

How to Embed Hyperlinks in a PowerPoint Presentation

1. What Is a Hyperlink in PowerPoint?

- ❖ Hyperlink in PowerPoint is a clickable section, such as text, an image, an icon or a shape, that directs the user to another location. Hyperlinks can connect to:
- ❖ A Webpage and Slides in other presentations or within the same presentations
- ❖ An email address, Multimedia files, Online forms or Cloud storage links like OneDrive, Google Drive.
- ❖ New or existing documents like Word or Excel files.

Hyperlink assists in the improvement of the presentation quality by making the navigation easier, offering more important information and interactive menus and quizzes.

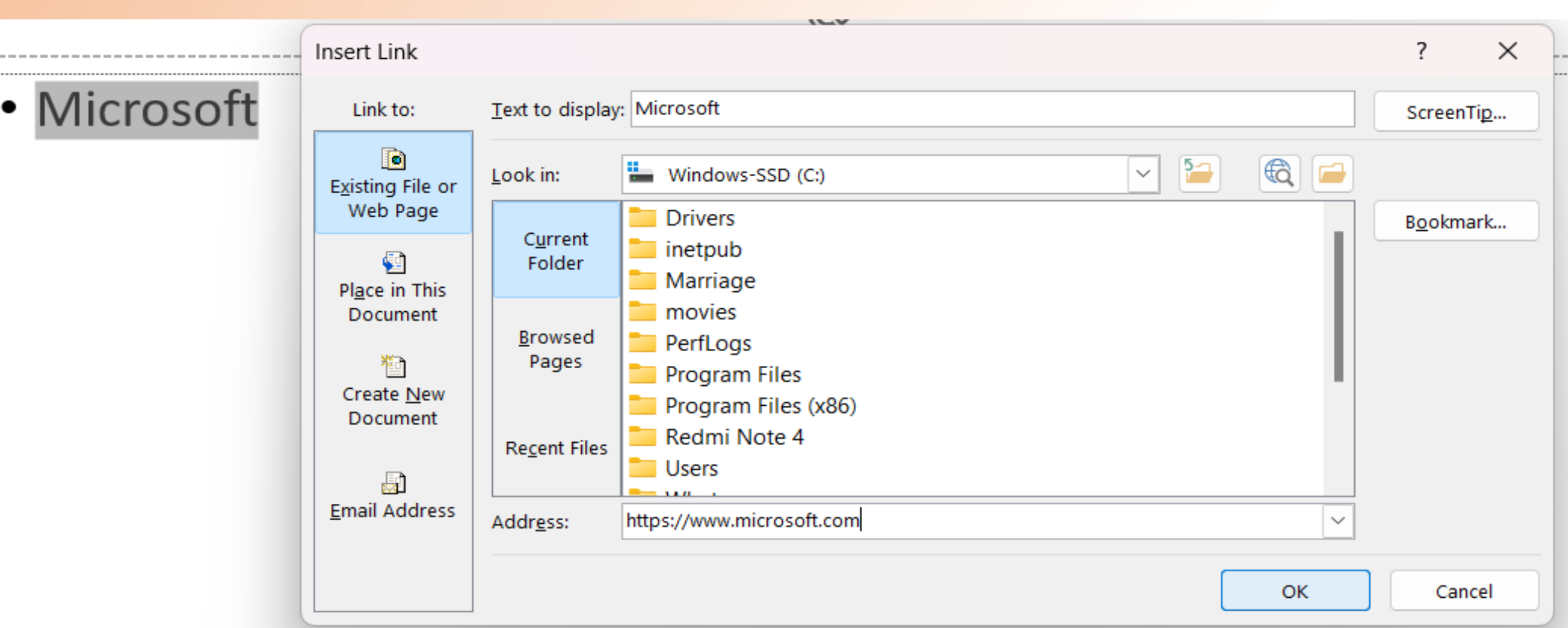
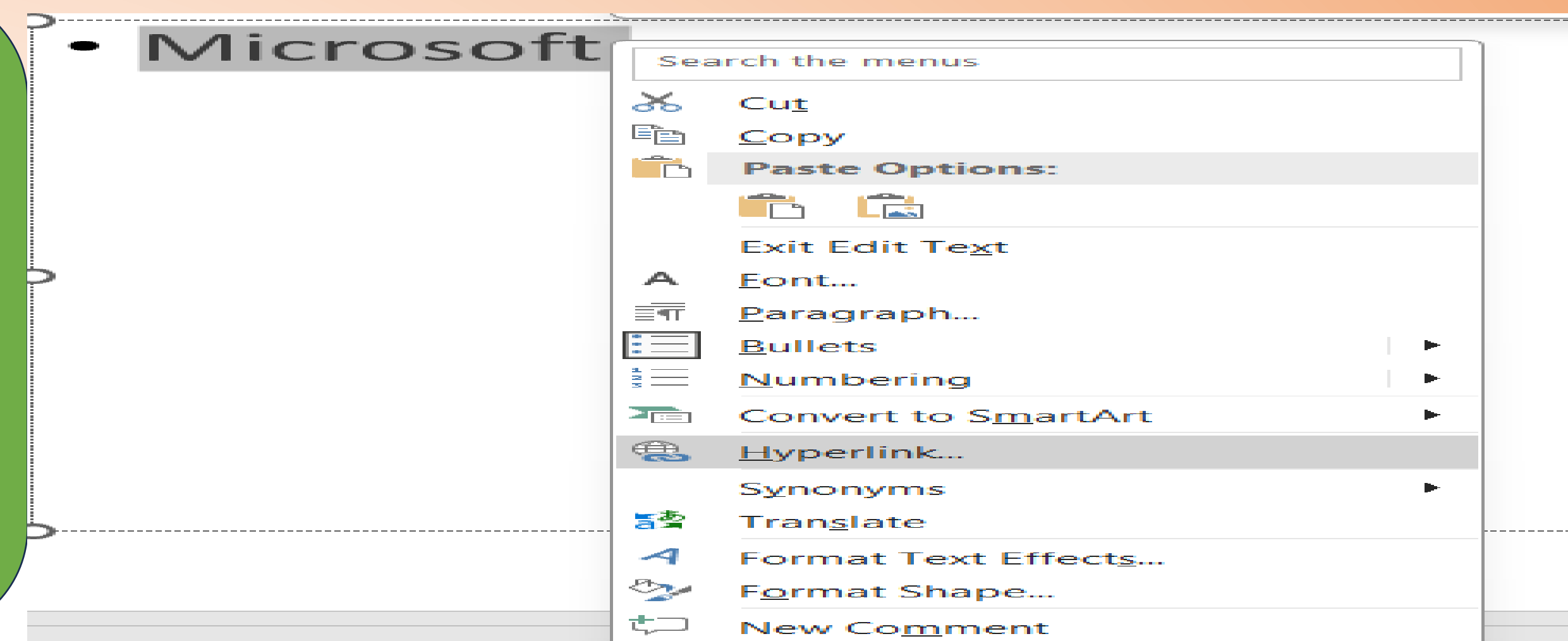
2. Step-by-Step Guide to Inserting a Hyperlink

1. Select the Text or Object

Click on the text, image, icon or figure want to turn into hyperlink. This highlights the object for linking

2. Open the Hyperlink Menu

Right-click on the selected item and choose “Hyperlink” or utilise the shortcut CTRL+K for Windows and Cmd+K for Mac.



