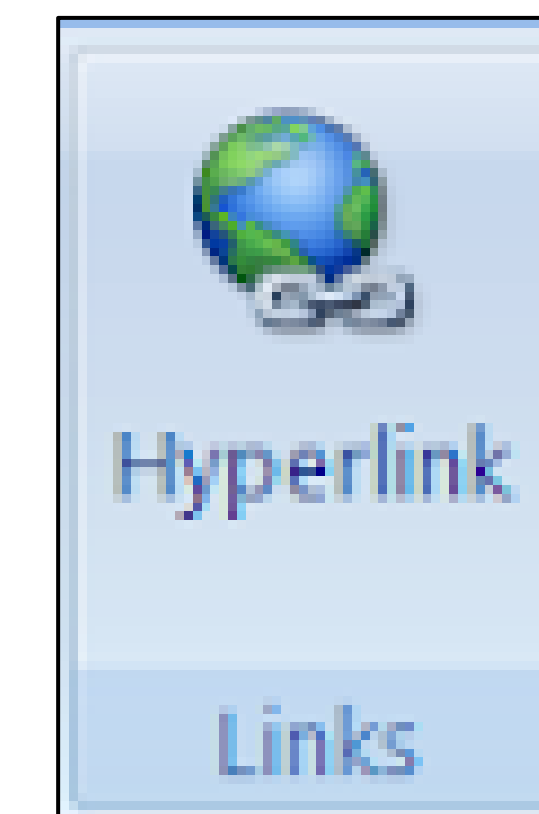


Hyperlinks





Hyperlinks

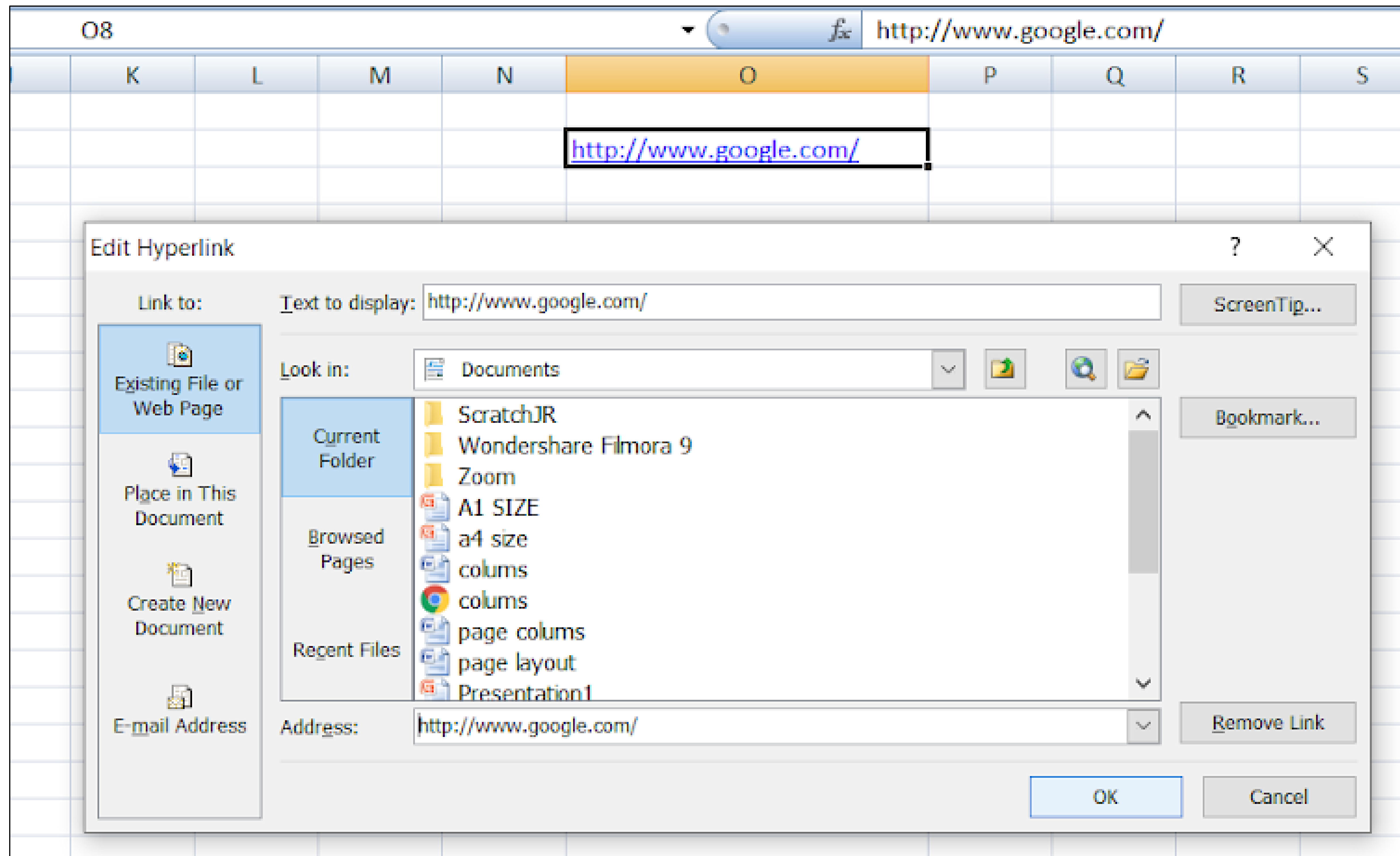
- ❑ The HYPERLINK function creates a shortcut that jumps to another location in the current workbook. It is the primary method used to navigate between pages and Websites.





