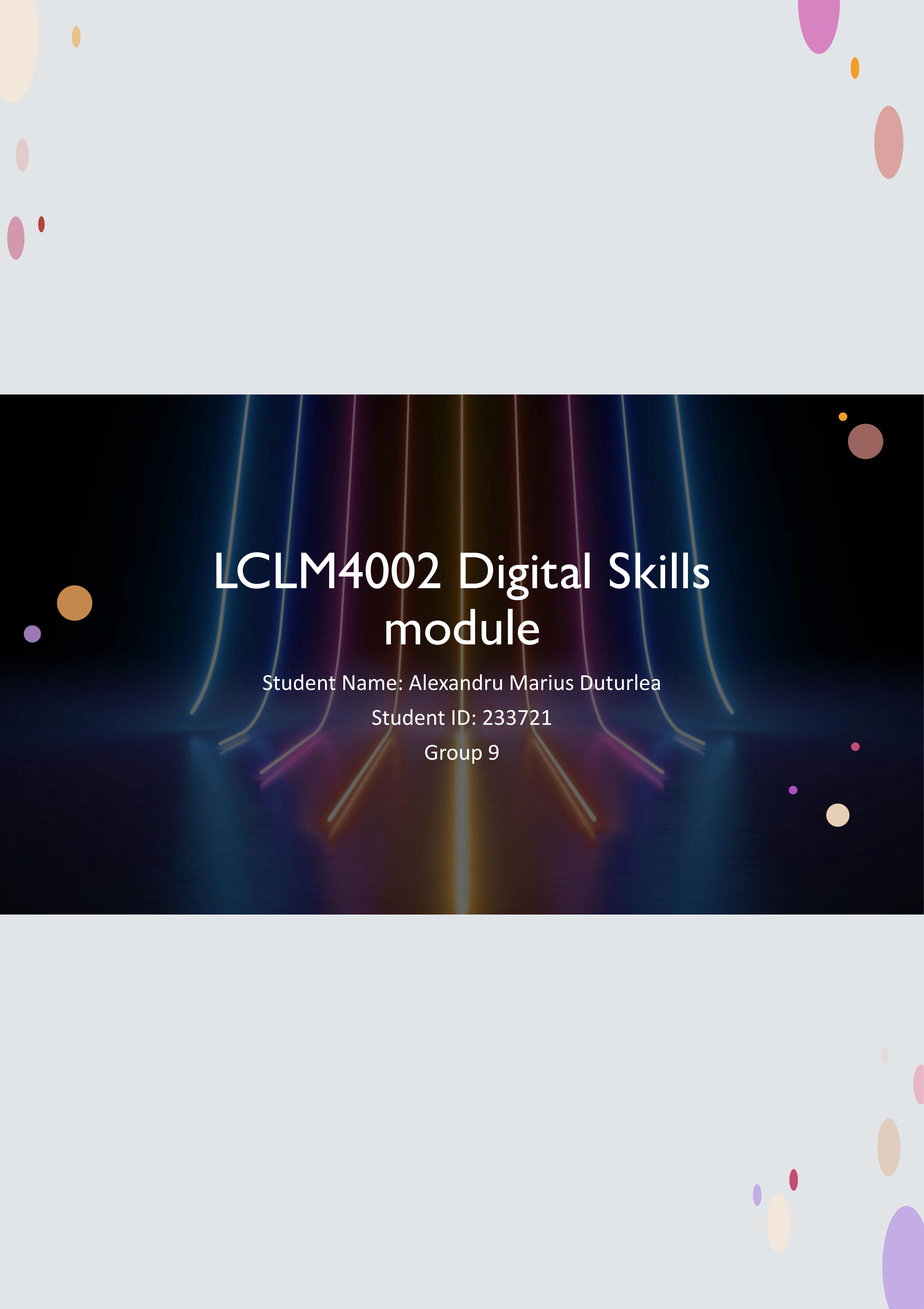


The background features a central rectangular area with a dark, textured background. Overlaid on this are several vertical, slightly curved lines of light in shades of blue, purple, and yellow, creating a sense of depth and movement. Scattered around this central area and extending to the edges of the page are various abstract shapes, including circles, ovals, and teardrops in colors like orange, pink, purple, and yellow. The overall aesthetic is modern and digital.

