

How to create links in PowerPoint - Hyperlink Links

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Presentation is one of the necessary office skills today. Nowadays, doing this is not difficult because of the help of specialized software such as Microsoft PowerPoint

PowerPoint is a great tool for presentations and project collaboration. The software gives you many great tools, such as adding images, inserting sound effects, animated transitions, aligning fonts, creating artistic text, changing the background as desired and more.

Using PowerPoint is not difficult. However, sometimes, you may need a little more space in your presentation slides. If you want to make an effective and informative PowerPoint presentation, adding hyperlinks is a great way to do this.

When a presentation has hyperlinks, you can connect the information to a separate source such as a web page or document. The article below will show you the simplest way to insert links into PowerPoint.

Hyperlink links on Word or Hyperlink on Excel can insert website links or insert other files for faster access. With PowerPoint, we can also create Hyperlink links with many different types.

Users can create various types of links within a slide, create links to email addresses, website addresses, or links to other slides, etc. With this Hyperlink link, your presentation on PowerPoint will be flexible and effective. More efficiently, there is no need to open it manually when you want to access certain content.

Quick start Guide

Create links in a PowerPoint slide

1. *PowerPoint 2007* : (There is 1 shape and 1 image. Click on the shape and the image will appear) Create a shape frame and enter content for the shape frame corresponding to the image you want to display. The shape frame can be customized according to requirements. Insert images into slides. Click on the image then select the **Animation** tab , then click on **Custom Animation**. Display the animation effect adjustment frame on the right side of the interface. Click on **Add effect** and select the image appearance effect. The image will have animation effects applied immediately afterwards. If you don't like it, press the **Remove** button to choose another animation effect. Click the drop-down triangle and select **Timing** to set the time. Click **the Timing** tab . In the **Triggers** section , click **Start effect on click of** and then select the name of the block you want to create a link with the image.

2. *PowerPoint 2010 or later* : Create shapes and images on slides. Click **the Animations tab > Add Animation** to select the effect. In the **Advanced Animation** section , select **Trigger** , then click **On Click of** and select the block name.

Create Hyperlink links on PowerPoint

1. *Create a link to a slide* : In the slide you want to insert a link, click the **Insert** tab to draw a picture to create a link button, then enter the content. Right click on the shape and select **Hyperlink**. Click **Place in this Document** to quickly link to any slide in the PowerPoint file. Clicking on each slide will display the content interface next to it in the **Preview frame**. Click **OK** to complete creating the link.
2. *Create a web access link button* : Visit the website you want to create a link button on the PowerPoint slide, copy the website link. Open **the hyperlink** link for the link button. In the **Insert Hyperlink** dialog box , click **Existing File or Web Page** and paste the website URL into **Address**. Click **OK** to save.
3. *Create a link to open a file on PowerPoint* : At the link button to the slide on PowerPoint, right-click and select **Hyperlink**. Next in the new interface click **Existing File or Web Page** . Find the file or folder you want to quickly link. Click **OK** to save. To delete a Hyperlink link created on PowerPoint, right-click on the link button and select **Remove link** . To view the content, press **F5**.

