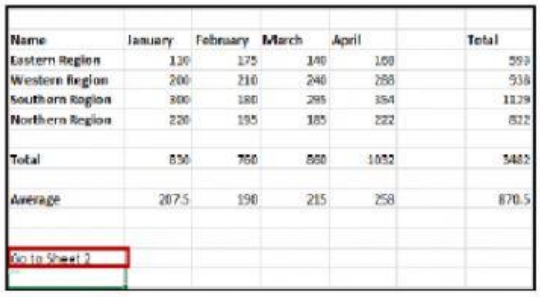
# Lesson 4 Inserting Hyperlinks

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 | | | | | | |

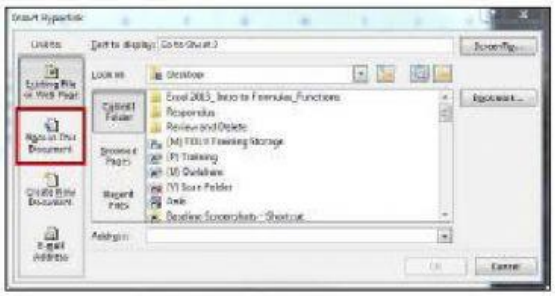
**1**

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




**2**

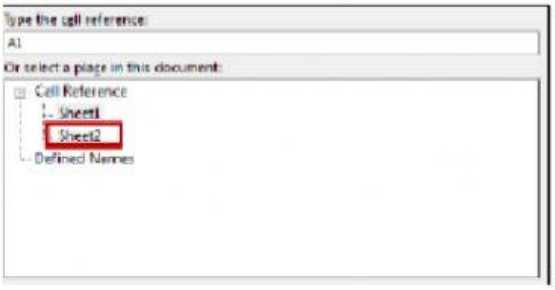
4. The Insert Hyperlink window will appear. Click Place in the document.**3**



**4**

LIVEWORKSHEETS

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.**

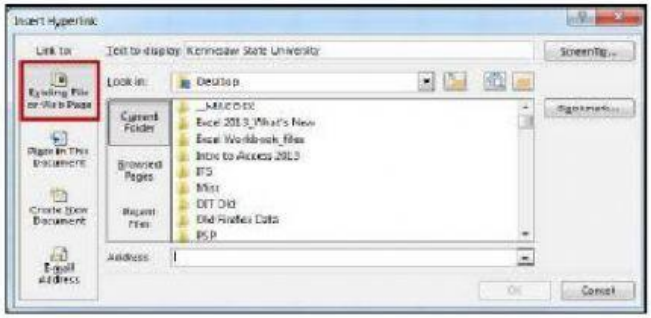
The following explains how to create a hyperlink to a web page. As an example, we will create a hyperlink to the Kennesaw State University web site:

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

LIVEWORKSHEETS

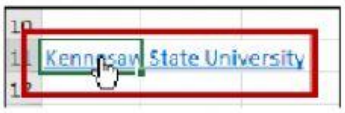
5. In the *Address* field, enter the *web address* for **Kennesaw State University** *hhtp://www.kennesaw.edu* **3**



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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