



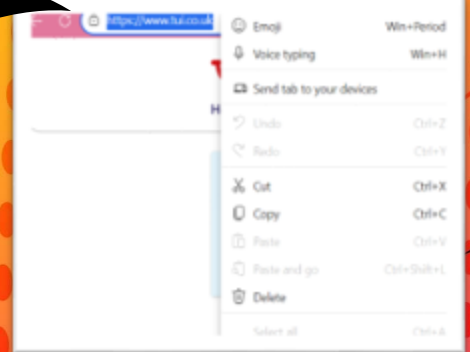
PowerPoint

How To Insert Hyperlink Into A PowerPoint

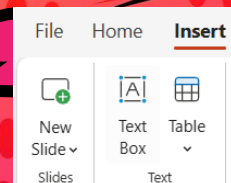
By Monique Kiran (2420247)

Step 1: Select the URL you want to use as a hyperlink (This is the URL found in the search bar at the top of the web page)

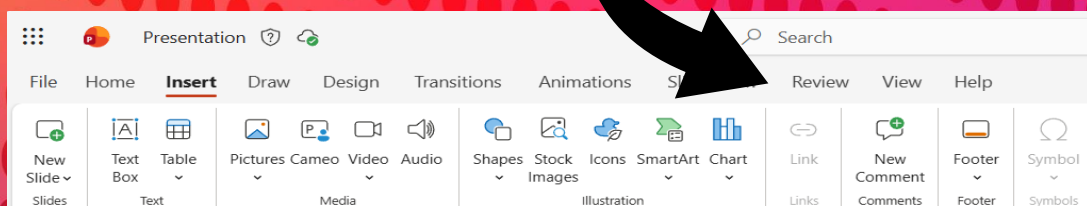
Highlight the URL, click the right button on your mouse and select "copy"



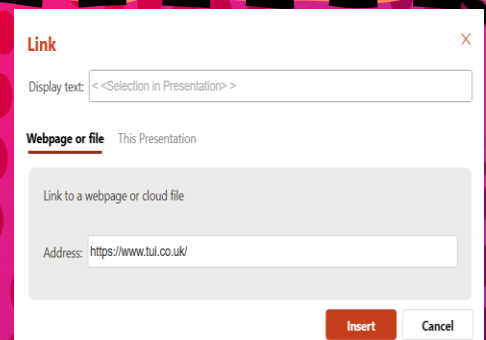
Step 2: Go to the Insert tab and insert a Text box.



Step 3: Click on the text box and then go to the Insert tab on the ribbon of your powerpoint and select **Link**.



Step 4: In the Insert Hyperlink dialog box, paste the URL link you have copied into the address section. Now click insert.



Step 5:

Test the hyperlink by clicking it to see if it opens the desired link

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