Detailed instructions

1. How to create links in a PowerPoint slide

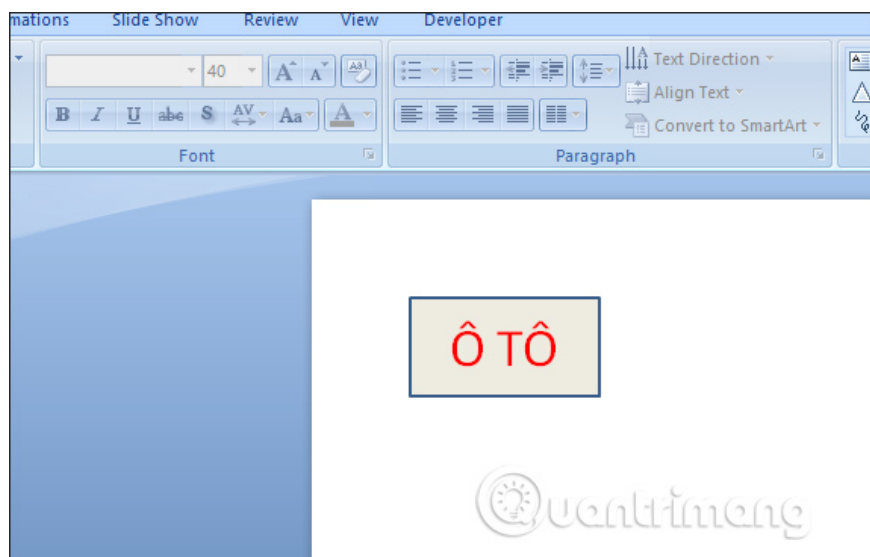
a. Create links in PowerPoint 2007

For example, in 1 slide, they have 1 shape and 1 image. If you want to click on that shape, the image will appear.

Step 1:

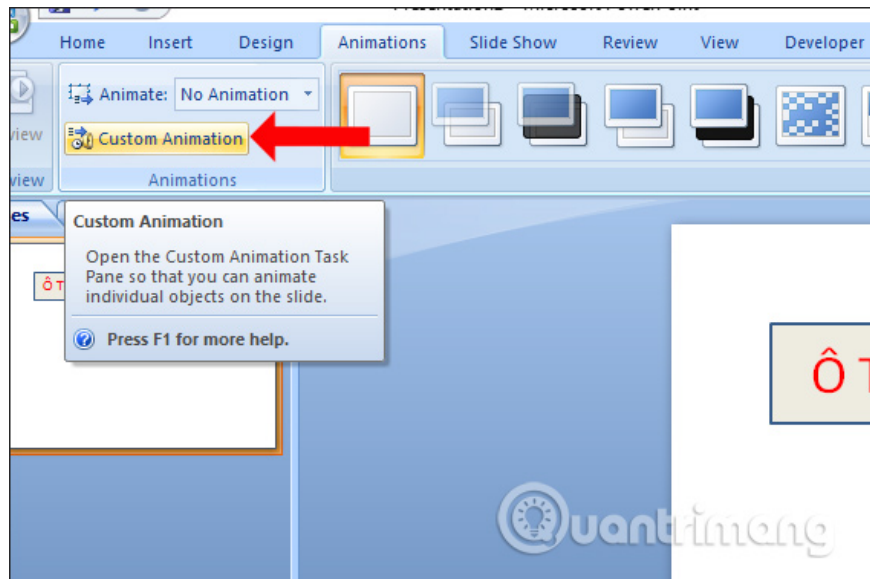
First, **create a shape frame** and enter content for the shape frame corresponding to the image you want to display. You can customize the shape frame depending on your slide making requirements.

Next, insert the image into the slide.

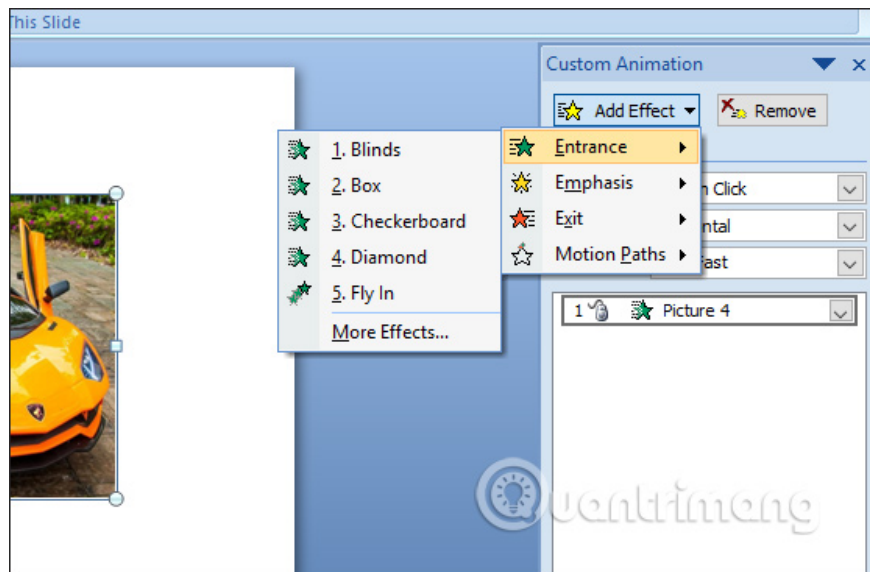


Step 2:

Click on the image then select **the Animation tab** , then click **Custom Animation** .

