

# Hyperlinks

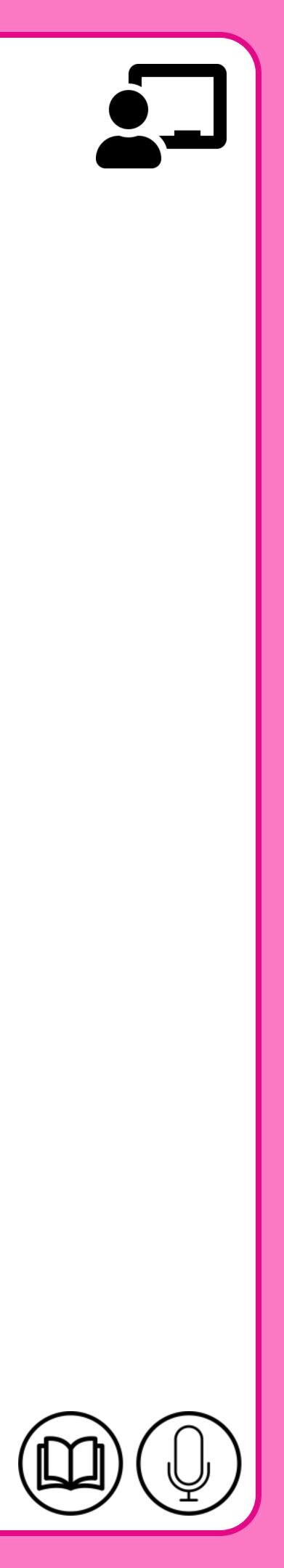














#### The HYPERLINK function creates a shortcut that jumps to

### another location in the current workbook. It is the primary method

#### used to navigate between pages and Websites.

## Hyperlinks









# U When text is used as a hyperlink, it is usually underlined and

# appears as a different color.

### **I** In insert tab click hyperlink option.





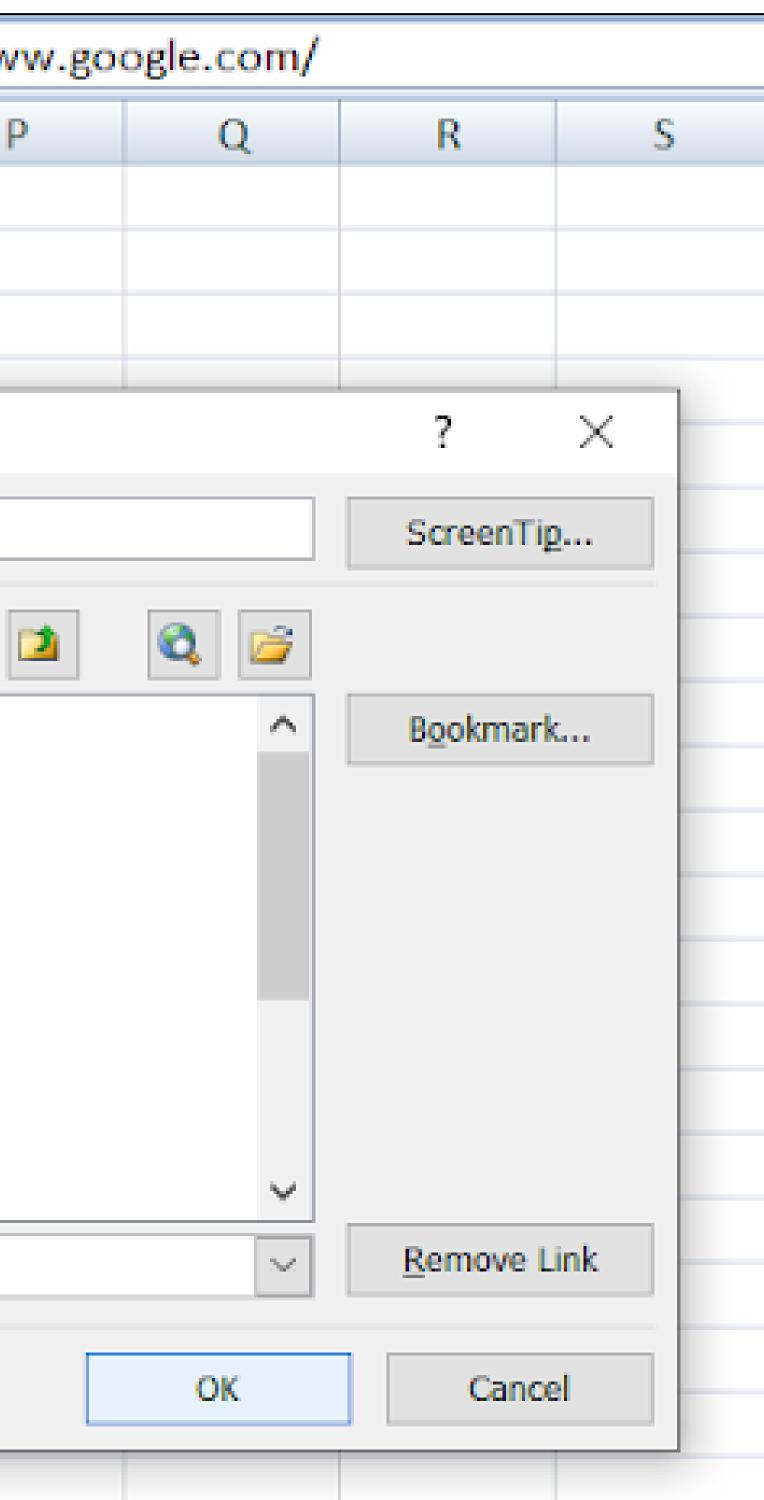


