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How to hyperlink excel sheets

Word makes it easy to add links to other Microsoft Word documents, such as those created by Excel. There are several ways to create these links, such as using the Paste Special dialog box and choosing Paste as Link. Excel also allows you to create hyperlinks to other Office documents. In many respects, these hyperlinks are similar to regular links, but they are the main purpose of opening the target document and displaying the information that is clearly visible. For example, to create a hyperlink to an Excel worksheet, do the following: Place the insertion point in the Word document where you want the hyperlink to appear. On the toolbar, click the Insert Hyperlink tool, or choose Hyperlink from the Insert menu. Word displays the Insert Hyperlink dialog box. Make sure existing file or webpage is selected. (See Figure 1.) Figure 1: Insert Hyperlink dialog box. Use the tools in the middle of the dialog box to navigate and select the Excel workbook with which you want to create the workbook you want to involve. The address for this file should appear in the Address box. Change the Text to Display box so that it contains everything you want in the document; this is text that will be clickable as a hyperlink. Click OK. The hyperlink has now been created, and you can click (or Ctrl + Click in some versions of Word) to access the destination hyperlink. If you do this, the Excel workbook you specified in step 4 opens and displays the first worksheet in the workbook. If you want to display a specific worksheet, modify what appears in the Address box when you set up the hyperlink. For example, if you navigate to a budget2010.xls workbook in step 4, the address bar may contain something similar to the following: .. /Budget/Annual/Budget2010.xls To open a specific worksheet, simply name the worksheet at the end of the address above with the pound sign, as shown in .. /Budgets/Annual/Budget2010.xls#Sheet3' Note that the worksheet name is surrounded by apostrophes and is separated from the workbook name with a pound mark. If you want to make sure that a specific cell appears in the destination worksheet, you can refine the address as follows: .. /Budget/Annual/Budget2010.xls#Lapa3! G43 If you use named ranges in your workbook, you can use the range name that you want to display instead of using the sheet and cell name: .. /Budgets/Annual/Budget2010.xls#DeptTotals Note that when you use a named range, you don't need to surround it by using apostrophes, as you do with worksheet names. Excel opens, and the range appears. If the range does not exist, the workbook you want still opens, but Excel notifies you that the range name is not valid. WordTips is a cost-effective source of Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (305) applies to Microsoft Word 97, 2000, 2002, and 2003. interfeisam interfeisam lenses 2007 and later) in Hyperlinks to a specific Excel worksheet. In this article, I will show you 3 ways you can add hyperlinks in your Excel workbook to move between many worksheets easily. You'll also learn how to change the purpose of the link and modify its format. If you no longer need a hyperlink, you'll see how to quickly remove it. If you are a real internet surfer, you will know firsthand about the bright side of hyperlinks. By clicking hyperlinks, you immediately gain access to other information, no matter where it is. But do you know the benefits of spreadsheet hyperlinks in Excel workbooks? It's time to discover them and start using this great Excel feature. One way to use hyperlinks in spreadsheets for good use is to create a table of contents for the workbook. Excel internal hyperlinks will help you quickly jump to the required part of the workbook without hunting across multiple worksheets. If you need to add a hyperlink in Excel 2016 or 2013, you can choose one of the following types of hyperlinks: a link to an existing or new file, web page, or email address. Because the subject of this article is to create a hyperlink to another worksheet in the same workbook, below you will learn three ways to do it. The first method of creating a hyperlink in one workbook is to use the Hyperlink command. Select the cell where you want to insert the hyperlink. Right-click the cell and choose Hyperlink from the context menu. The Insert Hyperlink dialog box appears on the screen. Under Link To, choose Location in this document if the task is to link a cell to a specific location in the same workbook. Select the worksheet that you want to link to, or select a location in this field in the document. Type a cell address in the Type cell reference box if you want to link to a specific cell in another worksheet. Enter a value or name in the Text to display in the text box to display a hyperlink in the cell. Click OK. The contents of the cell are underlined and highlighted in blue. This means that the cell contains a hyperlink. To check if the link is working, just move the pointer over the underlined text and click it to go to the specified location. Excel has a HYPERLINK function that you can also use to create links between spreadsheets in a workbook. If you don't have a good time entering formula formulas in Excel immediately, do the following: Select the cell that you want to add a hyperlink to. On the FORMULAS tab, go to the Function Library. Open the