

Create Internal Link in a Workbook

Do you find navigating from different worksheets within the same workbook troublesome? Through the use of internal links, you can easily go to another location in a workbook with just a mouse click.

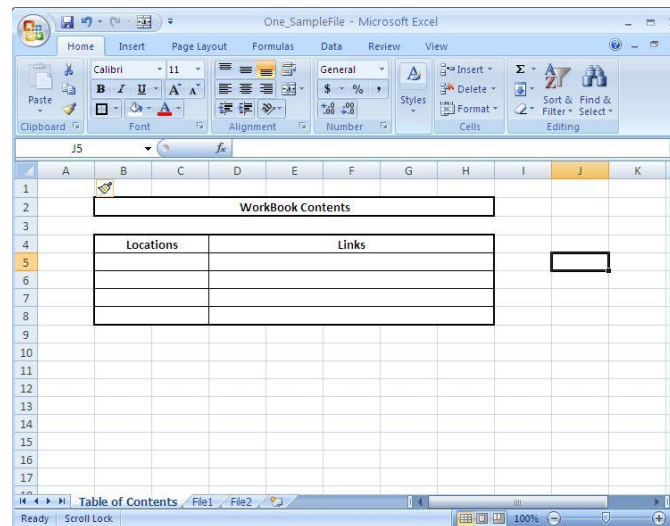
[Click here](#) to easily navigate to different locations in a workbook.



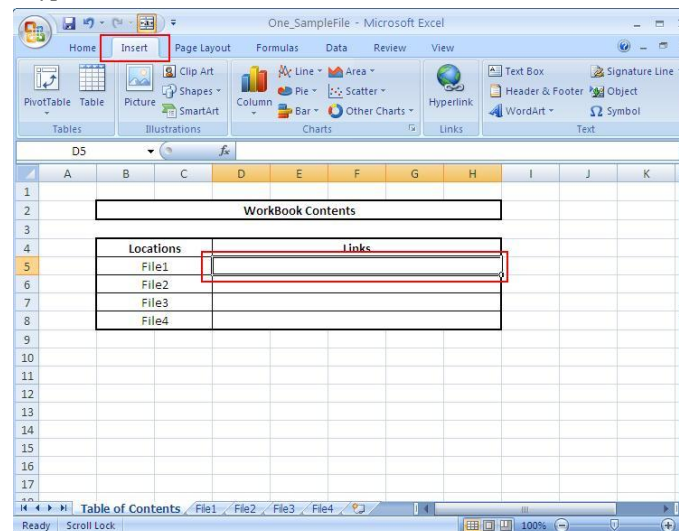
Prepared by Information Security and IT Governance Division of ICT.
[Productivl.T.y](#) showcases tips & tricks on various office and branch applications.

Create Hyperlinks within a Workbook

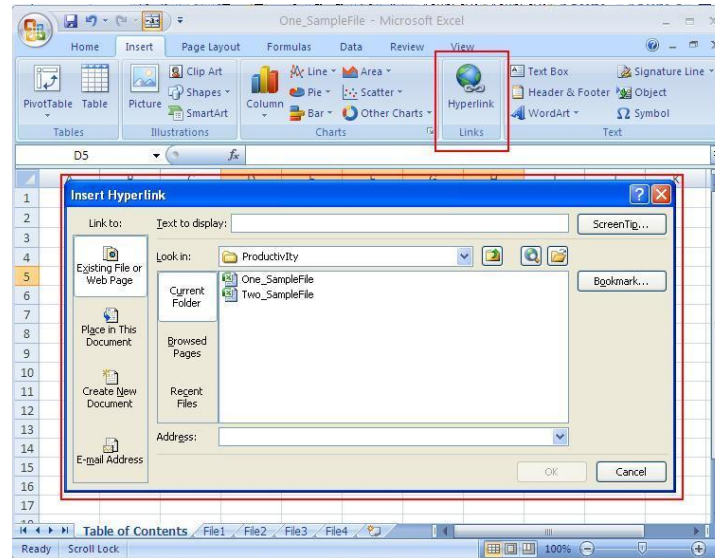
1. Open the Excel workbook to which you want to add an internal hyperlink.



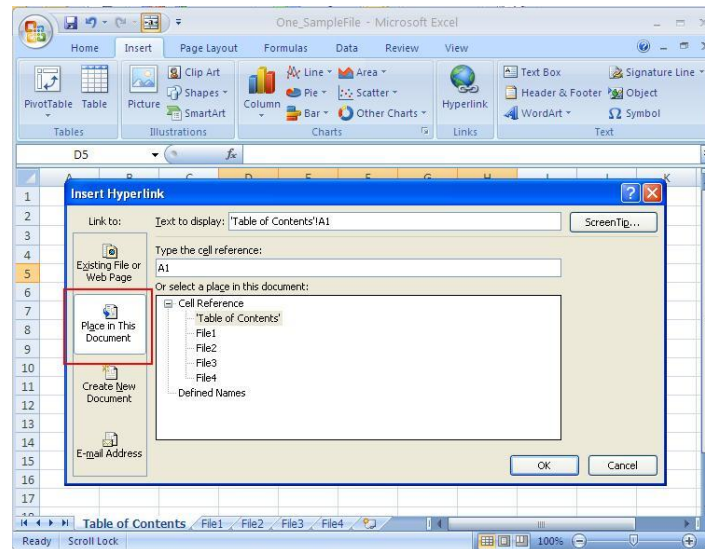
2. Select the cell you want to make your hyperlink. Then, select **Insert** form the Menu bar.



