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WHAT's New?



Make the best use of Worksheet Hyperlinks

When you think of worksheet hyperlinks, you probably think of website links. But there's another great use for hyperlinks in your workbook and that is using it for **internal links**. You can create a hyperlink that takes you to another location within the same workbook when you click on it.

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<Back Next>

OK Cancel

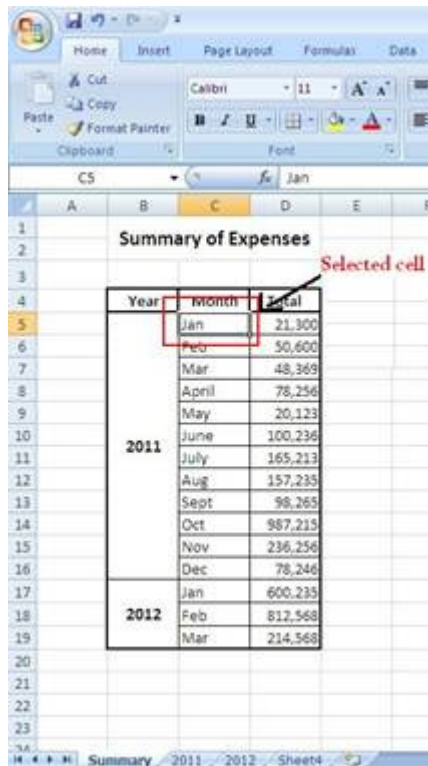
Make the best use of Worksheet Hyperlinks

You can create a hyperlink that takes you to another location within the same workbook when you click on it.

For example, you might want to allow users to quickly jump to an **Overview** worksheet (that contains additional details for the rest of the worksheets within the same workbook).

To create an internal Hyperlink:

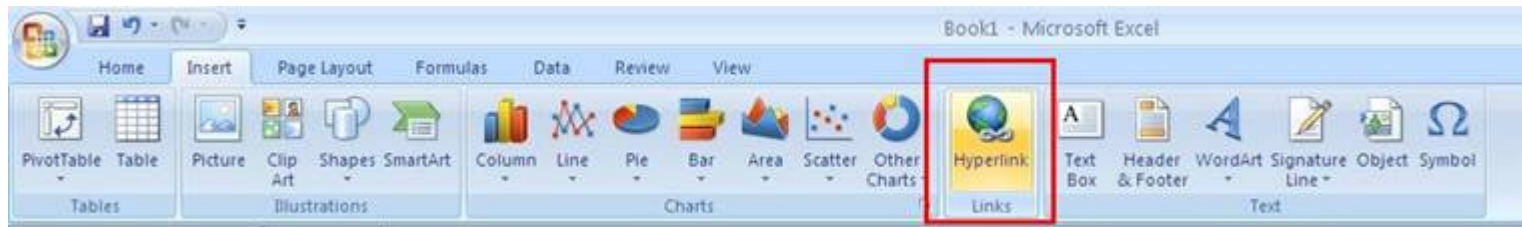
1. Launch Excel and open the workbook to which you want to add an internal link.
2. Select the cell you want to make your hyperlink.



