

# GSD. Excel - Change a Link in a Workbook in Microsoft Excel

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'https://fmcnaddev.service-now.com/api/now/table/sys\_user/acaf843397d74958f7e3bb8fe153afe3',

'value': 'acaf843397d74958f7e3bb8fe153afe3'}

**Category:** {'link':

'https://fmcnaddev.service-now.com/api/now/table/kb\_category/6c81d800c38a1a100acd3300150131cb',

'value': '6c81d800c38a1a100acd3300150131cb'}

General Information:

Possible symptoms/errors:

User wants to know how to Change a Link in a Workbook in Microsoft Excel

Alternative names of the system:

Link in a Workbook

IMPORTANT NOTICE:

N/A

Solution:

In Microsoft Excel, user can change an existing link in their workbook by changing its destination, its appearance, or the text or graphic that is used to represent it. This article shows the instructions on how to do the following in Microsoft Excel.

Details:

A. Change the destination of a link

Advise user to select the cell which contains the link that they want to change.

To select a cell which contains a link without going to the link destination, user must click the cell and hold the mouse button until the pointer becomes a cross Excel selection cursor, and then release the mouse button. They can also use the arrow keys in their keyboard to select the cell.

Inform user to select the Insert tab then in the Links group, click on Link.

They can also right-click the cell or graphic and then click Edit Hyperlink.

In the Edit Hyperlink dialog box, advise user to make the changes that they want. They can make their desired changes to the link text (Text to display) or link location (Address) or both. Once done, user must click OK.

B. Change the appearance of the link text

Advise user to click the Home tab then in the Styles group, click Cell Styles.

Under Data and Model, user must do the following:

To change the appearance of links that have not been clicked to go to their destinations, user must right-click Linked Cell, and then click Modify.

To change the appearance of links that have been clicked to go to their destinations, advise user to right-click Followed Hyperlink, and then click Modify.

NOTE: The Linked cell style is available only when the workbook contains a link. The Followed Hyperlink cell style is available only when the workbook contains a link that has been clicked.

In the Style dialog box, inform user to click Format.

On the Font tab and Fill tab, user must select the formatting options that they want, and then click OK.

NOTES:

The options that user select in the Format Cells dialog box appear as selected under Style includes in the Style dialog box. They can clear the check boxes for any options that they do not want to apply. Changes that they make to the Link and Followed Link cell styles apply to all links in the current workbook. They cannot change the appearance of individual links.

Assignment Group:

3rd Party e-mail address: [One365Support@freseniusmedicalcare.com](mailto:One365Support@freseniusmedicalcare.com)

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A