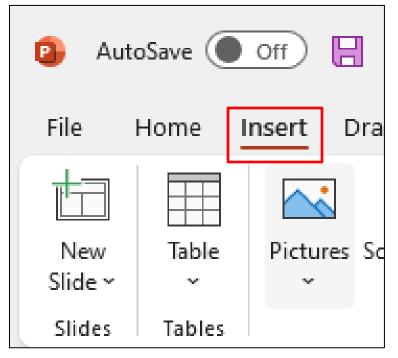
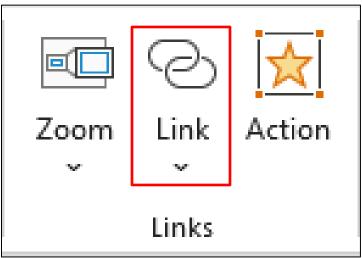
Creating a Hyperlink is MS Office Applications

1. On the ribbon located across the top of Microsoft Office Applications, select the **Insert** tab.

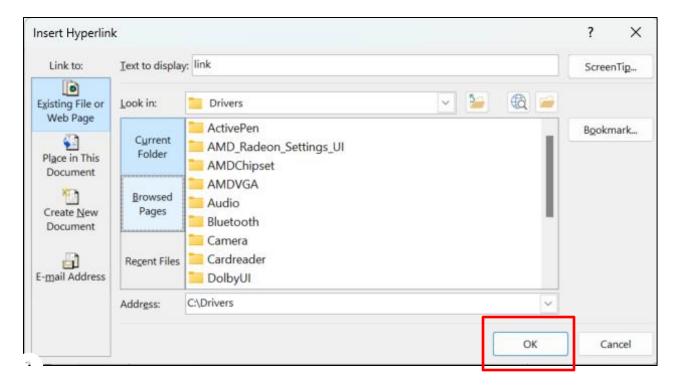


2. Locate and select **Link**, which can be found across the ribbon.



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 If you would like to create a Hyperlink to a file that already exists on your device; find, and select the appropriate file. Then click **OK**.



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4. To Hyperlink a Webpage, copy and paste the link into the Address [1] box. Then click OK [2].

Insert Hyperlin	k		?	×
Link to:	Iext to display	r. link	Screen	Tip
Existing File or Web Page Place in This Document Create New Document E-mail Address	Look in:	🛅 Drivers 🖂 🦢		
	Current Folder	ActivePen AMD_Radeon_Settings_UI AMDChipset	Bookm	iark
	<u>B</u> rowsed Pages	AMDVGA Audio Bluetooth		
	Regent Files	Camera Cardreader DolbyUI		
	Address:	https://www.google.com/		
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