3. Specify the Link Destination

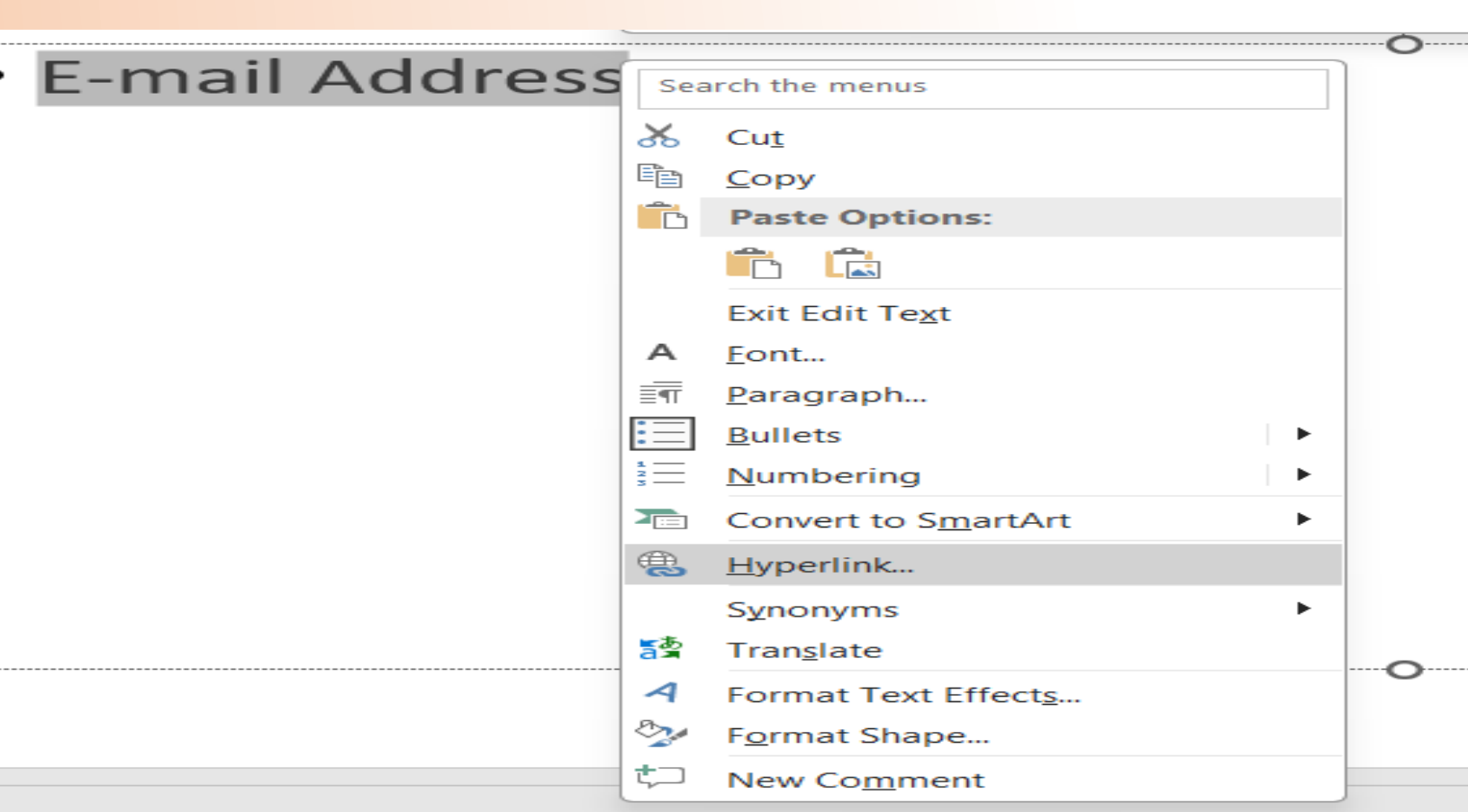
