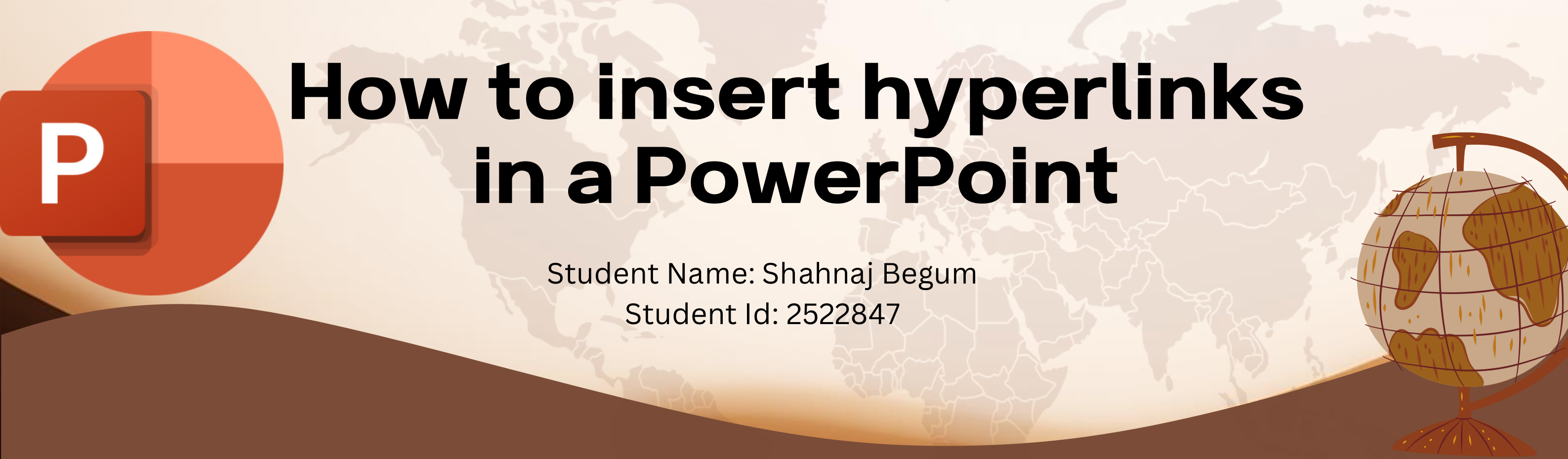




How to insert hyperlinks in a PowerPoint

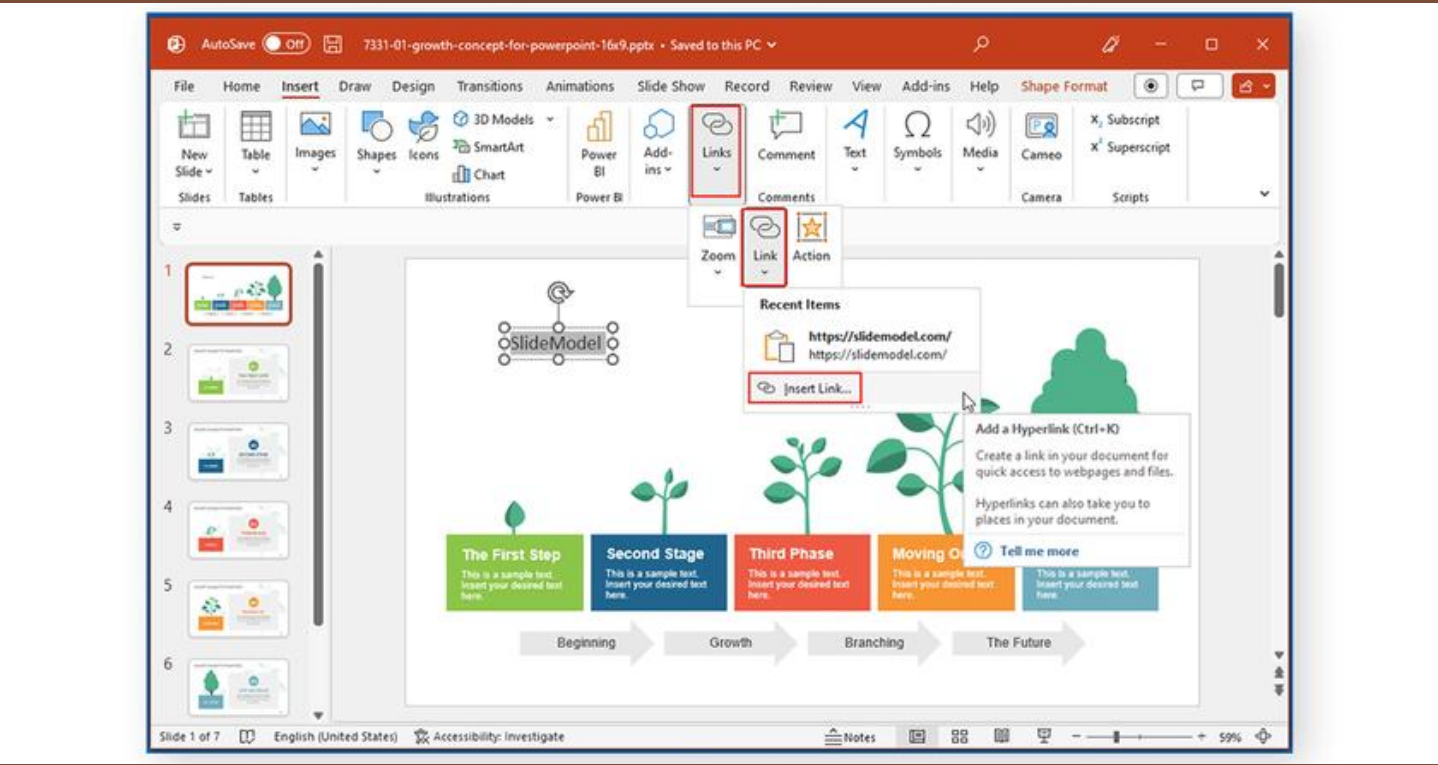
Student Name: Shahnaj Begum
Student Id: 2522847