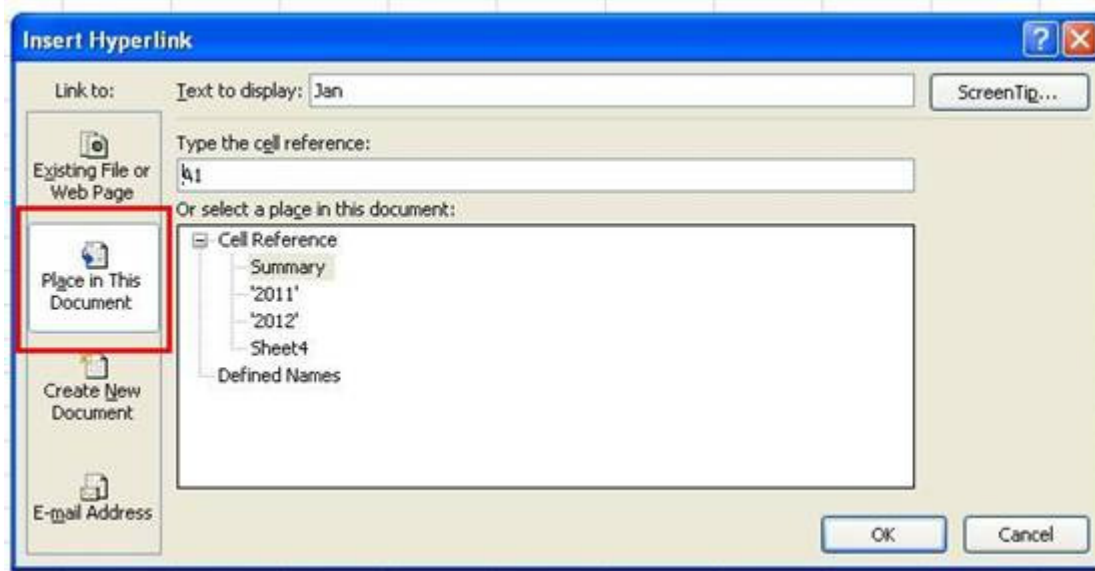
The screenshot shows an Excel spreadsheet with a table titled "Summary of Expenses". The table has three columns: "Year", "Month", and "Total". The data is organized by year, with 2011 and 2012. The cell containing "Jan" in the "Month" column for the year 2011 is selected, indicated by a red box and the text "Selected cell".

Year	Month	Total
2011	Jan	21,300
	Feb	50,600
	Mar	48,369
	April	78,256
	May	20,123
	June	100,236
	July	165,213
	Aug	157,235
	Sept	98,265
	Oct	987,213
	Nov	236,256
	Dec	78,246
2012	Jan	600,235
	Feb	812,568
	Mar	214,568

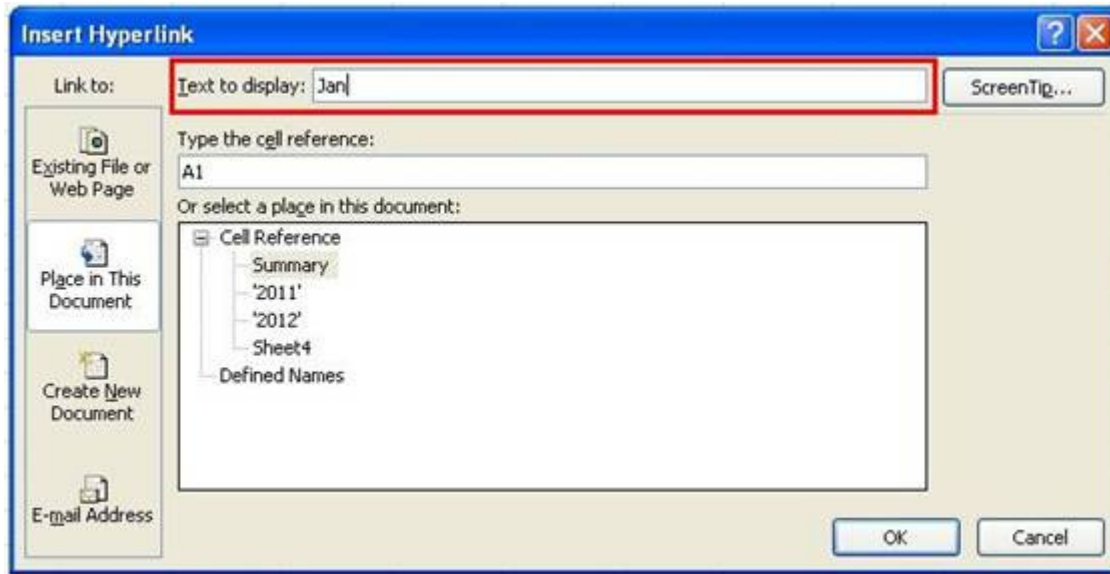
3. Choose Insert | Hyperlink from the menu bar or press [Ctrl][K] to open the Insert Hyperlink dialog box.



