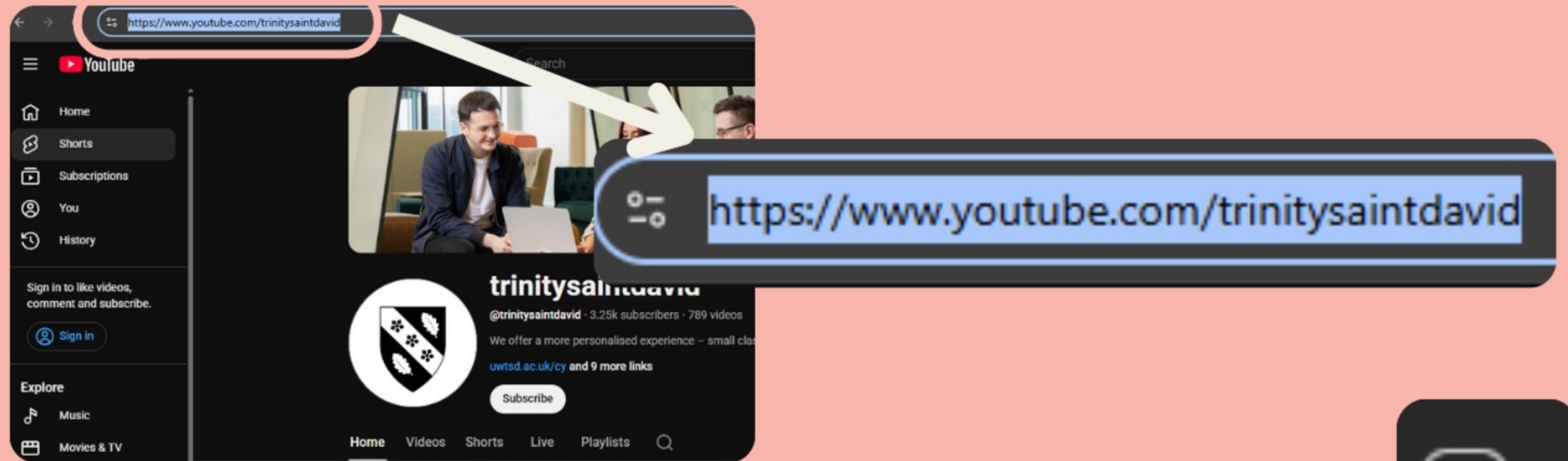


HOW TO ADD AN HYPERLINK INTO *Power Point*



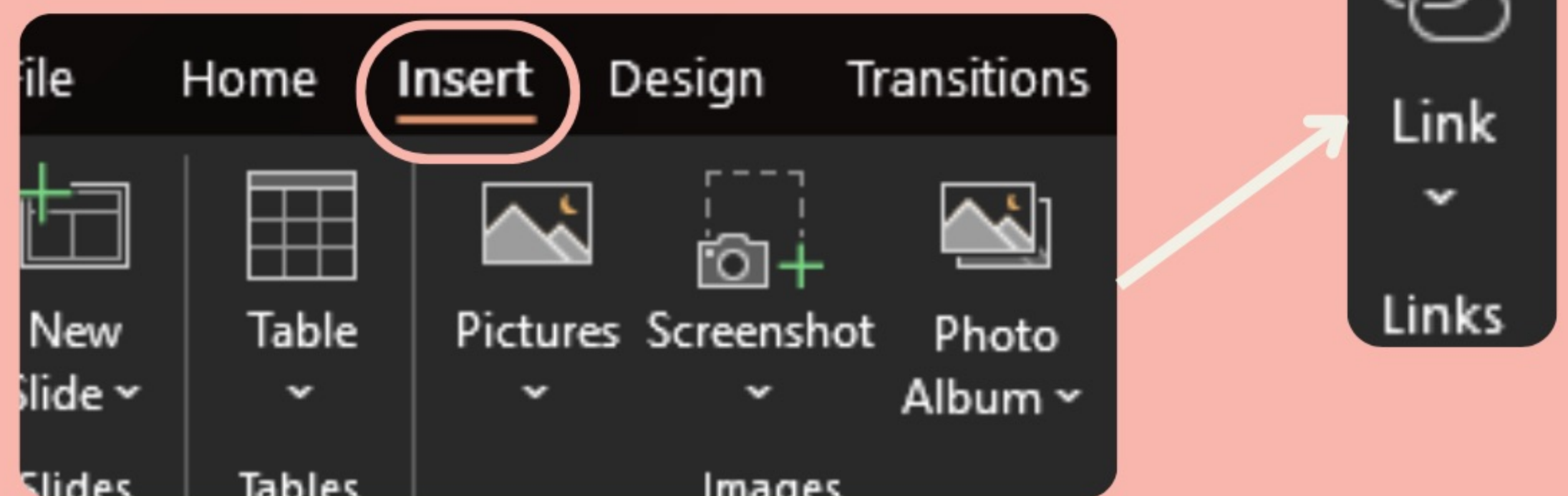
1 SELECT YOUR URL

Select the URL that you will link that you will like to add into your word.



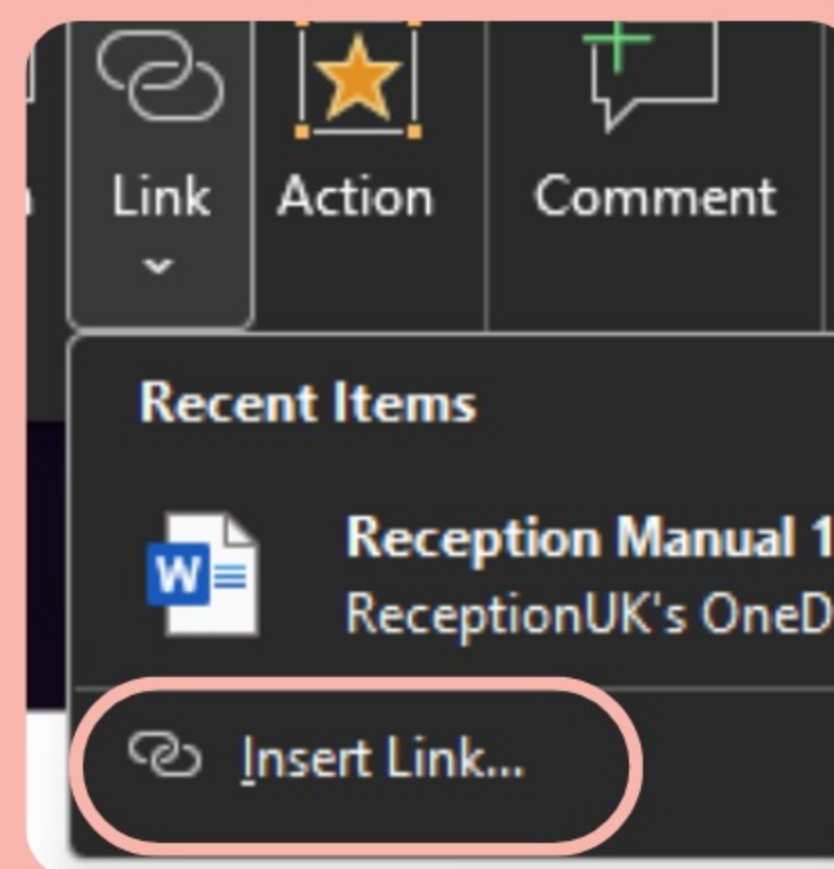
2 SELECT YOUR TEXT

Open your PowerPoint slide and type the word you want (for example: HERE). select the word and now at the tool bar go to 'Insert' and select 'Link'.



3 INSERT LINK

At the tool bar you will be able to find 'Insert' click on it and then select 'Link'. This tool will help you create quick access to webpages and files.

