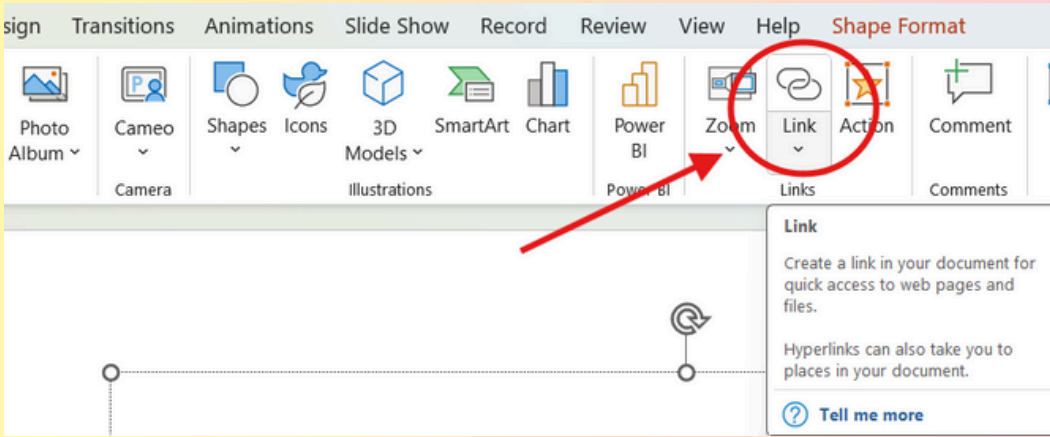
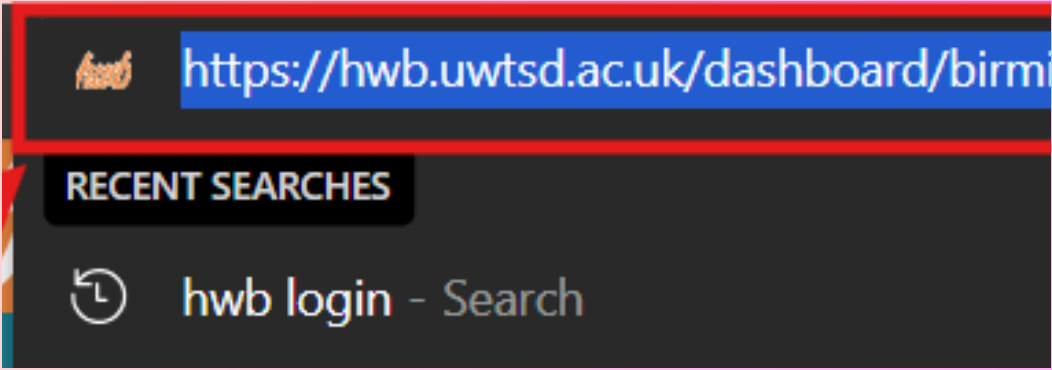


HOW TO INSERT HYPERLINKS IN A POWERPOINT

Why do we use hyperlinks?

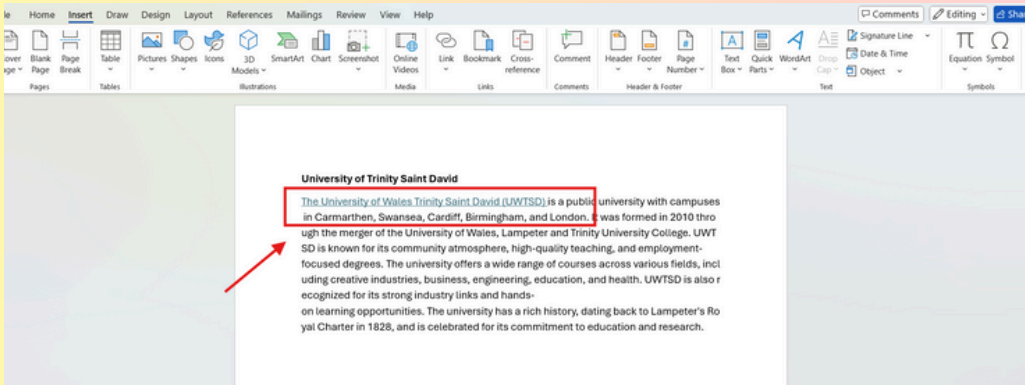
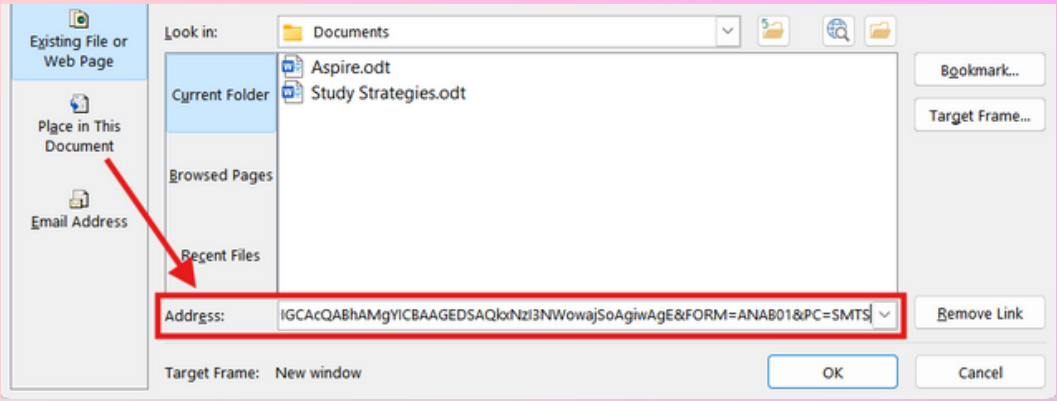
Hyperlinks intrigue the reader and can enhance their experience, it is crucial as it allows for Internal Navigation which enables the reader to access specific Information fast and simple, which can keep the reader focused on the key points, by doing this although this method does not avoid plagiarism it is essential to properly cite your sources by including hyperlinks to help towards avoiding plagiarism.

1. The first step to entering your hyperlink is finding the article or website you would like to use, once located **highlight your weblink** address located in the search bar.



2. Once you have completed step 1 **COPY** the highlighted weblink by clicking **(Ctrl+C)** on your keyboard and go to PowerPoint or Word, select the few words you want linked and go to your hyperlink option located on the insert tab .

3. When your hyperlink has been located you will see a box like the example pop up, enter the web address in the bar named **‘Address’** and select **‘Ok’**.



4. You will see the chosen quote appear blue, hover over and **left click** on your mousepad to test. This should lead to the designated web page.