

How To Insert Hyperlinks in Powerpoint

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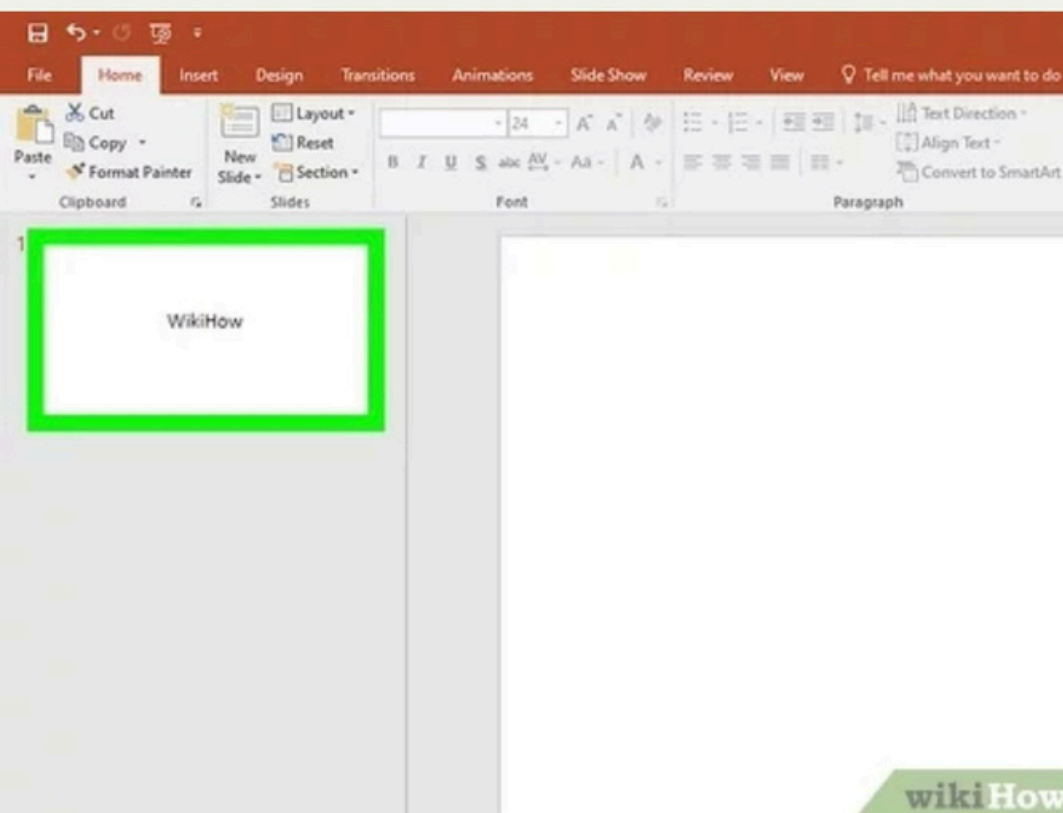
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Lecturer's Name: Dr Kazeem Oseni

Introduction

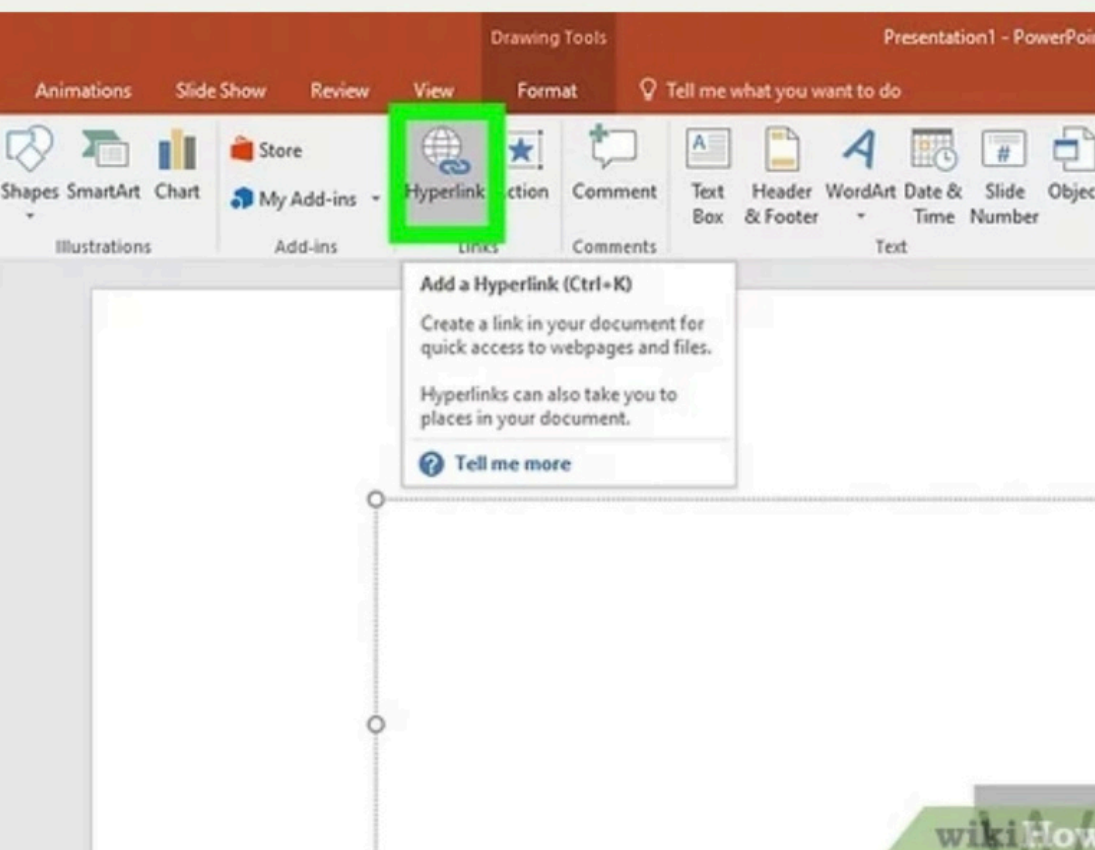
Hyperlinks in PowerPoint allow you to connect slides, documents, websites and media with a simple click.

