

MS Office 2010 (MS Word 2010 & MS Excel 2010)

Lesson 04 : Understanding Hyperlink

Lesson Objectives

- Introduction
- Inserting Hyperlink
- Types of Hyperlink
- Hyperlink to Existing File
- Inserting Hyperlink: Place in this document
- Inserting Hyperlink: Create New Document
- Inserting Hyperlink: Send an email link
- Editing and Deleting Hyperlink



Introduction

- A Hyperlink is a reference to a document or location that the reader can directly follow by clicking on the link.
- Hyperlinks are used extensively on the Internet.
- The use of hyperlink in excel includes-
 - Opening files of any type
 - Navigating to locations within an existing document
 - Opening Web Pages
 - Sending Emails

Inserting Hyperlink

- Ways of inserting hyperlink directly to cell in Excel 2010
 - Use insert hyperlink tab
 - Right Click on the cell and select hyperlink.
 - Use keyboard shortcut Ctrl+K

Add the notes here.

Types of Hyperlink

- There are five types hyperlinks.
 - Existing File
 - Existing Web Page
 - Place in This Document
 - Create a New Document
 - Send an Email Link

Add the notes here.

Hyperlink to Existing File

- Steps for adding hyperlink to existing file:
 - Select the existing File or Web Page icon in the Link to: area
 - Navigate to the existing file using the Look in: area of the dialog
 - Add your Display Text in the Text to display: area

Note: You can also add ScreenTip which is displayed when you hover the mouse over a Hyperlink. To do this click on screenTip button.

Inserting Hyperlink : Place in this document

- Steps for adding hyperlink to within document:
 - Select the Place in this Document icon in the Link to: area
 - Type in Cell Reference using the Type in Cell Reference: area of the dialog or select a Defined Names in the Cell Reference area
 - Add your Display Text in the Text to display: area

Inserting Hyperlink : Create New Document

- Steps for adding hyperlink to new document:
 - Select the Create New Document icon in the Link to: area
 - Type in the Name of the New Document in the Name of the New Document: area of the dialog.
 - Add your Display Text in the Text to display: area

Inserting Hyperlink : Send an email link

- Steps for adding hyperlink to send an email link:
 - Select the Email Address icon in the Link to: area
 - Type in the Email Address in the Email Address: area of the dialog.
 - Add your Display Text in the Text to display: area
 - Add your Email Subject in the Subject: area

Editing and Deleting Hyperlink

- Once you have a hyperlink established you can edit the hyperlink by right click on the hyperlink and select Edit Hyperlink.
- Once you have a hyperlink established you can delete the hyperlink by right click on the hyperlink and select Remove Hyperlink.

Note: The Edit Hyperlink dialog will vary depending on the type of Hyperlink.

Demo

- Inserting a hyperlink
- Inserting different types of hyperlinks
- Editing and deleting hyperlinks



Summary

- Hyperlink
- Types of Hyperlink
- How to insert different types of hyperlink



Add the notes here.

Review Question

- Question 1 : How to create hyperlink in existing file Excel 2010?
 - By selecting the existing File or Web Page icon in the Link to: area
 - By selecting Email Address icon in the Link to: area
 - By selecting Create New Document icon in the Link to: area
- Question 2 : How to create hyperlink to a specific location in Excel 2010
 - By selecting Place in This Document icon in Link to area
 - By selecting Email Address icon in the Link to: area
 - By selecting Create New Document icon in the Link to: area



Add the notes here.