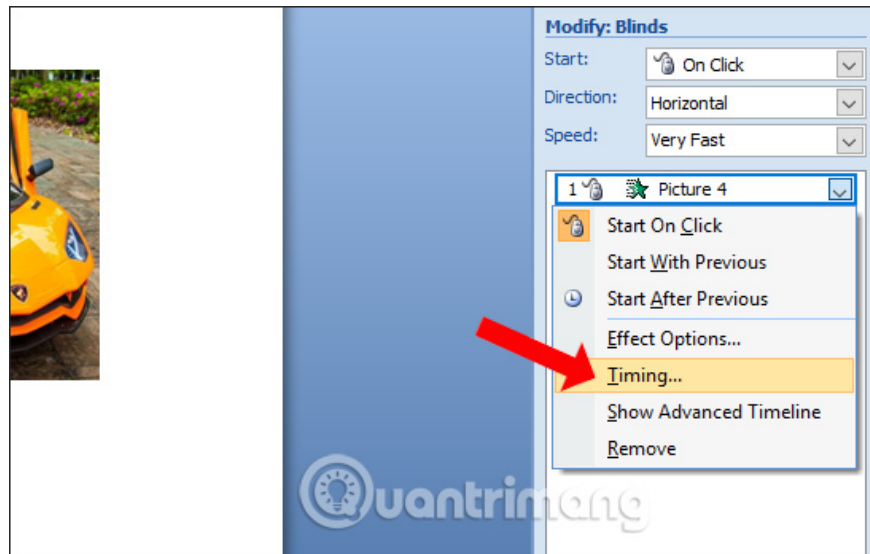


Display the animation effect adjustment frame on the right side of the interface. Click on **Add effect** and choose the image appearance effect you want. The image will have animation effects applied immediately afterwards. If you don't like it, press the Remove button to choose another animation effect.



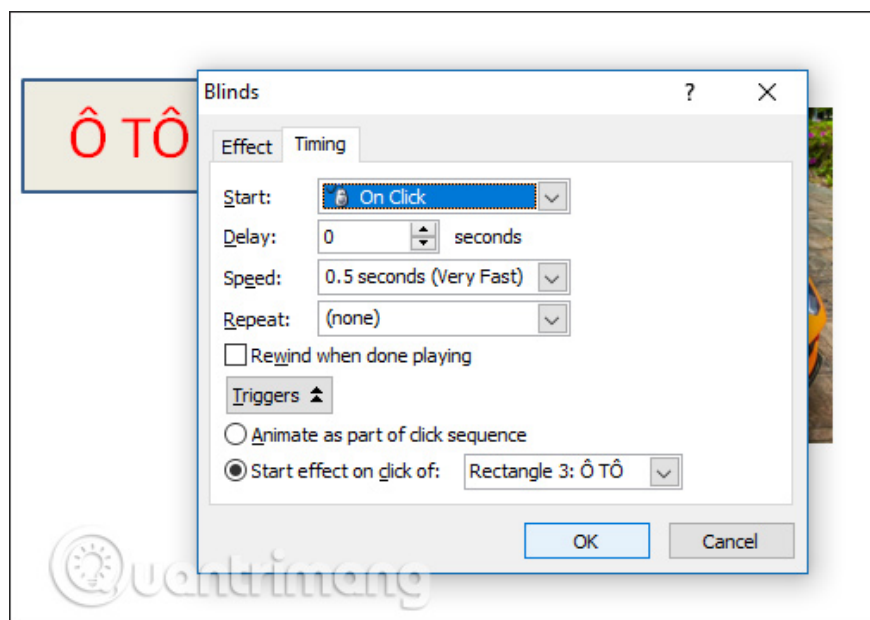
Step 3:

Display the name in the effect, click the drop-down triangle and **select Timing** to set the time.