1 Select a slide.



Click the slide onto which you want to place a hyperlink. This activates the slide for editing.

4 Click the "Link" icon.



Click **Link** in the toolbar at the top of PowerPoint. In earlier versions, this icon may say **Hyperlink** instead of **Link**.

Conclusion

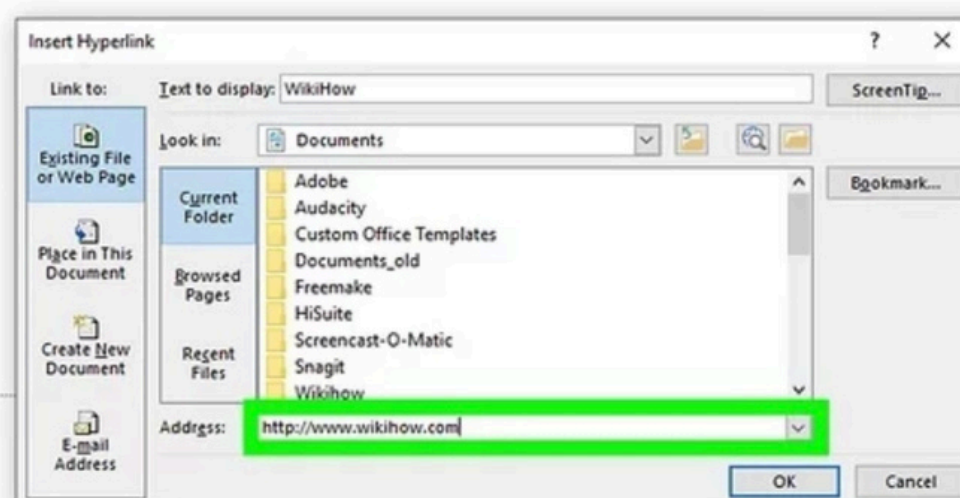
Adding hyperlink in PowerPoint is a simple yet powerful way to make presentations more interactive, organised, and user friendly.

2 Select the hyperlink text.



Use the mouse to select the text you want to add to the link. When you create the hyperlink, you'll add a link to this specific text, meaning that clicking the text takes you to the linked website or document. [1]

