

INSERTING HYPERLINKS INTO A POWERPOINT PRESENTATION

DESCRIPTION

Inserting a hyperlink into a PowerPoint presentation is a straightforward process that allows you to seamlessly navigate to external sources or other slides within the presentation itself. Here's a step-by-step guide to help you effectively incorporate hyperlinks into your PowerPoint slides:

01.

Open Your PowerPoint Presentation: Begin by opening the PowerPoint presentation in which you want to insert the hyperlink. Make sure you're in the slide editing view.



02.

Select the Text or Object: Decide whether you want to hyperlink a specific text or an object (like a shape or an image). Click on the text or select the object where you want to place the hyperlink.



03.

Access the Insert Tab: At the top of the PowerPoint window, you'll find the ribbon containing various tabs. Click on the "Insert" tab to access the options for inserting different elements into your slides.



04.

Insert the Hyperlink: Within the "Insert" tab, locate the "Links" group. Here, you'll find the "Hyperlink" option. Click on it. Alternatively, you can right-click on the selected text or object and choose "Hyperlink" from the context menu.



05.

Choose the Destination: A dialog box will appear, providing you with various options for linking to different destinations. You can link to: **An Existing File or Web Page:** If you want to link to a webpage, you can enter the URL in the address field.



06.

If you want to link to a file, navigate to the file's location on your computer. **A Place in This Document:** If you want to link to another slide within the same presentation, select this option and choose the slide from the list.



07.

Create New Document: This option allows you to create a new PowerPoint presentation, Word document, Excel workbook, or email message and link to it.



08.

Set Additional Options (if necessary): Depending on the destination you've chosen, you may have additional options to customize the hyperlink. For example, you can specify the text to display for the hyperlink, add a screen tip (tooltip), or set the appearance of the hyperlink.