In the new interface click on the Timing tab. In **the Triggers section**, click **Start effect on click of** and then select **the name of the block** you want to create a link with the image.

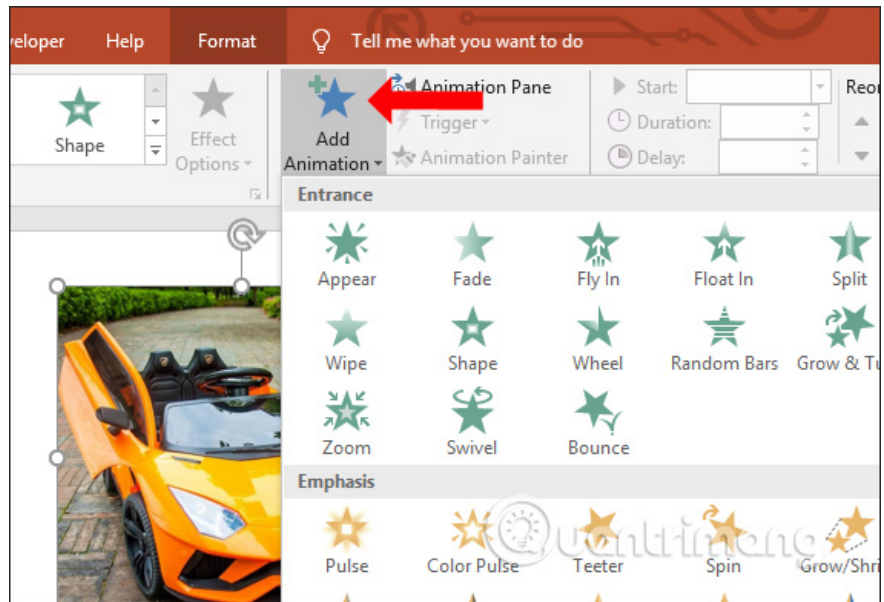
So when you click on the shape, the image will appear immediately after.



b. Create links in PowerPoint 2010 or later

Step 1:

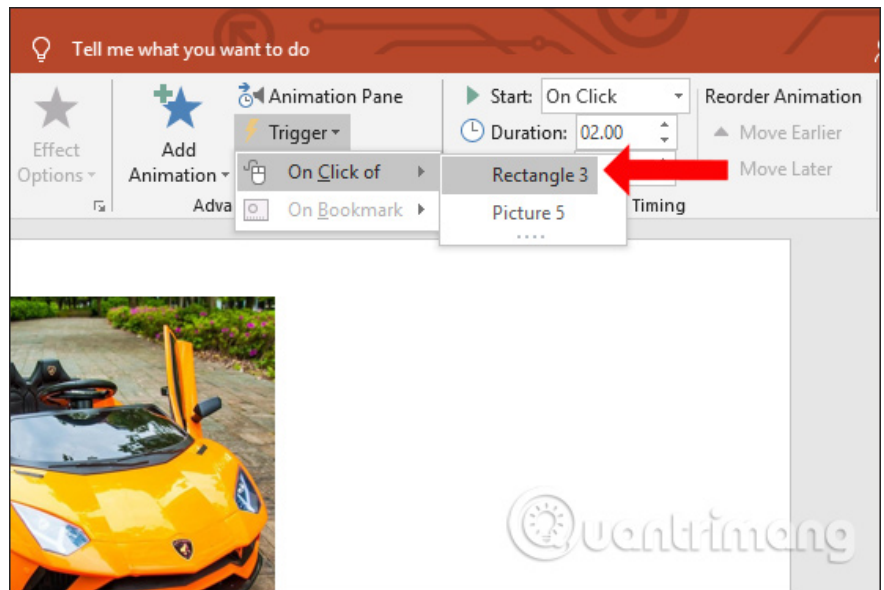
Users also create shapes and images on slides. Click **the Animations tab** and then click **Add Animation** to select effects for the image.