- ❑ 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

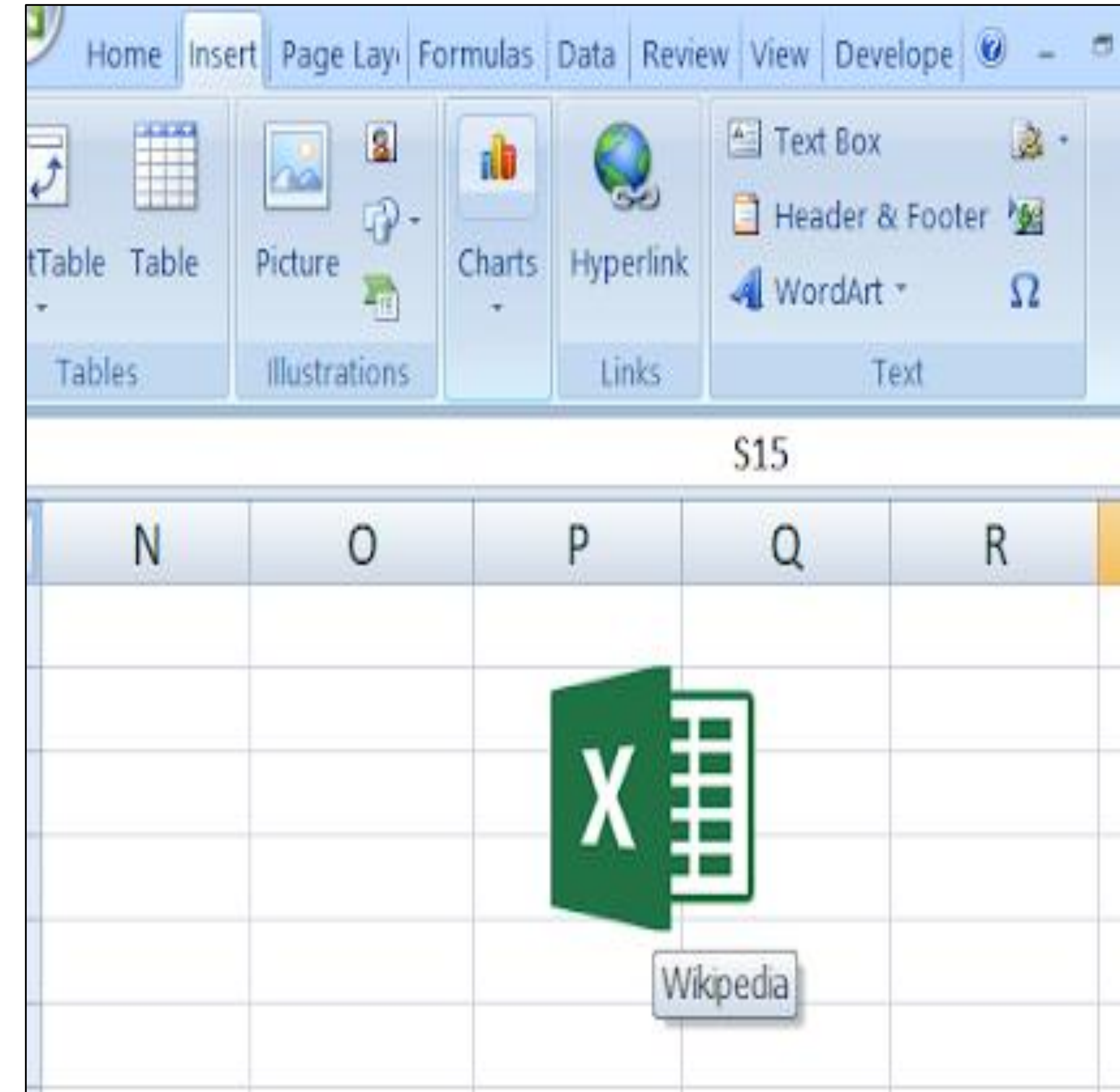
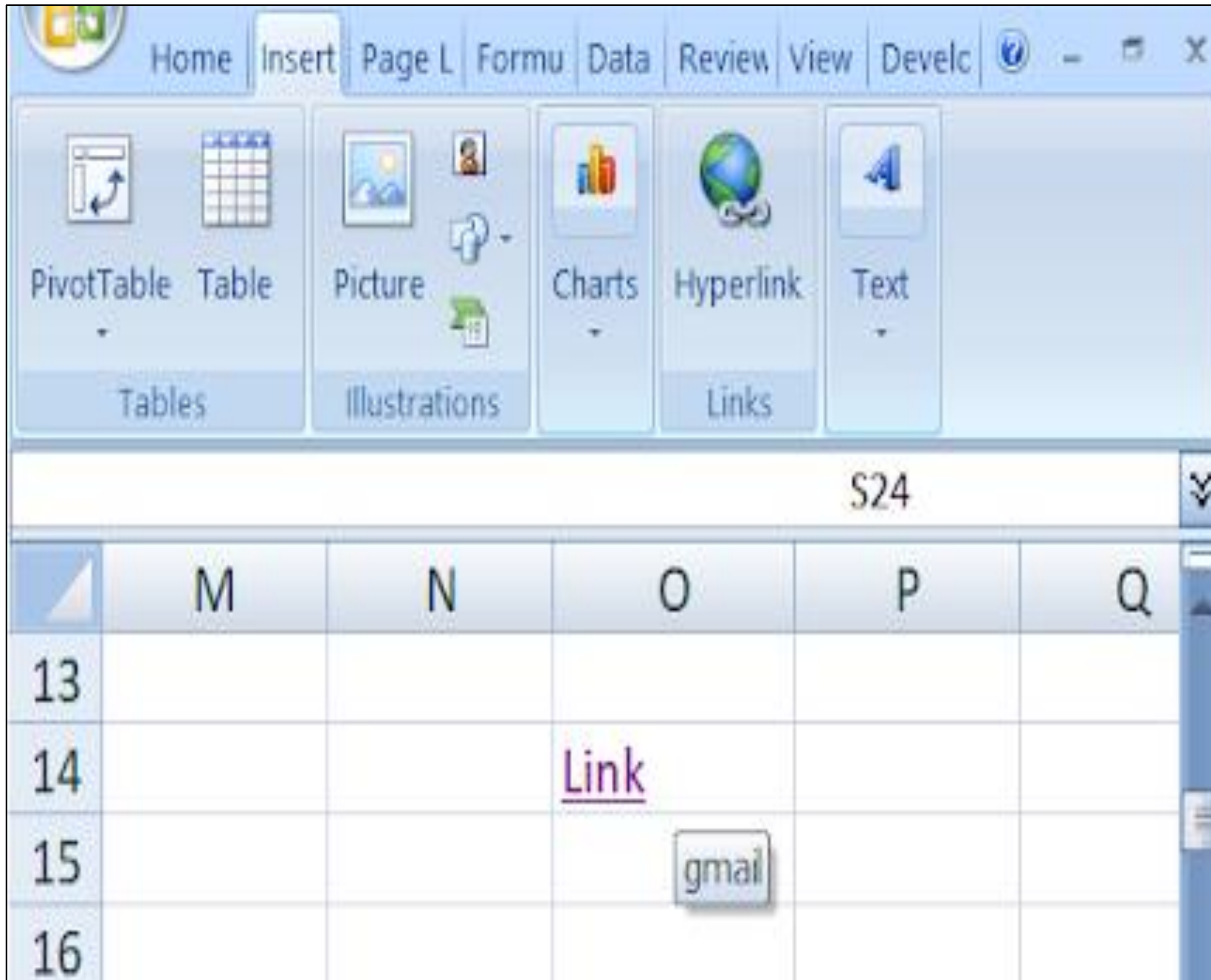
- ☐ Select the text or picture that you want to display as a hyperlink.
- ☐ Press Ctrl+K or right-click the text or picture and select hyperlink option.





- ☐ 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.

