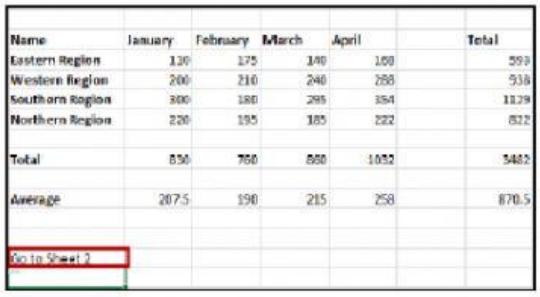
Lesson 4 Inserting Hyperlinks

Hyperlinks are coloured and understand text or graphics that you click to go to a file or a website. The following explains how to create hyperlinks to go to files and websites.

Creating a hyperlink to an existing file

As an example, we will create a link to another spreadsheet within our workbook. The following explains how to create a hyperlink to another spreadsheet.

1. On Sheet 1, type **Go to Sheet** 2 in an *empty* cell.1
2. Select the **cell** containing the text.1



Name	January	February	March	April		Total
Eastern Region	120	175	140	160		593
Western Region	200	210	240	288		938
Southern Region	300	180	295	354		1129
Northern Region	220	195	185	222		822
Total	850	760	860	1052		3482
Average	287.5	190	215	258		870.5
Go to Sheet 2						

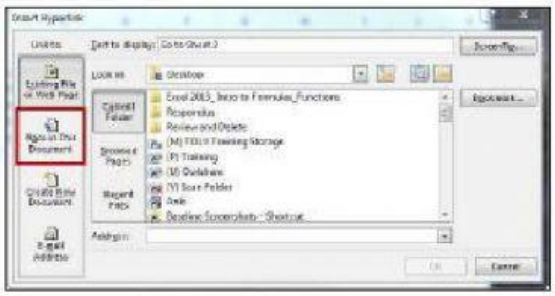
1

3. From the *Insert* tab, click **Hyperlink.2**



2

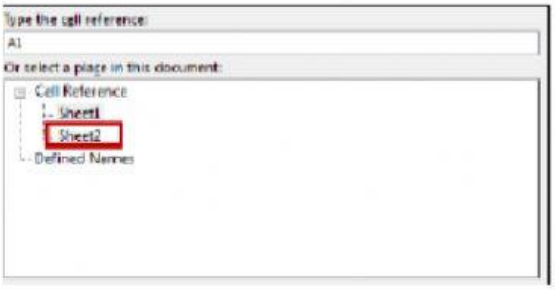
4. The Insert Hyperlink window will appear. Click Place in the document.**3**



4

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5. In the list under cell ***Reference***, click **Sheet 2. 5**



5

6. Click **OK**.
7. The *hyperlink* will be created and displayed in **blue** on your sheet. 6



6

Creating a hyperlink to a web page.

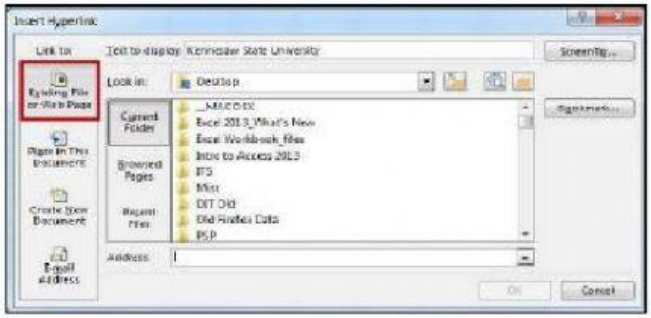
The following explains how to create a hyperlink to a web page. As an example, we will create a hyperlink to the Kennesaw State University web site:

1. In an empty cell, type **Kennesaw State University. 1**
2. Select the cell containing the text.**1**
3. From the *Insert tab,* click **Hyperlink. 1**



1

4. The *Insert hyperlink* window appears, Under link to, click **Existing file or Web Page**. 2



2

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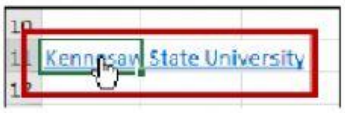
5. In the *Address* field, enter the *web address* for **Kennesaw State University** *hhtp://www.kennesaw.edu* **3**



3

6. Click Ok.
7. The hyperlink to the Kennesaw State University webpage will be created.

Note: When you hold the mouse pointer over the text *Kennesaw State University*, the arrow will change to a pointing finger. This indicates that the text is now a hyperlink. If you click in the hyperlink text, a browser will open on the computer. The browser will open to the Kennesaw State University website. 4



4

Questions

1. Describe the steps to creating a hyperlink?

2. Explain the steps in creating a hyperlink to a web page/

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