

How to Insert a Hyperlink in PowerPoint



1 Open the Hyperlink Dialog

- Right-click on the-selected item and choose “Link” or
- Or, go to the Insert tab on the ribbon and click “Link.”

2 Open the Hyperlink Dialog

- Enter the URL or choose a place in this document
- For websites, type the full address starting with http:// or https://

Insert Hyperlink

Address:

http://

OK

4 Confirm

- Click OK to apply the hyperlink.

Insert Hyperlink

Place in This Document

OK

5 Test Your Link

- Start the slideshow and click the linked text or object to test



TIPS & TRICKS



Use meaningful text like “Click Here” or “Visit Our Site”

Hyperlinked text usually appears underlined and blue by default