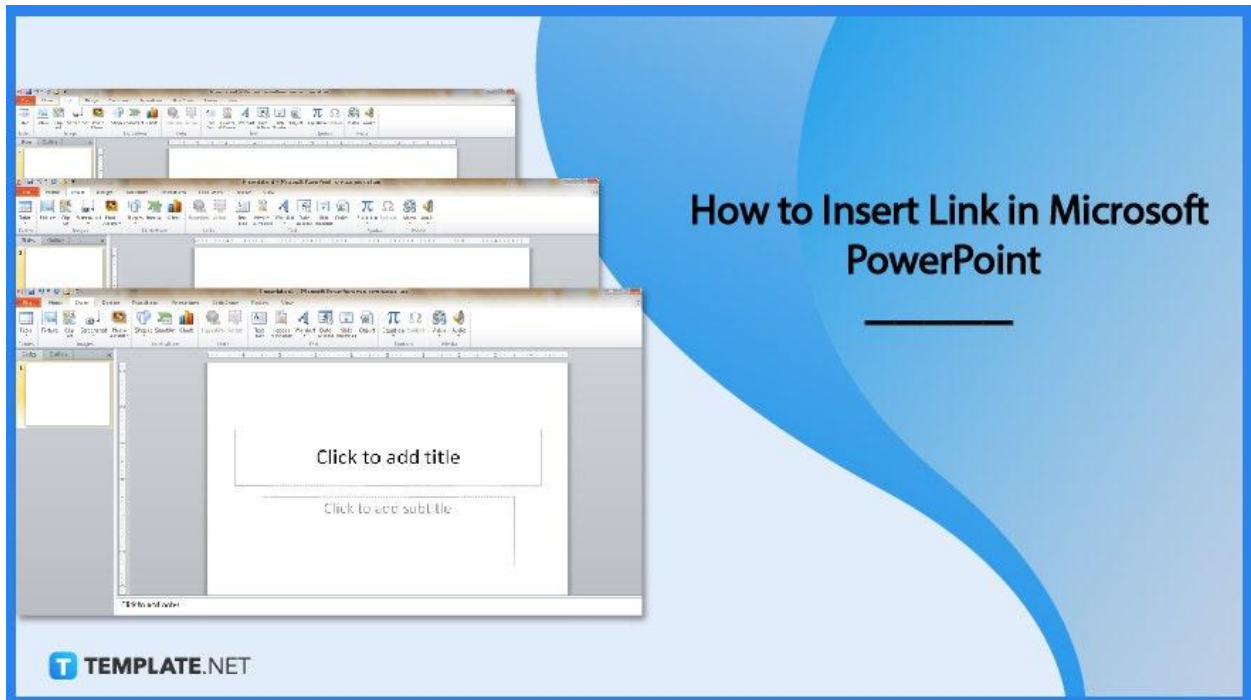


How to Insert Link in Microsoft PowerPoint

Microsoft PowerPoint offers effective ways to make interactive presentations by inserting links to its slides. This practice is recommended when you want to switch to another slide, be directed to a web page, link to another type of file format, or add a reference link using Microsoft PowerPoint.

