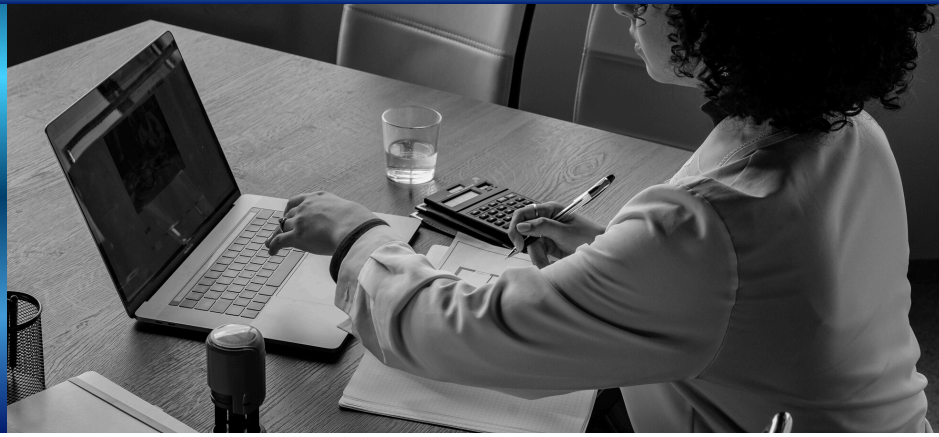


How to insert Hyperlinks in PowerPoint



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WHAT IS A HYPERLINK?

A **hyperlink** in Microsoft PowerPoint is an interactive element that connects one slide, file, or online resource to another. It allows the presenter or viewer to move quickly between related pieces of information by simply clicking on linked text, images, or shapes.

In PowerPoint, hyperlinks can be used to:

- Jump to another **slide** within the same presentation;
- Open an **external website** or online document;
- Launch a **file or email** directly from the slide.

Technically, a hyperlink contains a destination address (such as a URL or a slide reference) that tells PowerPoint where to navigate when the link is activated. This feature helps create **nonlinear, interactive presentations**, making navigation more dynamic and professional.



There are several types of hyperlinks:

SLIDE LINK

Connects to another slide within the same presentation, allowing smooth navigation between topics or sections.

Web Page Hyperlink

Opens an external website through a URL when clicked

File Hyperlink

Links to another document or file stored on the computer or network.

Email Hyperlink

Opens the user's default email program and creates a new message to a specified address.

Place in This Document

Directs the viewer to a specific slide, custom show, or section in the current PowerPoint file.

STEP-BY-STEP GUIDE

1. Select an object

Choose the text, image, or shape you want to turn into a link.

2. Open the hyperlink tool

Right-click → **Link / Hyperlink**, or press **Ctrl + K** (Cmd + K on Mac).

3. Choose the link type

- **Existing File or Web Page** – opens a website or document.
- **Place in This Document** – jumps to another slide in the same presentation.
- **E-mail Address** – opens a new email message.
- **New Document** – creates and opens a new file.

4. Set the destination

- Enter the URL, file path, slide title, or email address.
- Click **OK** to confirm.

5. Test the hyperlink

- Start the slideshow (**F5** or **Shift + F5**) and click the object to ensure it works.

6. Edit or remove if needed

- Right-click → **Edit Link** to change it, or **Remove Link** to delete it



Helpful Tips for Using Hyperlinks in PowerPoint

1.Keep it simple	Use short, clear words or buttons for hyperlinks so your audience immediately knows what to click.
2.Use consistent style	Apply the same color or underline style to all links for a professional look.
3.Test before presenting	Always check that each hyperlink works correctly in Slide Show Mode .
4.Avoid broken links	If you link to local files, store them in the same folder as your presentation.
5.Use internal links wisely	Create slide-to-slide hyperlinks to make interactive menus or nonlinear presentations .
6.Add tooltips	You can insert short descriptions (ScreenTips) that appear when hovering over a link for better guidance.
7.Be careful with web links	Ensure you have a stable internet connection if your presentation includes online resources.
8.Use hyperlinks for navigation	Combine them with action buttons to move forward, backward, or to specific sections.
9.Check email links	Make sure the default mail app on the presentation computer is set up properly.
10.Design for visibility	Avoid placing hyperlinks over busy backgrounds or images where they're hard to see.



CONFIRM AND TEST

- Press OK
- Test your link in Slide Show

Thank you!