

Hyperlink (Hyperlink) in PowerPoint 2016

If you want to include a web address or email address in your PowerPoint presentation, users can choose to format it as a hyperlink, so others can easily click on it.

Whenever using the Internet, users use hyperlinks to navigate from site to site. If you want to include a web address or email address in a PowerPoint presentation, you can choose to format it as a hyperlink, so that it can be easily clicked. In PowerPoint 2016, you can also link to files and other slides in a presentation.

Use hyperlinks in PowerPoint 2016

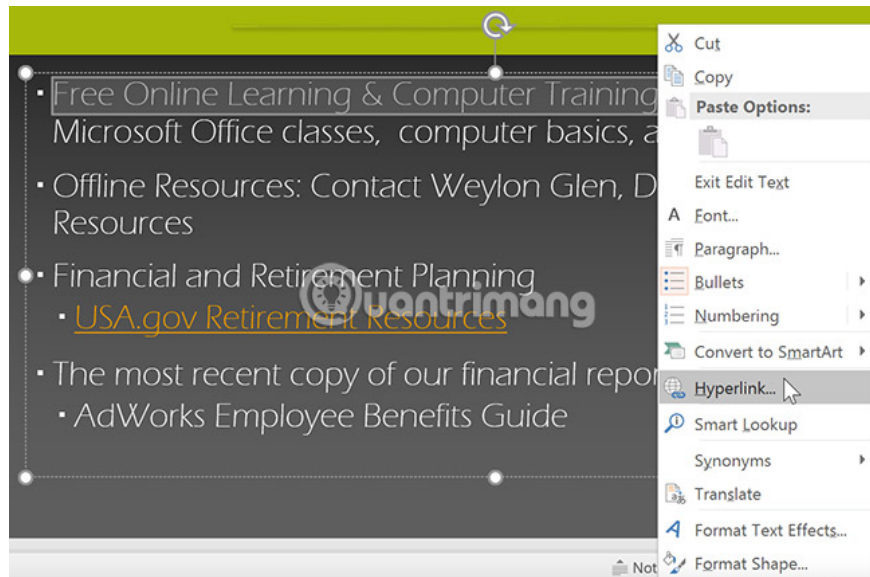
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Learn about hyperlink (hyperlink)

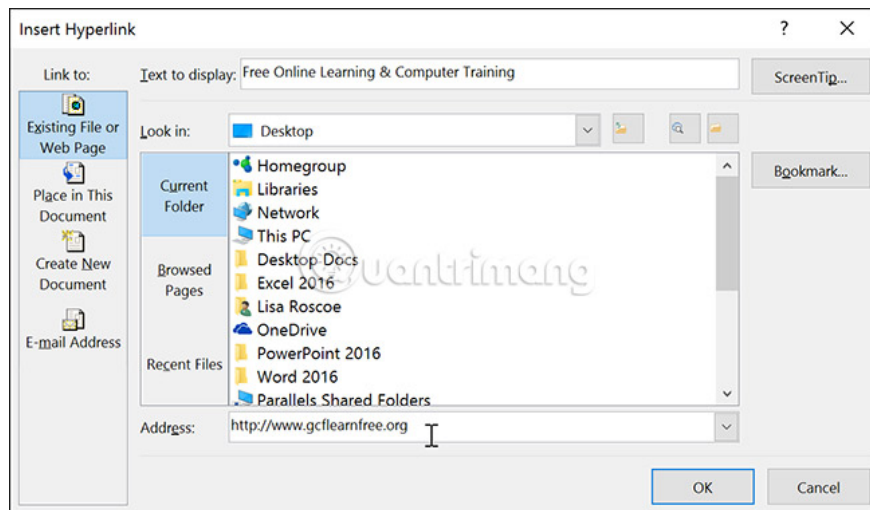
Hyperlinks or hyperlinks have two basic parts: the address of the website, the email address or the other location they are linking to and the text displayed (can also be images or shapes). For example, the address may be <https://quantrimang.com/> and **TipsMake.com** may be the display text. In some cases, the displayed text may resemble the address. When creating hyperlinks in PowerPoint, you can select both the address and the displayed text or image.