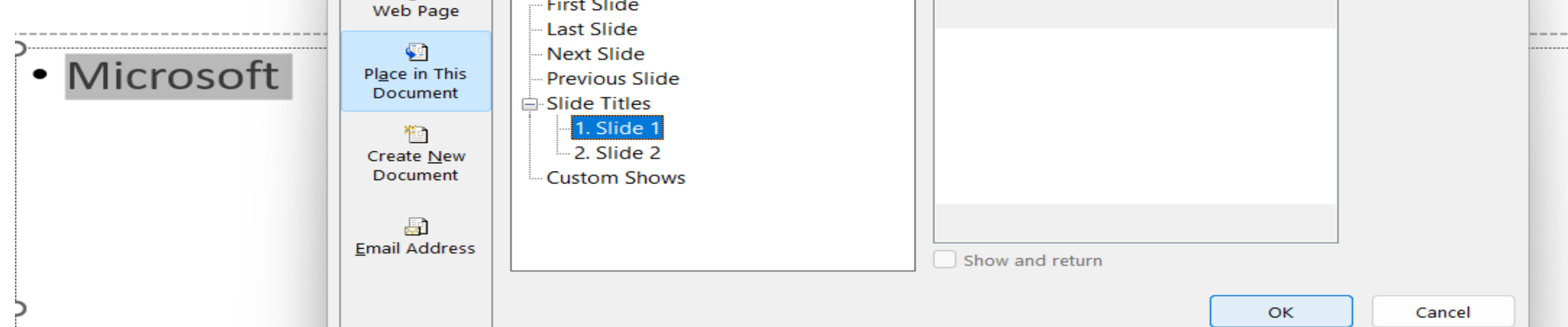
Add a Webpage Link

