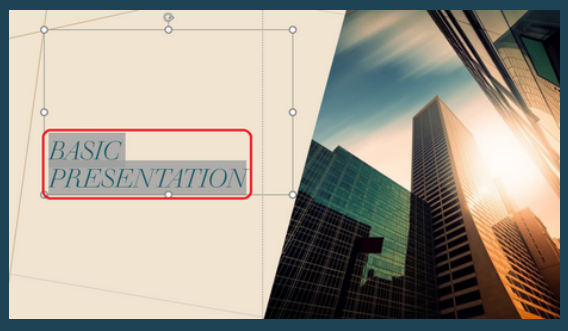
5 STEPS

HOW TO INSERT HYPERLINKS IN POWERPOINT

Why use hyperlinks?
Hyperlinks allow you to link to websites, documents, and email addresses directly from your presentation or other slides, connect different slides within the presentation, make your presentation interactive, and save time during navigation.

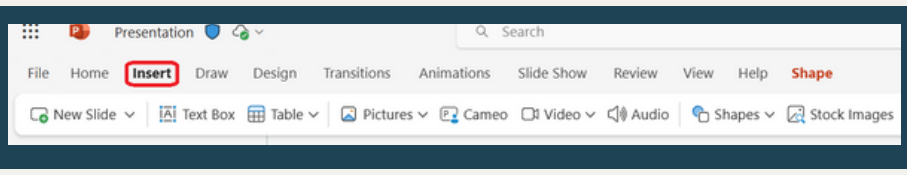
1. Select the text or object

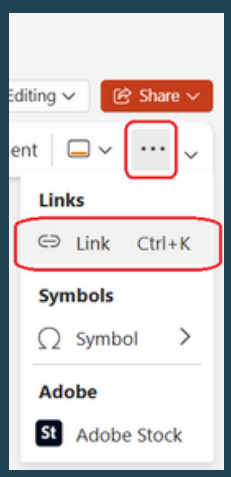
Highlight the text (word, phrase), image, or shape where you want to insert the hyperlink.



2. Open the Insert tab (Insert Link Menu)

Go to the Insert tab on the ribbon, then click on Link or press Ctrl + K.
At the top menu bar, click on "Insert".

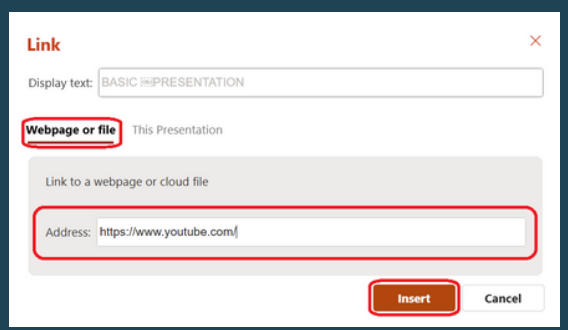




3. Click on Link (or use shortcut Ctrl+K)

4. Choose link type from the menu

You have two options
Webpage or file: Paste a website URL or Email Address
This Document: Link to another slide
Choosing a “Webpage or file”
Write or paste address: (e.g., https://www.canva.com/uk_ua/)
Click on "Insert" or Enter " on your keyboard.



5. Confirm

Click on "Insert" or Enter " on your keyboard to insert the hyperlink.
Now your hyperlink is ready to use. In Slide Show mode, click it to test.

Tips & Notes
You can hyperlink shapes, images, icons, and text
Use clear link text like “Click here to open report”
Test links before presenting
Use hyperlinks for easy slide navigation in large presentations
Always test your hyperlink in Slide Show mode

Created by: Nazarii Vlasov| CertHE Business Skills