Exercise: Adding hyperlinks and action buttons

Note: You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

How to complete this exercise

To complete this exercise, you will need access to Microsoft PowerPoint.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

Log in to your Microsoft account. ↗

Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

Let's get started!

To add more interactivity to a presentation that you have been working on, you would like to add a hyperlink as well as an action button. Microsoft Word is required to complete this activity.

1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.
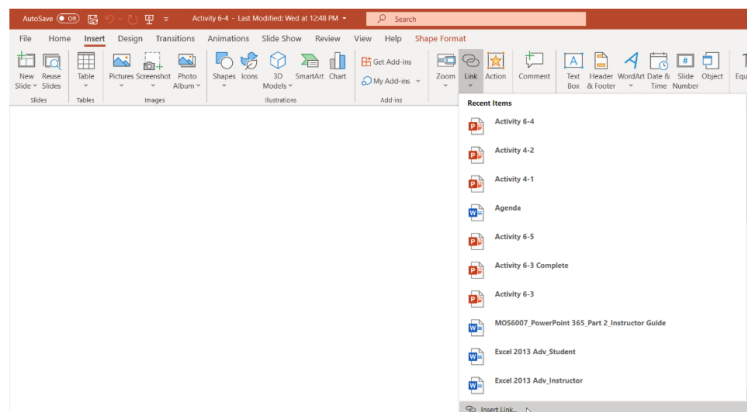
Exercise: Adding Hyperlinks and Action Buttons ↗

Exercise: Add Hyperlinks and Action Buttons_Agenda ↗

2. First, you would like to add to the first slide a hyperlink that will lead to your organization's website. With the first slide displayed, use your cursor to select the **company name**:
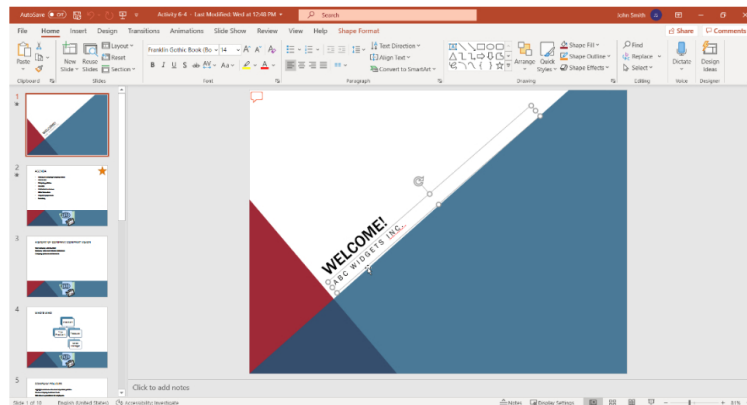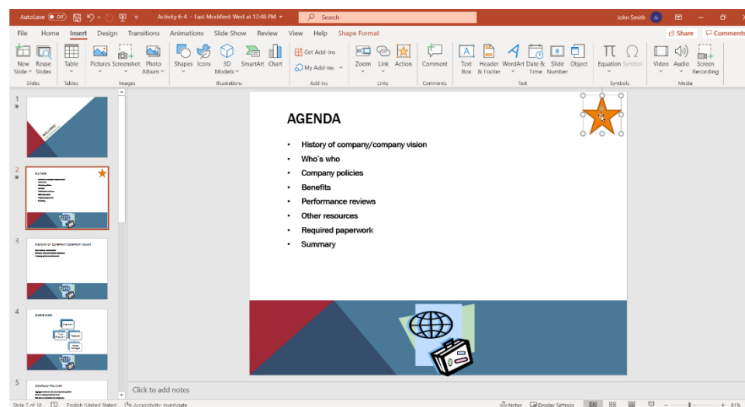