- ❖ In the dialogue box, select “Web Page or Existing File” from the left panel.
- ❖ Enter the URL (https://www.microsoft.com) in the Address field.
- ❖ Press OK to insert the hyperlink

4. Link to Another Slide in the Same Presentation

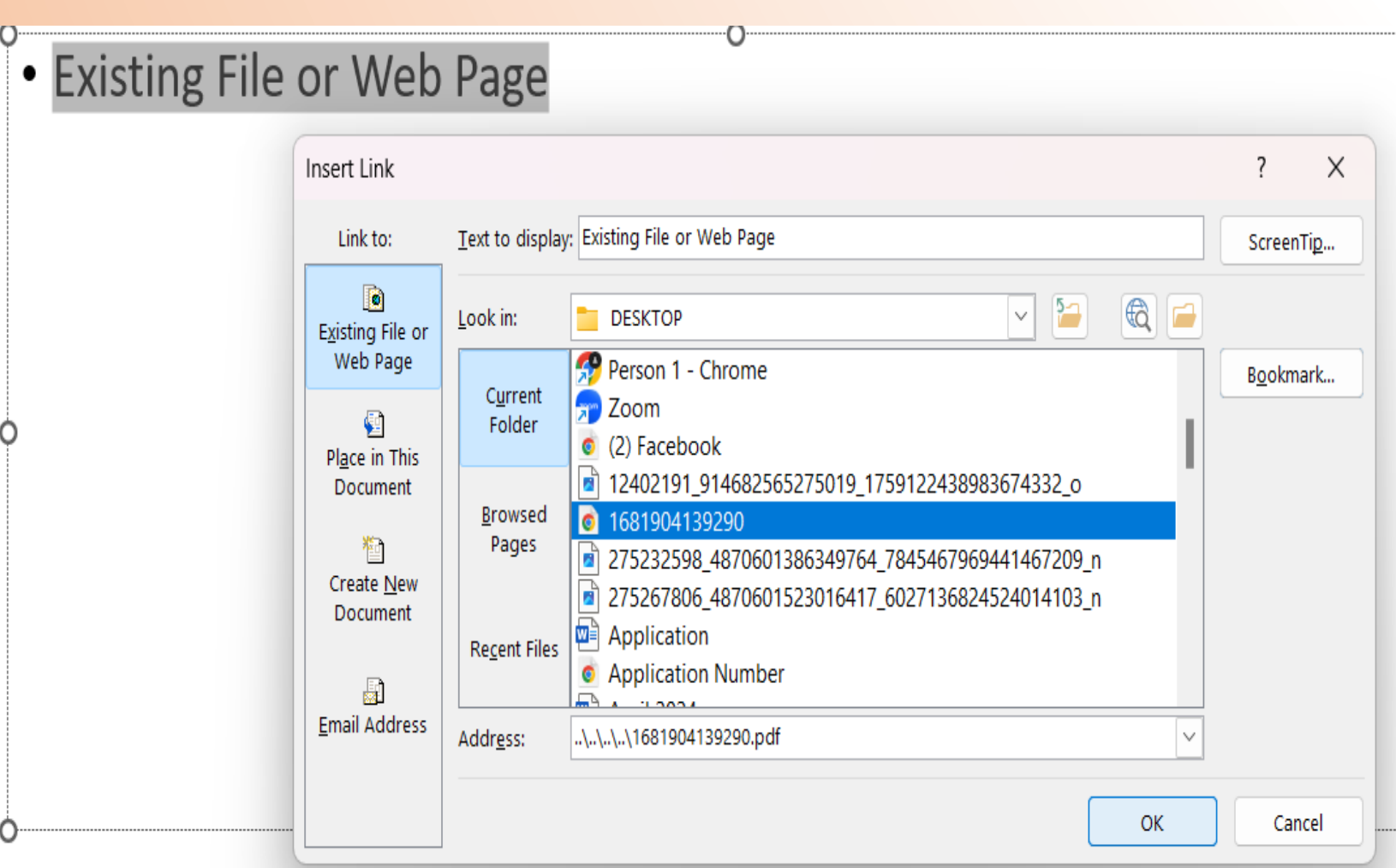
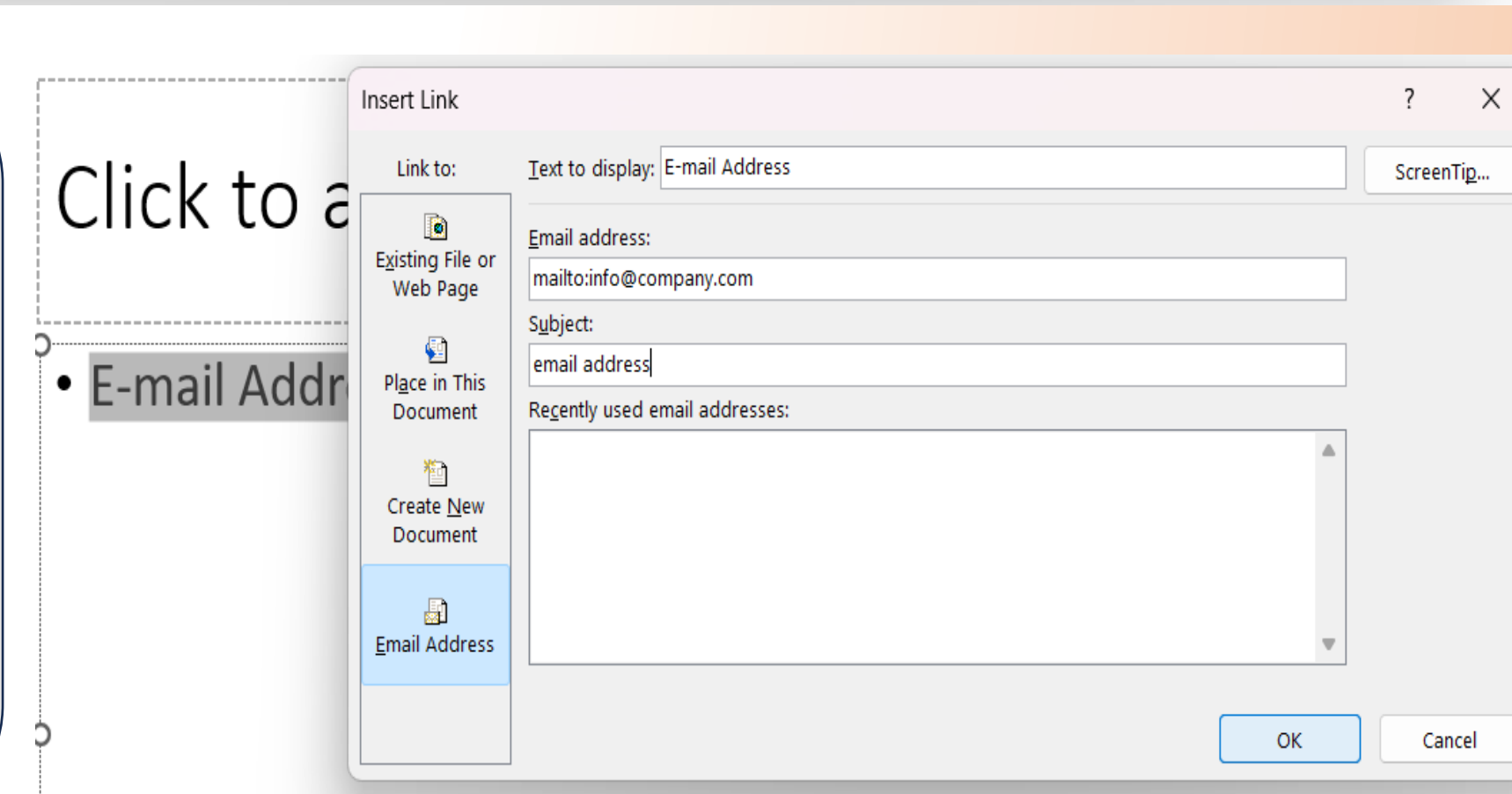
- ❑ Inside the dialogue panel, select “Place in This Document” from the left panel.
- ❑ Choose the slide you want to link to
- ❑ Click OK to finalise the hyperlink

