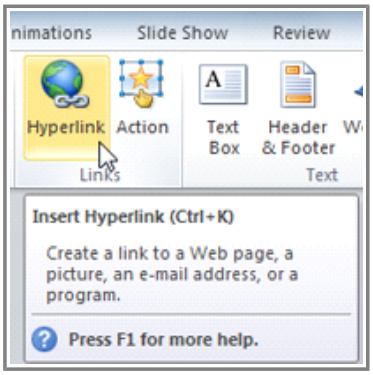
Introduction



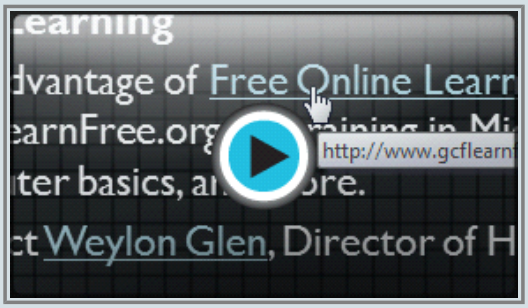
Whenever you use the Web, you are using **hyperlinks** to navigate from one web page to another. If you want to include a **web address** or **email address** in your PowerPoint presentation, you can choose to format them as hyperlinks that a person can click on. It's also possible to link to files and other slides within a presentation. It's easy to do all this using two tools: hyperlinks and action buttons.

In this lesson, you will learn how to **insert hyperlinks** using text and objects, as well as how to **insert action buttons**.

Inserting Hyperlinks

Adding **hyperlinks** to your presentation can help your reader quickly access contact information or information from the internet. Additionally, hyperlinks in the form of **action buttons**, are useful for navigating your slide show. To use hyperlinks, you'll need to know how to **insert hyperlinks** using text and objects, as well as how to **insert action buttons**.

Video: Inserting Hyperlinks in PowerPoint 2010



Watch the video (3:14). ***Need help?***

About Hyperlinks

Hyperlinks have **two basic parts**: the **address** of the web page, email address, or other location that they are linking to, and the **display text** (which can also be a picture or shape). For example, the address could be **http://blog.gcflearnfree.org**, and the display text could be **"blog"**. In some cases, the display text might be the same as the address. When you're creating a hyperlink in PowerPoint, you'll be able to choose both the address

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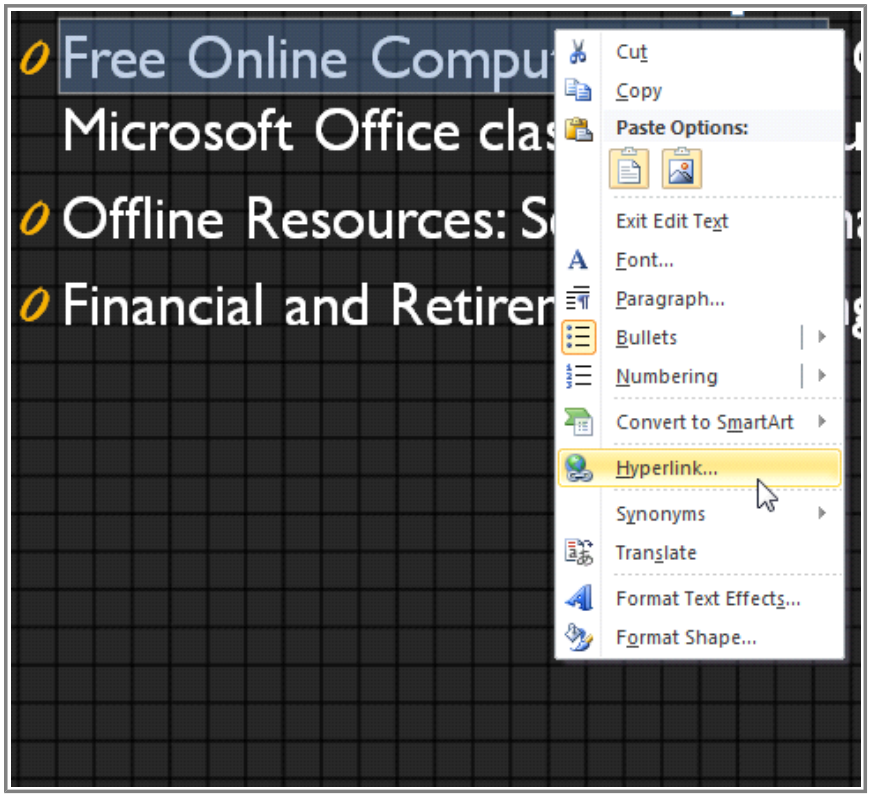
and the display text or image.

To Insert a Hyperlink:

1. Select the image or text you would like to make a hyperlink.
2. Right-click the selected text or image and click **Hyperlink**.



Creating a hyperlink

3. The **Insert Hyperlink** dialog box will open. You can also get to this dialog box from the **Insert tab** by clicking **Hyperlink**.

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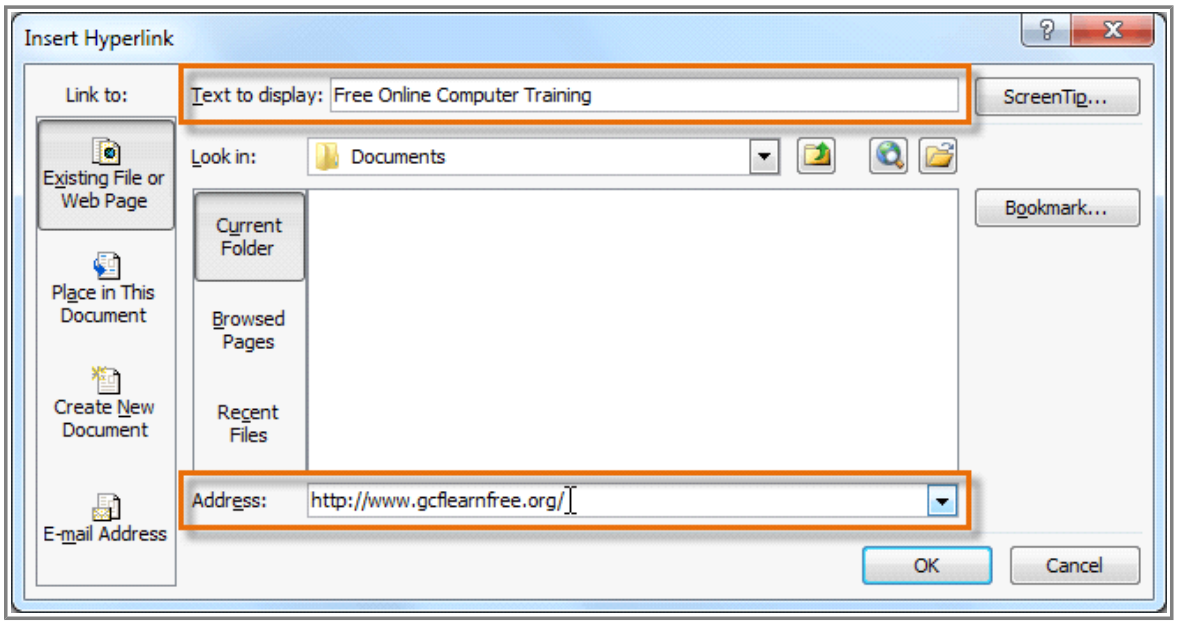
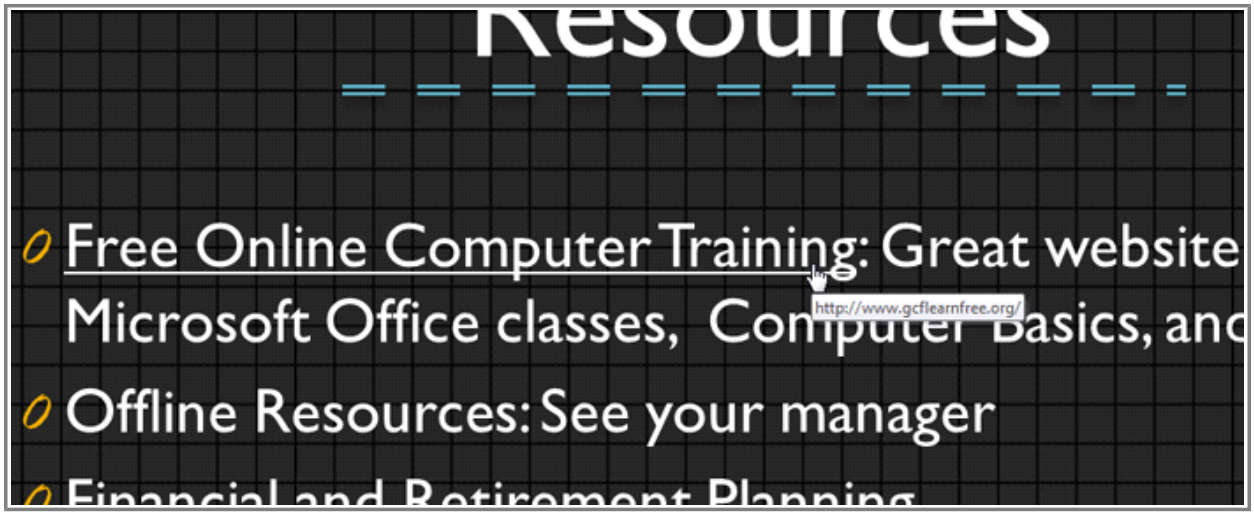