How to insert links in PowerPoint 2016

1. Select the image or text you want to create a hyperlink.
2. Right-click the selected text or image, then click **Hyperlink**. Alternatively, go to the **Insert** tab and click the **Hyperlink** command .



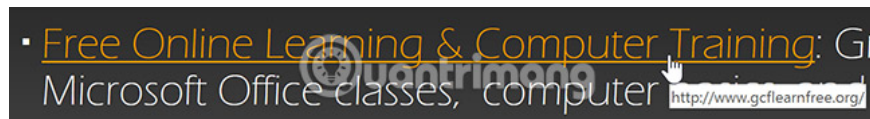
3. The **Insert Hyperlink** dialog box will open.



4. If you have selected text, the words will appear in the **Text to display field** at the top, you can change this text if you want.

5. Enter the address you want to link into the **Address** field .

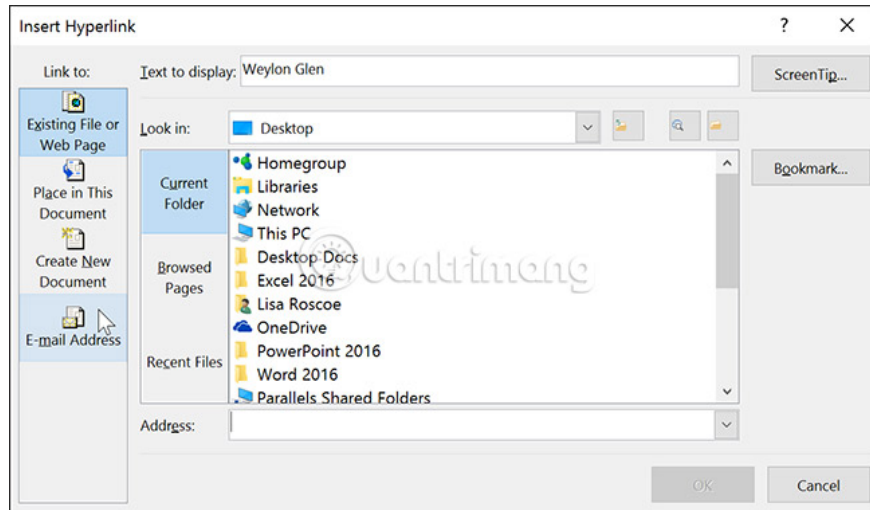
6. Click **OK**. The selected text or image will now be a hyperlink to the web address.



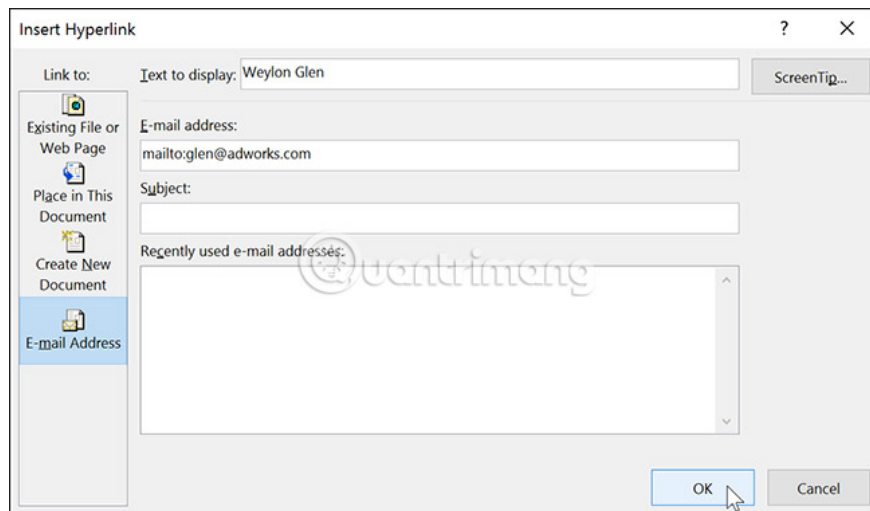
How to insert hyperlinks to an email address