Click to a



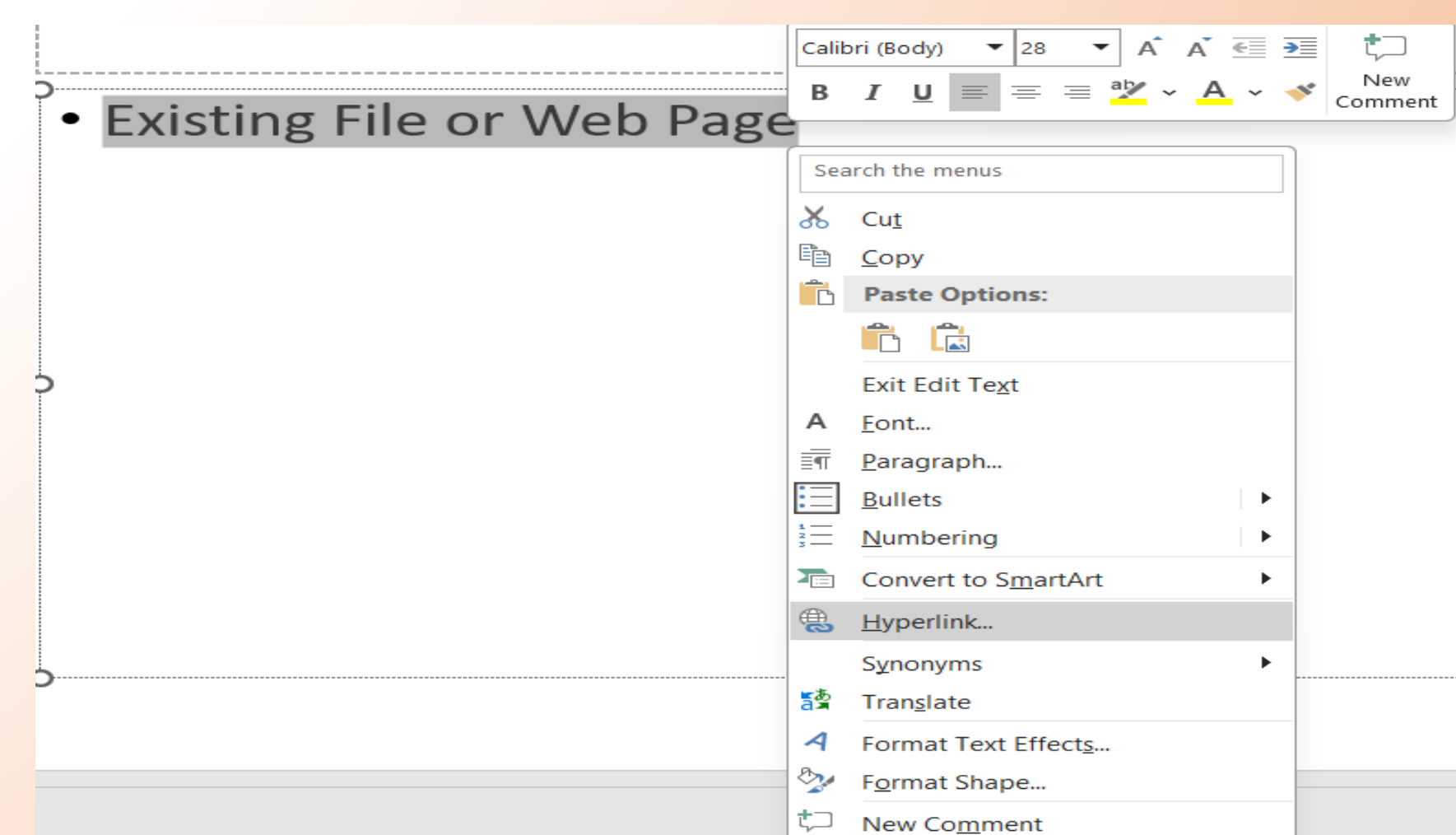
5. Link to a Cloud Storage File

- ❖ In the box, select “Existing File or Web Page” from the left panel.
- ❖ Paste the shareable link from your cloud storage into the Address field.
- ❖ Click OK to create the hyperlink



