

HOW TO INSERT HYPERLINKS IN POWERPOINT

SELECT THE TEXT OR OBJECT

Click on the text, shape, or image that you want to turn into a hyperlink. Make sure it is selected before moving to the next step.

OPEN THE INSERT MENU

Go to the top menu and click on the "Insert" tab. Then select "Link" or "Hyperlink" from the options.

ENTER THE LINKS DETAILS

Break your goals into simple and realistic steps you can do consistently. Clear actions make progress feel lighter and easier to maintain.

CHOOSE THE TYPE OF LINK

In the dialog box, choose what you want to link to. You can select a website, another slide, or a file.

CONFIRM THE HYPERLINK

Click "OK" to apply the hyperlink. Your link is now added to the selected object.

TEST YOUR LINK

Click on the object in presentation mode to make sure the link works properly. Fix it if something is wrong.