

WHAT IS A HYPERLINK?

ACCORDING TO A DICTIONARY OF MEDIA AND COMMUNICATION (OXFORD, 2021), A HYPERLINK IS BASICALLY A BUILT IN LINK THAT CONNECTS ONE PART OF A DOCUMENT TO ANOTHER OR EVEN TO A DIFFERENT DOCUMENT ALTOGETHER.

IN POWERPOINT, IT'S A HANDY TOOL THAT LETS YOU JUMP BETWEEN SLIDES, OPEN WEBSITES, LINK TO FILES, OR EVEN START AN EMAIL ALL WITH JUST ONE CLICK.

INSERTING A HYPERLINK IN POWERPOINT:

Inserting a Hyperlink in PowerPoint
(from Microsoft Support, 2024)

1. Highlight Text or Select Object:

Click on the text, image, or shape that you want to hyperlink.

2. Insert the Link:

Go to the Insert tab, and then click 'Link' or 'Hyperlink' in the toolbar.

3. Choose Where to Link:

In the dialog box, choose from:

- An existing file or webpage
- A place in this document (i.e., another slide)
 - A new document
 - An email address

4. Apply the Link:

Click OK to insert your hyperlink.

In conclusion, inserting hyperlinks in PowerPoint is straightforward process that enhances your presentation by allowing you to link to external websites, other slides, or even email addresses. By following the steps to select text or objects and using the hyperlink feature, you can create interactive elements that engage your audience and provide additional information seamlessly

References:

- Microsoft Support. (2024). Create or edit a hyperlink. Retrieved from: <https://support.microsoft.com>
- Oxford University Press. (2021). A Dictionary of Media and Communication (3rd ed.). Oxford University Press.