The Insert Hyperlink dialog box

4. If you selected text, the words will appear in the **Text to display** field at the top. You can change this text if you want.
5. Type the address you would like to link to in the **Address** field.
6. Click **OK**. The text or image you selected will now be a hyperlink to the web address.



The completed hyperlink

To Insert a Hyperlink to an Email Address:

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

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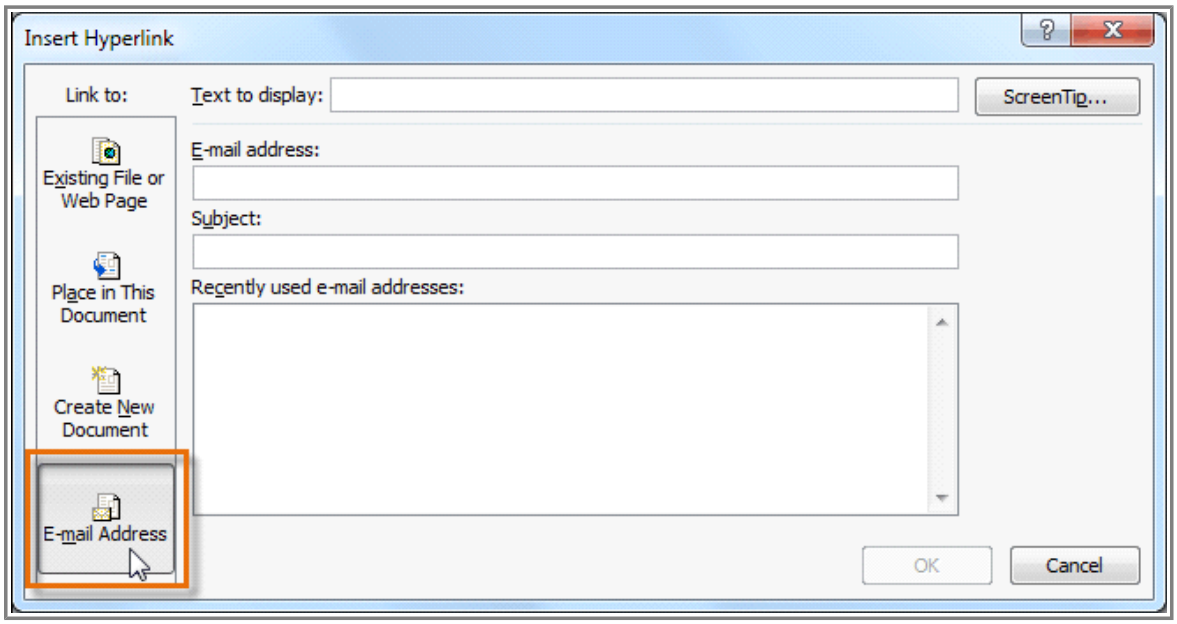
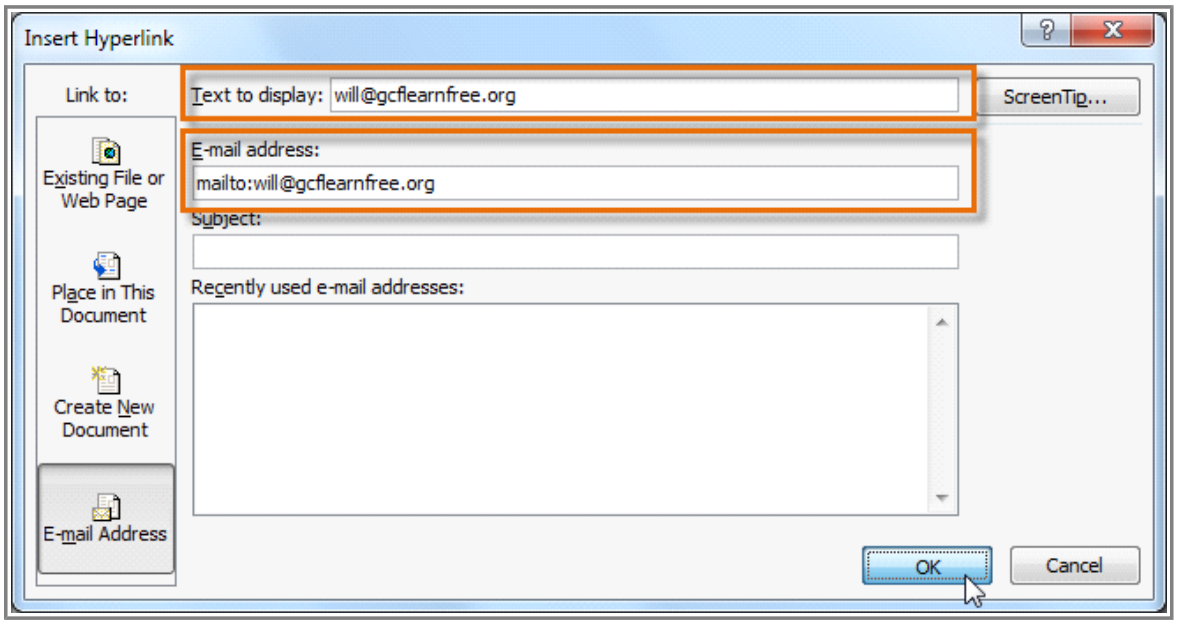


