

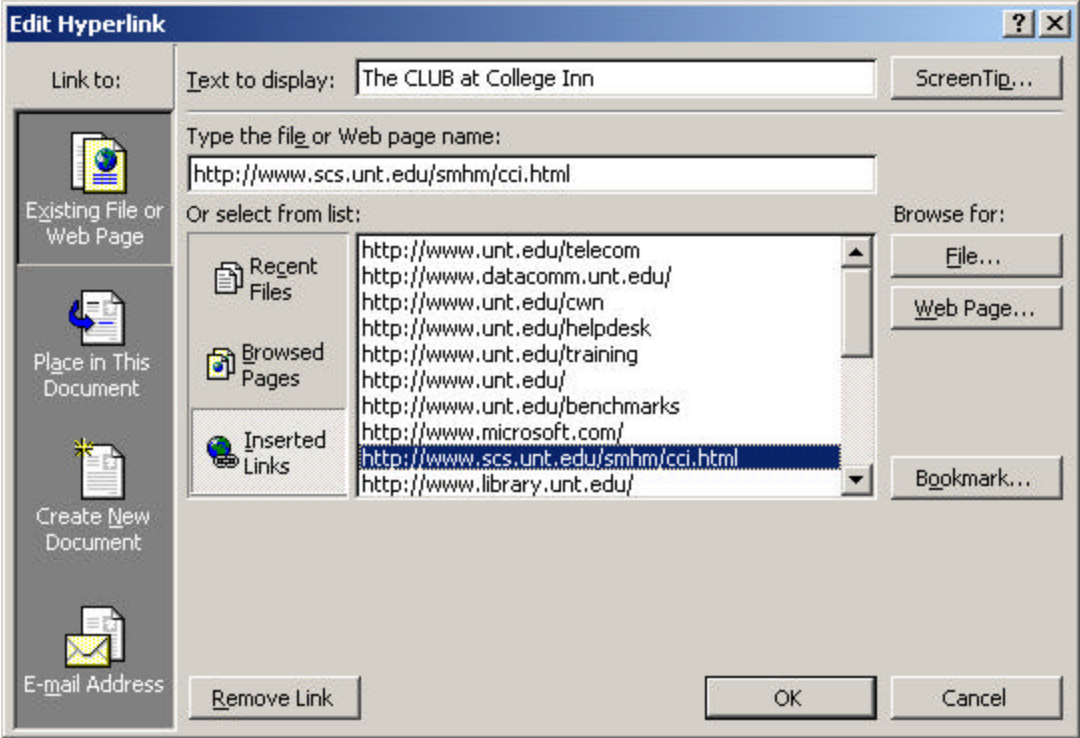
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## Creating a WOW Presentation in PowerPoint 2000

### I. Hyperlink to an HTML Site during the show

You can create a hyperlink to any type of existing file, such as a Word document, PowerPoint presentation, Microsoft Excel workbook, Microsoft Access database, or Web page.

- a. Select the text or object you want to represent the hyperlink.



- b. Click **Insert Hyperlink**
- c. To link to a Web page, under **Link to**, click **Existing File or Web Page**.
- d. If you clicked **Existing File or Web Page**, locate and select the page you want to link to.
- e. To assign a tip to be displayed when you rest the mouse pointer on the hyperlink, click **Screen Tip** and then type the text you want. If you do not specify a tip, the path or URL of the file is used.
- f. Click **OK**.
- g. To preview how the hyperlink will appear in the slide show, click **Slide Show** at the lower left of the PowerPoint window.
- h. Text that represents a hyperlink appears underlined and in a color that coordinates with the color scheme. The color changes after you click a hyperlink and go to a location, so you can tell which hyperlinks you've already viewed. Hyperlinks become active when you run your slide show, not while you're creating the show.