LCLM4002 Digital Skills module

Student Name: Alexandru Marius Duturlea

Student ID: 233721

Group 9

How to Insert Hyperlinks into a PowerPoint Presentation

Hyperlinks are vital tools for improving the interactivity and flow of a presentation since presenters may use them to link slides to webpages, documents, or other slides (Smith, 2022). The procedures for correctly adding hyperlinks to a PowerPoint presentation are described in this poster

Tips for Effective Use of Hyperlinks

Clarity: Use descriptive and clear text to ensure that the reader understands the purpose of a hyperlink (Anderson, 2021).

Relevance: Check to see whether each hyperlink is directly related to the topic and objective of the presentation.

Moderation: Avoid using too many hyperlinks in your presentation, as this might confuse audience members and distract them from the main idea (Parker, 2023).

Conclusion: Adding links to PowerPoint presentations facilitates the addition of additional content and facilitates navigation, thereby substantially increasing the presentation's impact. Presenters can guarantee that their hyperlinks are both functional and advantageous to their audience by adhering to these standards. (Johnson, 2020)

Step 1: Choose the Image, Text, or Shape

To create a hyperlink, highlight the text or click on the shape or picture you want to become a hyperlink. The chosen component will be the hyperlink's anchor point (Jones, 2021).

Step 2: Click on the Hyperlink.

You can select the element by right-clicking and clicking "Link" from the drop-down menu. Alternatively, you can choose "Link" under the "Insert" tab on the ribbon (Brown, 2023). For faster access, use the keyboard shortcut Ctrl+K.

Step 3: Select the Destination for the Hyperlink

The "Insert Hyperlink" dialogue box presents you with many choices:

Enter or paste the site URL you want to link to (Taylor, 2020).

Slide for the Presentation: Once you have selected "Place in This Document," choose the slide you want to connect to.

Email Address: Select "Email Address" and type the receiver’s email address.

