

"HOW TO INSERT AND USE HYPERLINKS EFFECTIVELY IN POWERPOINT"

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FEW STEPS HOW TO USE HYPERLINKS

1. Choose Text or Object Select the word, phrases, pictures or shapes which you want to be converted to hyperlink through single-click.
2. Right click the option of Linking Or you can go to insert where it says tab and insert and then it will come out saying Link (or Hyperlink depending on the version).
3. Choose mode of connection In the Insert hyperlink dialog box, choose any of the following:
Current File or Web Page- links to another web site or a document copy. go to other slide of your presentation - Insert on This Slide. Creating new document link- to a document that you are going to create. Email Address - you should open a new mail in the default mail program.
4. The Details of the Link Enter Type the kind of link; the URL, a slide title or email address as the situation may be.
5. Click 'OK' Your hyperlink is alive!

EXPLANATION

To make your PowerPoint presentation more interactive and informative, you may add hyperlinks.

You are able to open websites, an email address, documents, or even skip to another slide in the presentation. You can insert a hyperlink in PowerPoint by doing the following:

Use Text or Object To start off, just pick the text that you wish to convert into a hyperlink. This may be just a word, a sentence or a word, a picture, a figure or even an icon. You just have to click and underline the item. Ensure that your choice is obvious, because this is the point on which your audience is going to click to follow the hyperlink.

Right click or Insert Tab After you have chosen what you want to write or create, right click on it. Using the context menu that is shown select either the Link or Hyperlink option depending on your version of PowerPoint. Alternatively, you may proceed to the Insert tab located in ribbon at the top of the screen. In this tab, you need to find Link button that may be called Hyperlink in older versions. By clicking this it will open the insert hyper link dialog box.

The Type of Link to be selected You will be presented with a few choices as to what to put in the link depending on where you want the link to lead:

- Existing File or Web Page: This enables you to provide links to either the external site, or existing document on a system, or network. Just copy and paste the address or search the file.
- Place in this Document: This gives you the possibilities of referencing another slide in your current presentation. It can be helpful in finding ways to go to a different part of a program or come back to a main menu.
- Create New Document: Select the option in case you want to create another file and have the link lead to this file.
- Email Address: Do this when you wish the hyperlink to create a fresh mail in the default email program that targets a particular email address.

Link Details

- At this point, you need to enter the required details based on the type of the link. In the case of a website then enter or copy the entire URL. In the case of a slide, choose a slide title in the list. In the case of email, enter the email of the recipient. Ensure that the details are correct because erroneous information will shatter the chain

Click 'OK'

- After filling all the particulars, click the OK button. Your inactive hyperlink is activated. The test can be made by putting up Slide Show mode and clicking on the connected text or the object.

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1. Slide 1
2. Growth Concept for Power
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7. Slide 7

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On Track

Beginning Growth Branching The Future

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