

HOW TO INSERT HYPERLINKS IN A POWERPOINT

A hyperlink is a hypertext that you can click to navigate readers to other pages or websites

Hyperlink in Power Point allow to create interactive presentations by linking to websites, other slides or documents.

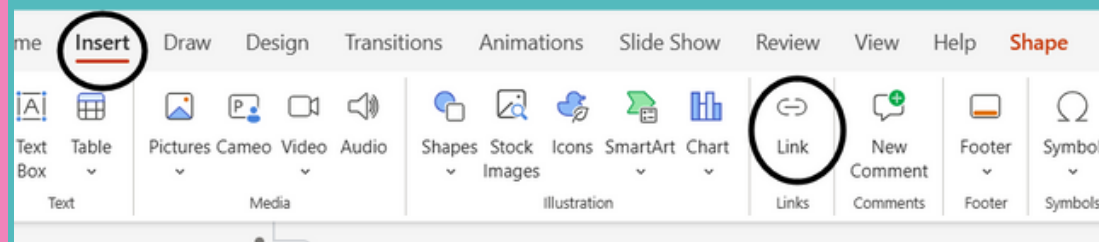
01.

In PowerPoint, there are four main types of hyperlinks: links to websites, slides in the same presentation, email addresses, and new documents. These hyperlinks allow users to access external resources, open files, or send emails directly from the presentation.

02.

Step-by-step tutorial to find the Link option:

Select Insert → Link → Insert link

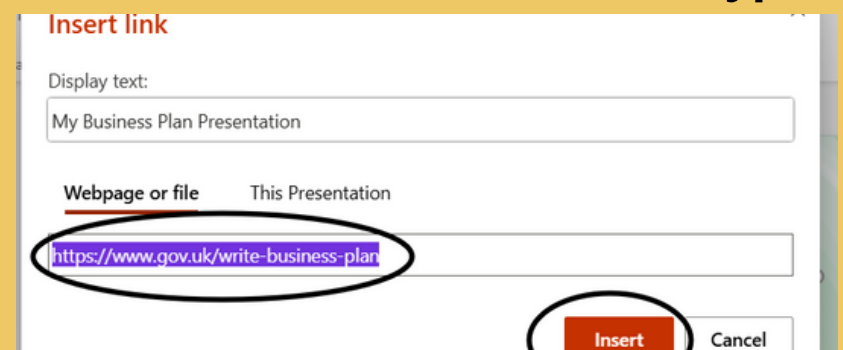


03.

Please choose the “Webpage” or “This presentation” option based on what is intended to be linked in the presentation.

04.

Paste web page into “web page or file” box and press insert
Alternatively, press “This presentation” and choose wanted slide for the hyperlink



05.

Once the hyperlink is active underline will appear. When pressed on a selected text shape or picture, I will be directed straight to the used web page.

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06.

The link is now ready to be used in your interactive presentation. It can be tested in Slide Show Mode by clicking the text or object chosen as a Hyperlink.

**YOU
DID
IT!**