

PowerPoint 2016: Hyperlink in PowerPoint

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

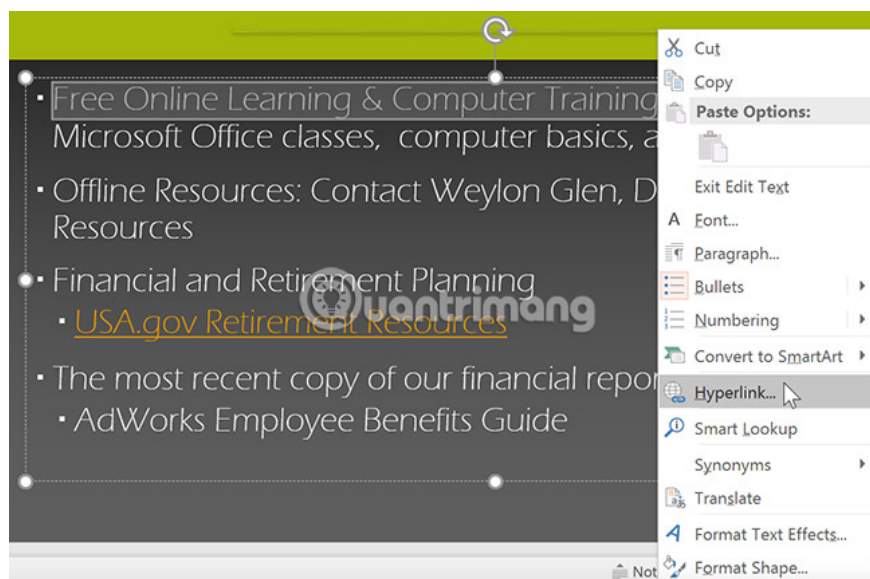
Whenever users use the Internet, they use hyperlinks to navigate from one website to another. In PowerPoint 2016, you can also link to files and other slides in the presentation.

Learn about hyperlinks (hyperlinks)

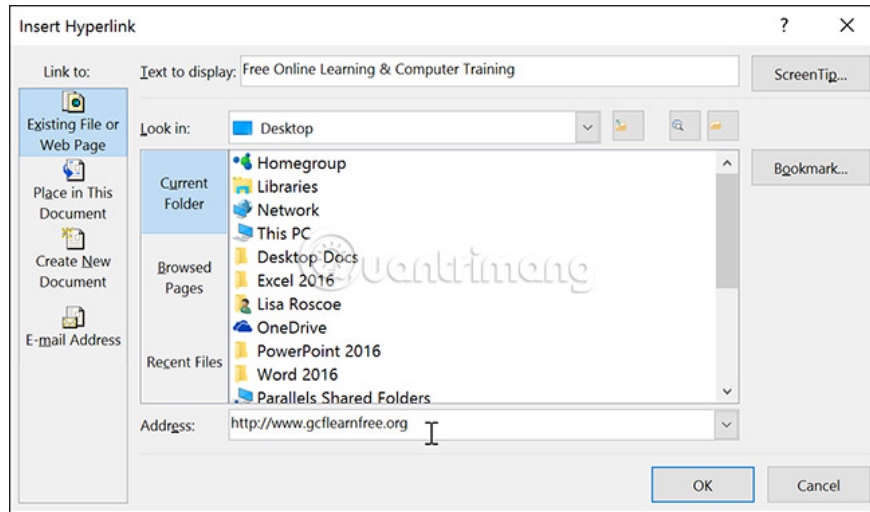
Hyperlinks have two basic parts: The address of the website, email address, or other location they are linking to, and the display text (which can also be an image or shape). For example, the address could be **https://TipsMake.com/** and **TipsMake.com** could be the display text. In some cases, the text displayed may resemble the address. When creating a hyperlink in PowerPoint, both the address and the text or image to display can be selected.

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, you can go to the **Insert** tab and click the **Hyperlink** command.