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#### □ Click on the ScreenTip button. In the ScreenTip Text box, enter

#### the text you want to use for your ScreenTip.

#### U 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.

# default browser.

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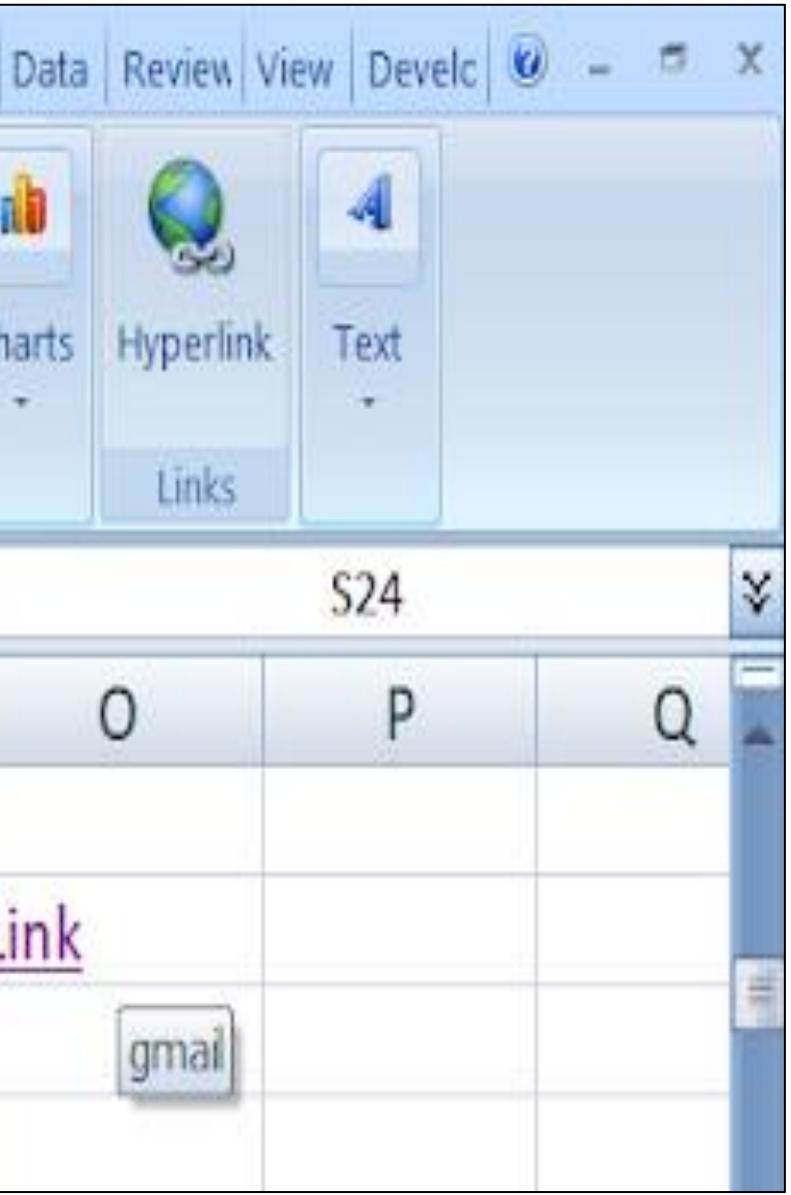
#### • When you click the text or image that URL will open in your

