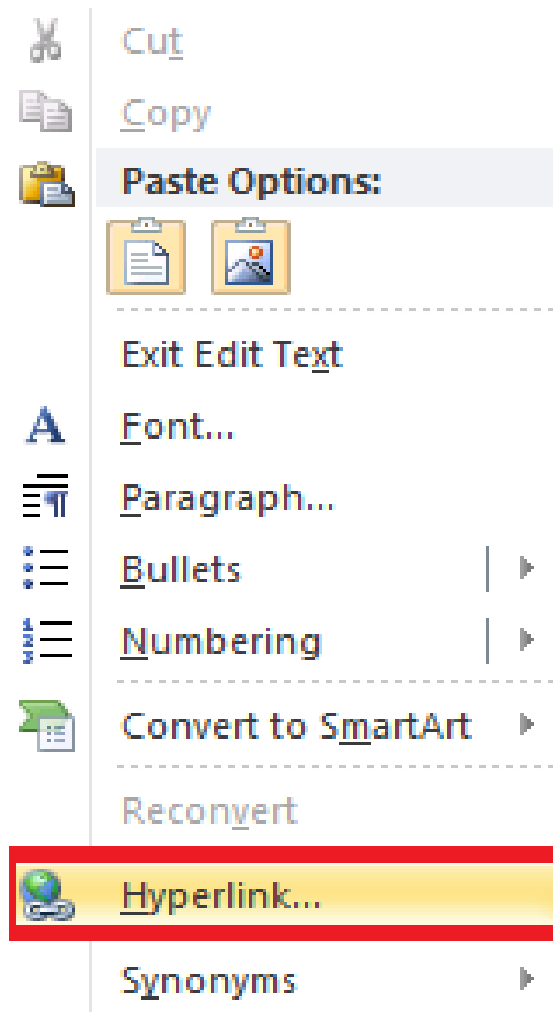


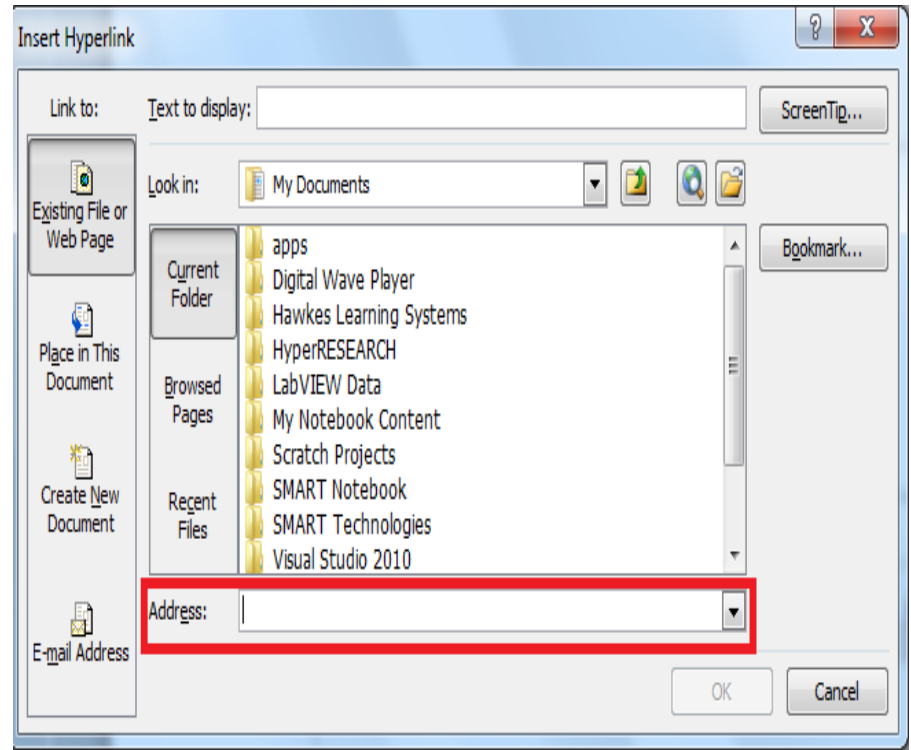
Inserting hyperlinks

- **Right click** on the mouse.

- **Left click** on the hyperlink icon.