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

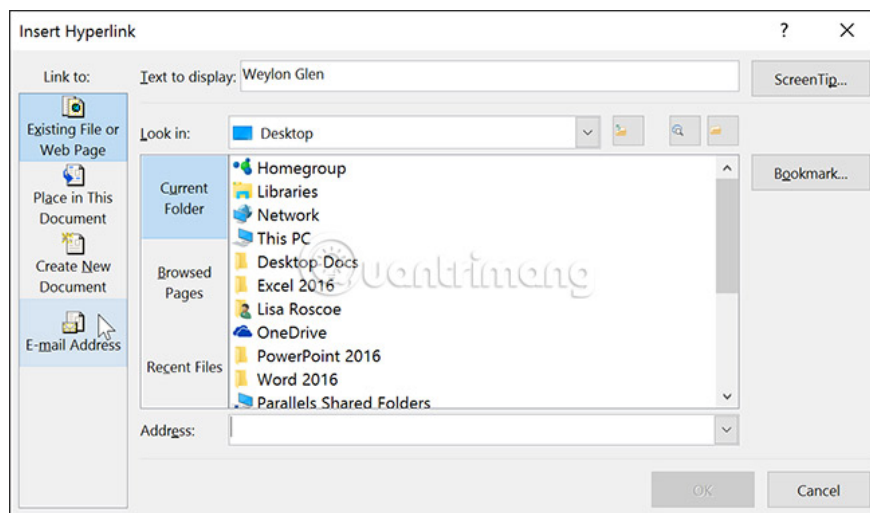


4. If text is selected, the words will appear in the **Text to display** field at the top, which can be changed if desired.
5. Enter the address you want to link into the **Address field**.
6. Click **OK**. The selected text or image will now be a hyperlink to the web address.

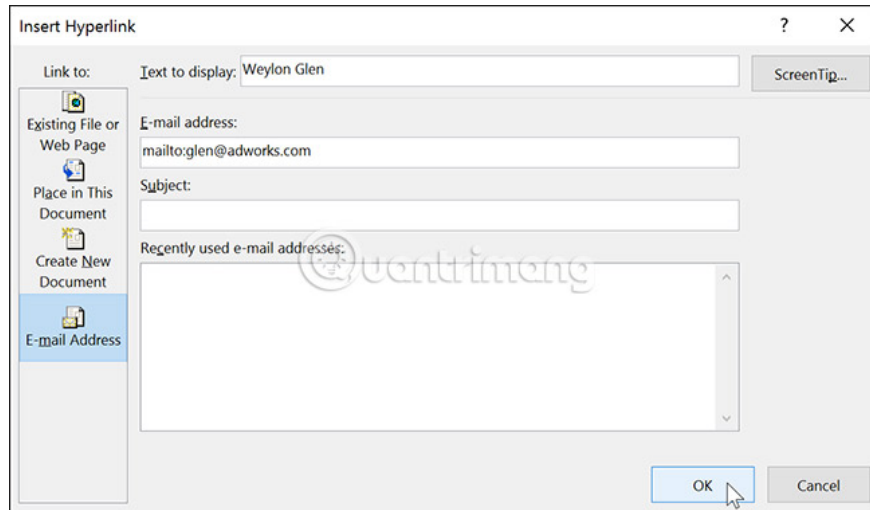


How to insert a hyperlink to an email address

1. Right-click the selected text or image, then click **Hyperlink**.
2. The **Insert Hyperlink** dialog box will open.
3. On the left side of the dialog box, click **Email Address**.



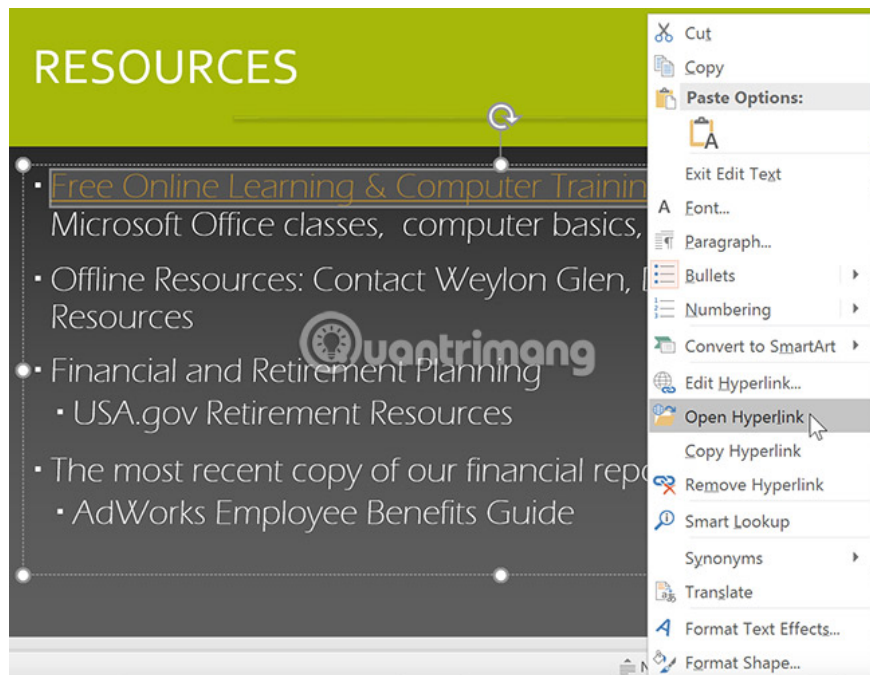
4. Enter the email address you want to link into the **Email Address box**, then click **OK**.



