

Task 2

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Business skills in the workplace

Digital Skill LCLM4002

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How to insert hyperlinks into PowerPoint presentation (Informative poster)

Digital Skills Module

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How to Insert hyperlinks into powerpoint with 4 easy steps

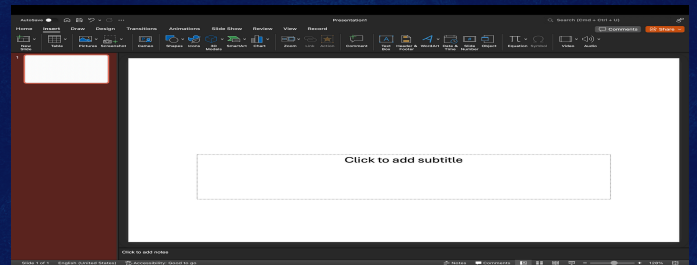
WHAT IS A HYPERLINK?



In simple terms a hyperlink is a digital reference that can guide users to a website, video or photo in a document, in this case the document will be powerpoint. This is done with a click or tap on the slide. A hyper link is usually added in presentations and articles to add extra information relating to the topic. Below you see 3 simple steps to create a hyperlink in powerpoint.

Step 1

Open powerpoint document, then open your browser to the page you want to access from powerpoint



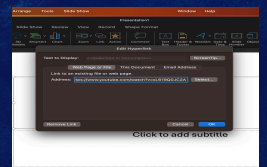
Step 2

Copy the URL at the top of the browser page



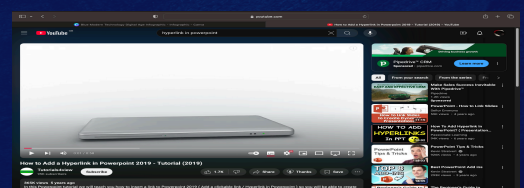
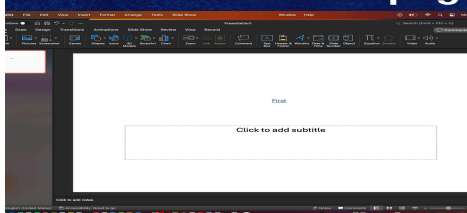
Step 3

Open document, at top of the powerpoint document click insert and then link. A box will pop up, in this box you can put what you would like to click on your document for the hyperlink to appear.



The final step

On the open page where the document is located you will see a small box this is where you input the url (hyper link) from the web page, you can also put the information you want to click example FIRST (it will appear a different colour) click this link it will transfer you to the website page you picked



Reference - (S.Lang, C.Baehr
2023) Digital writing
technologies in Higher
education PP51-61, Springer
Link.