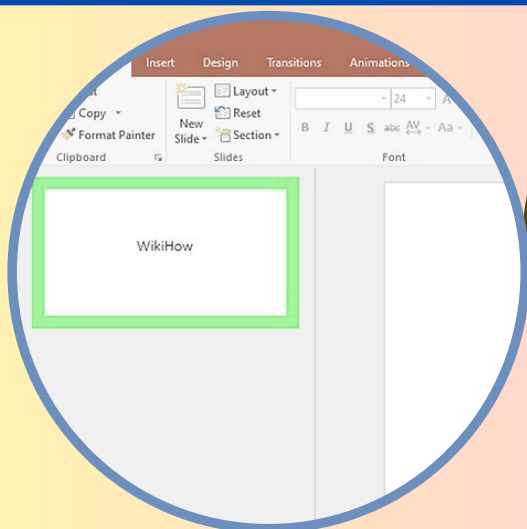


HOW TO INSERT HYPERLINKS INTO A POWERPOINT PRESENTATION

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1. Select a slide.

To add a hyperlink, click the slide that you wish to add it to. This makes the slide editable.

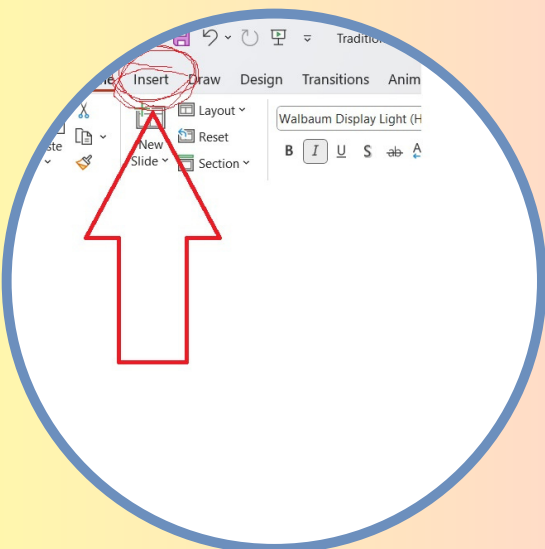
2. SELECT THE HYPERLINK TEXT.

To add text to the link, select it with the mouse. You will add a link to this particular text when you build the hyperlink, enabling you to access the connected document or website by just clicking on the text. An image can easily be made into a hyperlink; to pick an image, simply click on it.



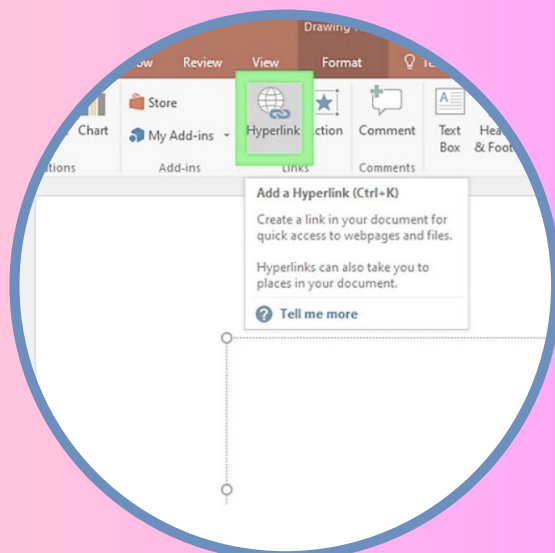
3. CLICK THE "INSERT" TAB.

The Insert tab will be shown at the top of PowerPoint. This provides you with multiple ways to add various objects on the slide that is now being shown.



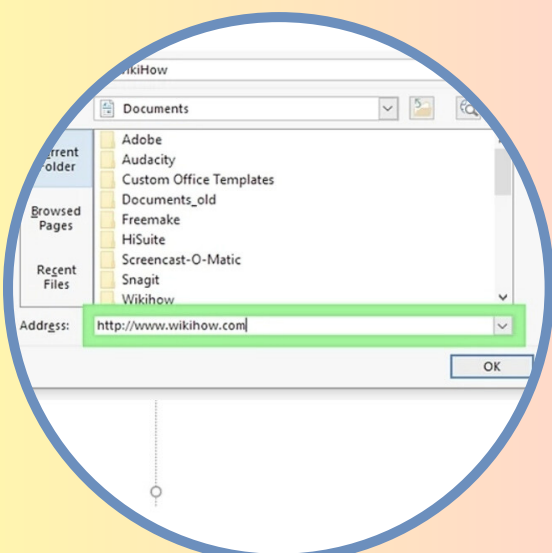
4. CLICK THE "LINK" ICON.

In the PowerPoint toolbar at the top of the screen, select Link. This icon may have said Hyperlink rather than Link in previous iterations.



5. ADD A LOCATION OR ADDRESS TO LINK TO.

Fill the fields. The type of content you're linking to will determine how you fill up this window.



6. CLICK "OK" TO CREATE THE LINK.

Your PowerPoint presentation now has a clickable hyperlink as a result of this. You can navigate to the chosen document, website, or other location by clicking on the object or text that you used to construct the hyperlink.

