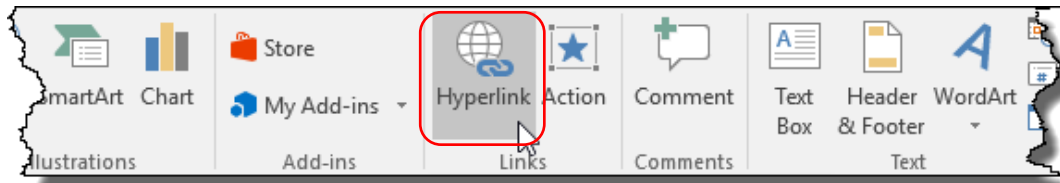


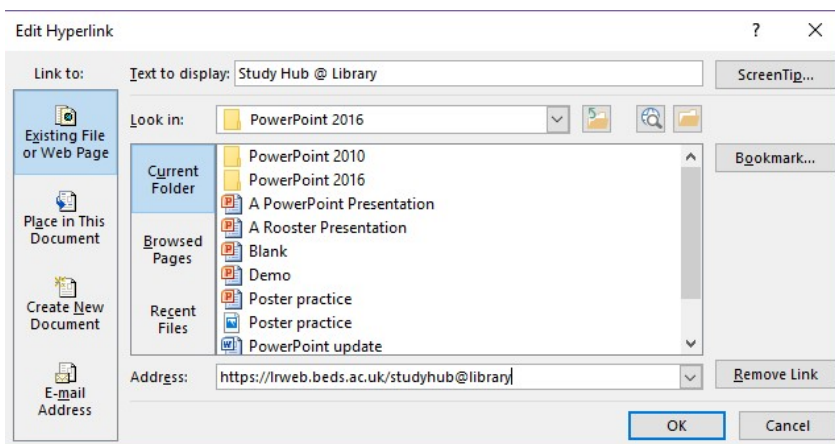
## Adding Hyperlinks to your Presentation

Hyperlinks are available in PowerPoint to jump to another location within the presentation, to another program, or to a location on the web.

1. Select the object you want to use as a hyperlink. This can be text or any object in the presentation e.g. a picture, clip art, a shape, a chart, etc.



2. Select the **Insert** tab then click on the **Hyperlink** button located in the **Links** group. The **Insert Hyperlink** dialog will be displayed.



### Note:

Hyperlinks become active only when you run your presentation, not when you are creating it.

3. Under **Link to:** select **Existing File or Web Page**. In the **Address:** field enter the URL of the web page you want to link to. Alternatively, navigate to and select the document you would like to open.

Use **Place in This Document** to link to a slide in the presentation.

4. Click **OK**. If you added a link to text, the text will now appear underlined and in a different colour. If you added a link to any other object, the object will appear unchanged.

### Useful websites

[Study Hub @ Library](https://lweb.beds.ac.uk/studyhub@library)

### Note:

Check for broken hyperlinks before giving your presentation.

Learn