Introduction: Why Use Hyperlinks in PowerPoint

- Hyperlinks make presentations interactive and professional (Stacy and Thiel, 2017).
- They allow quick navigation between slides during meetings.
- They provide direct access to websites, files, and email contacts.
- They improve workplace efficiency by saving time during presentations.
- They support non-linear presentations such as training sessions and quizzes.
- They demonstrate strong Microsoft 365 technical competence.
- Using hyperlinks effectively enhances audience engagement and digital communication skills.

Preparation Before Inserting a Hyperlink

- Ensure your PowerPoint presentation is saved before inserting links.
- Confirm the correct website URL, file location, or email address.
- Decide whether the hyperlink will be added to text, an image, a shape, or an icon.
- Make sure your device is connected to the internet if linking to a website (Imed, 2021).
- Check that external files are stored in a stable folder location.
- Use clear and professional wording such as "Click here for report" instead of long URLs.
- Good preparation prevents technical errors during delivery.



How to Insert a Hyperlink to a Website

- Open your PowerPoint presentation.
- Select the slide where the hyperlink will be placed.
- Highlight the text or click on the object you want to link.
- Go to the Insert tab on the ribbon.
- Click Link or Hyperlink.
- Select Existing File or Web Page.
- Paste the full website address into the Address box.
- Click OK to confirm.
- Press F5 to start Slide Show mode and test the link.
- This method is useful when directing audiences to online reports, company websites, or research sources.

How to Link to Slides, Files, and Email

Linking to another slide:

- Select the text or object.
- Go to Insert → Link.
- Choose Place in This Document.
- Select the slide from the list.
- Click OK.

This is ideal for creating menu slides or interactive navigation.

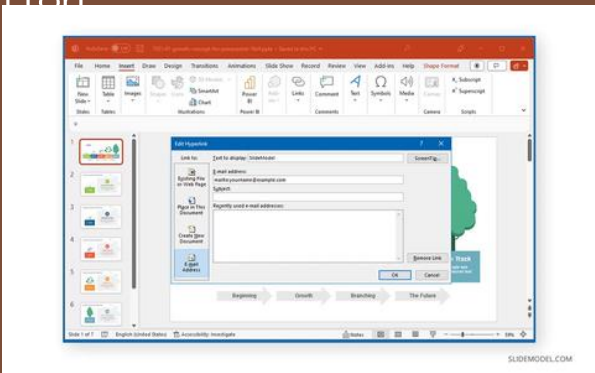
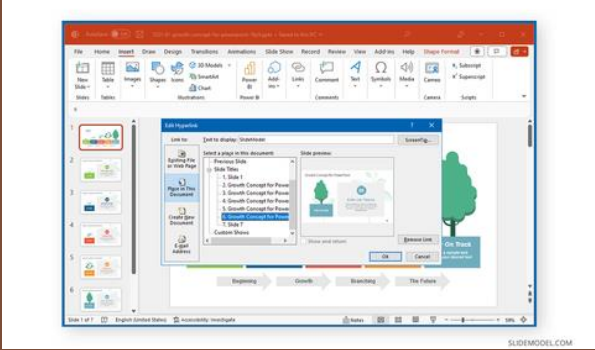
Linking to a file on your computer:

- Select the object.
- Click Insert → Link.
- Choose Existing File or Web Page.
- Browse and select the file.
- Click OK.