1. Right-click the selected text or image, and then click **Hyperlink**.

2. The **Insert Hyperlink** dialog box will open.
3. On the left side of the dialog box, click **Email Address**.



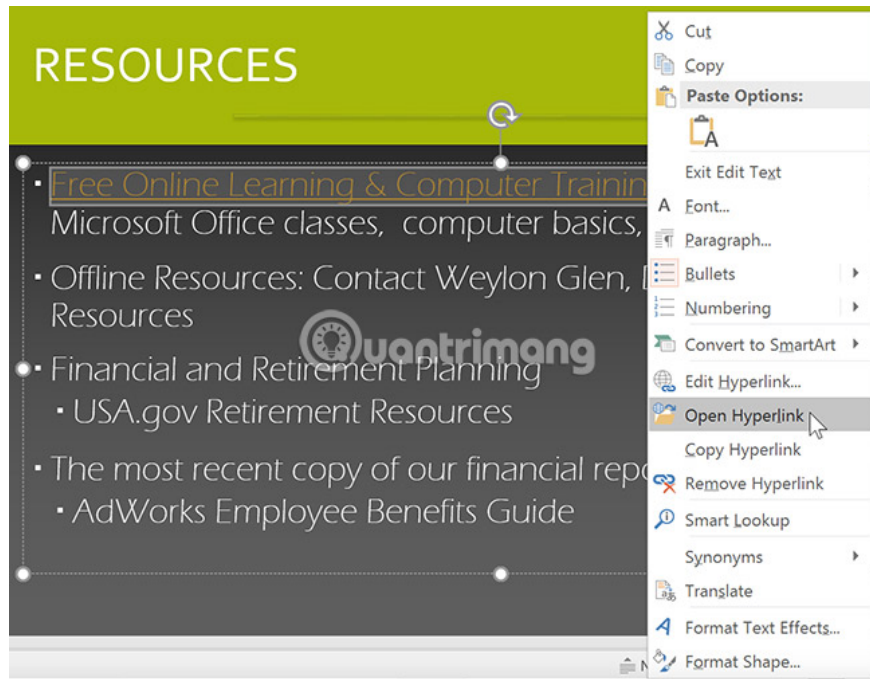
4. Enter the email address you want to link to the **Email Address** box , and then press **OK**.



PowerPoint usually recognizes email and web addresses as you type and will automatically format them as hyperlinks after you press the **Enter** key or the spacebar.

How to open and test a hyperlink

1. After creating a hyperlink, you should test it. Right-click the hyperlink, then click **Open Hyperlink**.



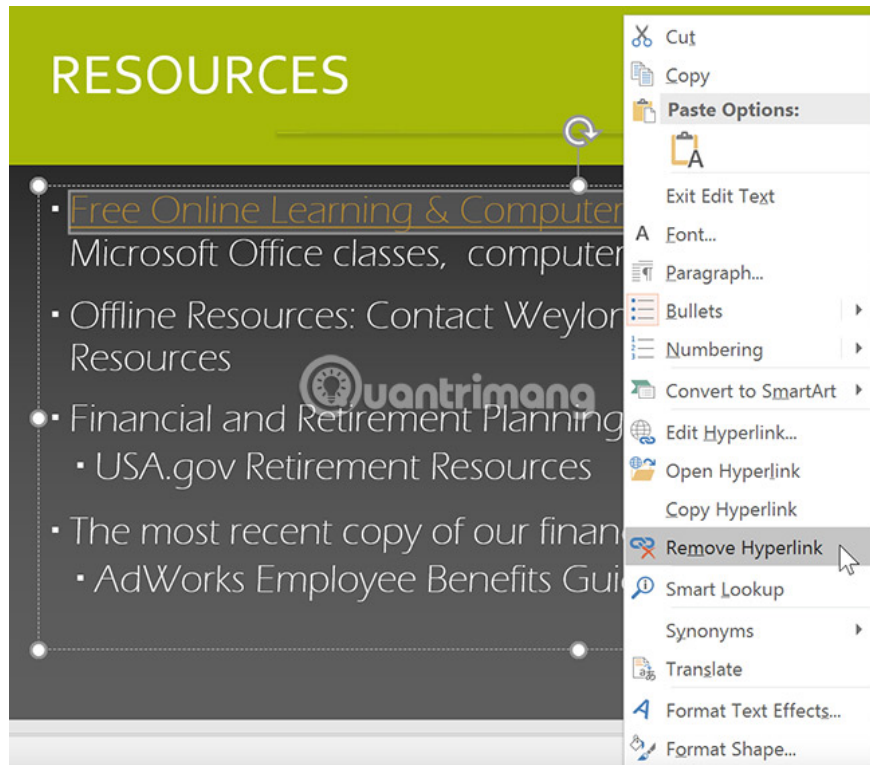
The web browser will open and then navigate to the linked page. If it does not work, check the hyperlink address for any spelling errors.

