

University of Wales Trinity Saint David
Birmingham

Digital Skills (LCLM4002)

Task 2 (Poster)

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INSERTING HYPERLINK IN POWERPOINT



SELECT THE TEXT OR OBJECT

Click on the text or object that you want to turn into a hyperlink.



INSERT HYPERLINK

Go to the Insert tab on the Ribbon and click the Hyperlink button.



ENTER THE HYPERLINK

In the 'Insert Hyperlink' dialog box, type or paste the URL into the 'Address' field.



TEST THE HYPERLINK

Click the hyperlink to ensure it works and leads to the correct destination.