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 space bar.

How to open and inspect a hyperlink

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

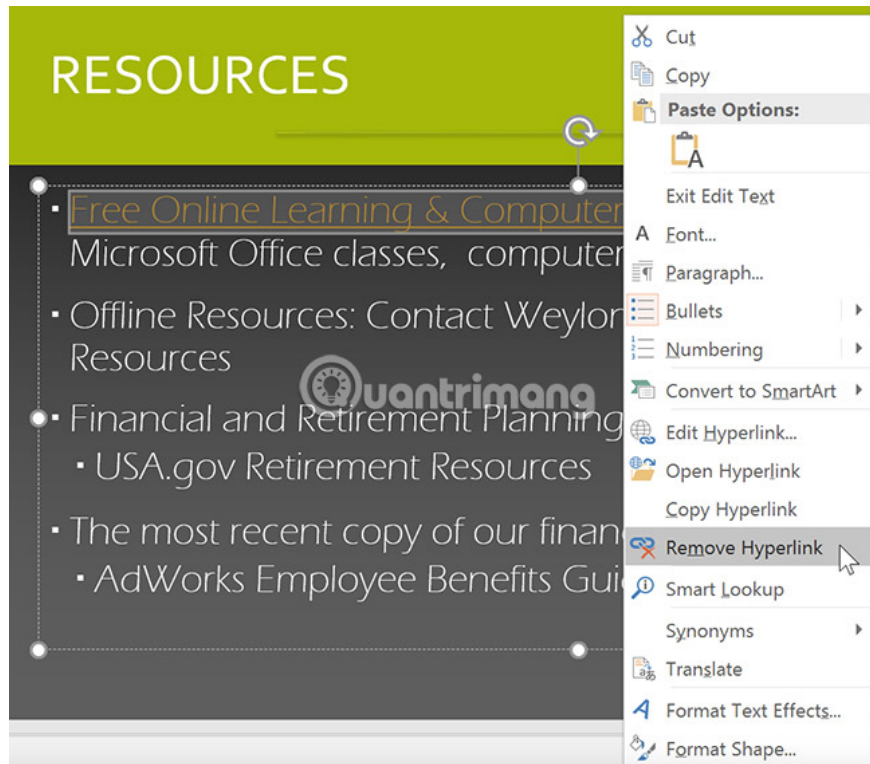


The web browser will open and then navigate to the linked page. If it doesn't work, check the hyperlink address for any spelling errors.

