**///////////////These samples are written on demand. ///////////////**

**How to Hyperlink in Google Docs**

Google Docs is a great tool for people who require freeware to write, edit, and publish the documents. This online word tool has variety of powerful features, having capability to create hyperlinks (to take users to different websites). In this article, we clearly explain how to hyperlink in Google Docs in desktop applications.

For Desktop:

1. Open a doc, slide, or sheet document.
2. Navigate to the place you want link, or select the text.
3. On the menu bar above, click **Insert > link [**Insert link**],** or **CTRL+K.**

**Note:** You can make use of tool bar instead for hovering over menu bar. Here, you can directly select Insert link icon.

1. In “Text” section, enter the text you want to display.
2. In the next section, enter an email address or URL, or search for desired website you want to link to.
3. Click **Apply**.

**How to Comment and Assign a Task in Google Docs**

Google Docs comes with powerful features that make it on top of other word processing applications. It allows a unique feature called Commenting and Assigning tasks. This feature help users to communicate, and to get involved in different part of a document without having to send an email or message. Here we explain how to comment and assign a task to different users.

1. On your desktop, open a word, slide, or sheet document.
2. Select the content you want to comment on.

**Note:** The content can either texts, cells, slides, or images.

1. To add a comment, navigate to the tool bar and click Add comment.
2. A pop-up comment box will appear. Type your comments.
3. To assign a comment, in the comment box, add the email address with @ or + in front of it.

**Note**: Make sure that you should give a space after you comment text, or else you wouldn’t see the contact details.

1. Mark the box [] next to "*Assign to [username]*."
2. Press the “*Assign*” button. The person you assigned will get an email of acknowledgement.

**Writing a flowchart instruction for client**

If you decide to introduce your new loyalty program to your existing customer, you should know how Customer Match works for Google Ads. Here we help you to understand the how it works:

Working of Customer Match for Google Ads

Start

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For [Customer List](https://support.google.com/google-ads/answer/6276125), [Use this template](https://g.co/wudy8r) and [check this article](https://support.google.com/google-ads/answer/7659867) for formatting instructions.

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Execute this step.

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These are the customers from your uploaded data file who are Google users.

Have you uploaded the customer list?

Create and upload customer list using specified template

No

Yes

Create or update a campaign to target your Customer Match segment

When Google users are signed into their Google account, they see your ads through Search Network, YouTube, and Gmail or when they browse on the Google Display Network.

Signed in user will see your Ads

Note: Customer Match is currently available on Search, the Shopping tab, YouTube, Gmail, and Display.

For more information about how Google uses the data files you upload for Customer Match and how the matching process works, read [How Google uses Customer Match data.](https://support.google.com/google-ads/answer/6334160)

**Aviation domain related flowchart**