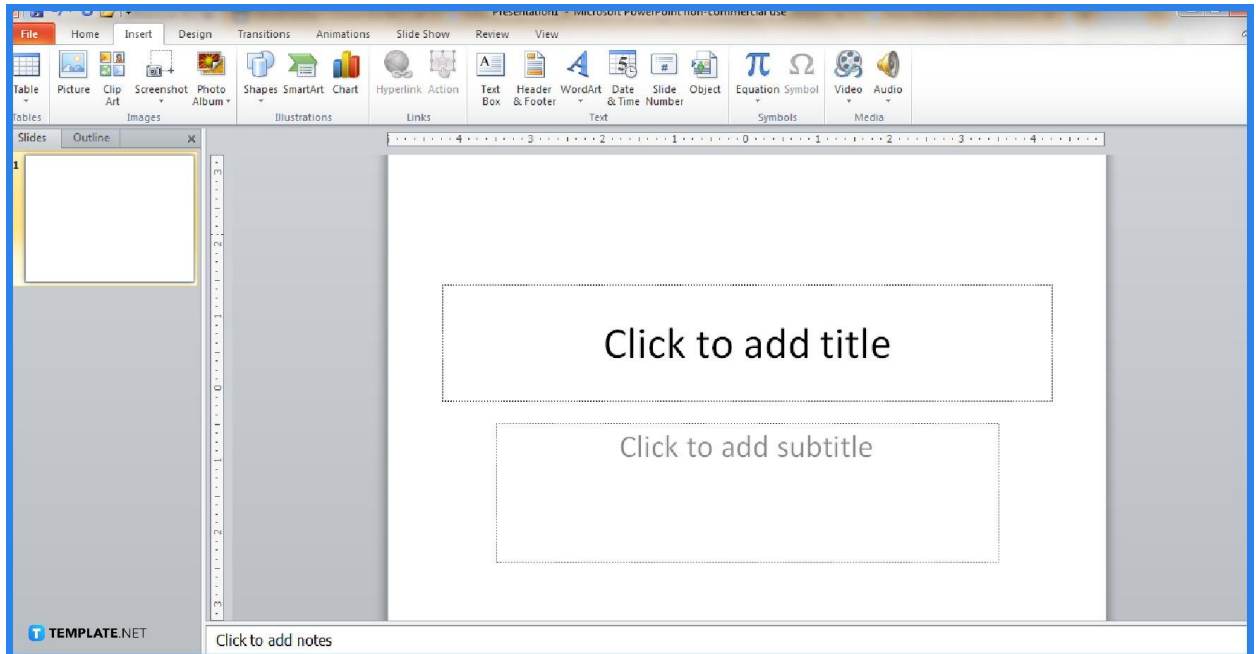


How to Insert Link in Microsoft PowerPoint

Inside Microsoft Office PowerPoint, there is an “Insert” tab on the top menu that allows you to add various media to every PPT slide. One example is to insert a link to your PowerPoint presentation, and it is not that complex when you follow these steps:

- **Step 1: Head to Microsoft PowerPoint**

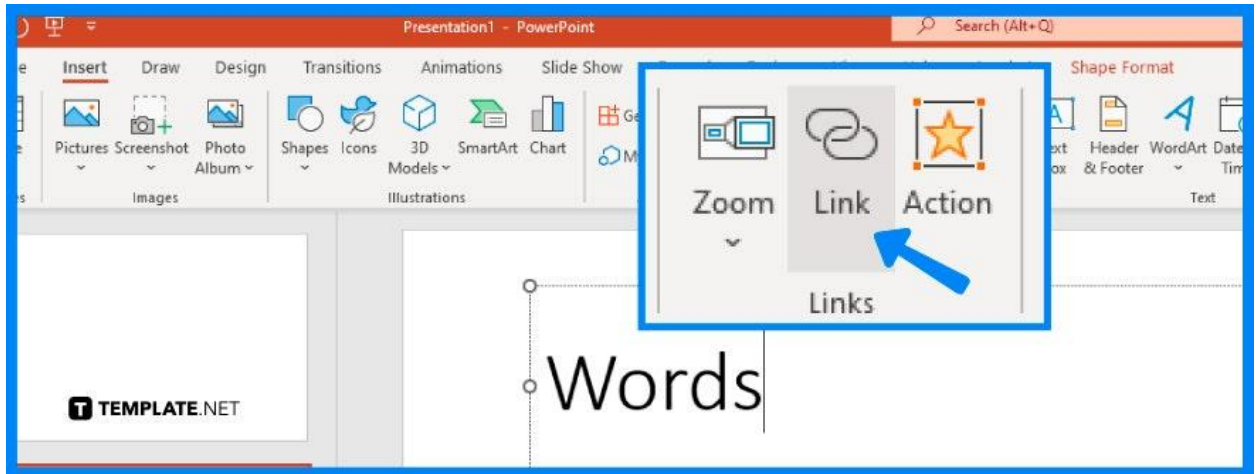
Open your MS PowerPoint program which you can surely access if you have subscribed to Microsoft Office 365. If you are subscribed, then Microsoft PowerPoint, as well as other Office tools like [Microsoft Word](#), Excel, Access, Outlook, and more, would be accessible on your computer. Then, create a blank presentation or open an existing file that you want to add a link to.



