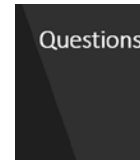


Creating Meaningful Link Text in Microsoft PowerPoint

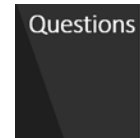
Step 1 If you have already created a link consisting of a URL (web address) in the document, select it and delete or cut the address.



presenter when there is a break for questions.

- For live questions, please use the "raise hand" function in Zoom. Please see <https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-in-a-webinar>
- Please remain muted unless asking or answering a question.

Step 2 Replace the web address with text that describes where the link will lead and then select this text.



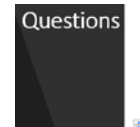
presenter when there is a break for questions.

- For live questions, please use the "raise hand" function in Zoom by clicking or using keyboard shortcuts.
- Please remain muted unless asking or answering a question.

Step 3 **Right-click** to open the context menu.

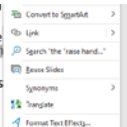
OR

Press the **APPLICATION** key or **SHIFT + F10** to open the context menu.



presenter when there is a break for questions.

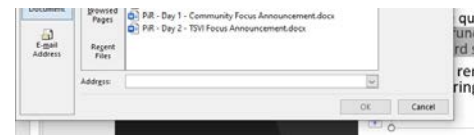
- For live questions, please use the "raise hand" function in Zoom by clicking or using keyboard shortcuts.
- Please remain muted unless asking or answering a question.



Step 4 Select **Link** to open the **Insert Hyperlink** dialog box.

OR

Press **I** to select **Link** and press **I** again to open the **Insert Hyperlink** dialog box.

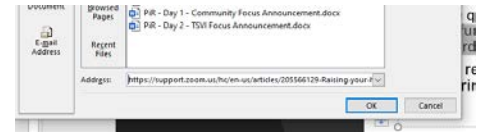


Paste in the **Address** edit field.

Step
5

OR

Press **ALT + E** to move to the **Address** edit.



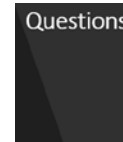
Type or paste in the web address.

Select the **OK button** to close the dialog box.

OR

Step
6

Press **ENTER** to select the **OK button** and close the dialog box, or press **TAB** to move to the **OK button** and **SPACE** to select it.



- presenter when there is a break for questions.
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 - Please remain muted unless asking or answering a question.

There is now a link in the document that is descriptive and opens the web address when selected.