

HOW TO CREATE A HYPERLINK USING POWERPOINT

Muhammed Hashim 2526540

OVERVIEW OF POWERPOINT

PowerPoint is a presentation program developed by Microsoft 365, that allows user to create slide based presentations. It is used in schools, businesses, healthcare settings and public speaking to present information clearly using text, images, chart and hyperlinks. Powerpoint helps organise ideas and communicate them visually to an audience. This poster will guide students to create a Hyperlink through PowerPoint in a step by step guide.



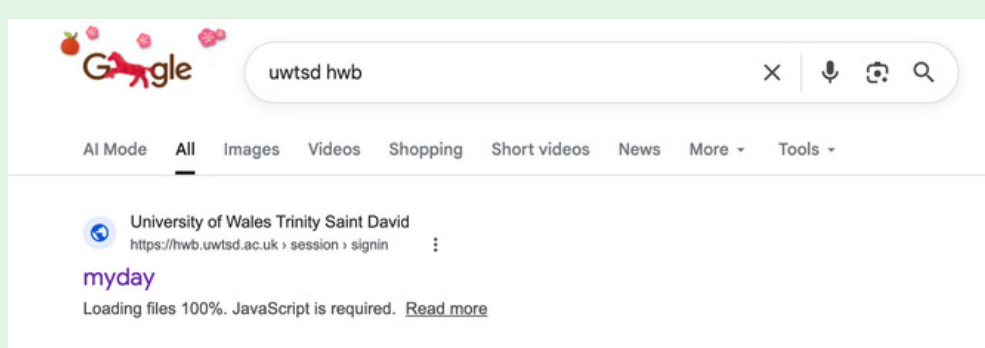
01 OPEN BROWSER

- Go to Google and Type in the search bar: UWTSD HWB

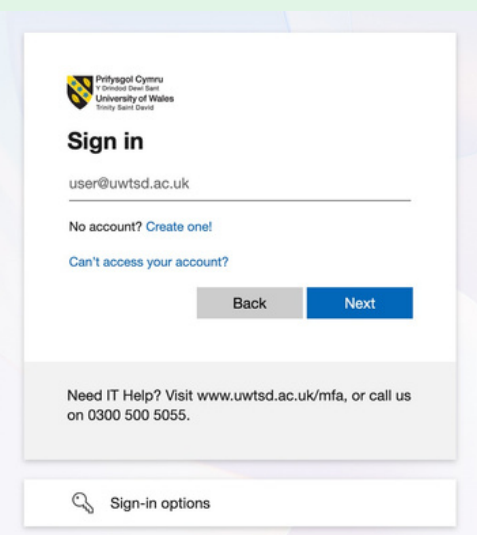


02 SIGN IN TO THE HWB

- Click on the official link of UWTSD HWB (my day) as shown in image below



- Enter your student email
- Enter your password
- Click Sign In



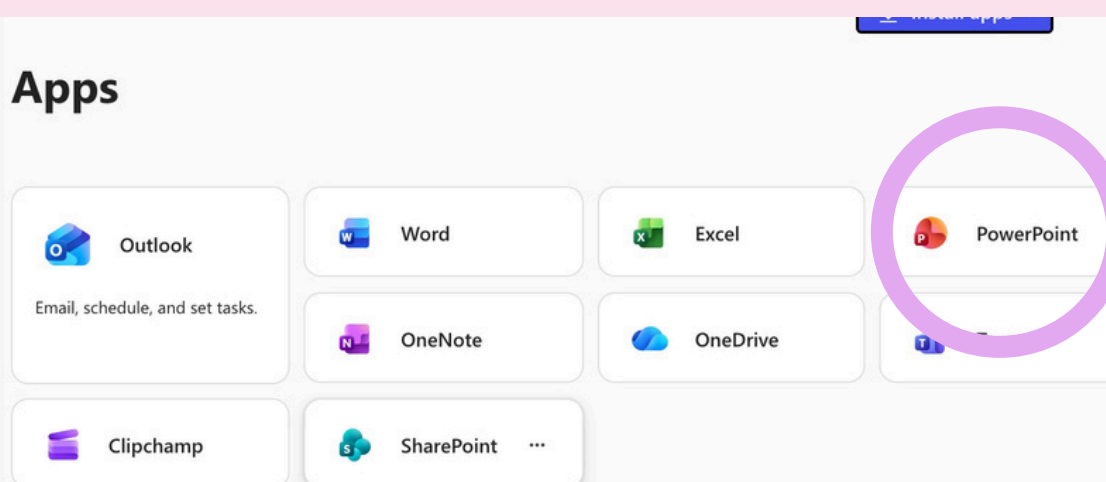
03 OPEN MICROSOFT 365

- Once logged in to HWB
- Select Microsoft 365



