

Tips & Tricks



How to Hyperlink in a Document

To hyperlink to a location in the same document, press Ctrl+K then select Place in This Document in the Link to: panel on the left of the dialog box.

So what can you hyperlink to? It varies by application:

In Excel:

- A worksheet name
- A named range

In Word:

- A heading
- A bookmark

In PowerPoint:

- First, last, next or previous slide
- A specific slide
- A custom show

Where might you use hyperlinks in a document? If you had a very large spreadsheet, hyperlinks would make it easy to go to specific locations in the spreadsheet..

First, create names for key cells at locations in the worksheet that you frequently access. Then create hyperlinks (maybe on another worksheet) that go to the these named cells. You could think of it as creating a Table of Contents for the large worksheet. If the worksheet with hyperlinks is immediately before the worksheet with data, you could use Ctrl+Page Up to get back the worksheet containing hyperlinks.

Any questions, please let us know.

Please feel free to forward this tip onto your contacts/colleagues/friends.