

Mail





Create and Manage Reference Elements (hyperlinks)

PowerPoint



Session: Create and Manage Reference Elements (hyperlinks)

Create and Manage Reference Elements > Create Hyperlinks within Presentations

Toadd a hyperlink to another slide:

- 1. Select the text
- Click Insert> Under the Links ribbon, Click Link> under Link to, Click Place in This Document> Select the desired Slide > Click OK





Create and Manage Reference Elements > Create Hyperlinks within Presentations

Toadd a hyperlink to an existing document:

- 1. Select the text.
- 2. Click Insert> Under the Links ribbon, Click Link> under Link to, Click Existing File or Web Page.
- Browse to the file location / Select the file you want to link > Click OK.



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Create and Manage Reference Elements > Create Hyperlinks for Files and Other Sources

To add hyperlink to external Website:

- 1. Select the text you want to link
- Click Insert> Under the Links ribbon, Click Link> under Link to, Click Existing File or Web Page
- Type-in the desired address in the address box > Click OK



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Create and Manage Reference Elements > Create Hyperlinks for Files and Other Sources

Toadd a hyperlink to a new document:

- 1. Select the text
- Click Insert> Under the Links ribbon, Click Link> under Link to, Click Create New Document > under the Name of the new document, Typethe desired document > under Full path, Click Change
- If you want to edit, under When to edit, select Edit the new document now > Click OK



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Links

Toadd a hyperlink to a new e-mail address:

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Slide *

Slides

- 1. Select the text
- Click Insert> Under the Links ribbon, 2. Click Link> under Link to, Click E-mail Address > under the E-mail address, Typethe desired address > under Subject, type-in the subject>Click OK

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Create and Manage Reference Elements > Create Hyperlinks for Files and Other Sources

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To Change colour for hyper link:

- Click Design> Under the Variants ribbon, Click Drop-down arrow > Click colours > Click Customize colours
- 2. Under Theme colours, change your Hyperlink and Followed Hyperlink colour using drop-down arrow > Click Save



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Create and Manage Reference Elements > Create Hyperlinks for Files and Other Sources

Toadd a ScreenTip:

- 1. Select the text to add link
- 2. Click Insert> Under the Links ribbon, Click Link> under Text to display
- 3. Type the link > E.g.
- http://www.ispringsolutions.com
- 4. Click ScreenTip
- 5. Type the Screen tip text > Click **OK** >**OK**

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Create and manage reference elements (hyperlinks) > Key Takeaway





In this module you learnt that:

- Hyperlinks are very powerful feature which supports to jump within/outside the presentation without affecting the presentation flow.
- Hyperlinks can be added to:
 - Another slide
 - Existing document
 - New document
 - External website
 - External video such as YouTube
 - E-mail id
 - Embedded video
- Hyperlink colour can be customised according to the presentation theme.