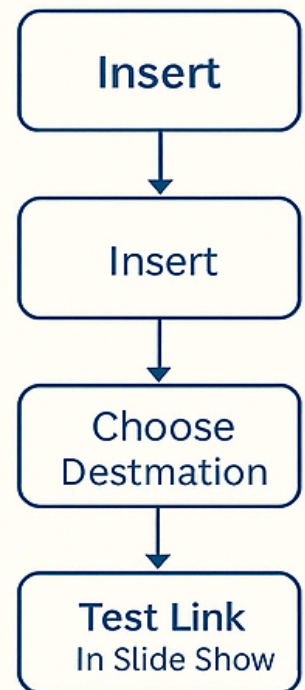


How to Insert Hyperlinks in Powerpoint

Adding hyperlinks in PowerPoint enhances audience interaction and improves professional communication. By connecting slides, files, or web pages, presenters create dynamic and accessible digital content that supports efficiency and engagement (Microsoft, 2024).

- 1** Select the text or image you want to link – this ensures clarity and relevance for your audience.
- 2** Open the 'Insert' tab – demonstrates your ability to navigate PowerPoint's interface efficiently
- 3** Click 'Link' or 'Hyperlink' – apply analytical judgement when choosing between slide, webpage, or file links
- 4** Insert the correct destination – testing ensures accuracy and professionalism during presentations



Professional Application

Hyperlinks support effective workplace presentations by integrating external reports, dashboards, or compliance documents, improving work efficiency (Jones & Clark, 2023)

Reflective Tip

Using hyperlinks strategically demonstrates digital literacy and analytical thinking – connecting tools and information to audience needs (Bennett et al, 2021)