Creating an email hyperlink

4. Type the email address you want to connect to in the **Email Address** box and click **OK**.



Typing the email address and display text

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

To Open and Test a Hyperlink

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

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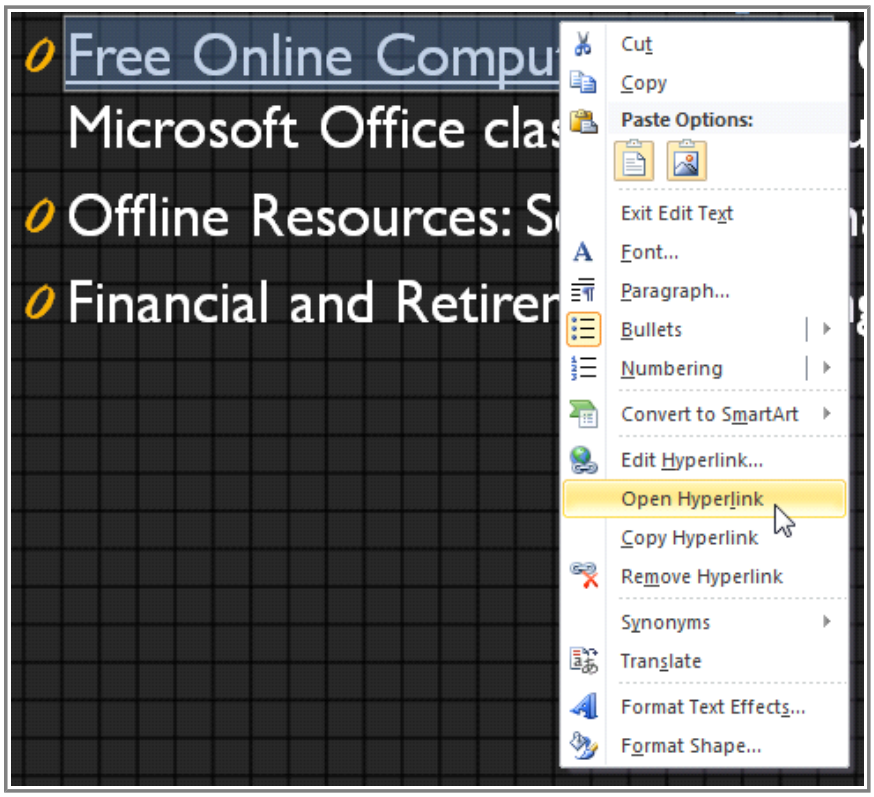

Opening a hyperlink

2. Your web browser should open and navigate to the linked page. If it does not work, check the hyperlink address for any misspellings.

To Remove a Hyperlink:

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

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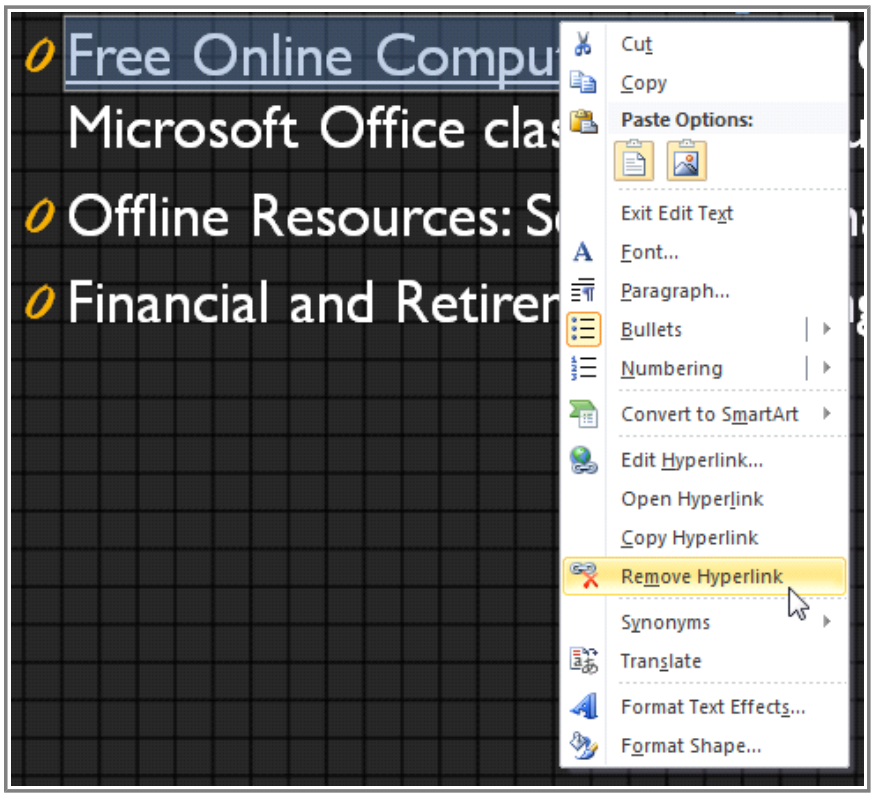

Removing a hyperlink

More Hyperlinks

In PowerPoint, you can also use hyperlinks to link to resources that are not online. To create a quick way to refer to another slide in your presentation, you can create a hyperlink to that slide. You can even create hyperlinks to files stored on your computer.

To Insert a Hyperlink to Another Slide

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

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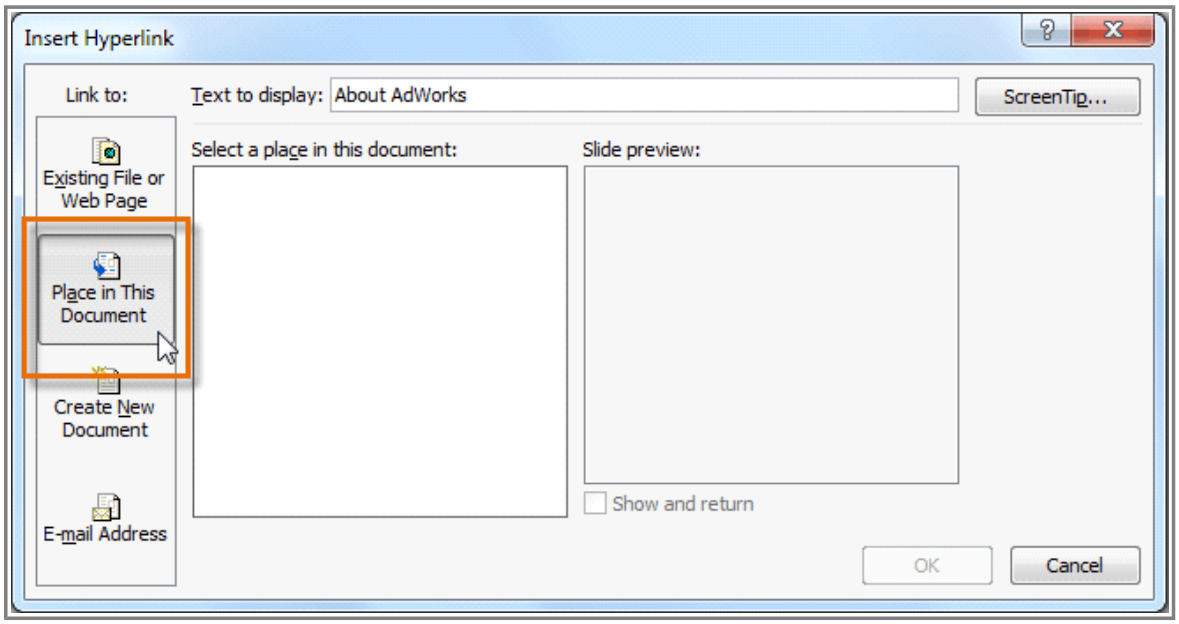
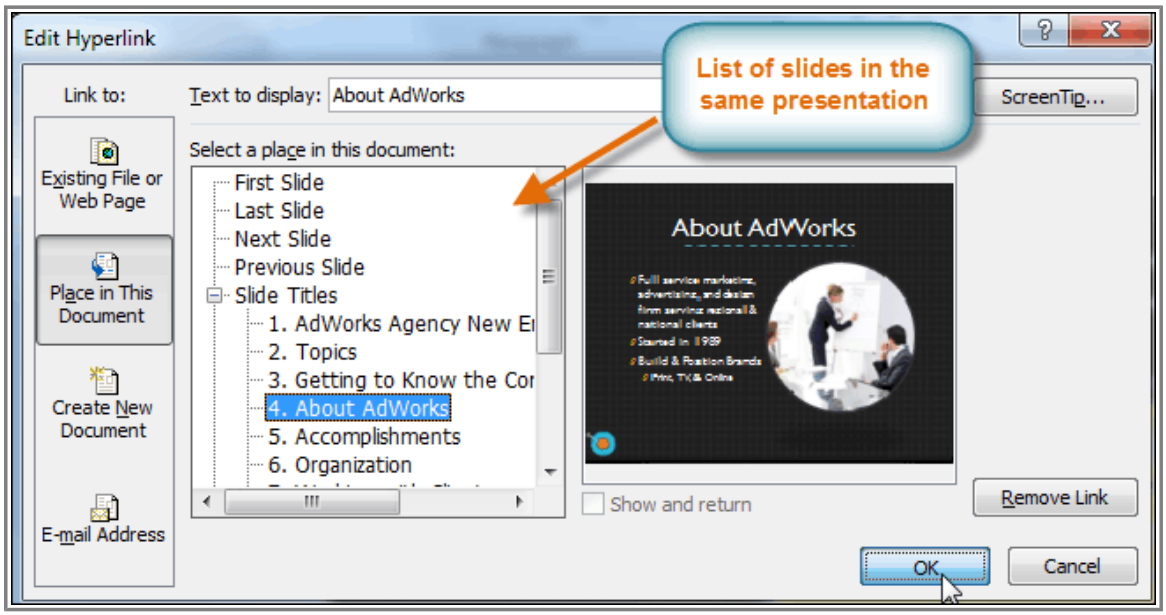