Step 2:

After selecting the motion effect, in the **Advanced Animation** section, select **Trigger**, then click **On Click of** and select the block name.

The result is the same as above, click on the cube to display the image.



2. How to create Hyperlink links on PowerPoint

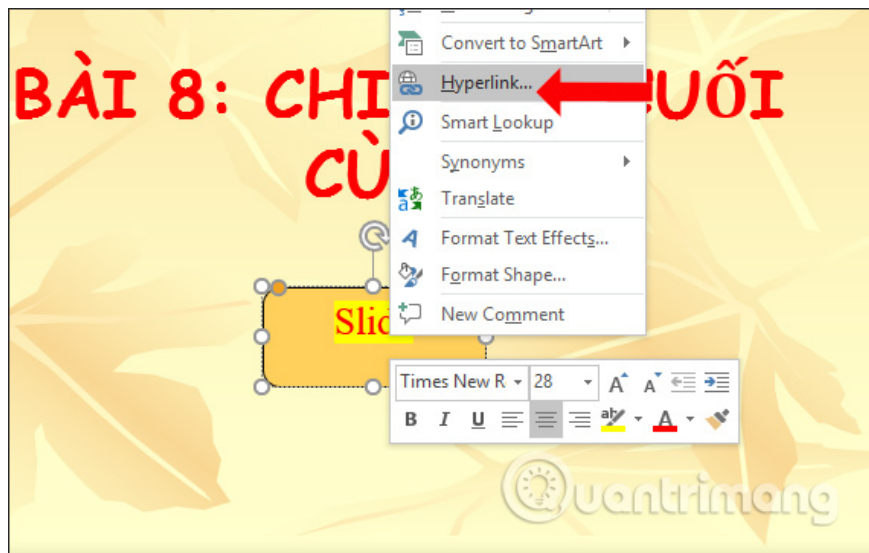
This method of creating Hyperlink links will apply to all PowerPoint versions to link to slides, websites, emails.

a. Create links to slides

Step 1:

In the slide where you want to insert connections, users click on **the Insert tab** to draw a picture to create a link button. You can also edit and change the format for the shape and then enter the content.

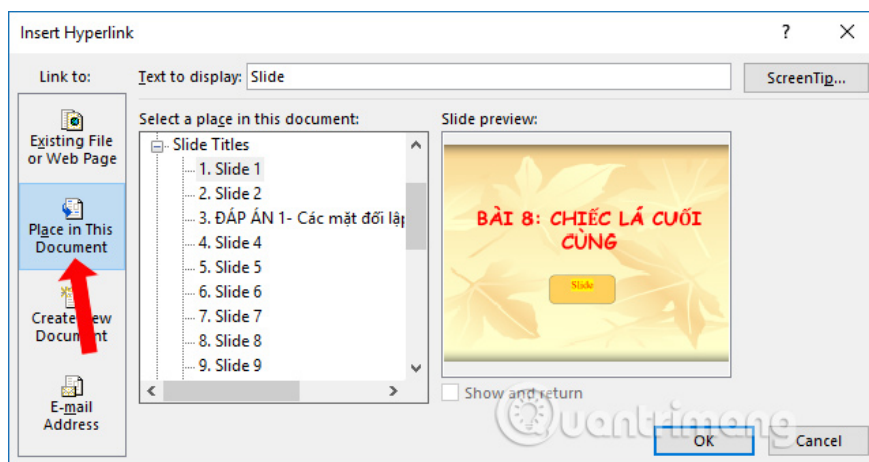
Next, right-click on the shape and **select Hyperlink** .



Step 2:

Displaying the new interface, users click on **Place in this Document** to quickly link to **any slide** in the PowerPoint file.