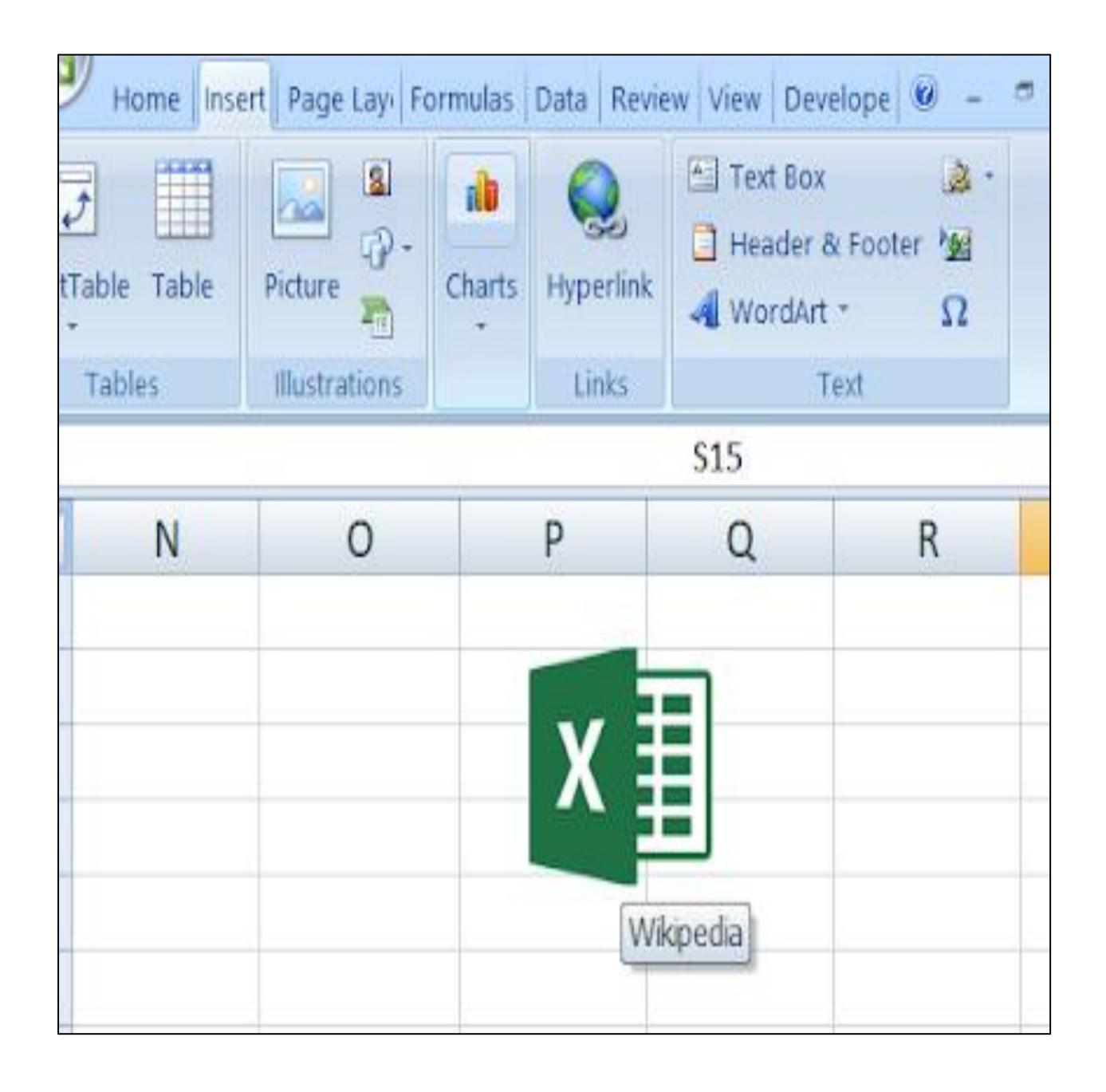






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### • Select the cell that contain hyperlinks

### □ Right-click, and then click Remove Hyperlink option.

## Remove Hyperlinks











# **Q** Right-click the and select Edit HyperLink.

### □ In the Edit Hyperlink dialog box, make the changes that you want.

## Edit Hyperlinks