Creating a hyperlink to another slide

4. A list of the other slides in your presentation will appear. Click the name of the slide you would like to link to.



Selecting a slide to link to

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

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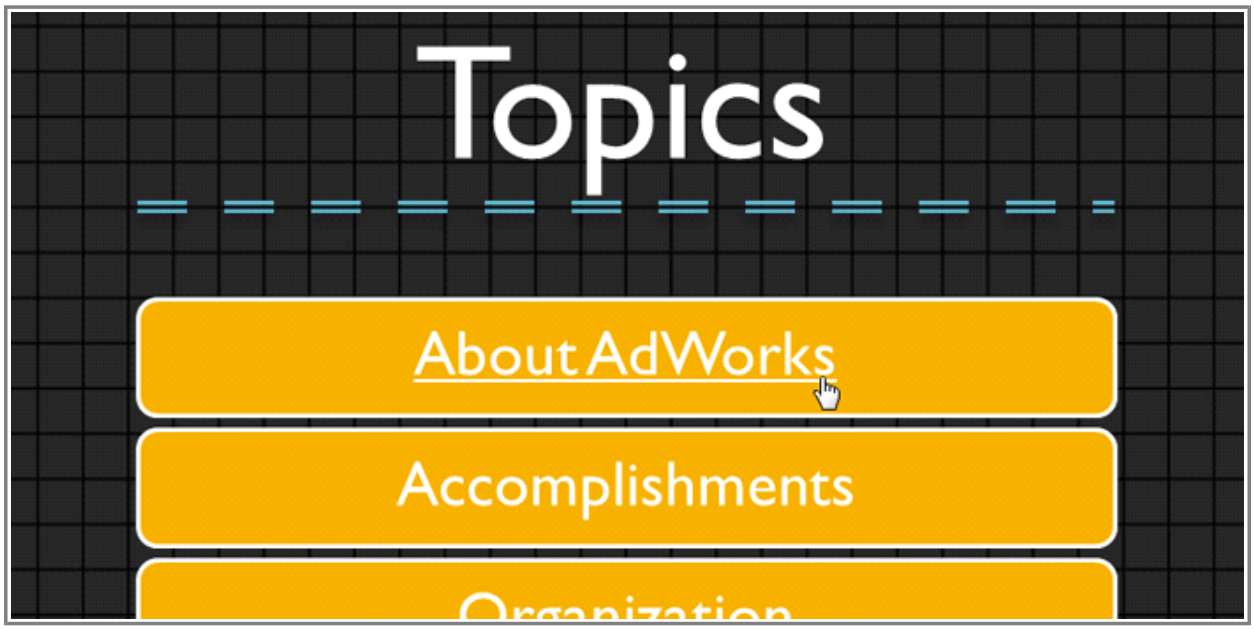
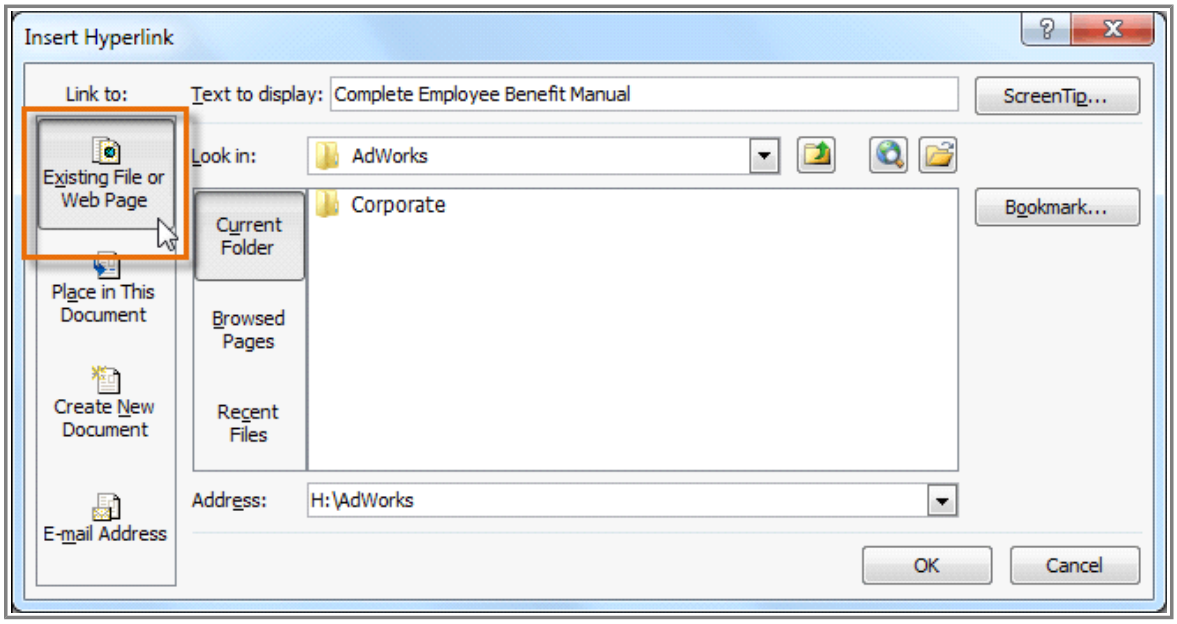