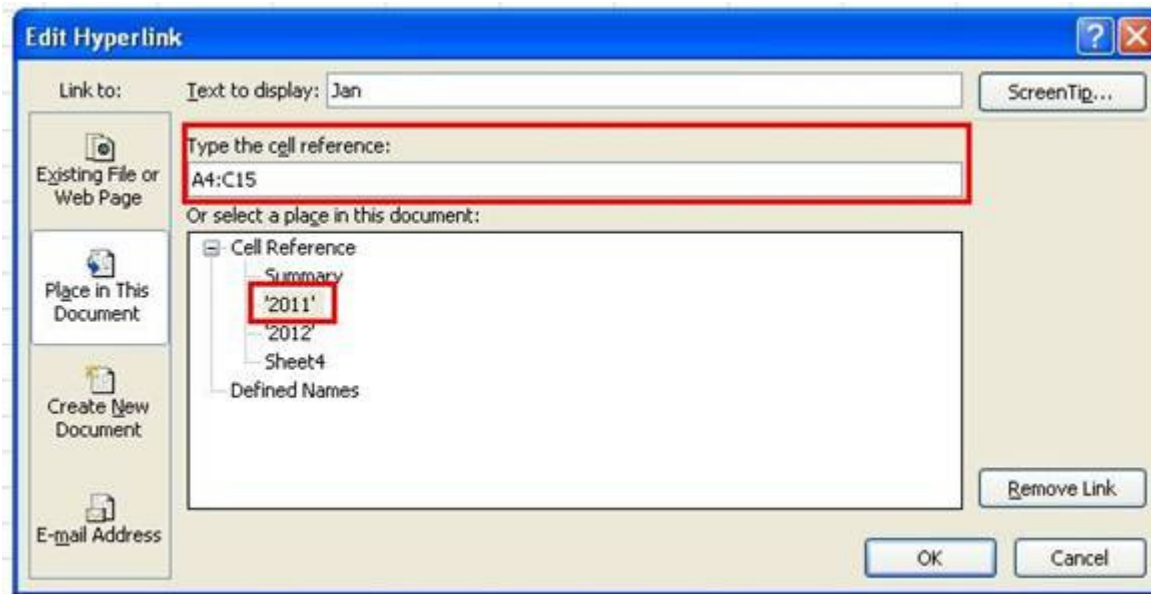
4. Click the *Place In This Document* icon on the left.



