



How to Insert a Hyperlink in a Power Point

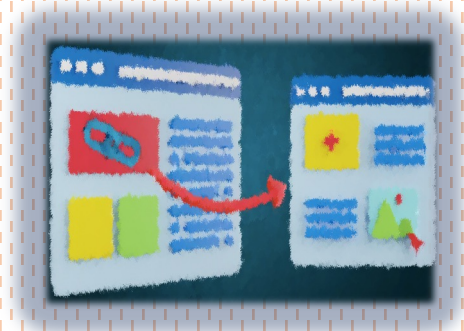


- Hyperlinks allow you to link slides to websites, email addresses, other slides, or documents.
- They make presentations interactive, professional, and easy to navigate.

- Using hyperlinks saves time by providing quick access to additional resources.
- In the workplace, hyperlinks improve client presentations, training sessions, and team meetings.

- Always verify the accuracy of web addresses, email addresses, or file paths before adding a hyperlink. Incorrect links can disrupt the flow of a presentation and cause confusion.

- ❖ Hyperlinks can be added to text, shapes, or images, offering design flexibility.
- ❖ They help keep slides organised and visually clean.
- ❖ Active hyperlinks usually appear underlined or coloured to indicate interactivity.
- ❖ Testing hyperlinks before your presentation ensures they work correctly and prevents technical issues.



Step-by-Step Process to Insert a Hyperlink