Non-subscribers can still download Microsoft PowerPoint for free. But it is simply a trial version so charges still apply after a month and you need to access it with a Microsoft account.

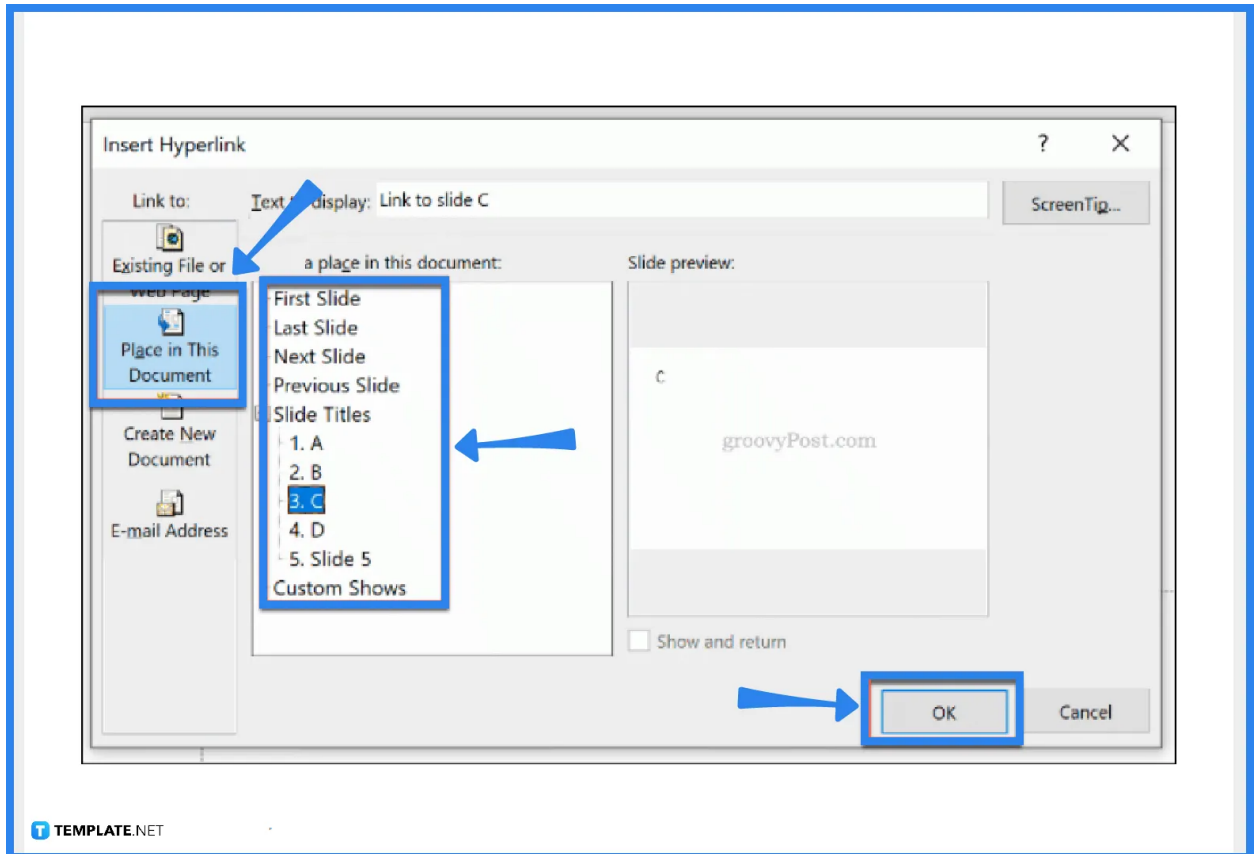
- **Step 2: Insert a Link in Newer PowerPoint Versions**

If you are using the newer version of MS PowerPoint, go to the “Insert” tab on the top menu of your screen. Then, select the “Link” button which is found on the “Links” category or beside the “Zoom” and “Action” buttons. Expect a pop-up window to appear once you click “Link.”



