

# Creating Hyperlinks in PowerPoint



## Create a Hyperlink to Another Slide

1. Highlight the text that contains the hyperlink
2. From the menu click on:
  - a. Slide Show
  - b. Action Settings
  - c. Hyperlink to slide
3. Click on the name of the slide you want to link to

## Create a Hyperlink to a URL

1. Highlight the text that contains the hyperlink
2. From the menu click on
  - a. Slide Show
  - b. Action Settings
  - c. Hyperlink to URL
  - d. Type in the URL
  - e. Click ok

## Create a Button that contains a hyperlink

1. From the menu click on
  - a. Slide Show
  - b. Action Buttons
  - c. Select the button you would like to use (If you choose the first blank button you can customize with your own text)
  - d. Your mouse becomes a cross hair (drag diagonally to create the button)
  - e. Once the button is created the action settings dialog box appears. Select the desired action in the hyperlink to drop down menu
  - f. Click ok

## Create a custom slide show

1. From the menu click on:
  - a. Slide show
  - b. Custom shows
  - c. Click on new
  - d. Type in the name of the custom show
  - e. Double click on the slides to be added
  - f. Click ok
  - g. Click ok
2. Create a link to the custom show
  - a. Create a button on the slide where the link will be created
  - b. Hyperlink to custom show
  - c. Click on the name of the custom show
  - d. BE SURE TO CLICK SHOW AND RETURN
  - e. Click ok