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Using Hyperlink in Power Point

Microsoft Power Point

Module 32 - Using Hyperlink in Power Point

Insert Menu

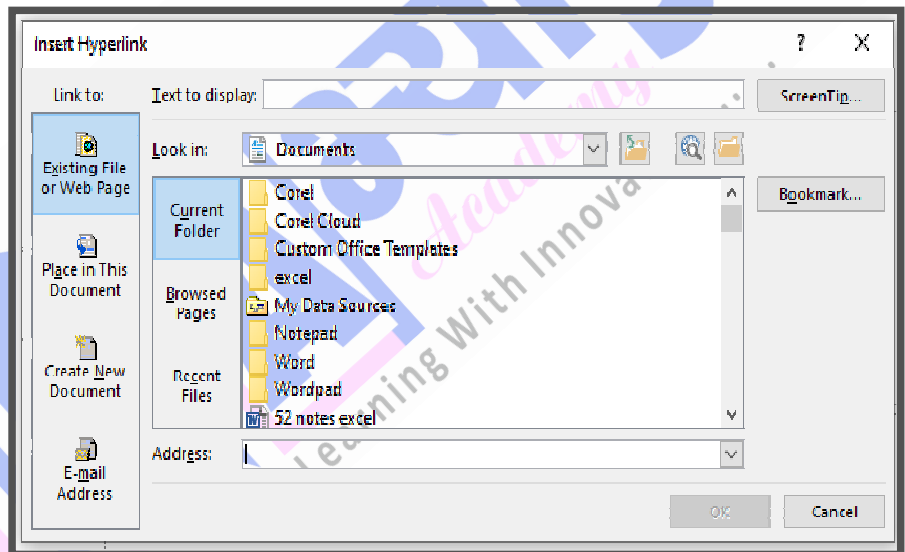
Links Group (Insert Menu)

The Links group allows you to insert hyperlinks and action buttons into your slides. You can link to websites, email addresses, other slides, or files. This makes your presentation interactive and easier to navigate. It's found under the Insert tab on the PowerPoint ribbon.



Hyperlink

A hyperlink in PowerPoint is a clickable link that connects to another slide, file, webpage, or email address. It allows you to jump to related content during your presentation. Hyperlinks make your slides interactive and help with easy navigation. You can insert one using the Insert > Link option on the ribbon.



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Current Folder

The current folder (also called the current directory) is the folder (or location) where a program or file is currently operating or running from.

Browsed Pages

Browsed Pages refers to recently visited files or websites that PowerPoint remembers. These are pages or documents you have already opened during your current or previous PowerPoint sessions.

When you insert a hyperlink using:

- Insert → Link → Insert Hyperlink
- You'll see a section called "Browsed Pages" on the left-hand side.

It helps you quickly select from a list of recent web pages or files you've already visited, instead of typing the full URL or file path.

Recent Files

Recent files are documents, presentations, images, or other files that you have opened or edited recently on your computer or within an app like Microsoft PowerPoint, Word, or Excel.

Existing File or Web Page

In Microsoft PowerPoint, the option "Existing File or Web Page" allows you to create a hyperlink that points to:

- An existing file on your computer (like a Word document, PDF, Excel sheet, another PowerPoint, etc.)
- A web page on the internet (like <https://www.google.com>)

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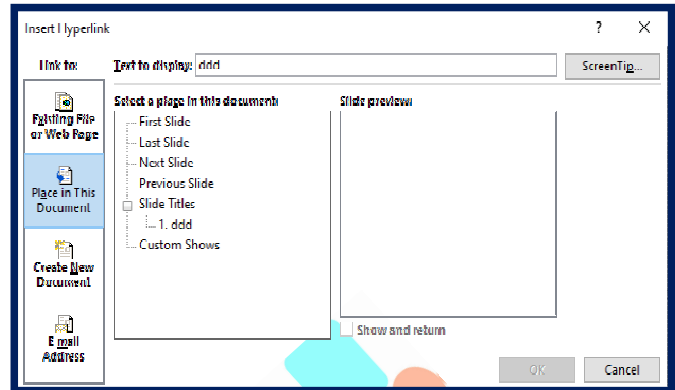
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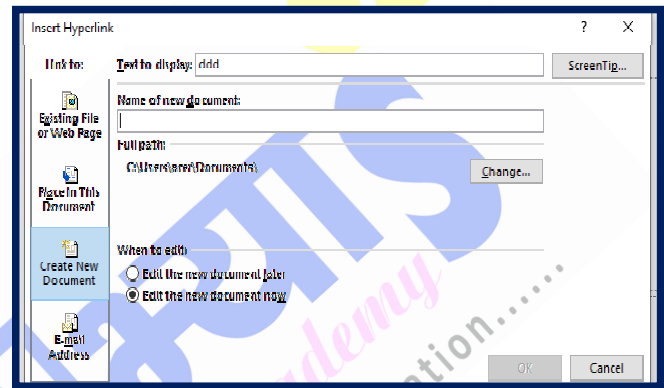
Place in this Document

Place in This Document is a hyperlink option in PowerPoint that lets you link to another slide within the same presentation. It helps you create internal navigation, like jumping to specific sections or slides. This is useful for making interactive menus or tables of contents. It enhances user control during presentations.



Create New Document

The "Create New Document" option in PowerPoint allows you to create a new file and link it to a slide. When clicked, the hyperlink will open a new document (such as a Word or Excel file) that you specify.

