. In this case, the linked text will be underlined and change color automatically.



3. Select only the text within a shape, the shape itself will not act as a link. Only the text will be underlined and colored.



4. Select the shape's frame, the whole shape becomes a clickable hyperlink.



5. You can also attach hyperlinks to SmartArt items or groups. To do this, simply select the outline of the SmartArt object.



Any picture inserted into your presentation can also function as a hyperlink. This can be helpful for linking visual examples, diagrams, or even custom navigation buttons.

Conclusion

When incorporating hyperlinks into PowerPoint presentation, it is important to be aware of potential issues that may influence how the presentation functions during playback. This overview aims to support users in maximizing the effectiveness of hyperlinks while avoiding common challenges.

REFERENCES:

FOX , P. (2023, February 17). How to add a hyperlink to a Powerpoint presentation(PPT).