Excel: Fun with LINKS

If you have a very large spreadsheet – considering adding HYPERLINKS to help you, and others, move around the spreadsheet much faster.

You can create a hyperlink OBJECT (a graphic item, like a button) – or use simple text.

CREATING A TEXT HYPERLINK TO ANOTHER PART OF THE CURRENT SPREADSHEET:
1. Before you create the link – take note of the cell (address) where you want the link to take you. Jot in down or keep it in your head.
2. Now, in the blank cell that you want to use as your link, type the text that you would like to use as a link – and press [ENTER] to finalize the entry.
3. Now, RIGHT-CLICK that cell.
4. See the LINK option? DON'T TOUCH the ▶ beside it – just click the word LINK.
5. That will open the INSERT HYPERLINK window.
6. Click the PLACE IN THIS DOCUMENT button (in the left-hand panel).
7. Select the cell address that is currently displayed in the TYPE THE CELL REFERENCE box – and type (to replace it) the address of the cell that you want to link to.
8. Now, click OK at the bottom of the window. You now have a link! (Notice that the text has turned blue and when you point your mouse at it – your cursor turns into the pointy-finger-link-indicator?
9. Try it – give it a click – and varoom…you are taken to your link destination.

TO CREATE A LINK FROM ONE SPREADSHEET TO ANOTHER:
1. This works best if you open up both the spreadsheet in which you want to create the link and the spreasheet that you want to link to. Just make sure the spreadsheet in which you want to create the link is the one in front of you.
2. In the blank cell that you want to use as your link, type the text that you would like to use as a link – and press [ENTER] to finalize the entry.
3. Now, RIGHT-CLICK that cell.
4. Before you click the word LINK – just hover over the ▶ beside it…to see if the file that you wanted to link to (it doesn't even have to be an Excel document…it could be a Word document or webpage!) appears in the list. If it does – just click it. If it doesn't – then you'll have to click either the word LINK or the INSERT LINK option at the bottom of the list.
5. If you click the LINK or INSERT LINK option - the INSERT HYPERLINK window will appear.
6. Make sure EXISTING FILE OR WEB PAGE (left-hand panel) is selected.
7. Now, use the various browsing buttons (right of the LOOK IN box) to locate the file that you want to link to; then click on it (so that it's path appears in the ADDRESS box at the bottom of the window) – then click OK.