

TASK 2

How to insert hyperlinks into a PowerPoint presentation.

1. Open PowerPoint

Launch PowerPoint and open the presentation where you want to insert hyperlinks.



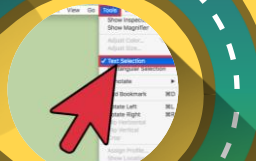
3. Insert the Hyperlink

- Right-click on the selected item and choose **Hyperlink**.
- The Insert Hyperlink dialog box appears.



2. Select Your Text or Object

In PowerPoint slide, choose the shape, text or image that you want to use as a hyperlink.



4. Choose the Type of Link

- Place a link to a specific slide in your presentation in this document.
- Create a new document: create a link from the current presentation to another presentation.



5. Specify Link Destination

To follow the link to an email address: select "Email Address" and enter the email address in the "email address" field.



6. Format the Hyperlink (Optional)

You can customize the appearance of the hyperlink text or object by changing its colour, font, or style using PowerPoint's formatting options.



7. Using Shapes as Hyperlinks in Table of Contents

This method creates an interactive Table of Contents, allowing viewers to navigate easily to different sections by clicking on the shapes.



8. Repeat for Additional Hyperlinks

If you have multiple hyperlinks to insert, repeat the above steps for each one until all desired hyperlinks are added to your presentation.



9. Test the Hyperlink

To ensure the hyperlink functions correctly, enter Slide Show and selecting "From Current Slide." Then, click on the hyperlink during the presentation to verify that it navigates to the intended destination.



References:

1. Smith, J. (2023). "Ergonomics in the Workplace." *Journal of Occupational Health*, 15(2), 45-58.
2. Johnson, A. (2022). "The Importance of Proper Lighting in Work Environments." *Workplace Health & Safety*, 10(4), 112-125.

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