3. Click **Insert → Link ▢ Insert Link:**

4. The Insert Hyperlink dialog box will now be displayed. In the Address text box, type the **website address** of your organization. Click **OK**:
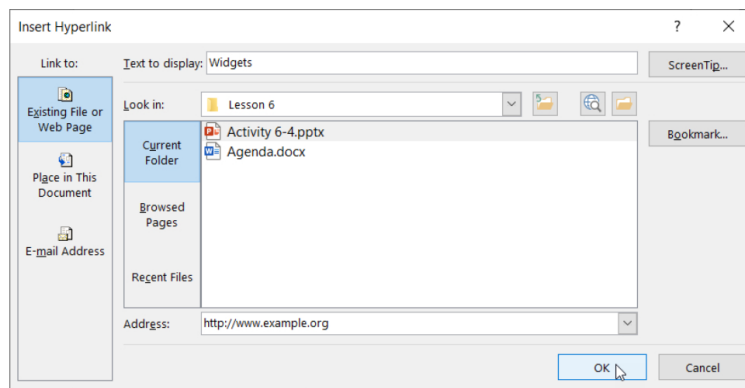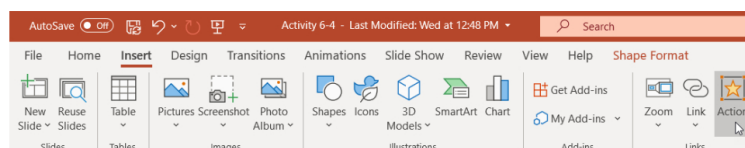
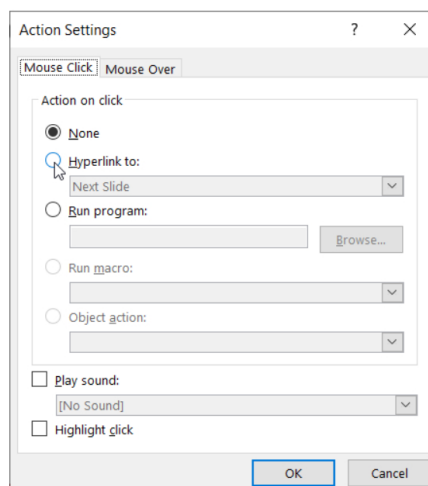5. The selected text will now be converted into a hyperlink:

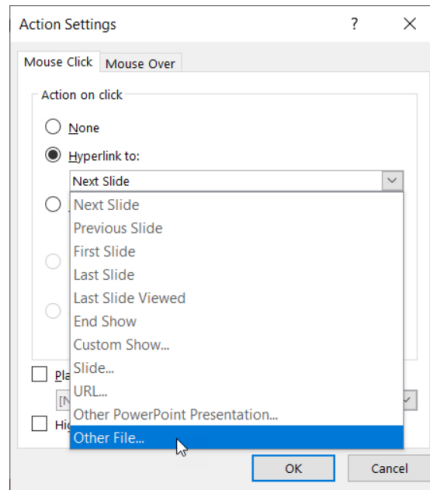6. Now display slide two. Click to select the **star shape** that appears in the top right-hand corner:



7. Click **Insert → Action**:

8. The Action Settings dialog box is now displayed with the Mouse Click tab open. Click the **Hyperlink to** radio button:

