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

Lesson 04 : Understanding Hyperlink

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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





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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



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Inserting Hyperlink

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



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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



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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



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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



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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



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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



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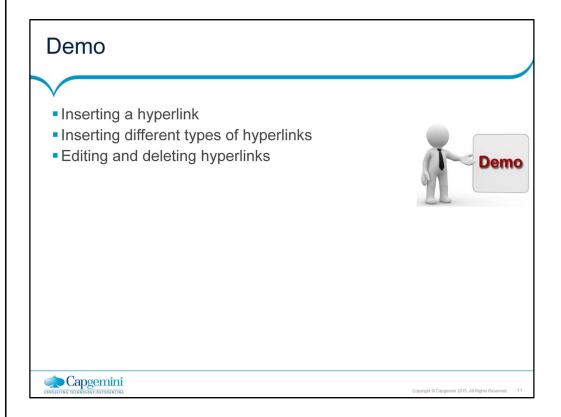
Editing and Deleting Hyperlink

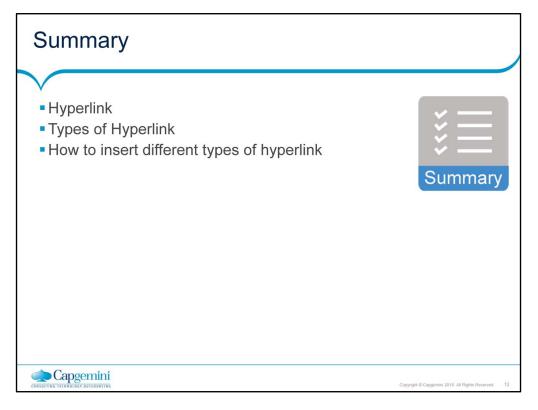
- Once you have a hyperlink established you can edit the hyperlink by right click on the hyperlink and select Edit Hyperlink.
- Once you have a hyperlink established you can delete the hyperlink by right click on the hyperlink and select Remove Hyperlink.



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





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



- 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





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