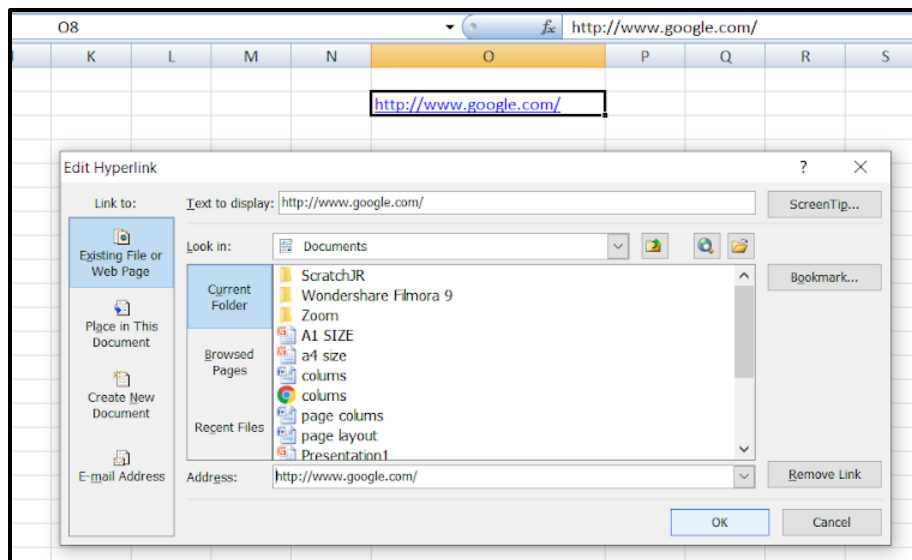


# Hyperlinks



- The HYPERLINK function creates a shortcut that jumps to another location in the current workbook. It is the primary method used to navigate between pages and Websites.
- When text is used as a hyperlink, it is usually underlined and appears as a different color.
- In insert tab click hyperlink option

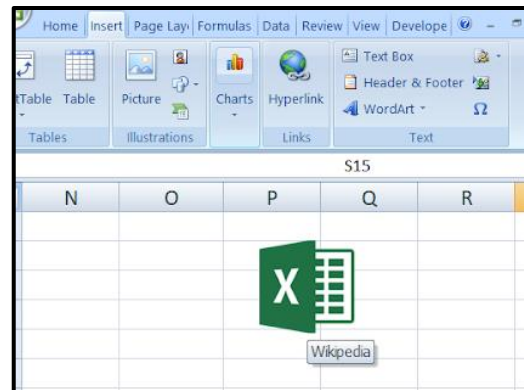
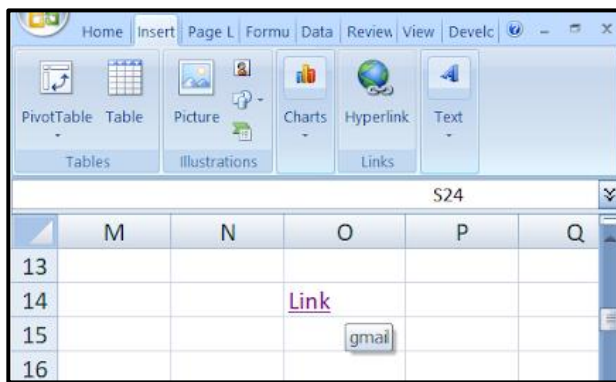


- Click on the ScreenTip button. In the ScreenTip Text box, enter the text you want to use for your ScreenTip.
- When you hover the mouse pointer over the hyperlink the ScreenTip text will display.



## Other ways to insert hyperlinks

- Select the text or picture that you want to display as a hyperlink.
- Press Ctrl+K or right-click the text or picture and select hyperlink option.
- In the Insert Hyperlink dialog box, enter the URL in the Address field.
- When you click the text or image that URL will open in your default browser.



## Remove Hyperlinks

- Select the cell that contain hyperlinks
- Right-click, and then click Remove Hyperlink option.

## Edit Hyperlinks

- Right-click the and select Edit HyperLink.
- In the Edit Hyperlink dialog box, make the changes that you want.