To open a hyperlink while viewing the slideshow, click the hyperlink.



How to delete hyperlinks in PowerPoint 2016

1. Right-click the hyperlink.
2. Click **Remove Hyperlink**.

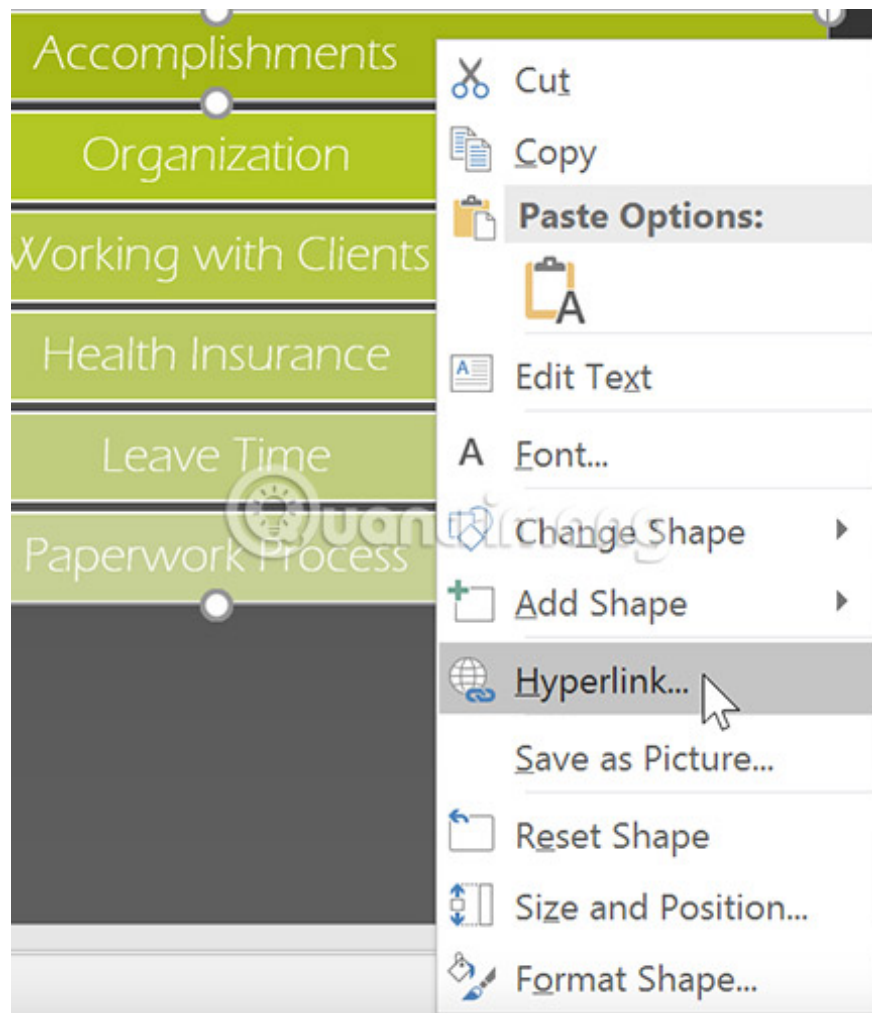


More information about hyperlinks

In PowerPoint, you can use hyperlinks to link to offline resources. To quickly reference another slide in a presentation, you can create a hyperlink to that slide. If you need to access a file stored on your computer, you can create hyperlinks to it. In addition, PowerPoint also allows to format images and shapes as hyperlinks.

