

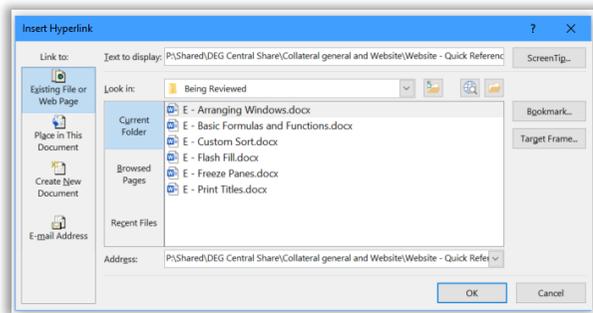
## Application: Excel – Hyperlinks

**Hyperlinks** can be inserted into a spreadsheet to allow the user or reader to link to an existing file, web page, a position in the current document or even to create a new document.

The **Hyperlink** text defaults as blue font with an underlined blue line and will change colour when used. However, the colour and format will be determined by the **Hyperlink** and **FollowedHyperlink** cell styles in your document by your Theme colours.

### Creating a Link

1. Select **Insert > Hyperlink** or press **CTRL+K**.



2. Add the **Text to display**. If text was selected, this will be automatically displayed in the field. Or you can type text.
3. You can add a **ScreenTip** which will be displayed when the reader hovers the mouse over the link.

**Tip:** If you wish to add a **Screen Tip** select **Screen Tip**, enter the required text and click on **OK**.

4. Select what you want to link to as described below.

5. Select **OK**.

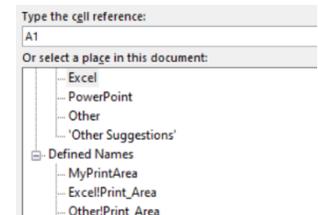
### Existing File or Web Page

1. Click on **Existing file or web page**.
2. Select the file or use the web page using the **Current Folder**, **Browsed Pages** and **Recent Files** buttons as required.
3. Use the **Browse Web** and **Browse File** buttons to find a web address or file. You can copy a web address into the **Address** field.



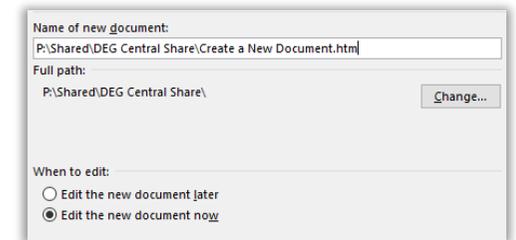
### Place in this document

1. This will display any the sheets in the document and any named ranges. You can select one of these or type a reference in the **Type the cell reference** field.
2. Click on the required link and **OK**.



### Create New Document

1. This allows you to create a new document to be used as the link.
2. **Change** the path where it will be stored in if required.
3. Choose whether to **edit the document now** or save it and **edit it later**.



## E-mail address

1. Enter the **email address** the link should direct to.
2. Enter the **Subject** line.
3. **Recently used e-mail addresses** will be displayed for you to choose from.

E-mail address:	mailto:info@doceexcellence.com
Subject:	Shared Experience
Recently used e-mail addresses:	mailto:info@doceexcellence.com?subject=Shared%20Experience

## Managing Hyperlinks in the document

1. Select the link, **right click** and the following options will be available on the shortcut menu.
  -  Edit Hyperlink...
  -  Open Hyperlink
  -  Remove Hyperlink
  - Select **Edit Hyperlink**. The **Edit Hyperlink** dialog box will be displayed. This has the same options as the **Insert Hyperlink** dialog box described earlier.
  - Select **Open Hyperlink**. This will activate the **Hyperlink** and is the same as pressing **CTRL Click**.
  - Select **Remove Hyperlink** to the Hyperlink to remove the link.

## Formatting Hyperlinks As You Type option

You can control the behaviour of **Hyperlinks** using **Excel Options**.

1. **Internet and network paths with hyperlinks:** Turn this option on if you do not want the text you are typing to be automatically converted to hyperlinks. **File > Options > Proofing > AutoCorrect Options, AutoFormat As You Type**. Select the option and click on **OK**.

**Tip:** This option will only apply to the current instance of Excel.

**Tip:** **ALT+Left arrow** returns the insertion point to where it was in the document when you pressed **CTRL+Click**.