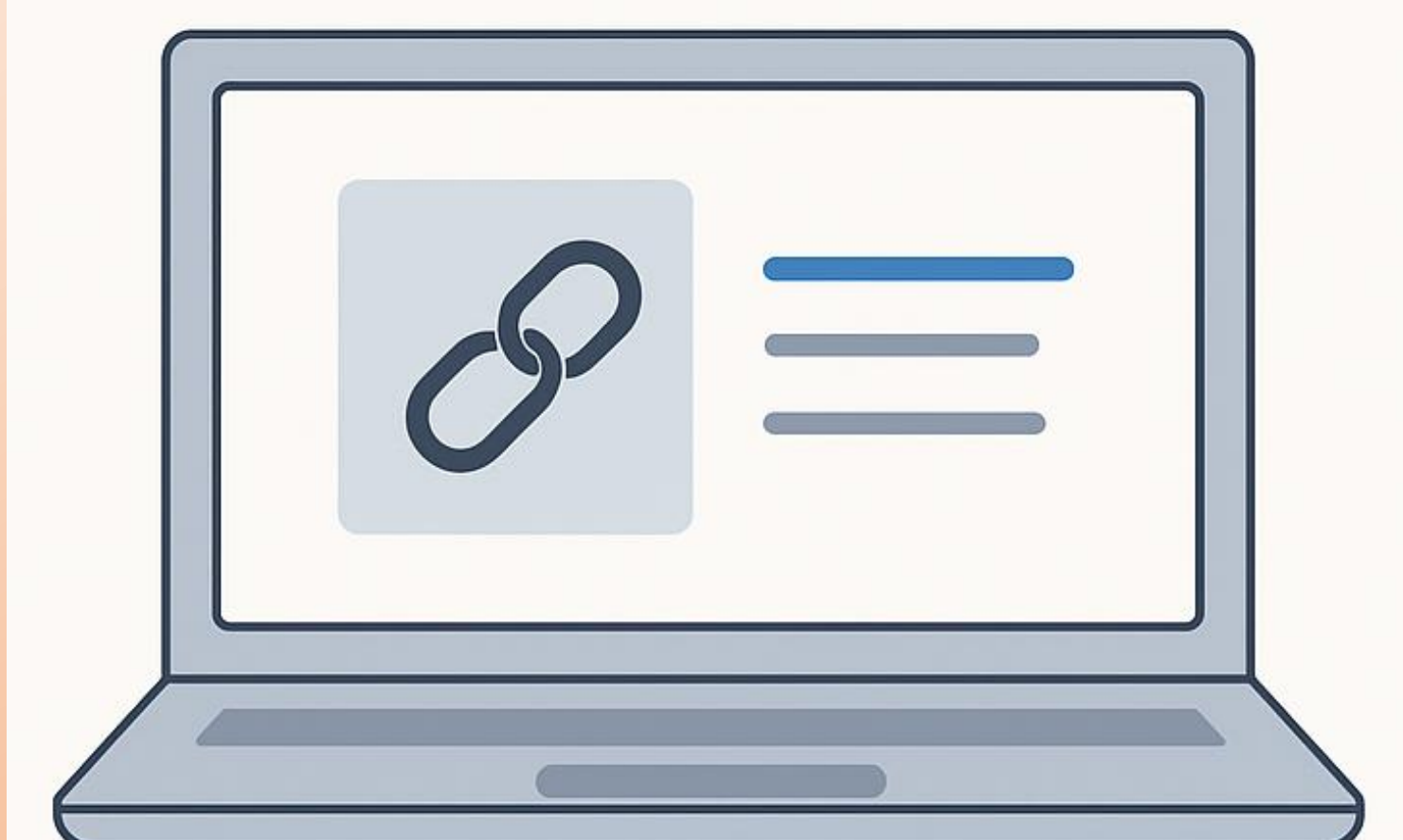
6. Link to a New or Existing Document

- Select “Existing Document or Web Link” from the left panel
- Browse and choose the document you want to link or enter its file path in the Address field.
- Click OK to insert the hyperlink



7. Tips for Professional Results

- ❑ Use Excellent Descriptive Text - Use clear hyperlink text that makes it clear where it goes. Use specific words, such as Click here.
- ❑ Keep Links Relevant - Only link to work that will be of value to your presentation.
- ❑ Check All Links - Make sure all hyperlinks are functional.
- ❑ Apply Uniform Styling - Use the same colour or underline to all hyperlinks to look the same.
- ❑ Avoid Overlinking - Overlinking is a distraction to your audience. Use them strategically.
- ❑ Think about Hover Effects - Hover effects, such as colour change, can enhance interactivity.



Benefits of Using Hyperlinks in PowerPoint

- ❑ Makes navigation easier with fast links between slides or external resources.
- ❑ Presents are interactive with the audience, having clickable content.
- ❑ Saves time, being able to access websites or documents

Benefits of Using Hyperlinks in PowerPoint

- ❖ Enhances organisation, establishing a friendliness between connected topics.
- ❖ Easy access to supporting material without cluttered slides.
- ❖ Helps highlight important details by connecting to elaborations.

Summary

A PowerPoint presentation can be made effective by simply adding hyperlinks. Presentations are more interactive and structured with the ability to hyperlink between slides, external sites, or documents. It assists in navigating the audience through complicated issues, gives more background, and prioritises information, which, in the end, enhances engagement, professionalism, and the overall presentation flow.