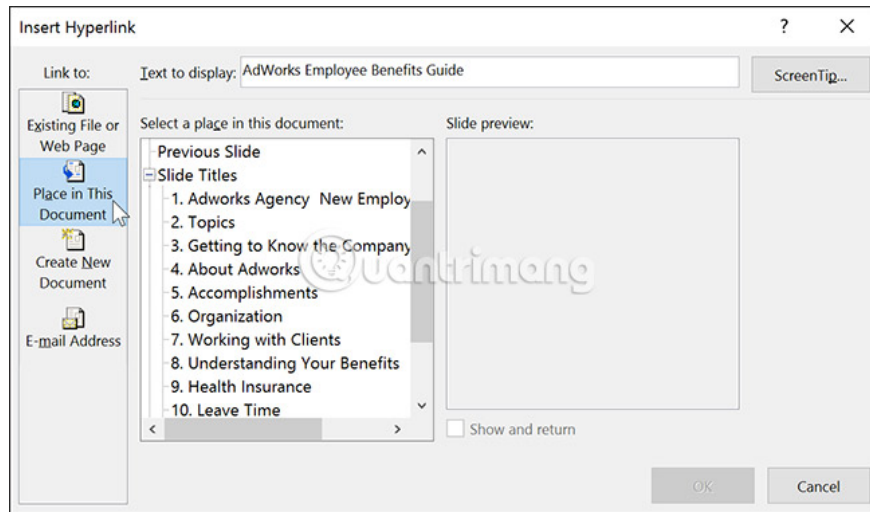
Use shapes and images as hyperlinks

PowerPoint 2016 allows you to format objects, including shapes, text boxes and images, like hyperlinks. This is especially useful if you want the object to behave like a button. To do this, right-click on the desired object and select **Hyperlink** from the menu that appears. Click on the object during the presentation to open the hyperlink.

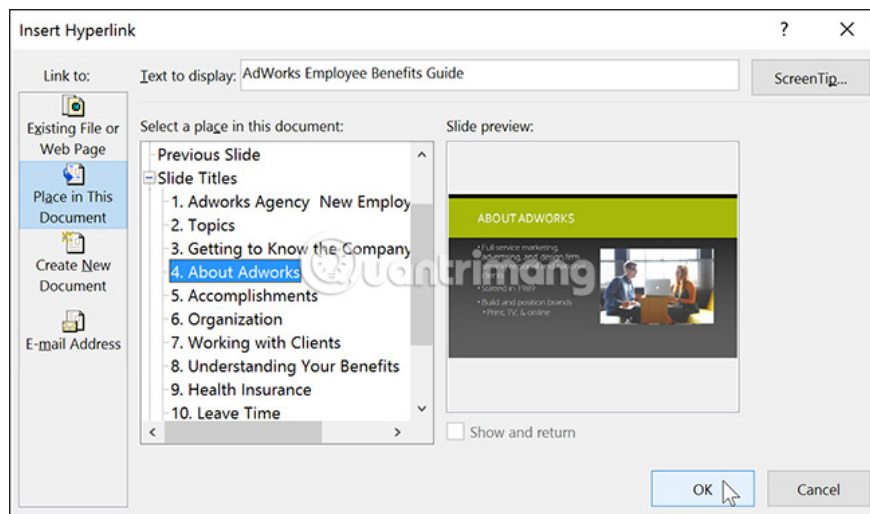


How to insert a hyperlink to another slide

1. Right-click the selected text or image, and then click **Hyperlink**.
2. The **Insert Hyperlink** dialog box will appear.
3. On the left side of the dialog box, click **Place in this Document** .



