Exercise: Adding hyperlinks

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

Log in to your Microsoft account. ⊡ Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

Let's get started!

In this activity, you will view, create, and modify hyperlinks in a document. Note that when we refer to a page number, we are referring to the physical location of the page, not the formatted number that appears on the page.

1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

Exercise: Adding Hyperlinks ⊡

2. Let us add a hyperlink to the Wikijunior page. Select this word on the first page of the document and click **Insert → Link:**
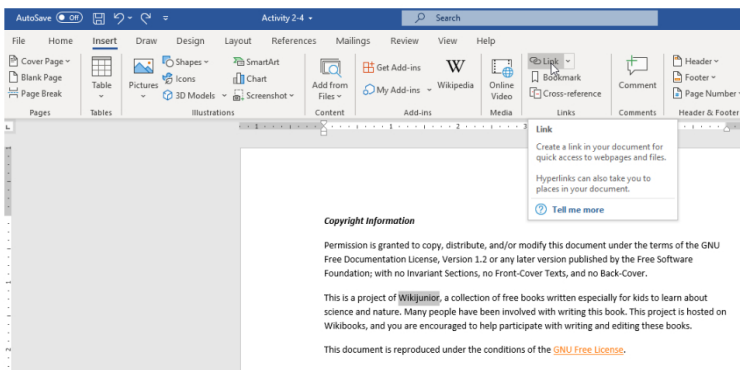
3. The Insert Hyperlink dialog box will open. Ensure that the correct text ("Wikijunior") is displayed in the field at the top of the dialog box. Type "**http://en.wikibooks.org/wiki/Wikijunior**" in the Address field (without the quotation marks). Click **OK:**
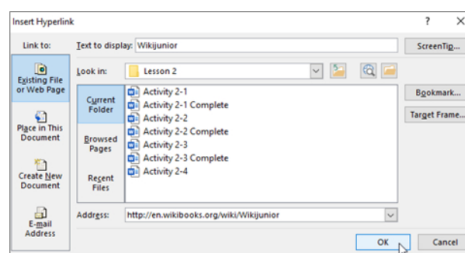
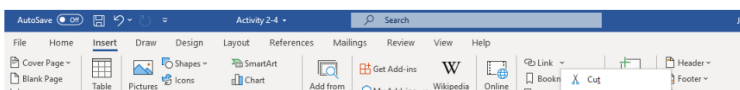4. The hyperlink will now be created:
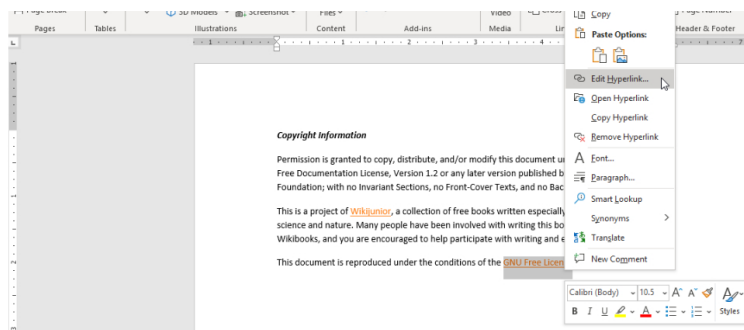
Copyright Information

Permission is granted to copy, distribute, and/or modify this document under the terms of the GNU Free Documentation License, Version 1.2 or any later version published by the Free Software Foundation; with no Invariant Sections, no Front-Cover Texts, and no Back-Cover.

This is a project of Wikijunior, a collection of free books written especially for kids to learn about science and nature. Many people have been involved with writing this book. This project is hosted on Wikibooks, and you are encouraged to help participate with writing and editing these books.

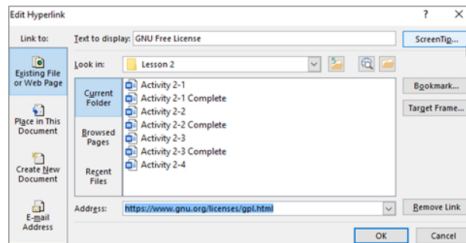This document is reproduced under the conditions of the GNU Free License.

5. Right-click the existing hyperlink at the end of this page. Click **Edit Hyperlink:**
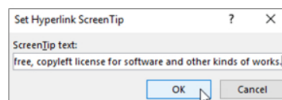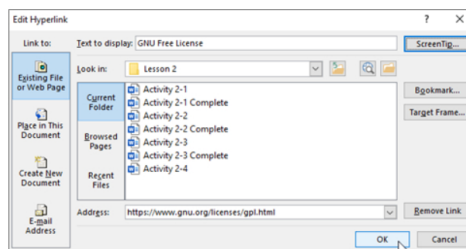
6. The Edit Hyperlink dialog box will open. Click the **ScreenTip** button:

7. The Set Hyperlink ScreenTip dialog box will open. Type the following text (without the quotation marks): "**The GNU General Public License is a free, copyleft license for software and other kinds of works.**" Click **OK**:

8. Click **OK** in the Edit Hyperlink dialog box:

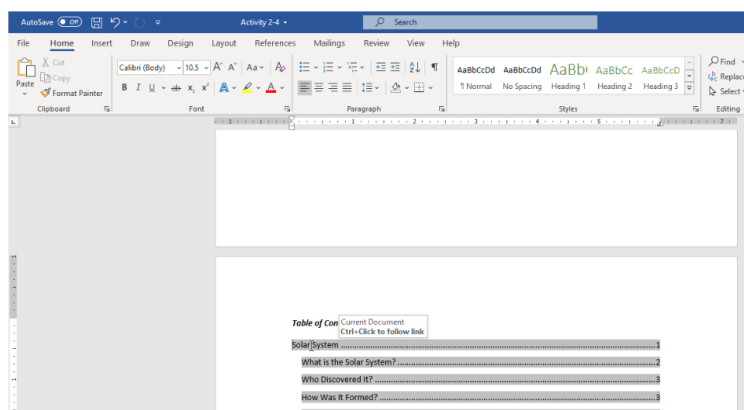9. The ScreenTip will now be created. Move your mouse over the link to test it:

10. Go to the next page in the document. Move your mouse over the "Solar System" heading in the Table of Contents. Notice that it is a hyperlink to a place in the current document. **Hold the Ctrl key and click this link** to navigate to that section:
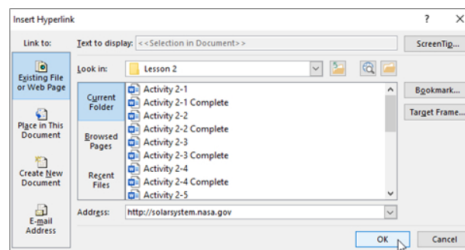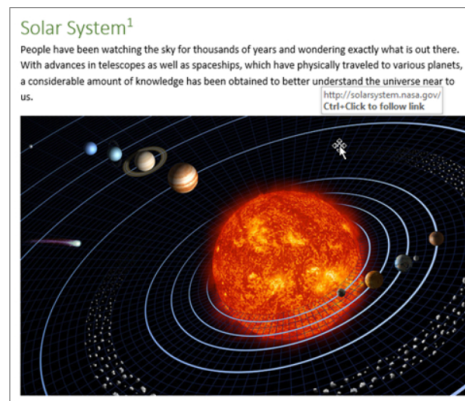
11. Let us add a hyperlink to the image on this page. Select the picture and click **Insert → Link**:
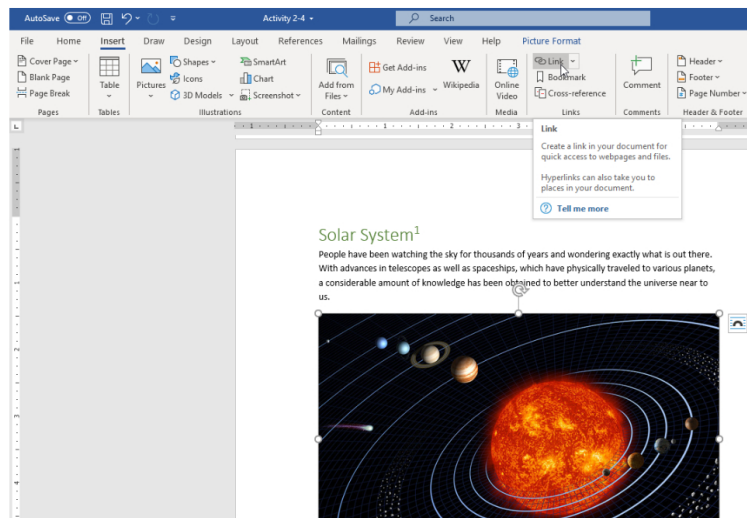
12. In the Insert Hyperlink dialog box, type "**http://solarsystem.nasa.gov**" (without the quotation marks) in the Address field. Click **OK**:
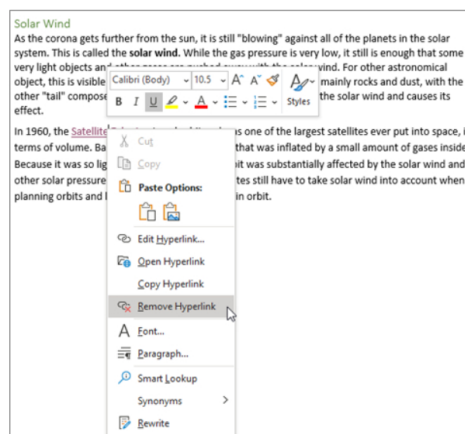

13. The hyperlink will be created:

14. Finally, go to page nine of the document. This page contains an outdated hyperlink that should be deleted. **Right-click the "Satellite Echo 1" text** and click **Remove Hyperlink**:

15. The hyperlink will immediately be removed. Save your document as Activity 2-4 Complete. Close Microsoft 365 Word to complete this activity.

16. Now, you can check out an example of a completed document in the link below:

Completed exercise: Adding Hyperlinks ↗

Mark as completed

👍 Like   👎 Dislike   🚩 Report an issue