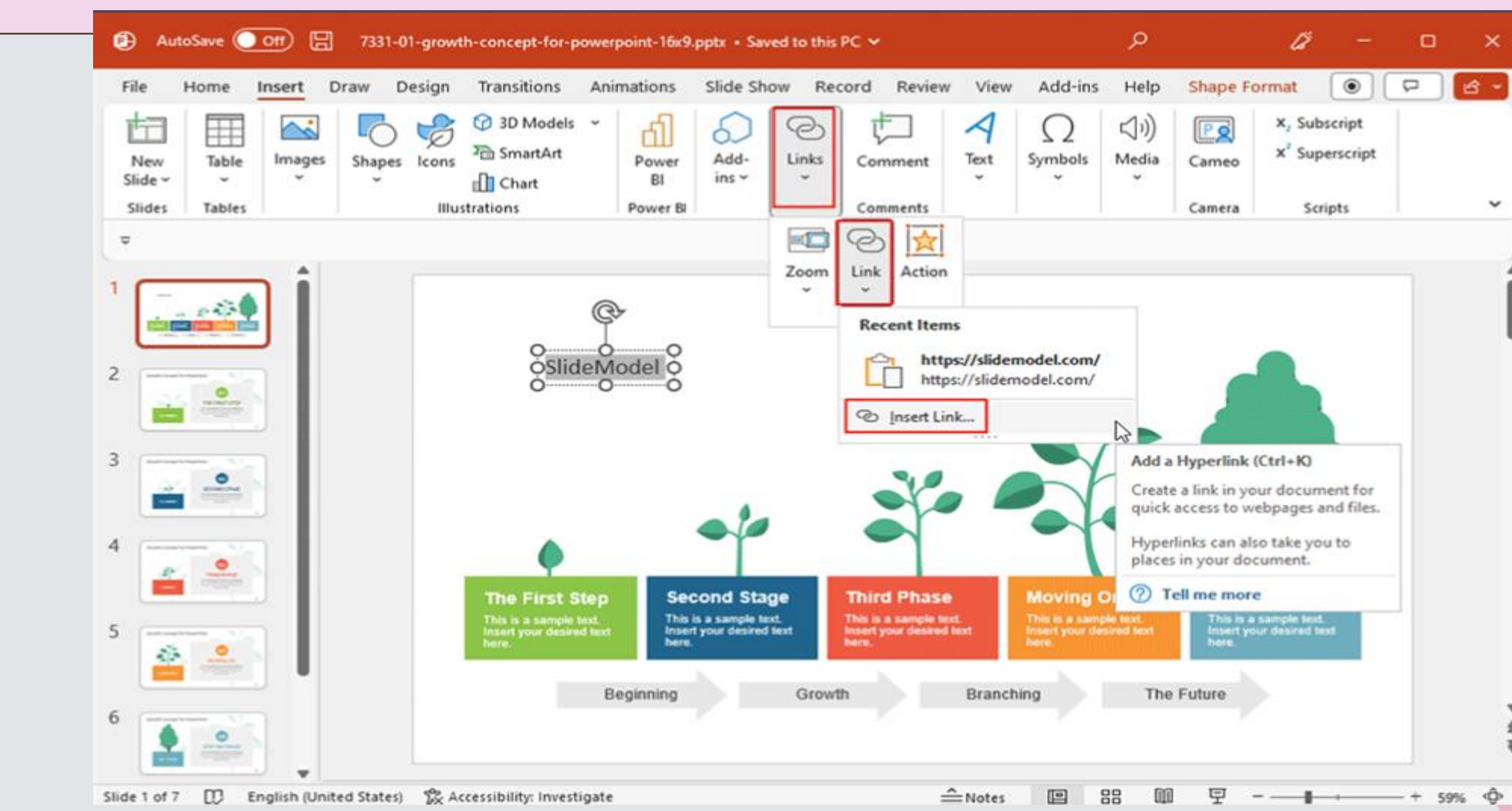
File on Your Computer: Go to "Existing File or Web Page" and search your computer for the file (Williams, 2019).

Step 4: Verify the URL

Click "OK" after the last connections have been made. You may access the related content during the presentation by clicking on the hyperlinked version of the selected text, image, or shape (Miller, 2021).

Step 5: Check the link

To test the hyperlink, click the hyperlinked element in "Slide Show" mode. This ensures the connection goes according to plan (Clark, 2022).



References:

Anderson, P. (2021). Effective use of hyperlinks in presentations. *Presentation Today*, 15(3), pp. 24-29. Brown, L. (2023). *Mastering PowerPoint for professionals*. 3rd ed. London: Academic Press. Clark, S. (2022). *Interactive presentations with PowerPoint*. New York: Tech Publications. Johnson, M. (2020). *Presentation skills for the digital age*. 2nd ed. Oxford: Oxford University Press. Jones, R. (2021). Creating engaging PowerPoint presentations. *Journal of Digital Learning*, 12(1), pp. 33-40. Miller, A. (2021). *PowerPoint: Tips and tricks*. Sydney: Digital Publishing. Parker, G. (2023). *The art of presentations: From design to delivery*. 4th ed. Cambridge: Presentation Books. Smith, J. (2022). *Modern presentations: Tools and techniques*. 5th ed. Chicago: Presentation World. Taylor, D. (2020). *PowerPoint for educators*. 2nd ed. New York: Education Press. Williams, K. (2019). *Advanced PowerPoint features*. London: TechWorks.