The completed hyperlink to a slide

To Insert a Hyperlink to Another File

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



Creating a hyperlink to a file

4. Click the drop-down arrow to browse for your file.

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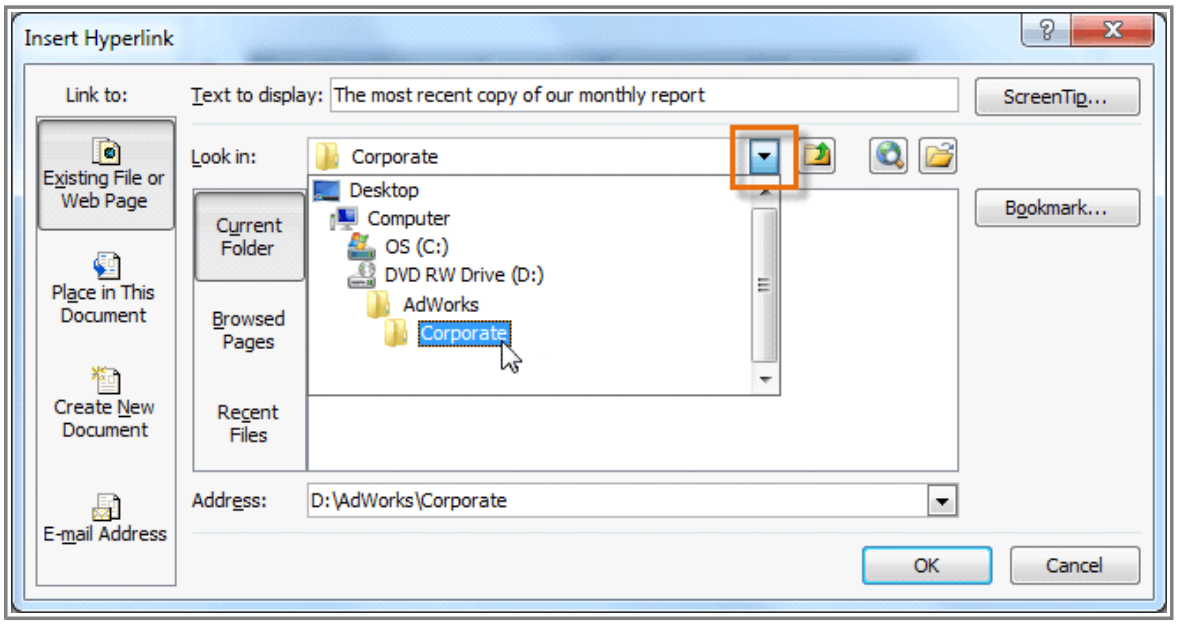
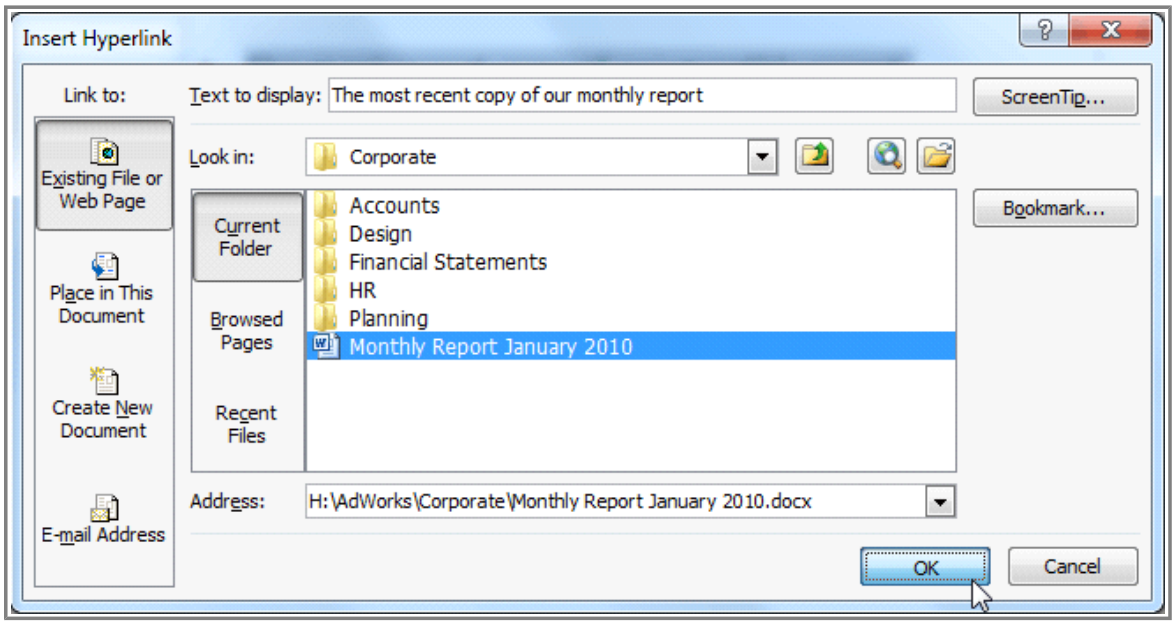


Browsing for a file

5. Select the desired file.



Selecting a file

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

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The completed hyperlink to a file

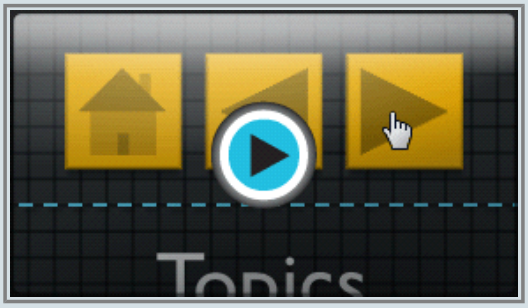
If you plan on displaying your presentation on a different computer than you used to create it, your hyperlink to another file may not work. Make sure you have a copy of the linked file on the computer you are using to present and always test hyperlinks before giving a presentation.

Inserting Action Buttons

In addition to hyperlinks, another tool you can use to connect to a web page, file, email address, or slide is called an **action button**. **Action buttons** are **built-in button shapes** that you can add to a presentation and set to link to another slide, play a sound, or perform some other action. When someone clicks or moves over the button, the selected action will occur. Action buttons can do many of the same things as hyperlinks. Their easy-to-understand style makes them especially useful for self-running presentations at booths and kiosks.

You can insert action buttons on one slide at a time, or you can insert an action button that will show up on every slide. The second option can be useful if you want every slide to link back to a specific slide, like the title page or table of contents.

Video: Using Action Buttons in PowerPoint 2010



Watch the video (3:14). Need help?