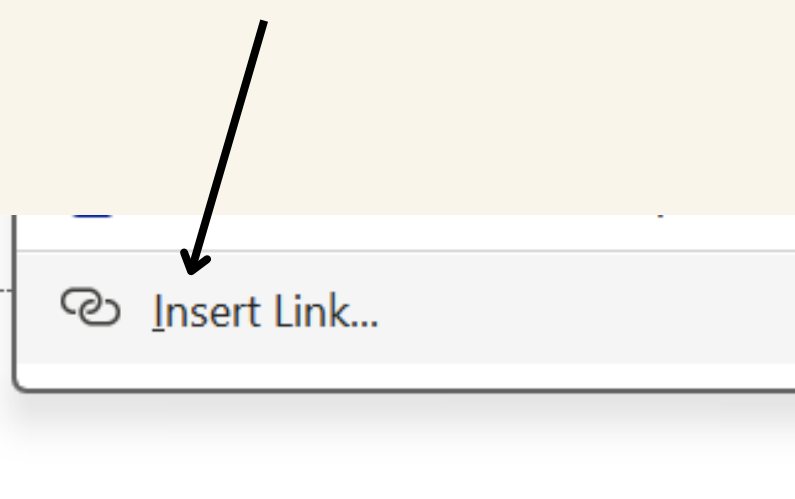
04 OPEN POWERPOINT APP

- Click PowerPoint
- Open a blank Presentation document



05 CREATING HYPERLINK

- Find the Insert tab at the top and Click onto link, then scroll down to insert link.

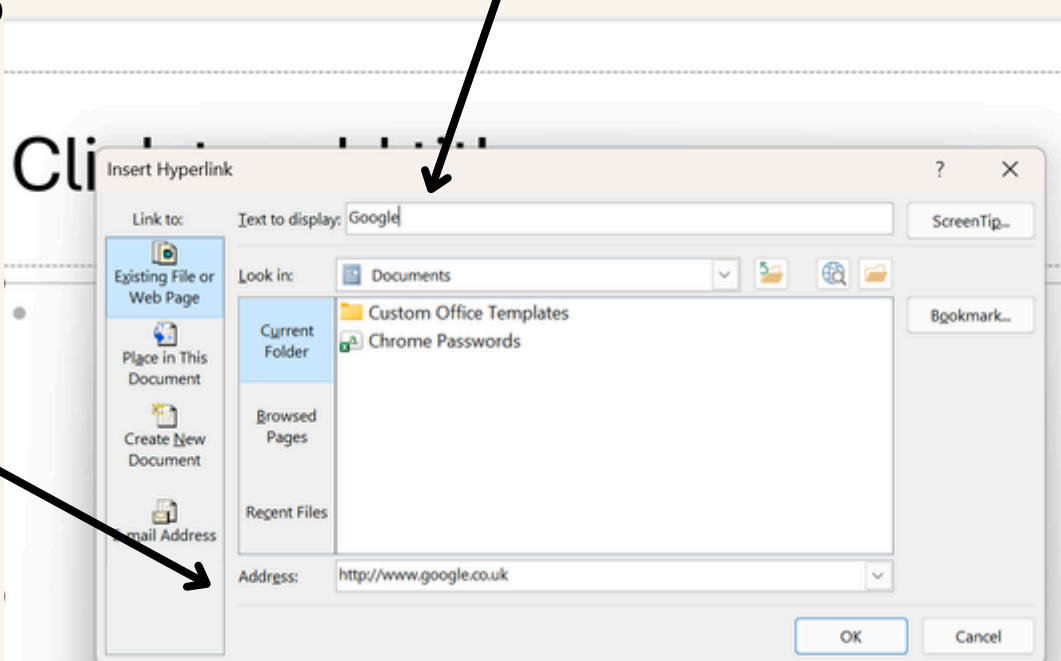


06 HYPERLINK INSERTED

- Copy the website URL your looking to insert and paste it in the address box down below for example www.google.co.uk

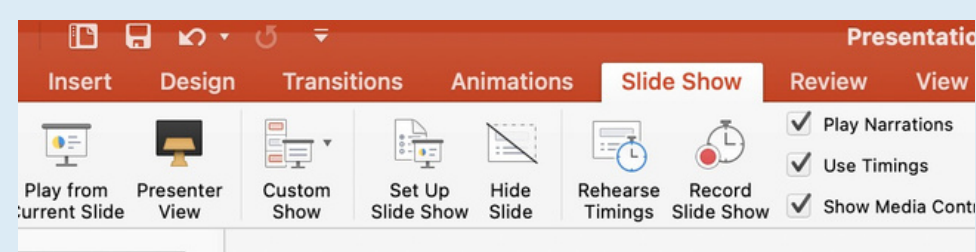
- A blue highlighted word should appear in the text box, this has now become a hyperlink

- Where it says Text to Display you can write anything that your link is about - a screen tip for users to click and access the link you have inserted



07 TEST THE HYPERLINK

- At the top, click on 'slide show'
- Then click 'Play from start'



- To test your hyperlink hold CTRL and click the highlighted text

Google

- This is now ready and will open the page that you have created the hyperlink for

