

“Step Sheet: Inserting Hyperlinks in a PowerPoint Slideshow”

This step sheet will help you and your students insert a hyperlink into a slideshow presentation.

➤ Creating a Hyperlinked Object or Piece of Text on a PowerPoint Slide

Step 1

Highlight the text or graphic you want to hyperlink.

Step 2

Right-click the selected text or graphic, which displays a pop-up menu.

Step 3

From the pop-up menu, choose Hyperlink... A new window called “Insert Hyperlink” opens.

Step 4

From the Link to... bar on the left, choose Place in this document. An outline of the slides in the slideshow is displayed.

Step 5

Select the slide to which you want to link.

Step 6

Click OK to return to your slide.

Step 7

Save your changes.

Step 8

To test your link, choose Slideshow from the View menu and move your cursor over the text or object until the cursor changes to a pointing finger. Click once.

➤ **Making an “Invisible” Hyperlink or “Hotspot” on a PowerPoint Slide:**

Step 1

Use the rectangle or oval drawing tool to draw a box or circle around the area you want to “hotspot.”

Step 2

Change the Fill Color to No Fill and the Line Color to No Line using the buttons on the drawing tool bar.

Step 3

Right-click the new shape. From the pop-up menu, choose Hyperlink...” A new window called Insert Hyperlink opens.

Step 4

From the Link to... bar on the left, choose Place in this document. This will display an outline of the slides in the slideshow.

Step 5

Select the slide to which you want to link.

Step 6

Click OK. This will close the window and bring you back to your slide.

Step 7

Do not de-select the rectangle you have drawn.

Step 8

Click the Fill Color button on the Drawing toolbar and select No Fill.

Step 9

Click the Line Color button on the Drawing toolbar and select No Line.