

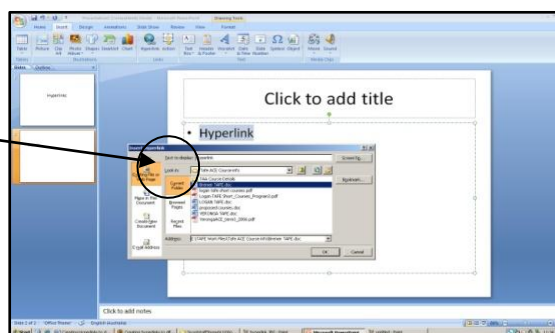
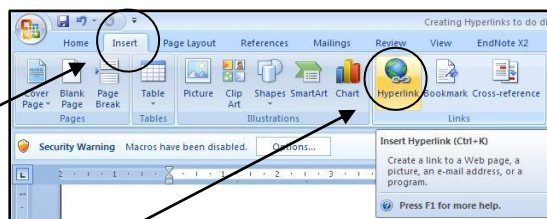
## MICROSOFT OFFICE 2007 HINTS AND TIPS: CREATING HYPERLINKS TO DO DIFFERENT FUNCTIONS WITHIN POWERPOINT 2007

### Creating hyperlinks to external files

You may have data stored in another file that you want to include in your PowerPoint presentation. Rather than copy the data and paste it in your presentation, it may be easier just to display the file itself. That way you can update the file, and PowerPoint will always link to the updated file. When you create a hyperlink to a file, PowerPoint opens that file by loading the program that created it. For example, if you want to view a Microsoft Word file, make sure you have a copy of Microsoft Word installed on your computer.

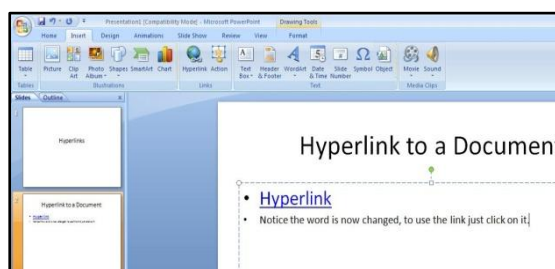
To create a hyperlink that opens an external file, follow these steps:

1. Select the **text** in a title or subtitle text box that you want to turn into an external file hyperlink.
2. Click the Insert tab.
3. Click the Hyperlink icon in the Links group. The Insert Hyperlink dialog box appears).
4. Click in the Look In list box and choose a drive and folder that holds the file you want to use. You may need to click through several folders to find the file you want.
5. Click the file you want to use and then click OK. If you're viewing your presentation on Windows Vista, a dialog box appears, warning you that opening a file may be unsafe. This is to protect you from opening up a file that may contain a virus or Trojan Horse.



### Creating hyperlinks to different slides

You can also create hyperlinks that let you jump to a different slide in your presentation. That way you could jump from slide 2 to slide 35 and then back to slide 2 again. By doing this, you can create a slide that refers to previous information.



To create a hyperlink that links to other slides in your presentation, follow these steps:

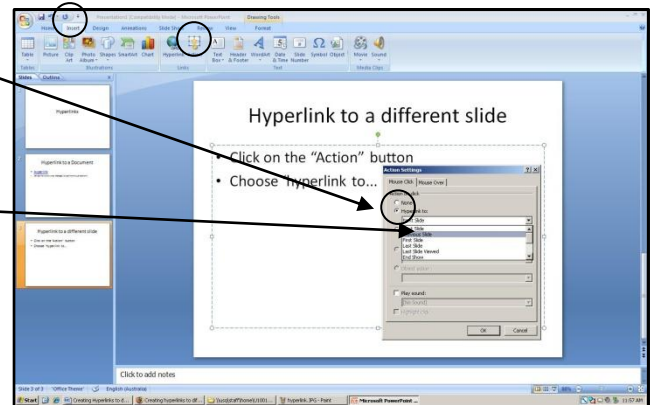
1. Select the **text** from the text box that you want to turn into a slide hyperlink.
2. Click the Insert tab.
3. Click the Action icon in the Links group.

4. Select the Hyperlink To radio button.

5. Click the Hyperlink To list box and choose an option, such as Next Slide.

6. Click a slide number, such as slide 3, and click OK. The Action Settings dialog box appears again.

7. Click OK. When you link to another slide, it's usually a good idea to create a second hyperlink that lets you jump back to the previous slide. Otherwise, you can jump from slide 3 to slide 60 and not be able to return back to slide 3 again to see the rest of your presentation.



## Running a program through a hyperlink

A PowerPoint hyperlink can also run any program from within a presentation. For example, you could create a presentation that explains how to market a new computer program, and then create a hyperlink to that same program so you can demonstrate how that program actually works. When you exit that program, you'll return back to your PowerPoint presentation again.

To create a hyperlink that runs a program, follow these steps: (*numbered boxes indicate steps*)

1. Select the **text** from the text box that you want to turn into a program hyperlink.

2. Click the Insert tab.

3. Click the Action icon in the Links group. The Action Settings dialog box appears.

4. Select the Run Program radio button.

5. Click Browse. The Select a Program to Run dialog box appears.

6. Click in the Look In list box to choose the drive that contains the program you want to run.

7. Click in the folder and then click Open to find the program you want to run. You may have to repeat this step multiple times.

8. Click the program you want to run and then click OK. The Action Settings dialog box appears again.

9. Click OK.

Source: <http://www.web-articles.info/e/a/title/Creating-hyperlinks-to--different-slides-in-PowerPoint-2007/>

## Resources

- Other QUICK TIPS FOR STUDENTS <http://www.usq.edu.au/learningcentre/tips.htm>
- Online resources on ALSONline <http://www.usq.edu.au/learningcentre/alsonline/lecttuts/tuts.htm>
- Talk with a tutor at The Learning Centre [tlc@usq.edu.au](mailto:tlc@usq.edu.au)