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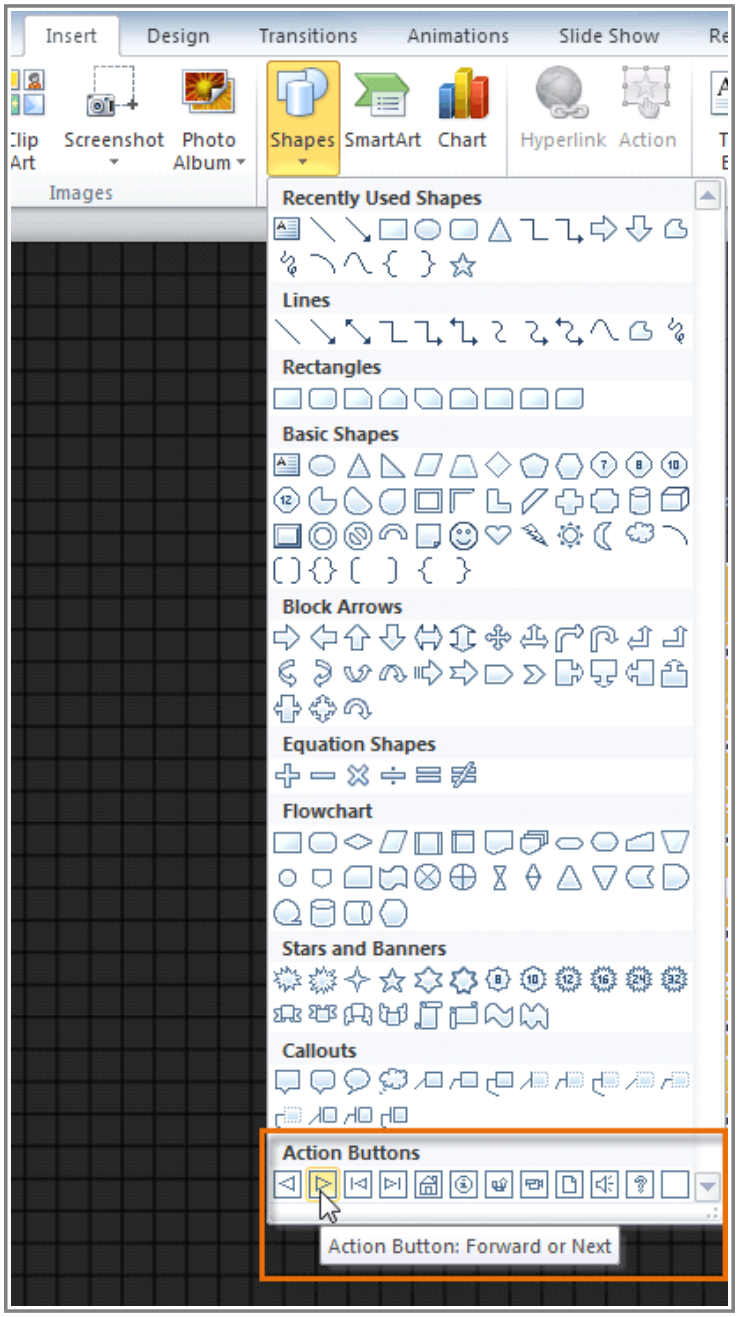
To Insert an Action Button on One Slide:

1. Click the **Insert** tab.
2. Click the **Shapes** command in the Illustrations group. A drop-down menu will appear with the **action buttons** located at the very bottom.



Selecting an action button

3. Select the desired **action button**.
4. Insert the button onto the slide by clicking the desired location. The **Action Settings** dialog box will appear.

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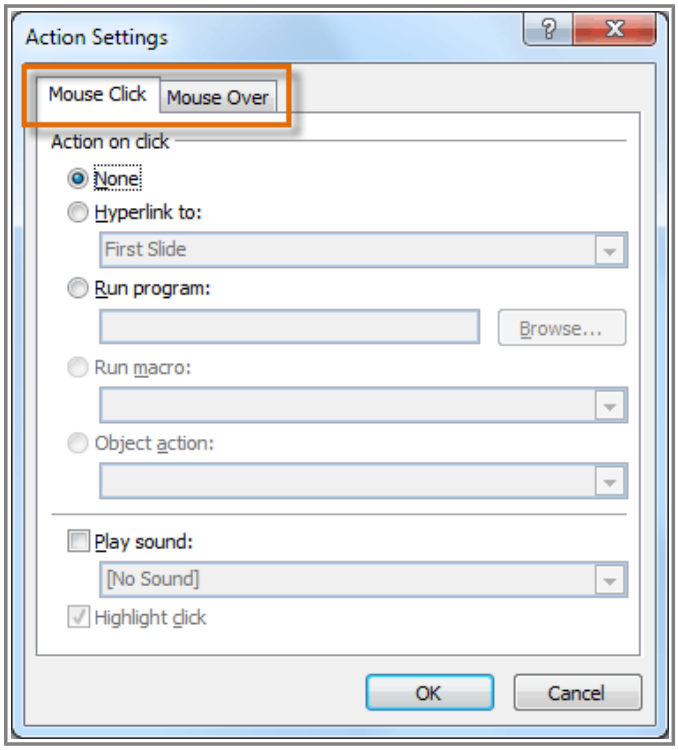
5. Select the **Mouse Click** or **Mouse Over** tab. Selecting the **Mouse Click** tab means you action button will perform its action only when clicked. Selecting the **Mouse Over** tab will make the action button perform its action when you move the mouse over it.



The Action Settings dialog box

6. In the **Action on click** section, select **Hyperlink to:** then click the drop-down arrow and choose an option from the menu.

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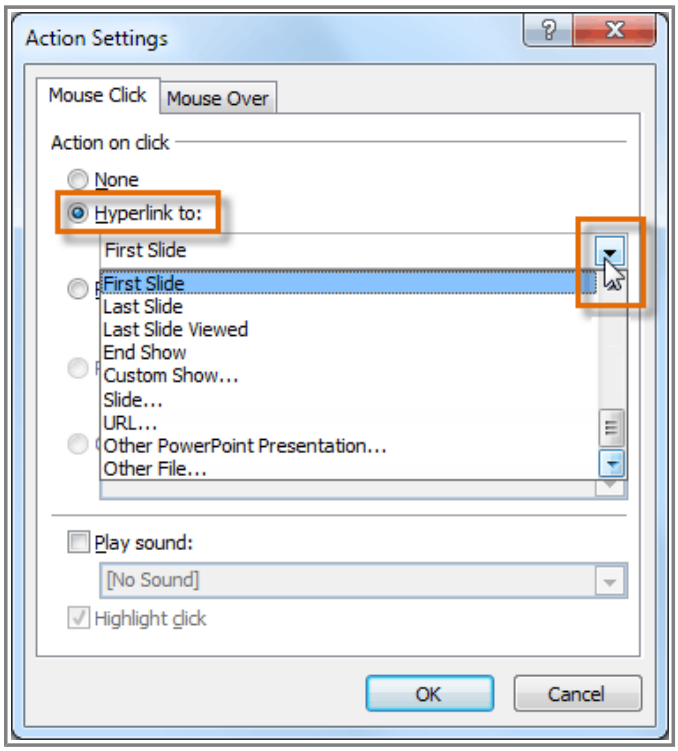

Creating a hyperlink with an action button

7. Check the **Play Sound** box if you want a sound to play when the action button is clicked. Select a sound from the drop-down menu, or select **Other sound** to use a sound file on your computer.

