

# How to insert Hyperlinks in Power Point

## Introduction

### ***What is a hyperlink?***

*A **hyperlink** allows you to link text, images, or objects in your PowerPoint presentation easier to a webpage, another slide, or an external file. This makes your presentation interactive and to navigate.*

## Step 1: Open PowerPoint and Select a Slide

- Description:** Open your PowerPoint presentation and choose the slide where you want to add a hyperlink.
- Visual:** Include a screenshot showing a PowerPoint presentation with a selected slide.

## Step 2: Select the Text or Object

- Description:** Click on the text or object (like an image or shape) that you want to turn into a hyperlink.
- Visual:** Add a screenshot highlighting the selected text or object.

## Step 3: Right-Click and Select 'Hyperlink'

**Description:** Right click on the selected text or object, then choose the Hyperlink option from the menu.

**Visual:** Show an image of the right-click menu with the “Hyperlink” option highlighted.

## Step 4: Add the Link

**Description:** In the dialog box that appears, enter the URL you want to link to (for a webpage) or choose another slide in the presentation to link to.

**Visual:** Screenshot of the dialog box showing the “Adress” field for adding the link.