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Hyperlink

The ability to quickly “jump” from one area to another is a time saving feature. Excel has many of these features which can add up to a substantial amount of time saved. Hyperlinks are one of them. Hyperlinks can increase productivity by giving the user the ability to jump to web pages and workbook locations instantly. The following is a brief tutorial on this tool.

	A	B	C	D
1				
2				
3				
4		Jan.	Feb.	Mar.
5	Cash Balance (opening)	10,000.00	10,500.00	11,000.00
6				
7	Cash Receipts			
8	Cash Sales	1,000.00	1,000.00	1,000.00

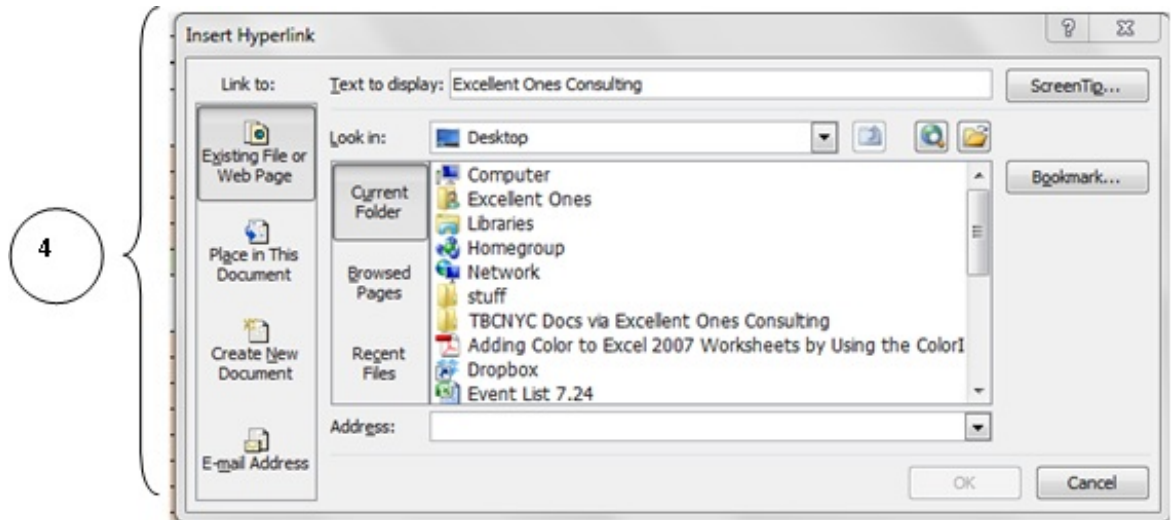
1. A hyperlink will be added to cell A3

	A	B
1		
2		
3	Excellent Ones Consulting	
4		Jan.
5	Cash Balance (opening)	10,000.00
6		
7	Cash Receipts	
8	Cash Sales	1,000.00

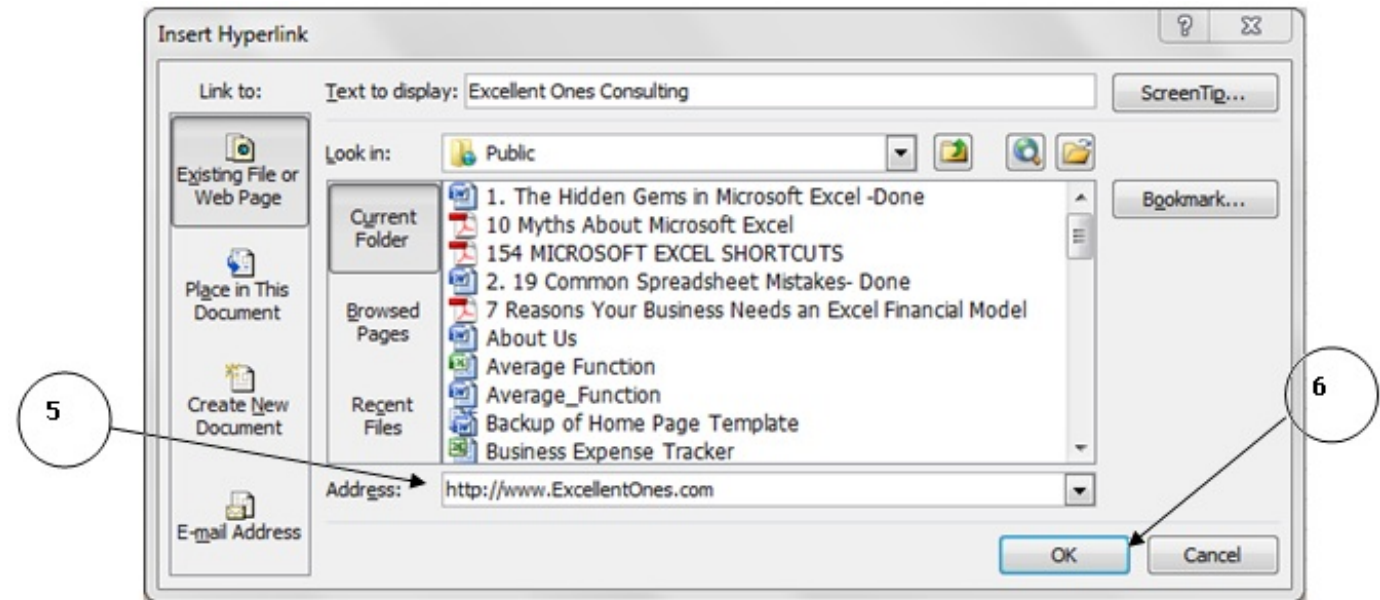
2. Type text as normal into the cell

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. A circled number '3' points to the 'Hyperlink' button in the 'Links' group. Below the ribbon, the formula bar shows 'A3' and 'Excellent Ones Consulting'. The spreadsheet below shows a table with columns for months (Jan. to May) and rows for 'Cash Balance (opening)' and 'Cash Receipts'. The text 'XYZ Company' is visible in the background of the spreadsheet.

3. Under the Insert Tab click Hyperlink (Note: A3 should be the active cell)



4. The Insert Hyperlink dialog box will appear



5. Type in a web address into the Address window

6. Click ok

	A	B
1		
2		
3	Excellent Ones Consulting	
4		Jan.
5	Cash Balance (opening)	10,000.00
6		
7	Cash Receipts	
8	Cash Sales	1,000.00

7. Link has been created signified by the blue font color and underlined text. Now clicking on this cell will open up the desired webpage.

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