5. Specify the text you want the linked cell to display in the *Text To Display* text box.



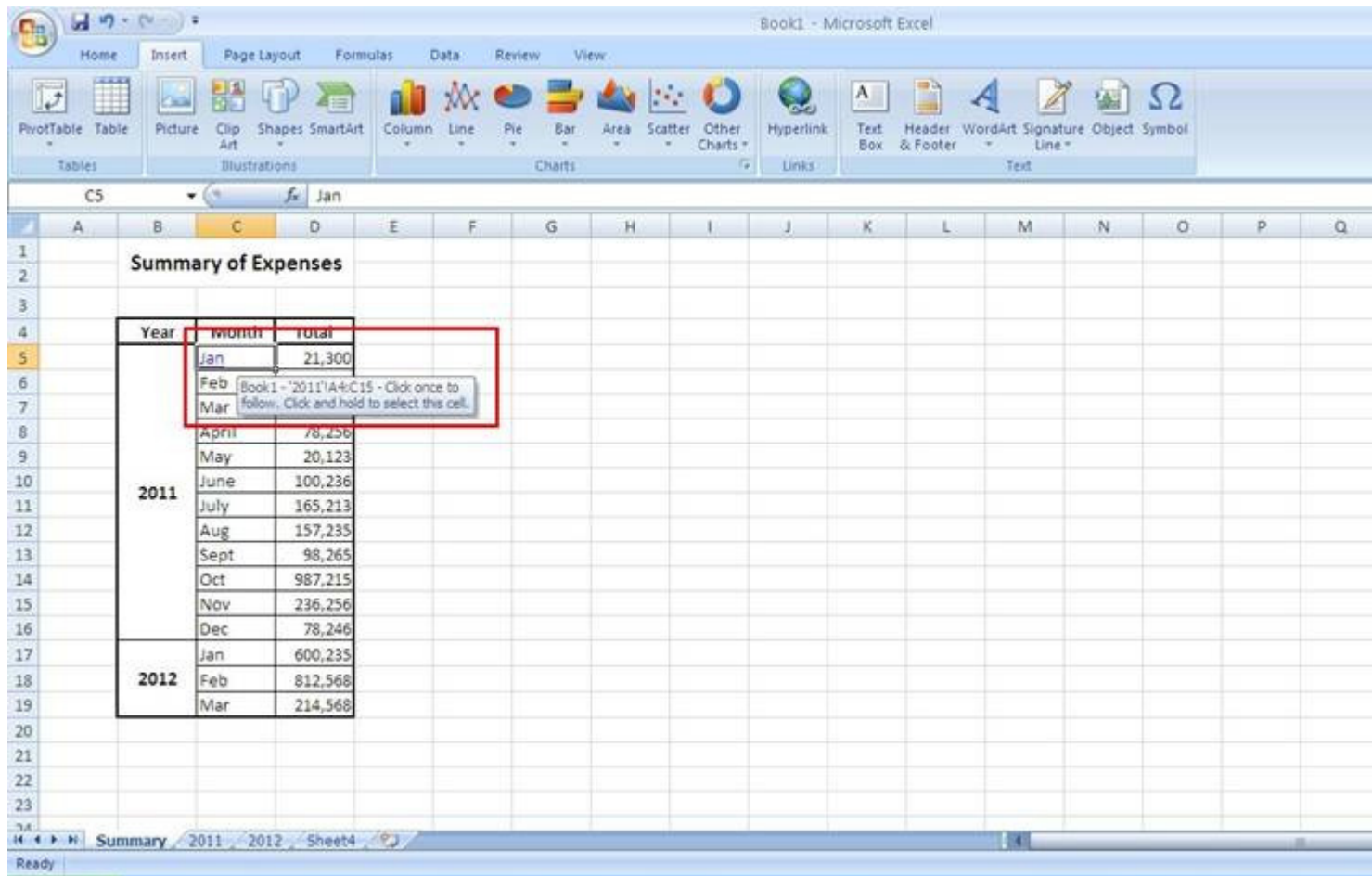
6. Enter a cell reference for your hyperlink destination in the *Type The Cell Reference* text box and choose a worksheet from the list box. Note that any named ranges in the workbook are also available as hyperlink destinations.



7. Click *OK* to create the Hyperlink.

Now when a user clicks on the cell that contains the specified text, the active cell jumps to your specified destination.

From:



To:

Book1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

PivotTable Table Picture Clip Art Shapes SmartArt Column Line Pie Bar Area Scatter Other Charts Hyperlink Text Box Header & Footer WordArt Signature Object Symbol

Tables Illustrations Charts Links Text

A4 January

Month	Amount	Description
January	152	1 yrd silk
	500	buttons
	5,600	machinery
	1,235	3 yrd cotton cloth
	600	sequence
	2,325	air fare
	3,526	5 yrd wool
	895	shells
	905	threads
	1,250	delivery charges
	4,312	electric sewing machine
TOTAL	21,300	
February	3,358	threads
	6,258	buttons
	1,250	2 yrd wool
	4,312	3 yrd cotton cloth
	152	1 yrd cotton
	500	shells
	5,600	electric sewing machine
	1,235	air fare
	600	sequence

Ready Average: 3550 Count: 25 Sum: 42600 100%