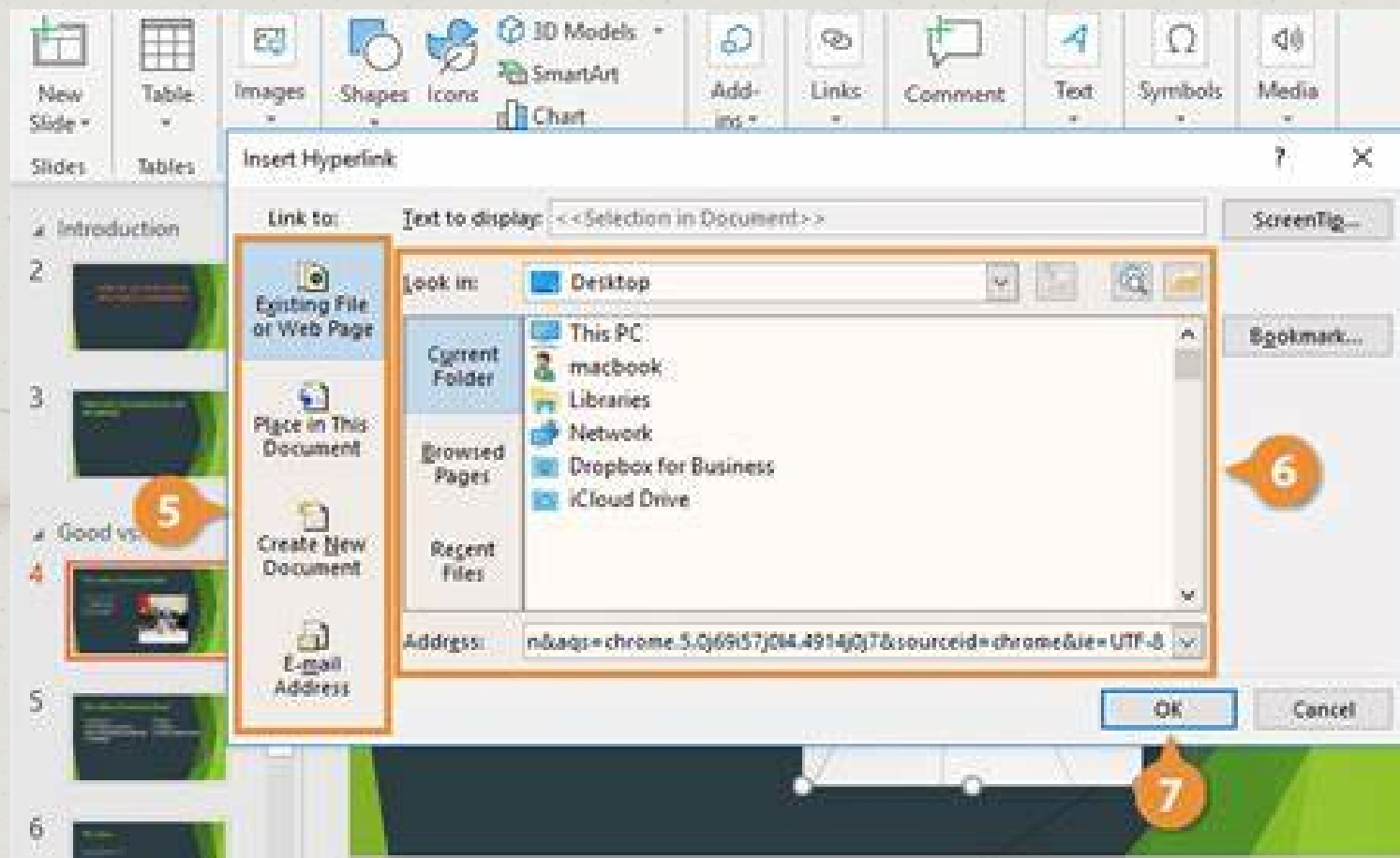


How to insert Hyperlinks in A Power Point - Task 2 of 3



1. *To insert a hyperlink in body points, you need to:*
2. *Select and high light the text, shape or image*
3. *On the Tab click link or Hyperlink.*
4. *You can also right click and choose the destination of the link option, or press Ctrl + K.*
5. *In the insert Hyperlink window, choose the distination of the link you can link to an existing file, web page, or a specific slides within the presentation.*
6. *Type the text you want to be visible on the slide for the hyperlink in the Display text box.*
7. *Click Ok*