

Email Linking in PowerPoint:

1. Selecting Text or Object:
 - Choose the text or object (such as a shape or image) in your PowerPoint slide that you want to turn into an email link.
2. Inserting Hyperlink:
 - Right-click on the selected item and choose "Hyperlink" from the context menu.
 - Alternatively, go to the "Insert" tab in the PowerPoint ribbon, click on "Hyperlink" in the Links group.
3. Setting Email Address:
 - In the Insert Hyperlink dialog box, select "Email Address" from the options on the left.
 - Enter the email address of the recipient in the "E-mail address" field.
 - Optionally, you can enter a subject for the email in the "Subject" field.
4. Confirming Hyperlink:
 - Click "OK" to create the email hyperlink.
 - Now, when the viewer clicks on the linked text or object during a presentation, their default email client will open with a new email addressed to the specified recipient.

Header and Footer in PowerPoint:

1. Accessing Header and Footer Options:
 - Go to the "Insert" tab in the PowerPoint ribbon.
2. Inserting Header and Footer:
 - In the Text group, click on "Header & Footer."
 - This will open the Header and Footer dialog box.
3. Choosing Options:
 - In the Header and Footer dialog box, you can choose which elements you want to include:
 - Slide number: Adds a slide number to each slide.
 - Date and time: Inserts the current date and/or time on each slide.
 - Footer: Adds text to the bottom of each slide.
 - Header: Adds text to the top of each slide.
4. Applying to Slides:
 - Check the boxes next to the elements you want to include.
 - Customize the formatting and placement of the header and footer text using the options provided.
 - You can choose to apply the header and footer to all slides or only selected slides.
5. Applying Changes:
 - Click "Apply" to apply the header and footer settings to the current slide or slides.
 - Click "Apply to All" to apply the settings to all slides in the presentation.
6. Reviewing Changes:

- After applying the header and footer, review your slides to ensure that the elements are displayed correctly and as desired.
7. Saving Changes:
- Remember to save your presentation after adding email links or header and footer elements to preserve your work.