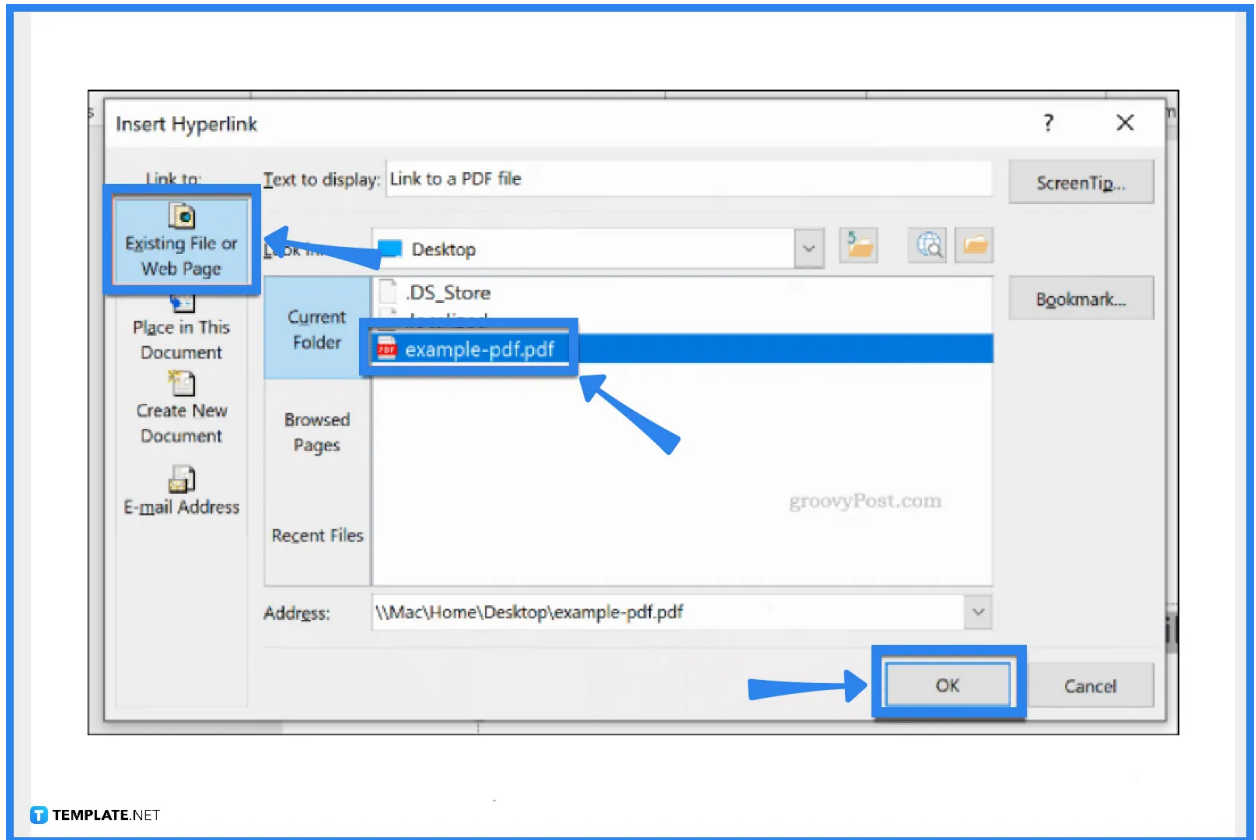
- **Step 3: Add a Link to Other PPT Slides**

If you need to link to other PowerPoint slides, click “Place in This Document” on the left side of the dialog box. The slides available in your presentation would be enlisted there and you need to tap the specific slide where you want to insert a link to. Then, click “OK.”