4. A list of other slides in the presentation will appear. Click on the name of the slide you want to link to.



5. Click **OK**. Text or image will now be a hyperlink to the selected slide.



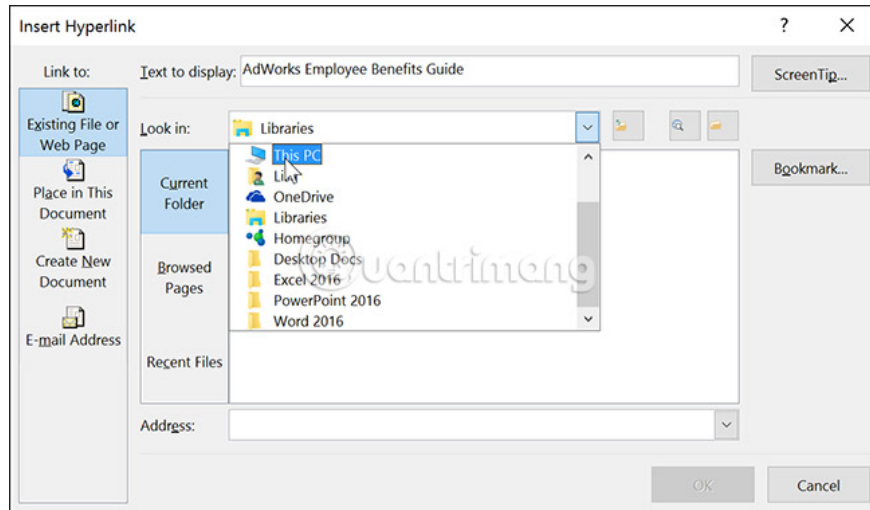
Add hyperlinks to shapes similar to creating action buttons and this will be discussed in more detail in the next article.

How to insert hyperlinks into other files

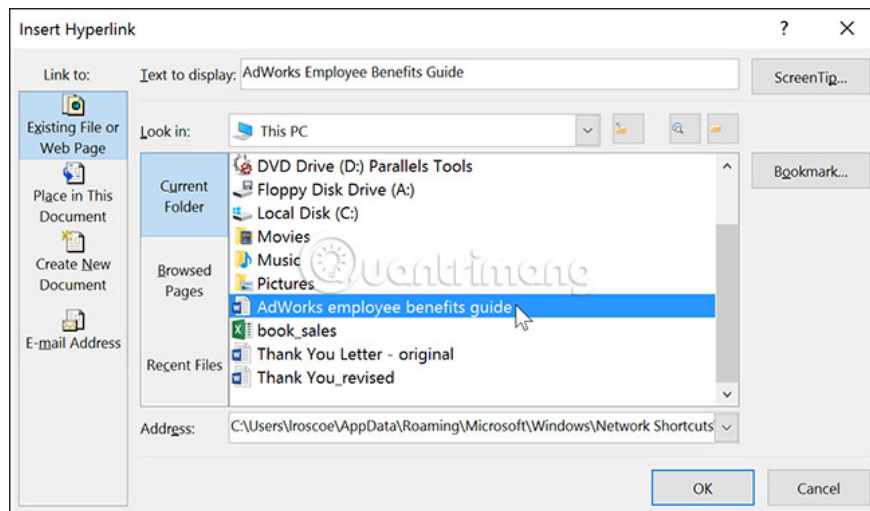
1. Right-click the selected text or image, and then click **Hyperlink**. The **Insert Hyperlink** dialog box will appear.

2. On the left side of the dialog box, click **Existing File or Webpage**.

3. Click the drop-down arrow to browse the file.



4. Select the desired file.



5. Click **OK**. Text or image will now be a hyperlink to the selected file.



If you plan to display your presentation on a different computer than the one used to create the presentation, the hyperlink to another file may not work. Make sure you have a copy of the linked file on the computer you are using to present and always check the hyperlinks before you start.

Hope you are succesful.

You finished reading the article "**Hyperlink (Hyperlink) in PowerPoint 2016**" 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.
