

Topic: **How to insert Hyperlinks in a PowerPoint**

Module: LCLM4002

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How to insert a Hyperlink in a PowerPoint

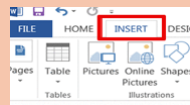


STEP 1

You have to Select the **Text, Chart or Pictures**

STEP 2

Go to **INSERT** (click the link icon in the toolbar) ➡ **LINK** ➡ **INSERT LINK**



STEP 3

After that add a **Hypelink (CTRL+K)**



TIPS

When you want to Hyperlink text or graphics, they will become clickable and will connect you to outside information what are you looking for