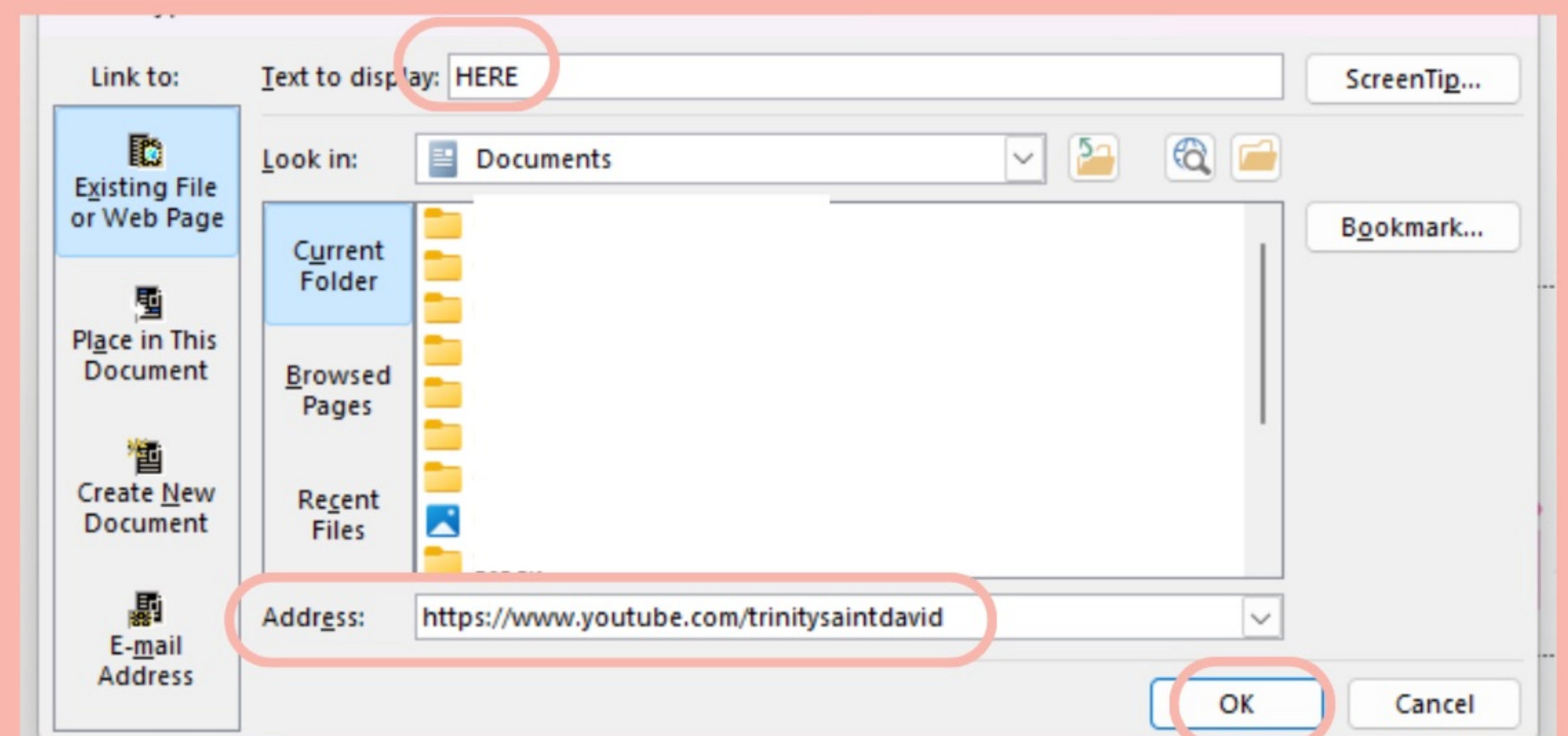


Note: They can also take you to places in your document.

4 PASTE YOUR URL

Once you've clicked the 'Insert Link' a new window will open up. In the Address field, paste your URL and press OK to confirm the changes.

Note: At the top of the window you can also find the word that you have selected at the top



5 TEST YOUR URL

Your word will now be underlined this means that the hyperlink works.

To double check you can now go into Slide Show mode and click the word to make sure it opens the link.