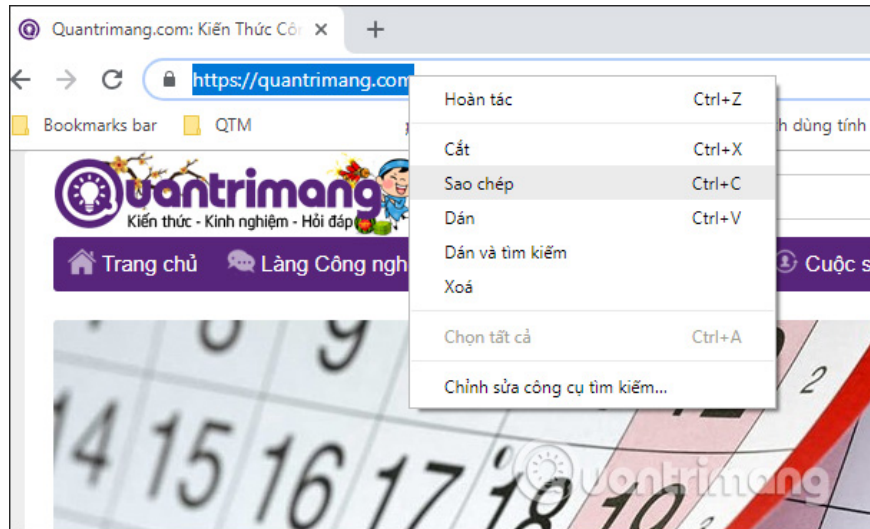
When clicking on each slide, the content interface will be displayed next to it in the Preview frame. This will make it easier for users to choose the correct slide they want to link to. Finally click OK to complete creating the link.



b. Create a web access link button

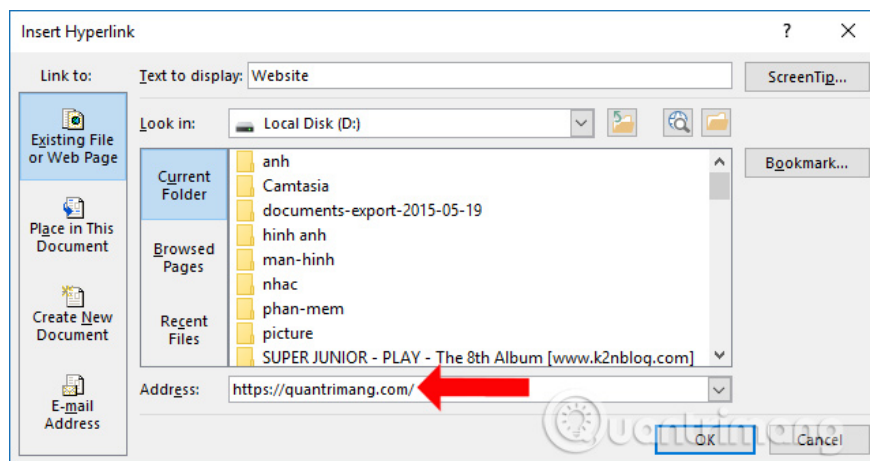
Step 1:

Visit the website you want to create a link button on the PowerPoint slide and then **copy the website link** .



Step 2:

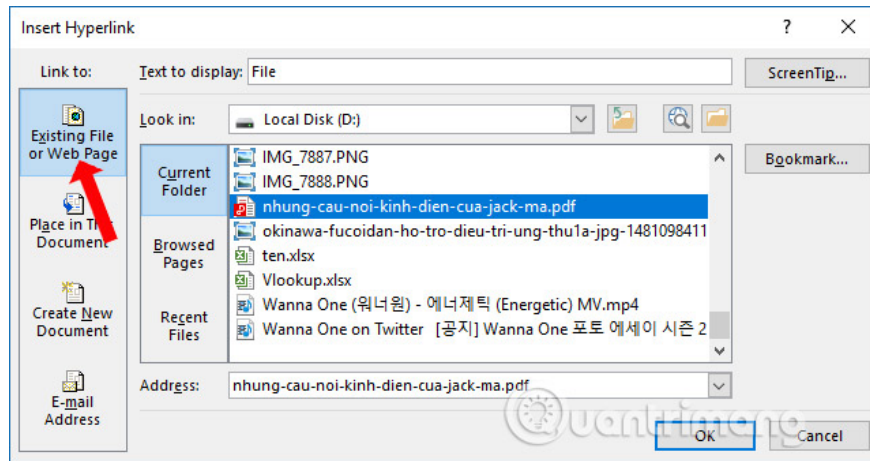
Also open the Hyperlink link for the link button. In the Insert Hyperlink dialog box, click **Existing File or Web Page** and paste the copied website URL into **the Address bar** . Click OK to save.



