**Q1: What is a hyperlink? Or What is a document hyperlink?**

Answer: Hyperlink is a link, clicking on which opens the linked document such as a spreadsheet or a text document or an image file and so on.

jumping to a document stored at a different location from within a document,it can be done by creating a hyperlink.

Types of hyperlink in Calc:

Mainly there are 2 types of hyperlink:

* Relative hyperlink
* Absolute hyperlink

**Absolute hyperlink :** An absolute hyperlink stores the complete location where the file is stored. So, if the file is removed from the location, absolute hyperlink will not work.

Or

An absolute hyperlink tells the path to reach a document from topmost folder.

For example:

**C:\Users\ADMIN\Downloads\try.ods** is an absolute link as it defines the complete path of the file.

**Relative hyperlink** : A relative hyperlink stores the location with respect to the current location.

Or

A relative hyperlink tells the path to reach a document from current location.

For example:

**..\mydata.odb**

**Single dot (.) denotes the current folder.**

**Double dot(..) denote the parrent folder.**

Note:

* Shortcut key to insert hyperlink: Ctrl+K
* Click command Insert ->Hyperlink

**Q2: Explain Internet Hyperlink and Document hyperlink.**

Ans: Internet Hyperlink : It is a link/ URL of a web document means document on the internet.

Document hyperlink: is a link, clicking on which opens the linked document such as a spreadsheet or a text document or an image file and so on.

**Q3: What is the use of hyperlinks?**

Ans: In LibreOffice Calc,

* Hyperlinks are used to create clickable links within the spreadsheet.
* A separate document having the additional information can be added easily.
* A document does not become very lengthy with additional information.
* Hyperlinks make documentation reader friendly.

SESSION 2:

In LibreOffice Calc , we can insert, edit, and manage hyperlinks in spreadsheets.

**Q 1. Write the steps for creating or inserting a Hyperlink.**

Step 1 : Select the cell where you want to insert the hyperlink.

Step 2 : Go to the **Insert menu** and click on **Hyperlink** .

Or Press Ctrl+K

Step 3 : In the dialog box that appears, you'll see different types of hyperlinks:

* + - **Internet** : Link to a webpage (URL).
    - **Mail** : Create a hyperlink to send an email.
    - **Document** : Link to another document or to a specific section of the spreadsheet.
    - **New Document** : Create and link to a new document.

Step 4 : Enter the details, such as the URL for an Internet hyperlink or the file path for a document hyperlink.

Step 5 : Optionally, you can enter a Text for the link that will be displayed in the cell (instead of showing the full URL).

Step 6 : Click Apply and OK to insert the hyperlink.

Note: You may explain more technically and these steps are written in book page no. 84.

**Q 2. Write the steps how to edit a Hyperlink.**

Answer: Editing a hyperlink —

Step 1 : Select the cell that contains the hyperlink.

Step 2 Press Ctrl+K then hyperlink dialog box is opened.

Step 3 : Make the necessary changes (URL,Path of a file, text, or other settings).

Step 4 : Click Apply or OK to save the changes.

**Q 3. How will youremove a Hyperlink?**

Answer:

Step 1 : Right-click the cell containing the hyperlink.

Step 2 : Select “**Clear Direct Formatting or press Ctrl+M**” to Remove Hyperlink from the context menu. The text remains, but thehyperlink is removed.