

Name: Nicolas Sanchez Navarrete
Student Number: 2413598
Module: Digital Skills (LCLM4002)
Lecture: Amitave Banik
Task: Informative Poster

Hyperlinks in PowerPoint Slides



Digital Community

Hyperlinks in PowerPoint make people that use this is a quicker navigation through links/slides etc, this makes PowerPoint more interactive.

Benefits

Accessible - It is more accessible for people that don't know about this and can directly click the link and it will take the person to the other website.

Less Time Waste - By this you waste less time so you don't look for link and you can press directly.

Interactive - Also this is more interactive for people and more easy.

Risks

Fake Updates - With Fake Updates they can get on your computer a Virus or Even a Malware that this could ruin your computer.

Fake websites - By this they can even get your IP and start to drop your connection every time or even still bank details.

Money/Data Scams - By this the people that call you that they are scammers they can steal your data or even money if they have your card details.

Follow the Steps Below:



Step 1: Select the text wanted for the hyperlink, that you want to use for this hyperlink.

Step 2: Click the insert button in the tab on PowerPoint, to access the menu.

Step 3: Click on Link on the Insert part of your PowerPoint and with your next step you will be able to insert a Hyperlink.

Step 4: Select Insert link from the menu, the hyperlink will be created and entered you will be able to access it.

Three Common of Hyperlinks:

Navigation Between Slides, Links To External Resources, Links To Other Files.

Reference:

Cedarville University - How to insert hyperlinks into PowerPoint Available At Link: <https://www.cedarville.edu/insights/computer-help/post/how-to-use-hyperlinks-and-action-buttons-in-powerpoint> (26-11-2024)