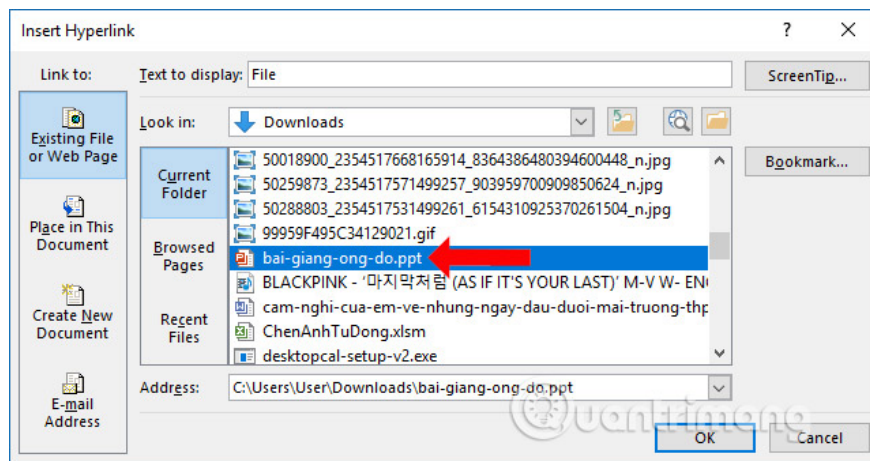
c. Create a link to open a file on PowerPoint

At the slide link button on PowerPoint, right-click and select Hyperlink. Next in the new interface click on **Existing File or Web Page** . Next, find **the file or folder** we want to quickly link. Click OK to save.

Users can choose any file format or folder to link.

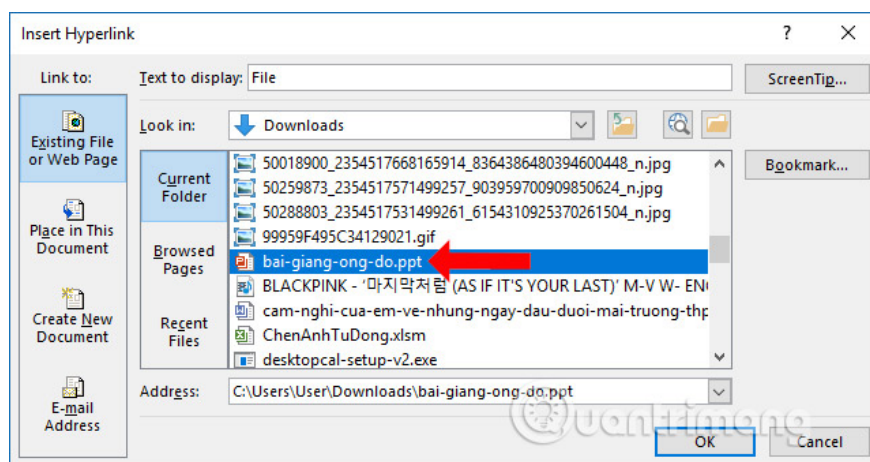


To create a link to another PowerPoint file, do the same as above. You also need to click on the PowerPoint file for quick links.



To delete a Hyperlink link created on PowerPoint, right-click the link button and select **Remove link**.

To view the content, press F5. Command buttons will only work when showing PowerPoint slides, not during editing.



Basically, the way to create links and create Hyperlinks on PowerPoint is similar to that on Word and Excel. Users also have options to insert into other files, web pages,.

Wishing you success!

You finished reading the article "**How to create links in PowerPoint - Hyperlink Links**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.