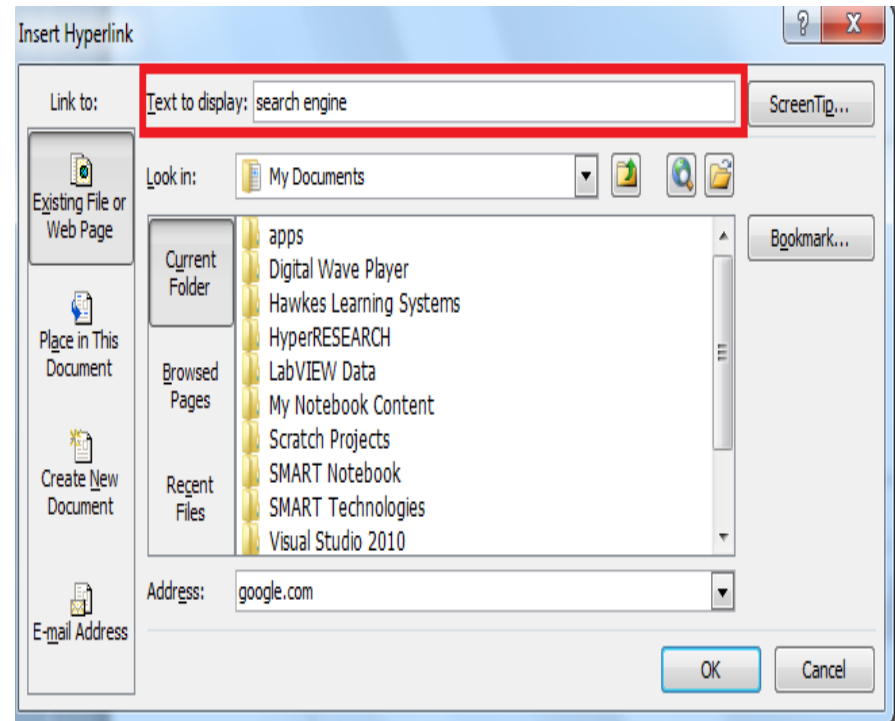


- In the box that appears **left click** on the **address** box.



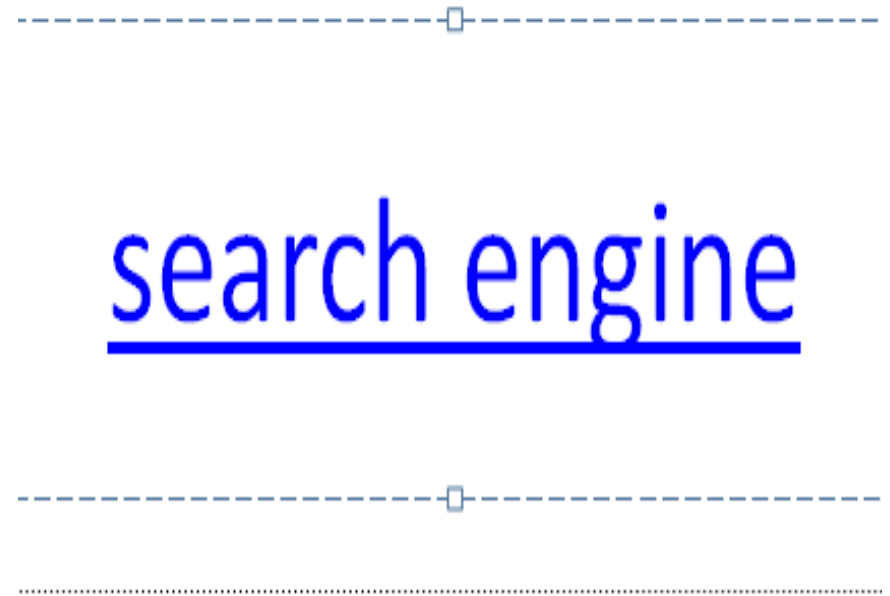
- In this field type the website address.
- For this tutorial I will be typing in “google.com” in this field but I will label it as “search engine”.
- The web address must be formatted like this:
<http://www.google.com/>

- After you have typed the web address, **left click** in the **Text to Display** box.
- Begin typing the title of your link. I am using “search engine.”



- Press ***enter*** on your keyboard to confirm the Hyperlink.

- The final result should look like the image to the right.



- In both Word or Power Point if you **hold down CTRL** on your keyboard and click on “Search Engine” you will be redirected to the website that “Search Engine” is linked to.