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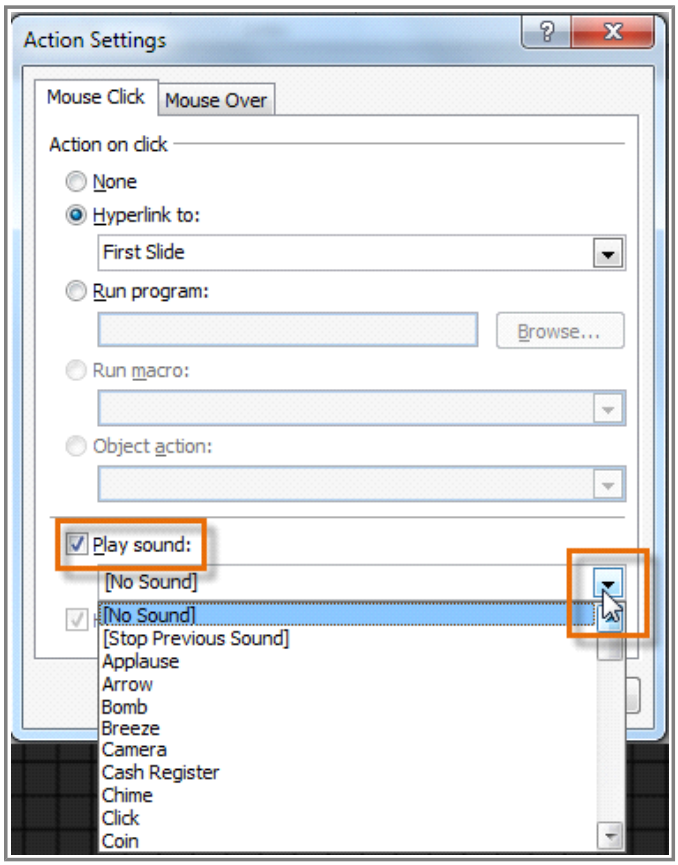
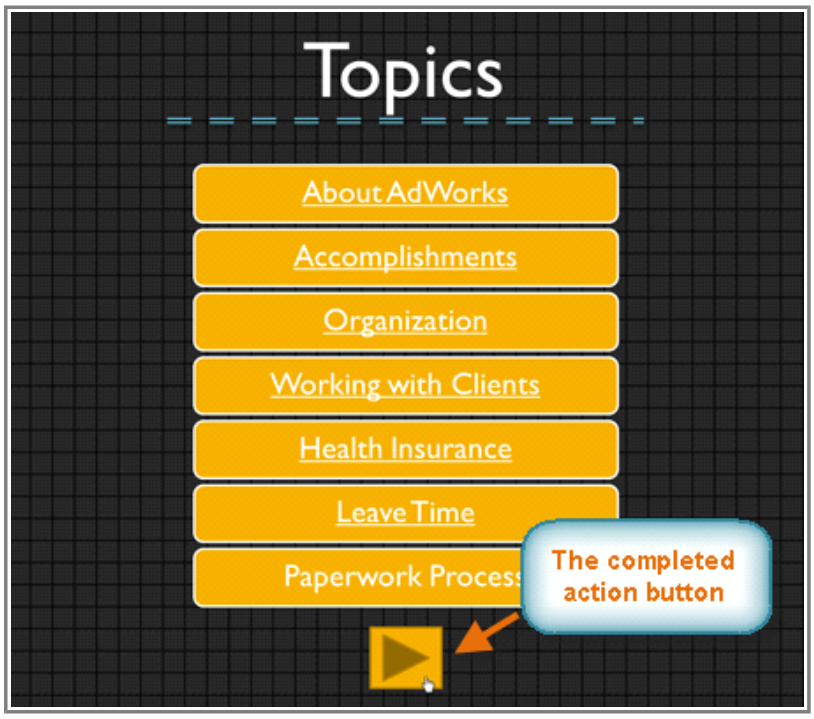


Selecting a sound

8. Click **OK**.



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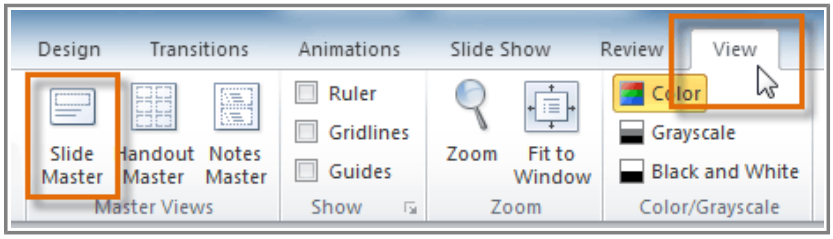
The completed action button

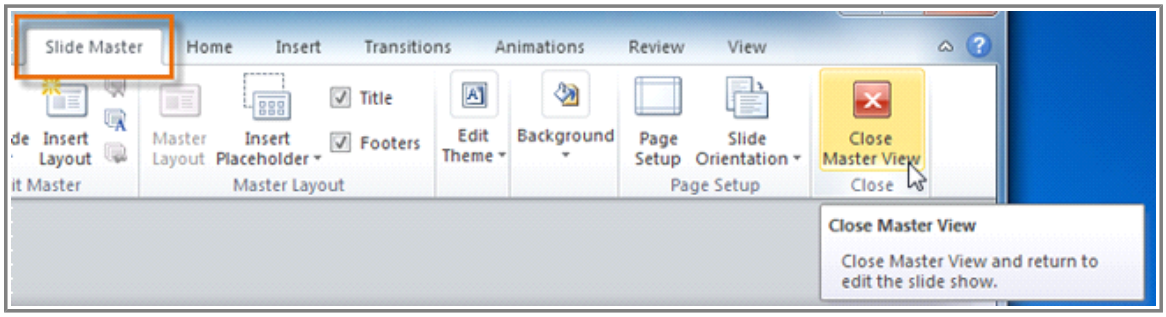
To Insert an Action Button on All Slides:

1. Click the **View** tab.
2. In the **Master Views** group, click on the **Slide Master** command. A blank slide in the style of your presentation will appear. Don't worry about changing anything else.



Changing the view to Slide Master

3. Go to the **Insert** tab and follow the instructions above to insert an **action button**.
4. Return to the **Slide Master** tab and click **Close Master View**. The new action button will now be on every slide.



Returning to the normal view

To edit, move, or delete an action button inserted this way, click the **View** tab, then **Slide Master**. Click **Close Master View** after making the desired changes.

To Test an Action Button:

After you create an action button, you should **test** it.

1. Click the **Slide Show** tab.
2. In the **Start Slide Show** group, click **From Current Slide.**

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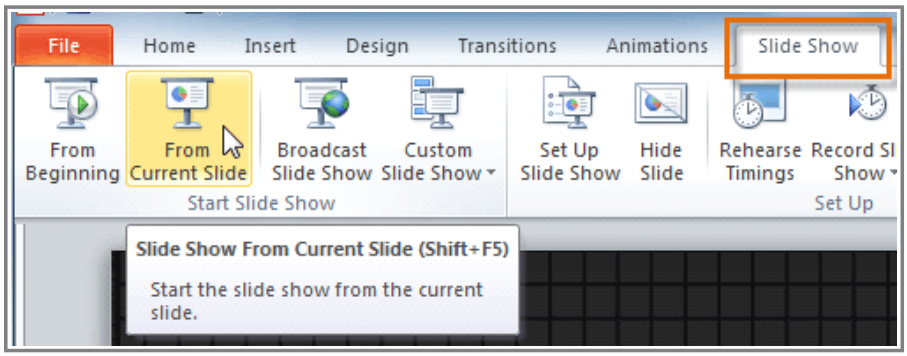
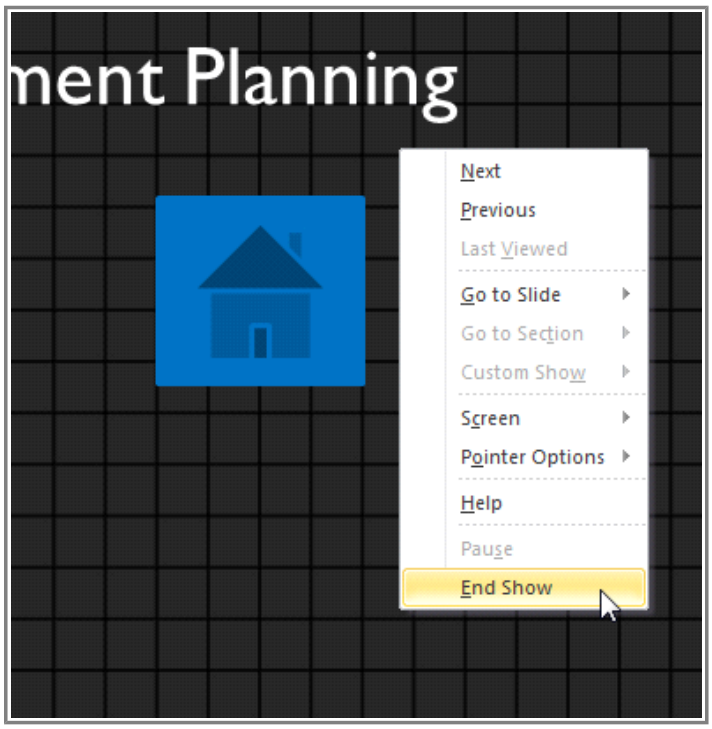


Viewing the Slide Show

3. Click your action button.
4. After you have tested it, right-click anywhere on the screen and select **End Show**.



Ending the Slide Show

5. If your action button did not work as you intended, follow the instructions below to **edit** it.

To Edit an Action Button:

1. Select the action button.
2. Click the **Insert** tab.
3. In the **Links** group, click the **Action** command. The **Actions Settings** dialog box will appear.

