Lesson 9 Hyperlinks and Header and Footers

In this lesson we will learn how to insert hyperlinks and headers and footers if they are needed .

Hyperlinks

You may have an additional document or a excellent website to enhance your presentation. Adding hyperlinks into your presentation can allow you to quickly jump to supplemental information while you are presenting.

Adding a Hyperlink

1. *Select* the text that you would like to change to a **hyperlink**.
2. *Select* the **Insert** tab.
3. Select **Hyperlink. 1**



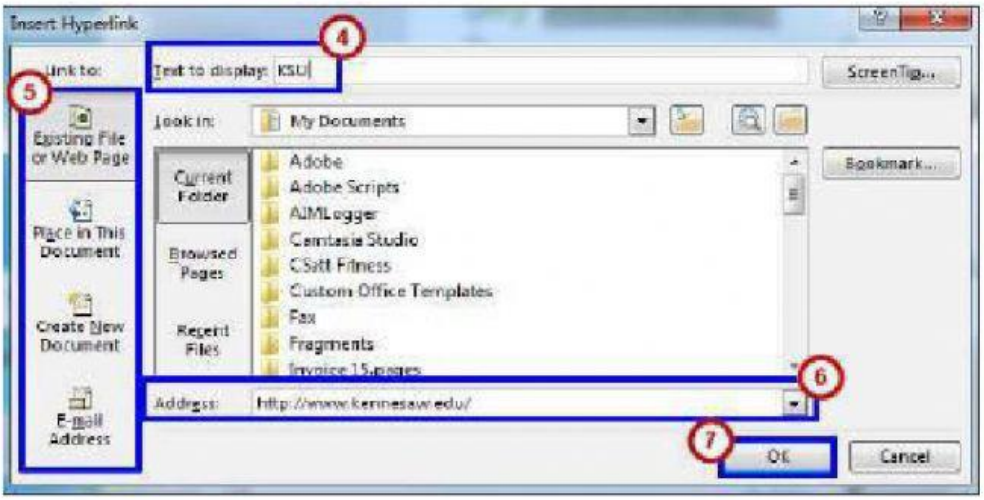
4. The text you selected will *appear* in the **Text** to **Display** field at the top of the window.

5. *Select* the location where you want to link to from the **Link To** column on the left .

6. *Type* the *address* that you want to link to in the Address field. **2**

7.*Click* **OK**. The text that you selected will now *hyperlink* to the **web address.2**

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Note: You can also type the hyperlink out and press enter, and PowerPoint will automatically create the hyperlink.

Header and Footer.

Occasionally it is necessary to add information to the *Header* or *Footer* of a **PowerPoint** presentation just the printout or both. This maybe information such as the author;s name, date and time, organization, class information etc.

Adding a Header or Footer.

1. *Select* the **Insert** tab.
2. *Click* **Header** & **Footer. 3**

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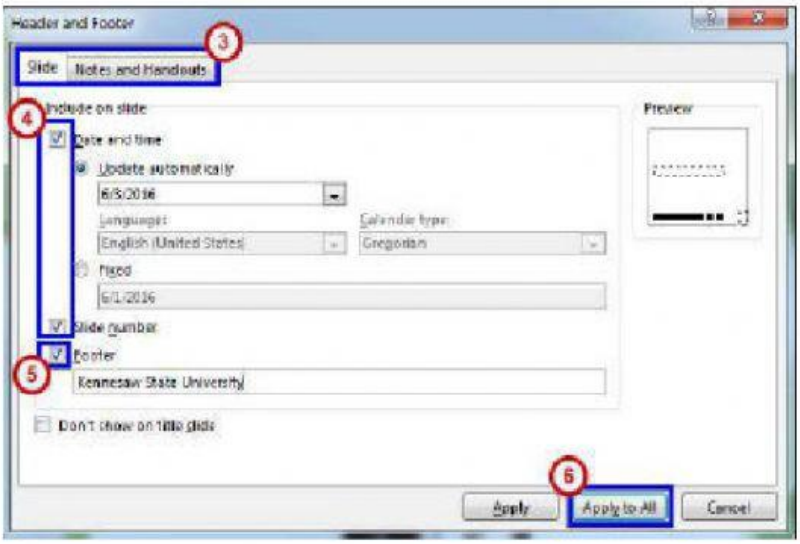
3. Select whether you would like to add these *settings* to the **Slides** or **Notes** and **Handouts** by selecting the appropriate tab.

4. *Click* inside the **checkbox** to add the D**ate** and **Time** or **Slide Number**.

5. *Type* additional information such as the **author's name** in the **Footer** box.

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6.If you would like this information to appear on all *slides*, *click* **Apply to All. 4**



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Questions

1. **Why are hyperlinks important to a presentation?**

2. What are Header and Footer used for in your presentation?

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