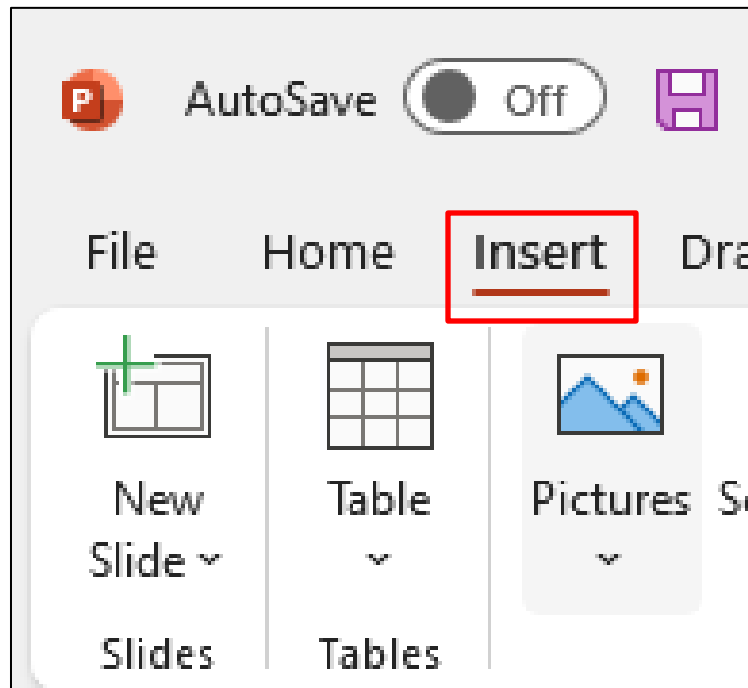
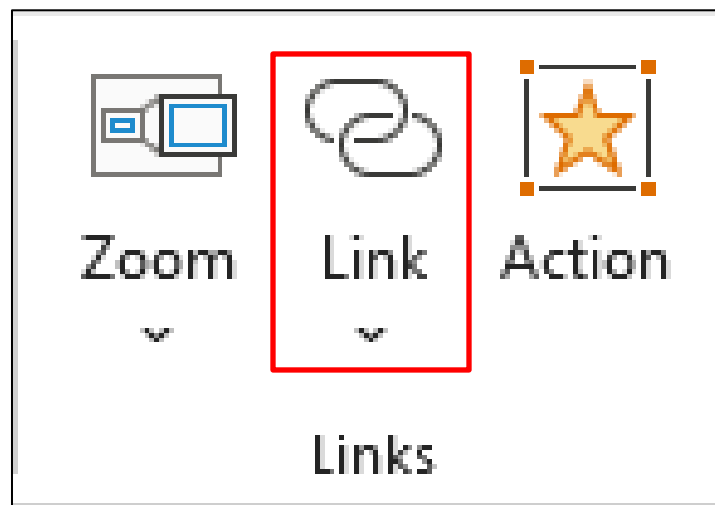


## Creating a Hyperlink in MS Office Applications

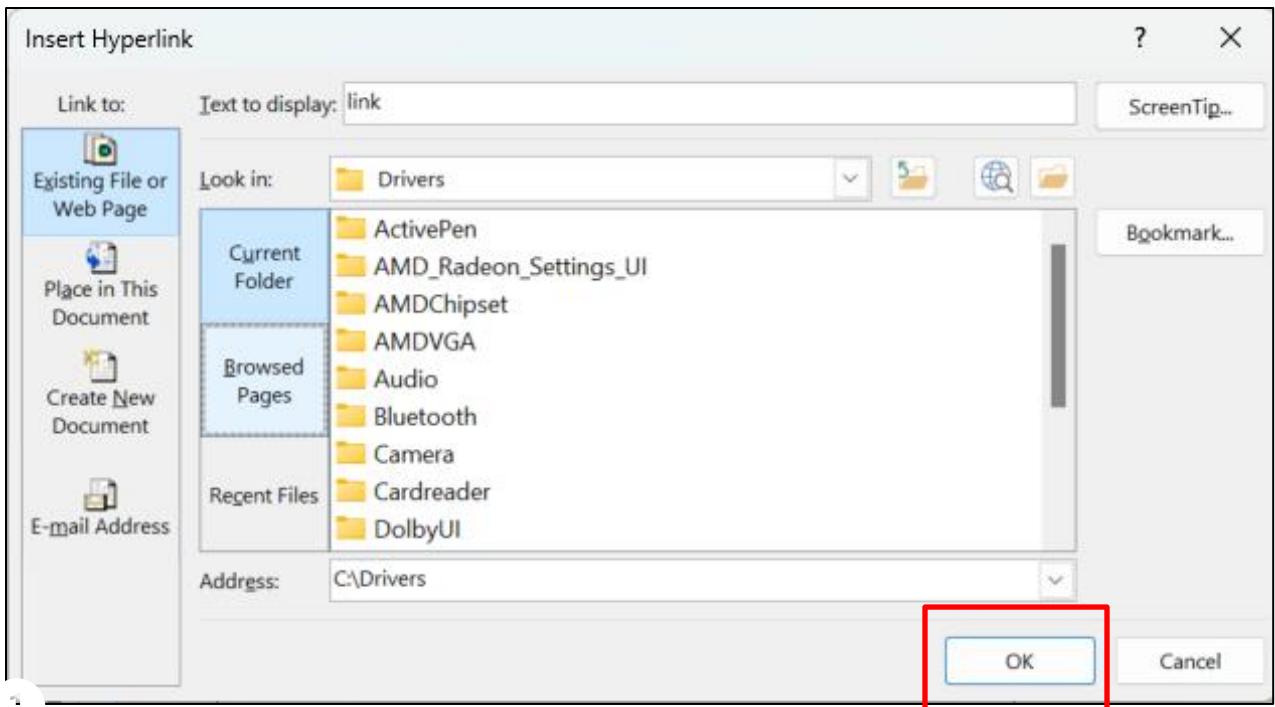
1. On the ribbon located across the top of Microsoft Office Applications, select the **Insert** tab.



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



3. 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**.



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