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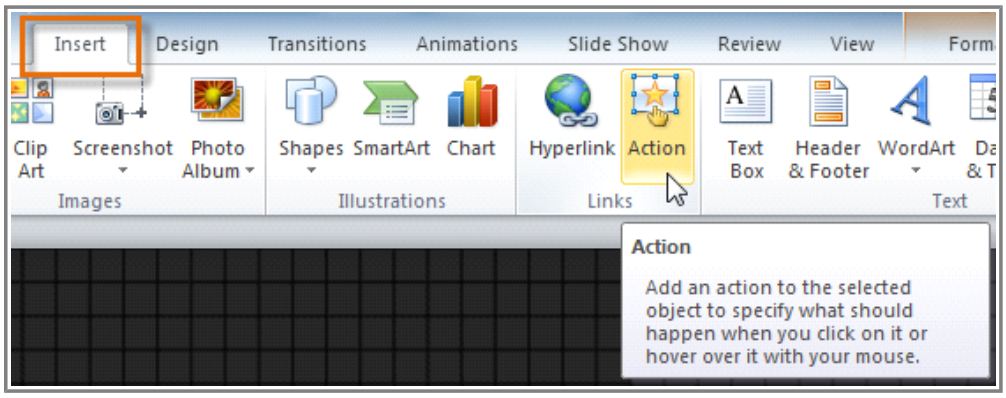
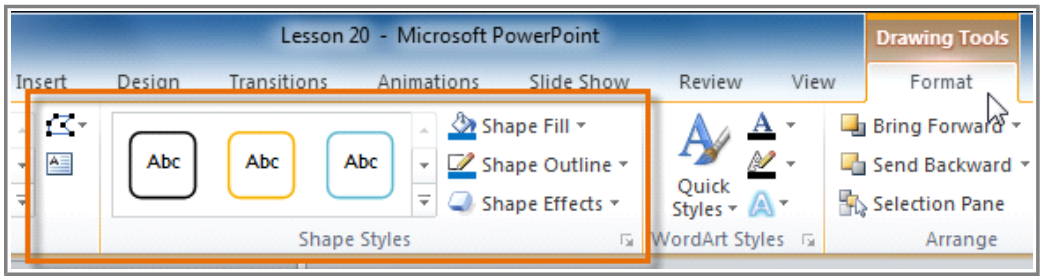


Editing an action button

4. Edit the action or hyperlink.
5. Click **OK**.

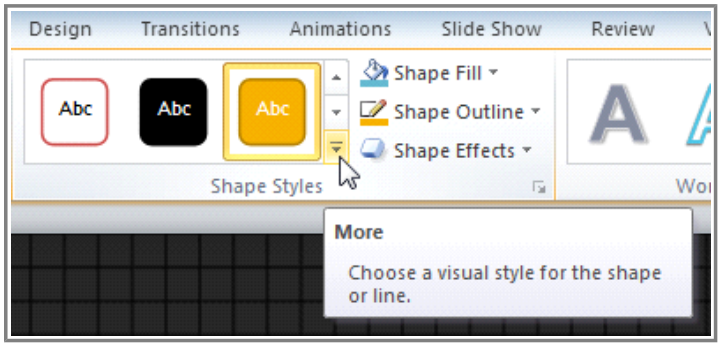
To Change the Appearance of an Action Button:

1. Select the action button**.**
2. Click the **Drawing Tools Format** tab.



Changing the appearance of an action button

3. To change the button **style** or **color**, use the tools in the **Shape Styles** group.



Changing the style of an action button

4. To change the **shape** of the action button, click **Edit Shape** in the **Insert Shapes** group. Select a new shape from the drop-down menu.

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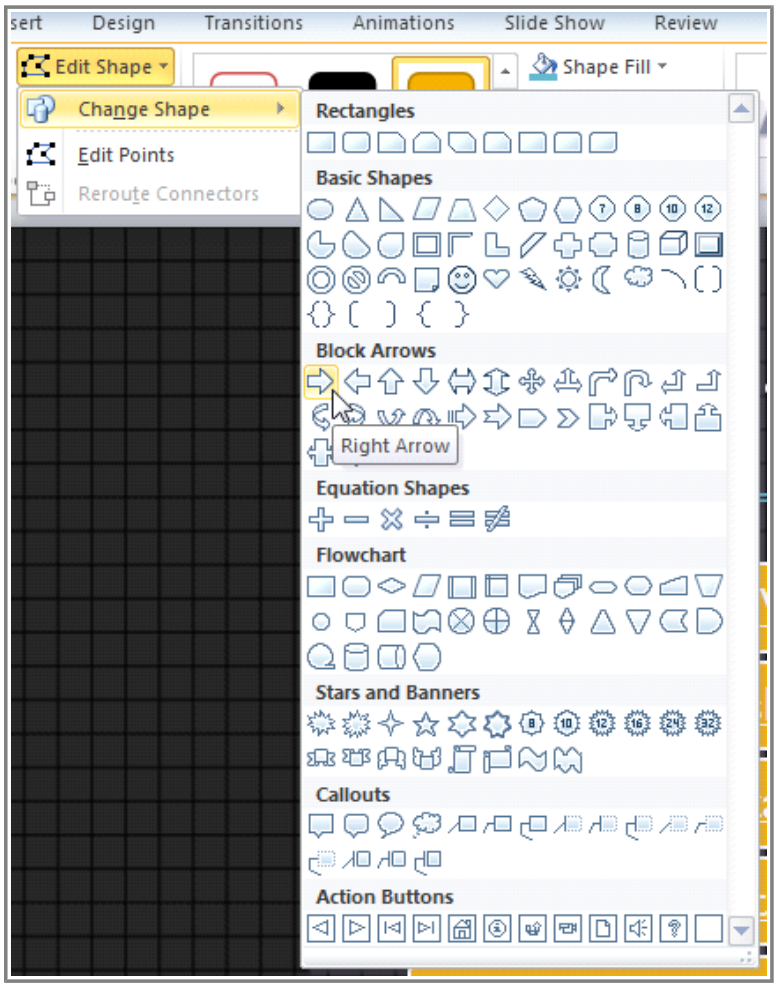

Changing the shape of an action button

Challenge!

1. Open an **existing PowerPoint presentation**. If you want, you can use this example.
2. Select text and insert a hyperlink to a **web page**. If you are using the example, go to slide 12. Turn the words "Financial and Retirement Planning" into a hyperlink to http://www.mutualofamerica.com/.
3. Select text or an image and insert a hyperlink to **another slide** in the presentation. If you are using the example, go to slide 2 and make the words "Paperwork Process" link to slide 11.
4. Insert an **action button** that uses sound. If you are using the example, go to slide 12 and create an action button that links back to slide 1.

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5. Change the **shape** and **style** of an action button. If you are using the example, modify the **shape** and **style** of the action button you inserted on slide 12.

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