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

How to remove hyperlinks in PowerPoint 2016

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

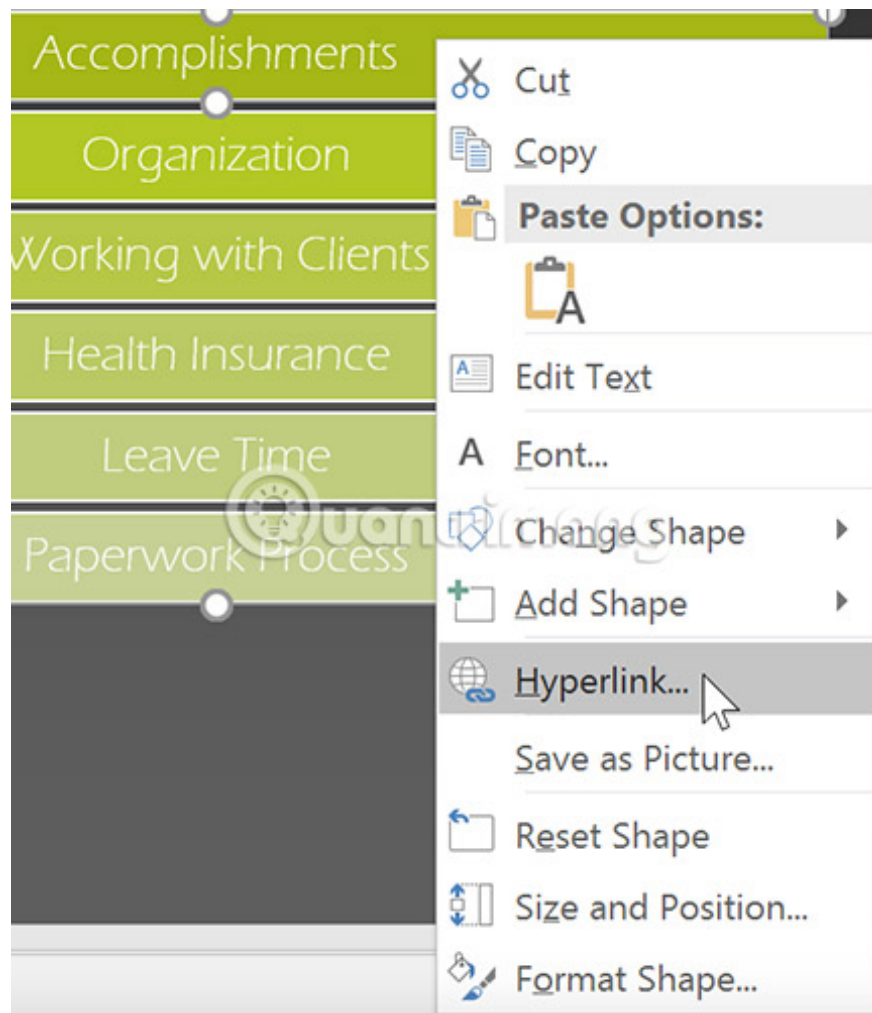


More information about hyperlinks

In PowerPoint, hyperlinks can be used to link to resources that are not online. To quickly reference another slide in your presentation, you can create a hyperlink to that slide. If you need to access a file stored on your computer, you can create a hyperlink to it. Additionally, PowerPoint also allows formatting images and shapes as hyperlinks.

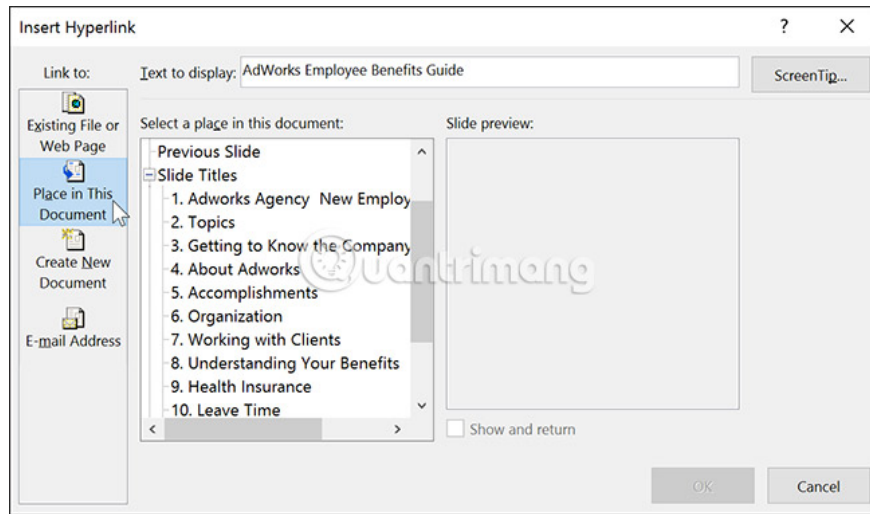
Use shapes and images as hyperlinks

PowerPoint 2016 allows formatting of objects, including shapes, text boxes, and images, such as 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 an object during a presentation to open the hyperlink.

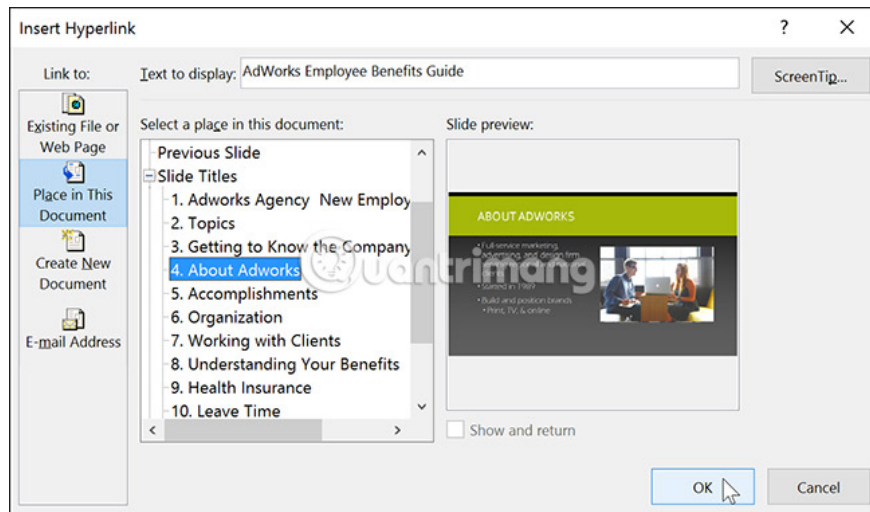


How to insert a hyperlink to another slide

1. Right-click the selected text or image, 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 the name of the slide you want to link to.



