



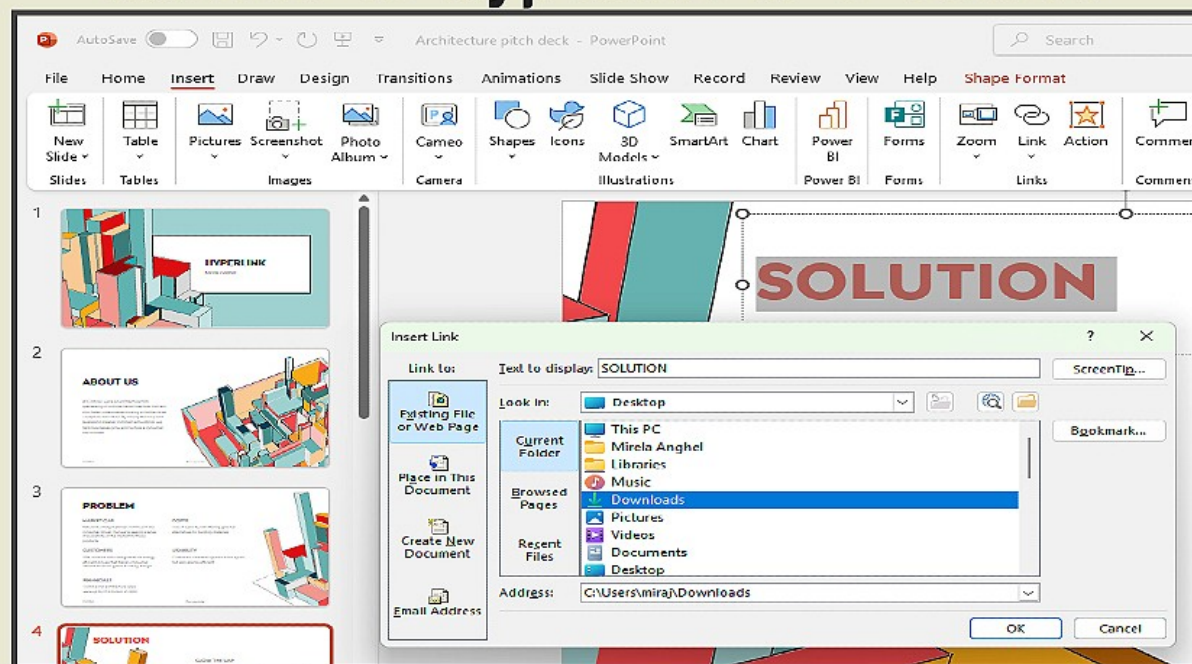
How to Insert Hyperlink in Powerpoint *i*

What is a Hyperlink definition:

A hyperlink in PowerPoint program is an interactive clickable segment which can be an image, text or shape that links to a different location such as: new document, webpage, file, email address or another slide in the same presentation.

**Select -> go to Insert ->
Link -> Insert Link -> OK**

PowerPoint has a large variety of choices to hyperlink to a source

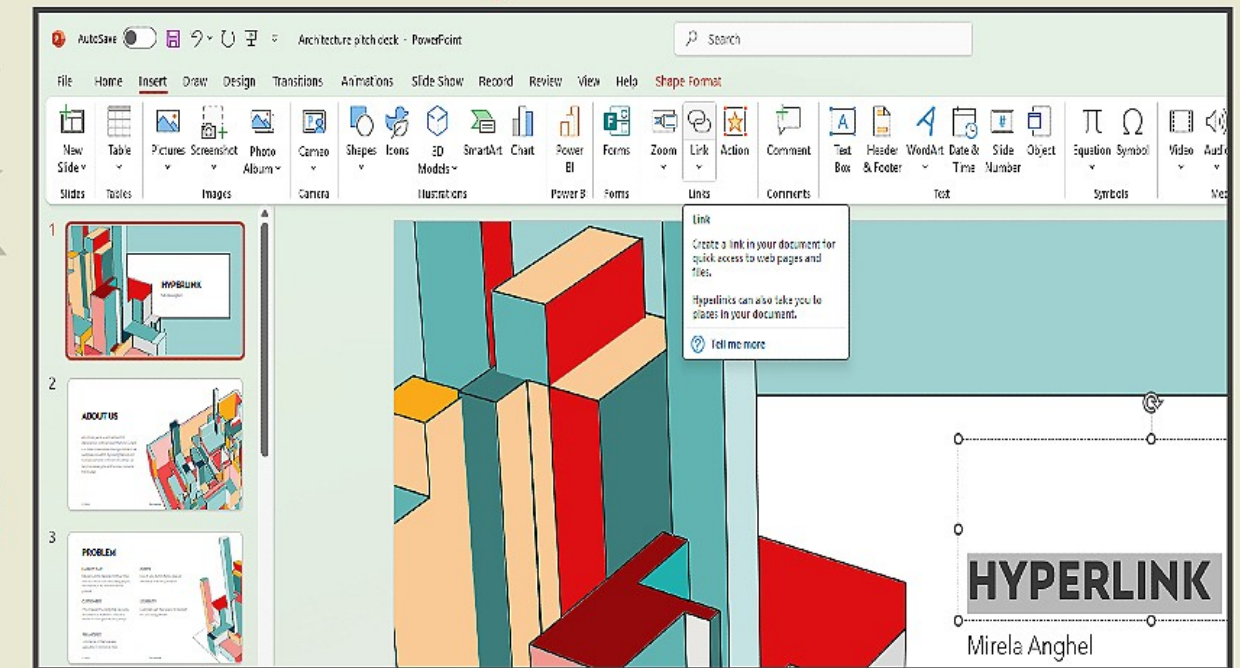


A Hyperlink in PowerPoint can aid referencing your source and is accessible by open it in ->Slide Show<- Mode.



To remove a hyperlink:

- Right-click on the hyperlinked text, shape, chart, or picture
- Select Remove Link from the context menu.



Creating a Hyperlink by simply selecting the object, then go to "Insert" tab, link it to a destination address and click OK.

**Insert -> Link -> Insert Link,
enter the address, and click OK**

Hyperlinks make the presentations more dynamic and allowing users to access further information without disrupting the main slide.



Before your presentation, always double check your hyperlinks to ensure that there are no broken links or if the location of the address may have been moved.