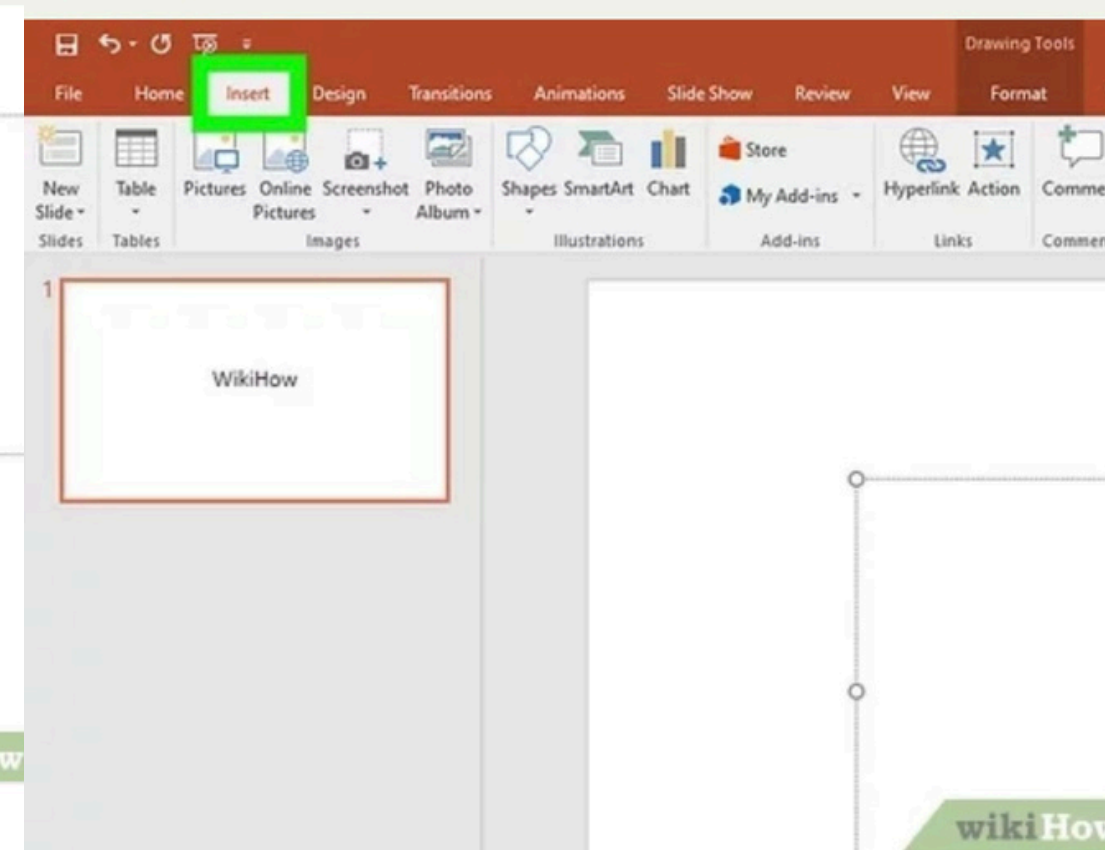
5 Add a location or address to link to.



Fill out the fields. The way you fill out this window will depend on the type of document you're linking to.

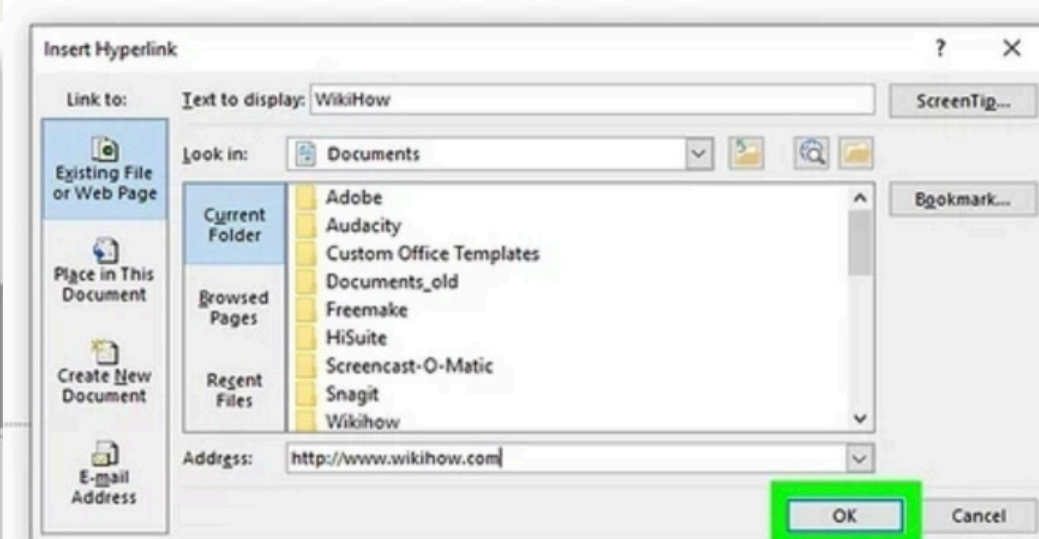
- To link to a file or website, select **Existing File or Web Page** at the top-left. Then, enter the full URL of the website or select the document.
- To link to another location in your presentation, select **Place in This Document**, then select a slide title.
- To create an email hyperlink, select **E-mail address**, then enter an email address. Clicking the link will simply compose a new message to this address.

3 Click the "Insert" tab.



You'll see the **Insert** tab at the top of PowerPoint. This gives you several options for inserting different objects into the current slide.

6 Click "OK" to create the link.



This creates a clickable hyperlink in your PowerPoint presentation. When you click the object or text you used to create the hyperlink, you'll be taken to the selected document, website, or other location.

References

wikiHow(2025).
Available at <https://www.wikihow.com>
(Accessed: 17/11/2025)