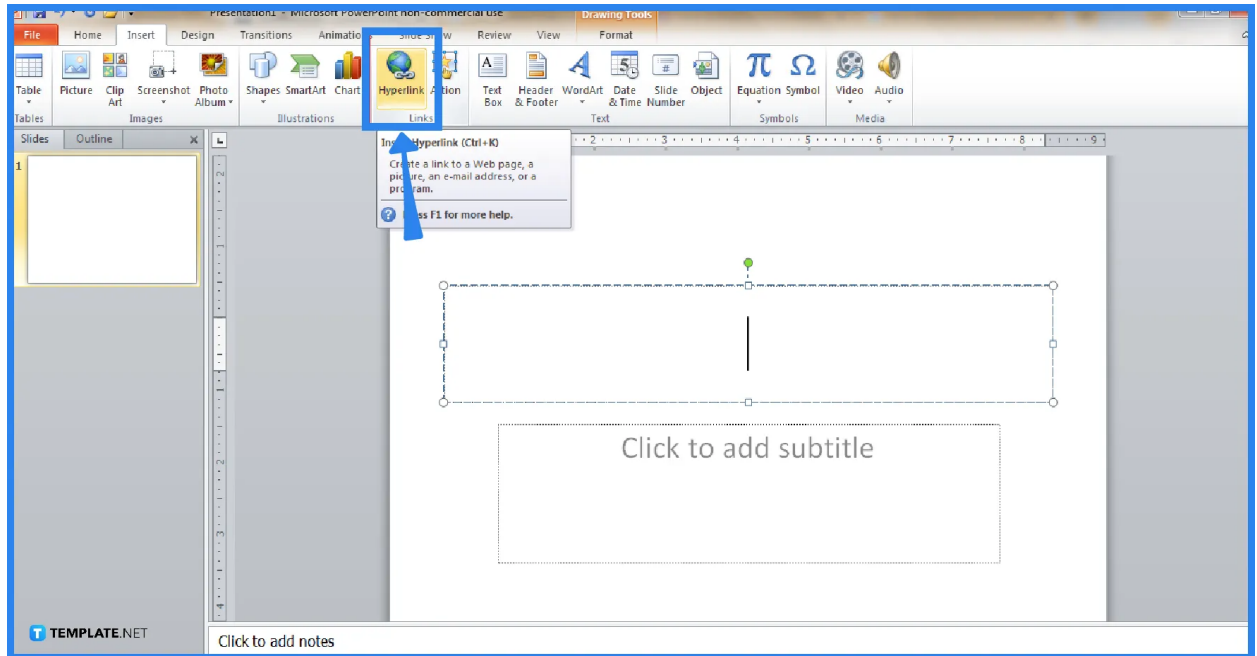
- **Step 4: Add a Link to Web Pages and Other Files**

Besides linking to another slide, link a web page or any other type of file by also clicking “Insert” and “Link.” But this time, select “Existing File or Web Page” on the dialog box’s left menu. Find the specific file you want to add to your slide and tap “OK” to apply the changes.



- **Step 5: Insert a Link in PowerPoint 2010**

If you use Microsoft Office PowerPoint 2010, similar steps apply. You click the “Insert” button from the top menu. However, the button for linking is “Hyperlink.” Click “Hyperlink” so you can either link an existing file or web page, place it in a document, create a new document, or e-mail address. Tap “OK” once you have chosen.



FAQs

What is the keyboard shortcut to hyperlink in PowerPoint?

The keyboard shortcut for hyperlinking in PowerPoint is Ctrl + K.

Why can't I hyperlink in PowerPoint?

Certain objects in PowerPoint such as video objects and stylized texts can't be assigned with hyperlinks in PowerPoint.

Why is the link not clickable?

If your PowerPoint presentation doesn't have a clickable link, it is probably due to the security restrictions of your browser that won't enable you to open dialog boxes or pop-up windows, or your Flash player plugin is responsible for not allowing you to open URLs.