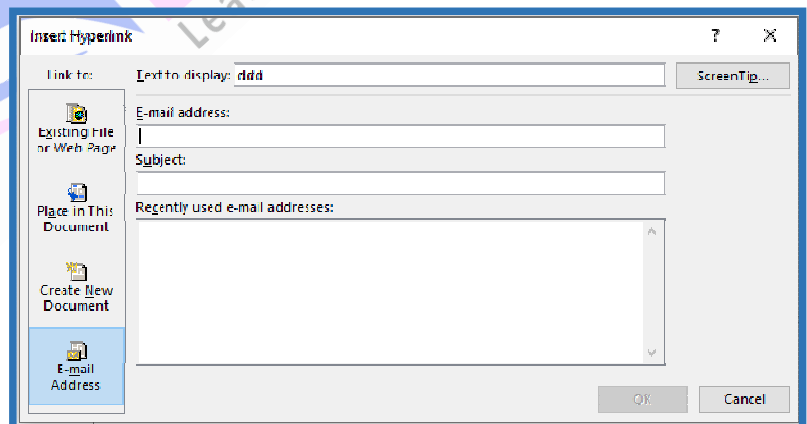


How It Works:

- Select "Create New Document" in the hyperlink dialog.
- Specify the name and type of the new document (e.g., a new Word document or Excel sheet).
- Optionally, set it to be saved in a specific location.

Email Address

An email address is a unique identifier used to send and receive electronic messages (emails) over the internet. It consists of two main parts:



- **Local Part:** The part

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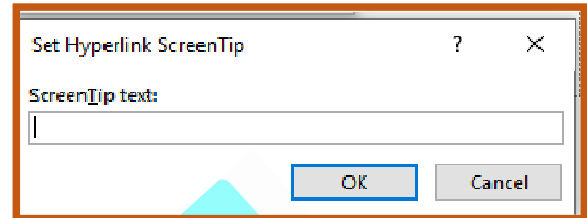
Using Hyperlink in Power Point

before the @ symbol (e.g., username in username@example.com).

- **Domain Part:** The part after the @ symbol, which indicates the mail server (e.g., example.com).

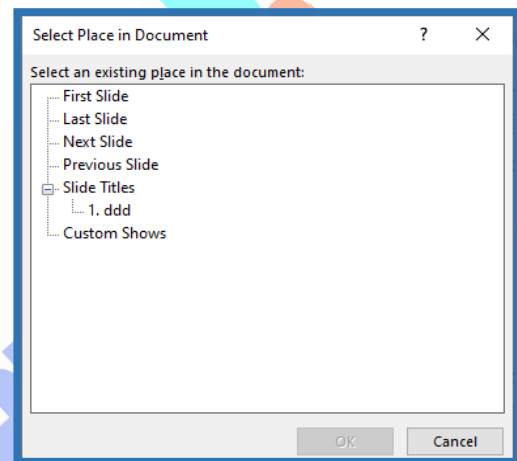
Screen Tip

A ScreenTip in a hyperlink is the small pop-up text that appears when you hover your mouse pointer over the hyperlink. It's like a tooltip that provides additional context or information about the link without having to click it.



Bookmark

A bookmark in a hyperlink is a tool used to mark a specific location within the same document. It allows users to jump directly to that spot using a hyperlink. Bookmarks are commonly used in long documents for easy navigation. They help create internal links, such as in a table of contents.



Why do we use Hyperlink in PowerPoint?

We use hyperlinks in PowerPoint (PPT) to make presentations more interactive and connected. They allow you to:

- Jump to another slide within the same presentation.
- Open external websites or documents.
- Link to email addresses for direct contact.
- Improve navigation, especially in non-linear or interactive presentations.

Shortcut Keys of Hyperlink

The shortcut key to insert a hyperlink in most Microsoft Office applications (like Word, PowerPoint, and Excel) is:

- Ctrl + K (on Windows)
- Command + K (on Mac)

This opens the Insert Hyperlink dialog box where you can add or edit a link.

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Assignment

Presentation Title: Textile Industry in India

Slide 1: Introduction to the Textile Industry

Title: *Overview of the Textile Industry*

Content:

- The textile industry is one of the oldest and most important industries in India.
- It includes production of yarn, fabric, and garments.
- It provides employment to over 45 million people.

Image Suggestions:

- A spinning mill or weaving loom.
- Workers in a textile factory.

Hyperlink Instruction:

- Add a hyperlink to the Ministry of Textiles website:
👉 <https://texmin.nic.in>
• Text to hyperlink: "Ministry of Textiles (Govt. of India)"

Slide 2: Importance of the Textile Sector

Title: *Significance of the Textile Sector*

Content:

- Contributes about 2% to India's GDP.
- Second-largest employment generator after agriculture.
- A major export sector, earning valuable foreign exchange.

Image Suggestions:

- Export containers with textile labeling.
- Garment workers or textile products on display.

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- Add a hyperlink to an article or report:
👉 <https://www.ibef.org/industry/textile>
- Text to hyperlink: "Read More on Indian Textile Sector"

 **Slide 3: Recent Developments and Trends**

Title: *Recent Trends in Textile Industry*

Content:

- Growing use of automation and smart textiles.
- Government schemes like PLI and PM MITRA parks.
- Shift toward sustainable and organic fabrics.

Image Suggestions:

- Infographic showing PLI scheme or smart textile usage.
- A textile park layout or eco-friendly fabric.

Hyperlink Instruction:

- Add a hyperlink to the PLI scheme overview:
👉 <https://www.investindia.gov.in/team-india-blogs/pli-scheme-textile-industry>
- Text to hyperlink: "Details on PLI Scheme for Textiles"



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