

Hyperlinks in PowerPoint



Step 1: Click on the Insert tab on the Ribbon and then click on the slide where you want the hyperlink to go.



Step 2: Click on the hyperlink button, the globe icon.



Step 3: A pop up will display and you can choose which type of hyperlink you want to add to your PowerPoint presentation.

• Existing File or Web Page: Select a file already on your computer or enter in the URL address of the web page you want it to link to. At the top line of the display, you can enter the text you wish to display in your PowerPoint.

Insert Hyperlink			? ×
Link to:	Text to displa	iy:	ScreenTip
Existing File or	Look in:	My Documents	
	Current Folder	MATLAB	Bookmark
Pl <u>a</u> ce in This Document	Browsed Pages	Wisual Studio 2012	
Create <u>N</u> ew Document	Re <u>c</u> ent Files		
E- <u>m</u> ail Address	Addr <u>e</u> ss:	[•
		OK	Cancel

• Place in This Document: This option will let you jump to any slide in your presentation.

Insert Hyperlink		Slide 3	? ×
Link to:	Text to display: Jump to Slide 4 from Sl	lide 2	ScreenTip
	Select a place in this document:	Slide preview:	
Existing File or Web Page Place in This Document	First Slide Last Slide Next Slide Previous Slide Slide Titles Intervious Slide Slide Titles Slide Titles Slide 2	Stide4	
Create <u>N</u> ew Document	- 3. Slide 3 - 4. Slide 4 - Custom Shows		
E-mail Address		Show and return	Cancel

• Create New Document: You can create a new document from this option and have a link to access the recently created document. You can choose where the new document is going to be saved at via the Change button and you can choose to edit the new document now or later.

Insert Hyperlink	Slide 2	? ×
Link to:	Text to display: New Document Example	ScreenTip
	Name of new document:	1
Existing File or Web Page	New Document Full path:	-
Pl <u>a</u> ce in This Document	C:\Users\ikanash2\Documents\ Change	
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If a popup is displayed after the link is clicked on, you will need to click on "Yes" and then "Allow Blocked Content".



×

• E-mail Address: Lastly, you can hyperlink to an e-mail address.

Insert Hyperlink	- P	? x
Link to:	Text to display:	ScreenTip
E <u>x</u> isting File or Web Page	E-mail address: Sybject:	
Pl <u>a</u> ce in This Document	Recently used e-mail addresses:	
Create <u>N</u> ew Document		
E-mail Address		
	OK	Cancel

Step 4: Once you are done, click on "OK".