Ensure the file remains in the same location.

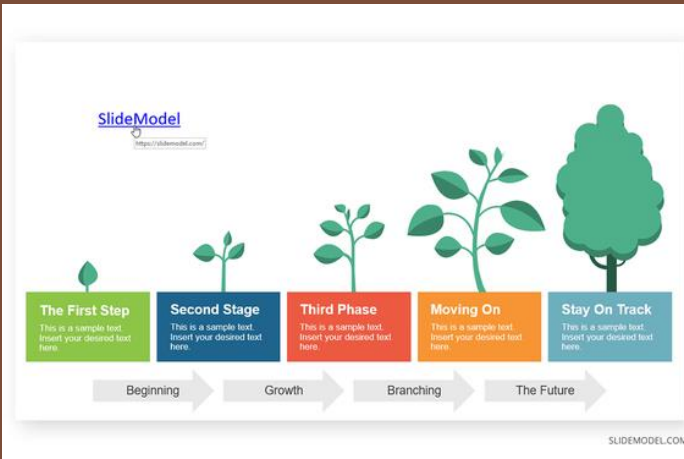
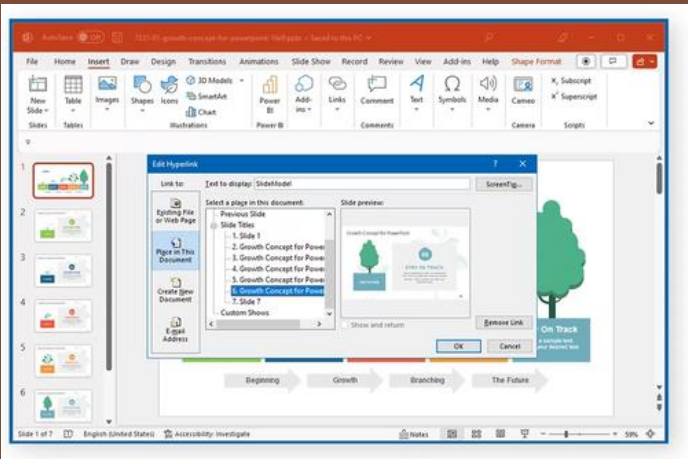
Creating an email hyperlink:

- Select text such as "Contact Us."
- Click Insert → Link.
- Choose Email Address.
- Enter the email and subject line.
- Click OK.



Editing, Testing and Troubleshooting Hyperlinks

- Right-click the linked text or object.
- Select Edit Link to change the address.
- Select Remove Link to delete it.
- Always test hyperlinks in Slide Show mode.
- If a website does not open, check your internet connection.
- If a file does not open, confirm the file location.
- If the wrong slide opens, review hyperlink settings.
- Testing ensures smooth and professional presentation delivery.



Workplace Benefits and Good Practice Tips

- Keep hyperlink text short and clear.
- Maintain consistent colours aligned with your theme.
- Avoid overloading slides with excessive links.
- Use shapes or icons to improve visual clarity (Model and Viera, 2024).
- Test all hyperlinks before submitting or presenting.
- Use hyperlinks strategically to guide audience attention.

Effective hyperlink use improves productivity, supports professional communication, and demonstrates digital workplace competence.

References

Imed. (2021). How to Hyperlink in PowerPoint for 2026. [online] Research.com. Available at: [If any sources are cited, include a reference list.](#) [Accessed 26 Feb. 2026].
Model, S. and Viera, G. (2024). How to Create an Hyperlink in PowerPoint and Google Slides. [online] SlideModel. Available at: [If any sources are cited, include a reference list.](#) [Accessed 26 Feb. 2026].
Stacy, G.S. and Thiel, S.G. (2017). Use of Hyperlinks in PowerPoint Presentations as an Educational Tool. Academic Radiology, [online] 24(10), pp.1318–1324. doi: [If any sources are cited, include a reference list.](#)