

Hyperlinks in PowerPoint

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In Microsoft PowerPoint, a hyperlink is a connection from a slide to another slide, a custom show, a Web page, or a file. The hyperlink itself can be text or an object such as a picture, graph, shape, or WordArt. An action button is a ready-made button that you can insert into your presentation and define hyperlinks for.

Connecting the First Slide to the Last slide

1. Select Slide show -> Set up Show.
2. Select "Loop Continuously until Esc"
3. Select OK.

Creating a hyperlink to a URL

1. Select Normal View.
2. Move to the slide where you wish to create the link.
3. Highlight the text or select the graphic that you wish to make into a link.
4. Select Slide Show -> Action Settings.
5. Select the "Hyperlink to:" option.
6. From the list provided, select URL.
7. Type in the URL for the web page that you wish to link to. (ex. <http://www.bemm.net>)
8. Select OK.

Creating a hyperlink to another slide in the same presentation

1. Select Normal View.
2. Move to the slide where you wish to create the link.
3. Highlight the text that you wish to use as a link.
4. Select Slide Show -> Action Settings.
5. Select the “Hyperlink to:” option.
6. From the list provided, select slide...
7. Locate and select the slide you wish to connect to.
8. Select OK.
9. Select OK.

Creating a hyperlink to another PowerPoint Presentation

1. Select Normal View.
2. Move to the slide where you wish to create the link.
3. Highlight the text that you wish to use as a link.
4. Select Slide Show -> Action Settings.
5. Select the “Hyperlink to:” option.
6. From the list provided, select Other PowerPoint Presentation.
7. Locate and select the PowerPoint Presentation you wish to connect to.
8. Select OK.
9. Select the slide to connect to.
10. Select OK.
11. Select OK.

NOTE: You may want to set up your slides using custom slide shows, or else you will have to see the entire presentation.

Creating a hyperlink to a Word/Excel document

1. Select Normal View.
2. Move to the slide where you wish to create the link.
3. Highlight the text that you wish to use as a link.
4. Select Slide Show -> Action Settings.
5. Select the “Hyperlink to:” option.
6. From the list provided, select Other File.
7. Locate and select the Document you wish to connect to.
8. Select OK.
9. Select OK.

Change the Color of the Hyperlink Text

1. On the Format menu, click Slide Design.
2. In the task pane, click Color Schemes, and then click Edit Color Schemes.
3. Click the Custom tab.
4. Under Scheme colors, click Accent and hyperlink or Accent and followed hyperlink, and then click Change Color.
5. Do one of the following:
 - Click the Standard tab to select from the Standard color palette. Click the color you want, and then click OK.
 - Click the Custom tab to mix your own color. Click to select a color, and then click OK.
6. Click Apply.

Insert Action Button

If you're using one slide master, you can insert an action button on the master and the button is available throughout the presentation. If you are using multiple slide masters (such as when you have applied more than one design template to your presentation), you must insert the action button on each master.

1. On the View menu, point to Master and then click Slide Master.
2. On the Slide Show menu, point to Action Buttons, and then select the button you want — for example, Home, Back or Previous, Forward or Next, Beginning, End, or Return.
3. Click the slide.
4. Make sure that Hyperlink to is selected. Click OK to accept the proposed hyperlink in the Hyperlink to list, or click the arrow and select the link you want.
5. Click Close Master View on the Master View toolbar.

Creating a Custom Slide Show

Creating the custom slide show

1. Select Normal View.
2. Select Slide Show -> Custom Shows.
3. Select New.
4. Type in a unique name for the slide show.
5. Double click on the slides you want to appear in this custom slide show.
6. Rearrange the slides as necessary using the arrows to the right of the box containing the “Slides in the Custom Show.”
7. Select OK.
8. Create additional custom slide shows as necessary.

Creating a hyperlink to a Custom Slide Show

1. Select Normal View.
2. Move to the last slide of the presentation.
3. Insert a new slide by selecting Insert -> New Slide.
4. Add bullets to the slide that correspond to the titles of the custom slide shows.
5. Highlight the first bullet.
6. Select Slide Show -> Action Settings.
7. Select the “Hyperlink to:” option.
8. From the list provided, select Custom Show.
9. Select the appropriate custom show.
10. Select the “Show and return” option.
11. Select OK then OK.
12. Repeat steps 5 through 11 for the rest of the bullets.