lookup and reference drop-down list and choose HYPERLINK. Now you can see the function name in the Formula Bar. Just enter the following two arguments to the HYPERLINK function in link_location and friendly_name. In our link_location to a specific cell in another worksheet in Excel, friendly_name are the text of the shortcuts to display in the cell. Note. It is not necessary to enter friendly_name. But if you want the hyperlink to look and clearly, I would recommend doing so. If you type friendly_name, the cell link_location as shortcut text. The text box Link_location text box. Tip. If you don't know what address to enter, just use the Select Range icon to select the destination cell. The address appears in Link_location text box. Add a number sign (#) before the specified location. Note. It is very important to type a license plate. This indicates that the location is in the current workbook. If you forget to enter it, the link will not work and clicking it will show an error. When you move to Friendly_name, the formula result appears in the lower-left corner of the Function Arguments dialog box. Enter the Friendly_name you want to display in the cell. Click OK. Here you are! Everything is as it should be: the formula is in the formula bar, the link is in the cell. Click on the link to check where it follows. The quickest way to create hyperlinks in one workbook is to use the drag-and-drop method. Let me show you how it works. For example, I will take a two sheet workbook and create a hyperlink in sheet 1 to cell 2 in a sheet. Note. Make sure that the workbook is saved because this method does not work in new workbooks. Select the destination cell of the hyperlink on sheet 2. Point to one of the cell borders, and then right-click. Hold the button and go to the page tabs. Press the Alt key and hover over sheet 1. The Alt key automatically takes you to another page. When page 1 is activated, you can stop holding the key. Continue to drag to where you want to insert the hyperlink. Release the right mouse button to display a pop-up menu. Choose Create Hyperlink Here from the menu. When you do this, the hyperlink appears in the cell. When you click it, you will switch to the destination cell on sheet 2. There is no doubt that dragging is the fastest way to insert a hyperlink in an Excel worksheet. It combines several actions into one transaction. It takes you less time, but a little more attention to concentration than two other methods. So it's up to you which way to go. You can edit a hyperlink in a workbook by changing its destination, appearance, or text that is used to represent it. Because this article discusses hyperlinks between spreadsheets in the same workbook, the hyperlink destination in this case is a specific cell from another spreadsheet. If you want to change the destination of the hyperlink, you need to modify the cell reference or choose a different sheet. You can do both if necessary. Right-click the hyperlink that you want to edit. The Edit Hyperlink dialog box appears on the screen. It appears to look the same as in the Insert Hyperlink dialog box, and it contains identical fields and layouts. Note. There are two other ways to open the Edit Hyperlink dialog box. You can press Ctrl + K or click Hyperlink in the Insert group in the INSERT tab. But Forget to select the required cell before doing so. Update the information in the appropriate field in the Edit Hyperlink dialog. Click OK and check where the hyperlink jumps to now. Note. If you used method 2 to add a hyperlink in Excel, you need to edit the formula to change the hyperlink destination. Select the cell that contains the link, and then place the cursor in the formula bar to edit it. Most of the time, hyperlinks appear as underlined text of a blue color. If the typical appearance of hyperlink text seems to you boring and you want to stand out from the crowd, go ahead and read below how to do it: Go to the Styles group on the HOME Tab. Open the Cell Styles list. Right-click Hyperlink to change the appearance of the hyperlink that was not clicked. Or, right-click Used Hyperlink if the hyperlink is activated. Choose Modify from the context menu. In the Styles dialog box, click Format. Make the changes that you want in the Format Cells dialog box. Here you can change the alignment and font of the hyperlink, or add a fill color. When you're done, click OK. Press OK. Now you can enjoy a new individual hyperlink style in your workbook. Notice that your changes affect all hyperlinks in the current workbook. You cannot change the appearance of a single hyperlink. This will take you a few seconds and will not be able to delete the hyperlink from the worksheet. Right-click the hyperlink that you want to remove. Choose Remove Hyperlink from the pop-up menu. The text remains in the cell, but it is no longer a hyperlink. Note. If you want to delete the hyperlink and the text that represents it, right-click the cell that contains the link, and then choose Clear Contents from the menu. This trick helps you delete one hyperlink. If you want to know how to remove multiple (all) hyperlinks from Excel worksheets at once, follow the link to our previous blog post. I hope in this article you saw the simplicity and efficiency of using internal hyperlinks in the workbook. Just a few clicks to create, jump, and discover the massive content of complex Excel documents. Documents.