9. This will enable the associated drop-down menu. Click on this drop-down menu and select **Other File:**

10. The Hyperlink to Other File dialog box will now be open. Use its controls to find and locate the **Agenda** document within your Exercise Files folder. Click to select this file and then click **OK:**
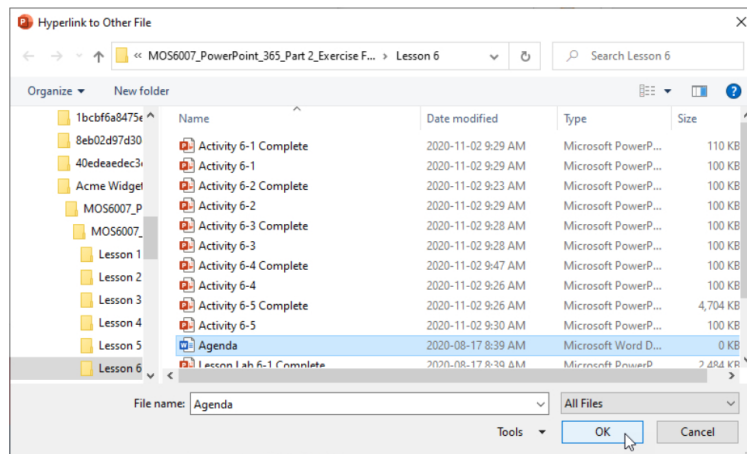
11. Back at the Action Settings dialog box, you will now see the full file address for the selected file inside the Hyperlink to text box. Click **OK:**
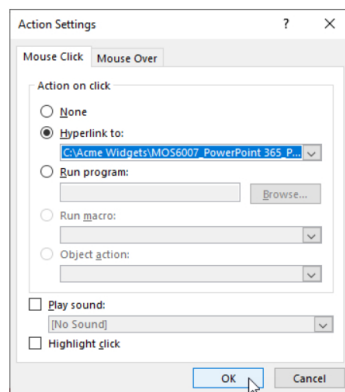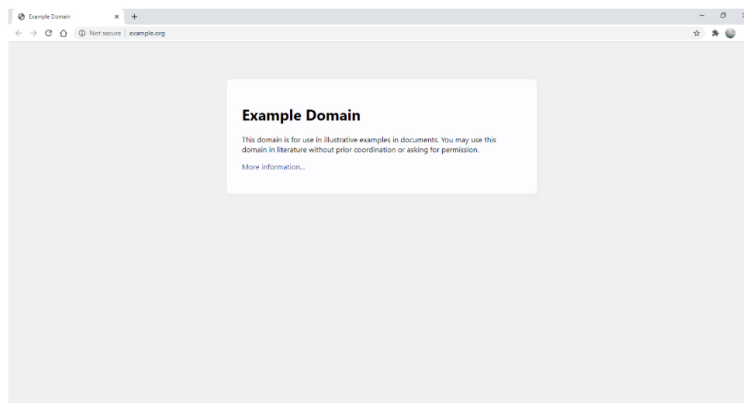

12. Now you should test the hyperlink and action button to make sure that they work properly. **Start** the slide show from the beginning. On the first slide, click the **hyperlink** that you added:
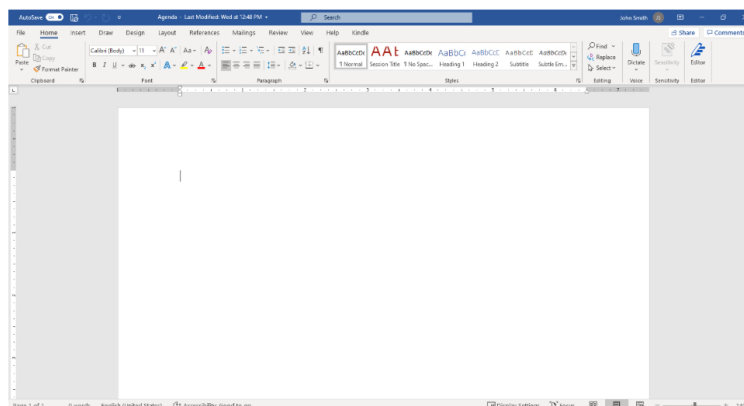
13. Your default browser will then open to display the website destination that was directed by the hyperlink:

14. **Close** the browser to return to the slide show. Advance to slide two and click the **star shape** that is near the upper right-hand corner of the slide:

15. The Agenda file will now be open in Microsoft Word:

16. Close the Microsoft Word window and exit the slide show. Save the current presentation as **Activity 6-4 Complete**.

17. Now, you can check out an example of a completed document in the link below:

Completed exercise: Adding Hyperlink and Action Buttons 🔗

Mark as completed

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