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

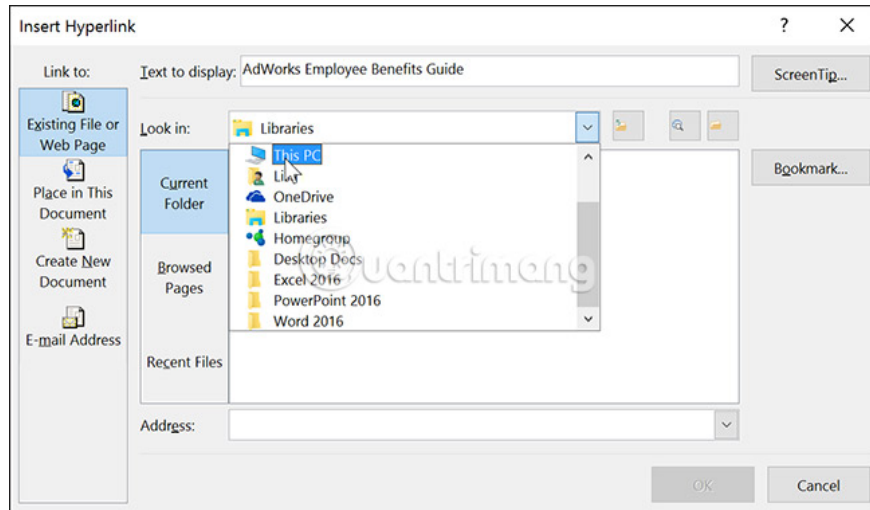


Adding a hyperlink to a shape is similar to creating an action button and this will be covered in more detail in the next article.

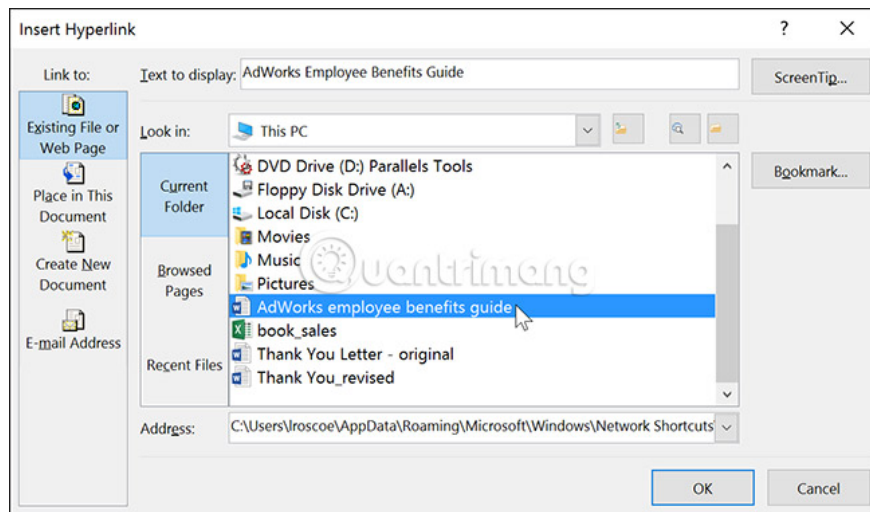
How to insert hyperlinks into other files

1. Right-click the selected text or image, then click **Hyperlink**. The **Insert Hyperlink** dialog box will appear.
2. On the left side of the dialog box, click **Existing File or Webpage**.

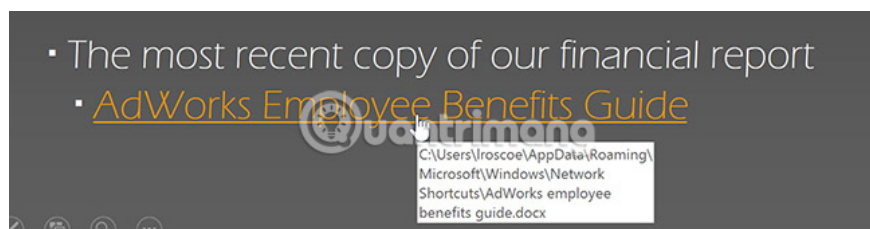
3. Click the drop-down arrow to browse the file.



4. Select the desired file.



5. Click **OK**. The 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're using for your presentation, and always check hyperlinks before starting.

Hope you are successful.

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