Case No. 8: Creating a Master Document with Hyperlinks

Objective:

To create a main (master) Word document that uses **hyperlinks** to open other Word documents (Case1 to Case7) directly.

Instructions:

1. You have already created the following files:
    - o Case1.docx
    - o Case2.docx
    - o Case3.docx
    - o Case4.docx
    - o Case5.docx
    - o Case6.docx
    - o Case7.docx
2. Now, create a **new Word document** named **"Master Document.docx.".**
3. Inside the new document:
    - o Type the following titles (each on a new line):

Title	Hyperlink
1. Case1	Click here
2. Case2	Click here
3. Case3	Click here
4. Case4	Click here
5. Case5	Click here
6. Case6	Click here
7. Cawse7	Click here

4. Select each line and create a **hyperlink** to open the corresponding document file.
    - o Example: Select *Case 1*→ Press **Ctrl + K** → Click **Browse for File** → Select **Case1.docx** → Click **OK**.
    - o Repeat for all seven cases.
5. Save and test the hyperlinks by **Ctrl + Clicking** on each link.
    - o Each link should open the respective file.
6. Apply **formatting** to make your document neat:
    - o Add a heading: **"Case Study Files"** (centered and bold)
    - o Use bullet or number list for better presentation.
7. Make your **Daily Progress Report** and submit to your Lab Faculty.