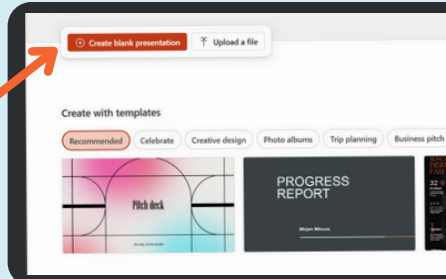


How to Insert Hyperlinks in a PowerPoint



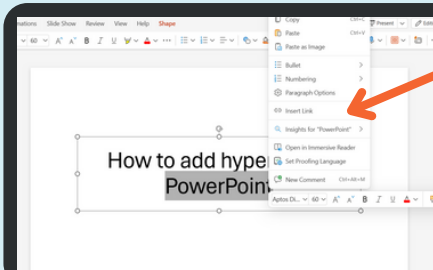
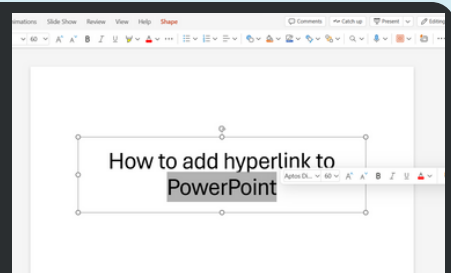
Step One

Open Microsoft Office > PowerPoint and choose New blank Presentation.

Step Two

Open the PPT you want to add a hyperlink or create a new presentation to try it out.

Once done, Select the text, image, or shape where you want to add the hyperlink.

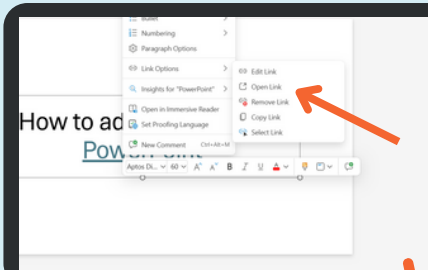
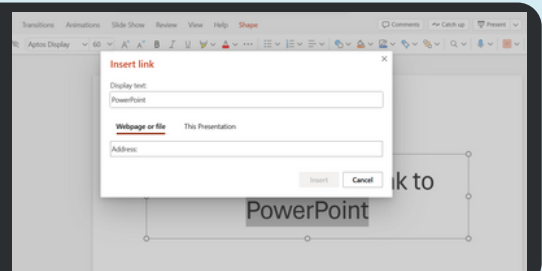


Step three

Right click and select "Insert Link" and a window will appear.

Step four

Manually enter the link or paste the website in the hyperlink to the URL box and click OK to add a hyperlink to your selected text successfully.



Step Five

Once you've inserted the link, you can test it (in Normal view) by right-clicking the hyperlink and selecting Open Hyperlink.

Tips

- Right-click the hyperlink or use CTRL + K to edit hyperlinks.
- Use different colors and underlines to distinguish hyperlinks.
- Ensure the link destination is correct before finalizing.