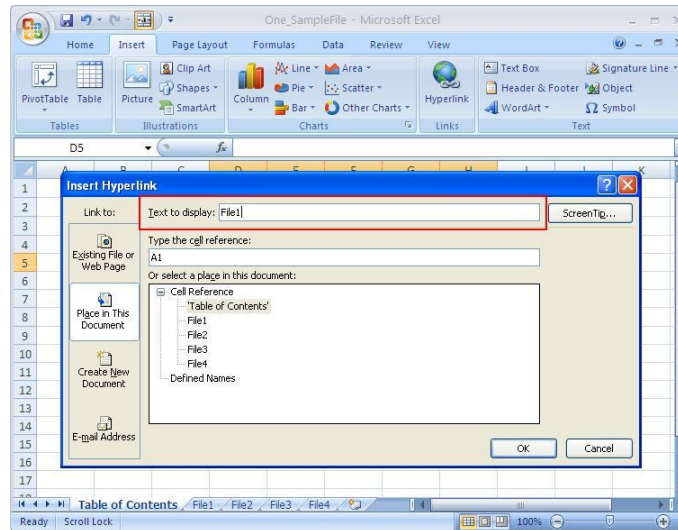
3. Select the **Hyperlink** icon from the Insert menu bar.



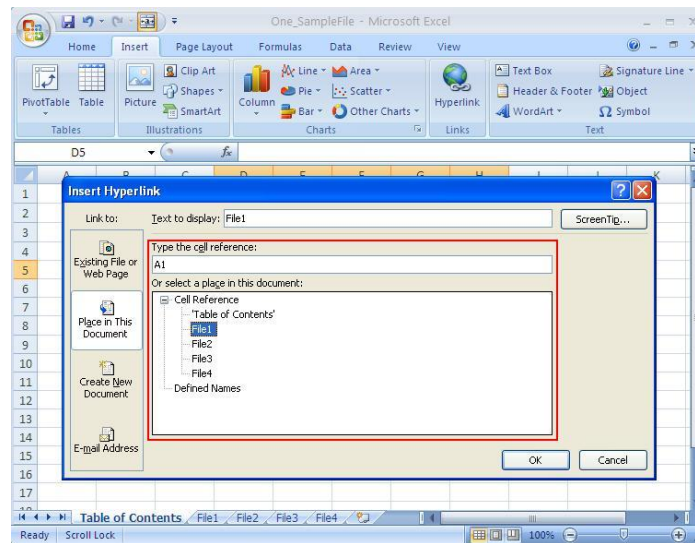
4. Click the **Place In This Document** icon on the left.



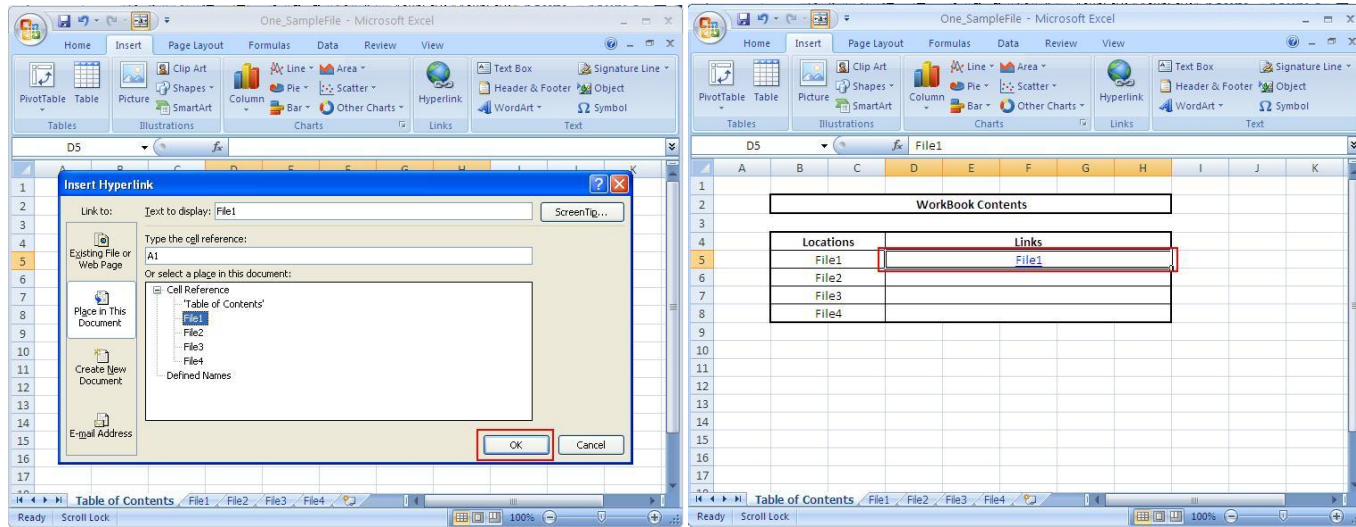
5. Specify the text you want the linked cell to display in the **Text To Display** text box.



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.



7. Click the Ok button to create the hyperlink.



8. Click the created hyperlink to navigate to the set location.

