

HOW TO INSERT HYPERLINK IN POWERPOINT

1 TURN ON THE LAPTOP, OPEN POWERPOINT



MAKE YOUR TEXT INTERACTIVE WITH JUST
FEW CLICKS

2 select your text or
object
click on text, image or
object you want to
turn to link



Cons

They can also
introduce
complexity
and
potential
distractions
if not used
properly

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3 INSERT YOUR LINK
TYPE OR COPY
& PASTE YOUR
MATERIAL



TIP

Tip: Use ctrl+ K (Windows)
cmd+ K (mac) for shortcut to
insert links faster

CHOOSE
YOUR
DESTINATION

PASTE A WEBSITE
ADDRESS, LINK TO
ANOTHER SLIDE OR EVEN
AN EMAIL

WHAT'S IS
POWERPOINT

Powerpoint is a software
package designed to create
electronic presentations
consisting of a series of
separate pages or slides.

HYPERLINK is a link
from a hypertext
document to another
location, activated by
clicking on a
highlighted word or
image.

A hyperlink (or link) is an
item like a word or button
that points to another
location.

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