

# How to use the Hyperlink function in Excel

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## How to use the Hyperlink function in Excel

### Functional structure

= **HYPERLINK** (link\_location, [friendly\_name])

Inside:

1. **Link\_location** (required argument) is the link to the website or file that is already opened. The link\_location can be a reference to a cell containing a link or a string of characters enclosed in quotes containing a path to a file stored on the hard drive, a UNC path on the server, a line. UNC leads on the internet or intranet.
2. **Friendly\_name** (optional argument) is the link text (also the jump text or anchor text) displayed in the cell. If you omit this, the link\_location argument will be displayed as the link text as well.

Note:

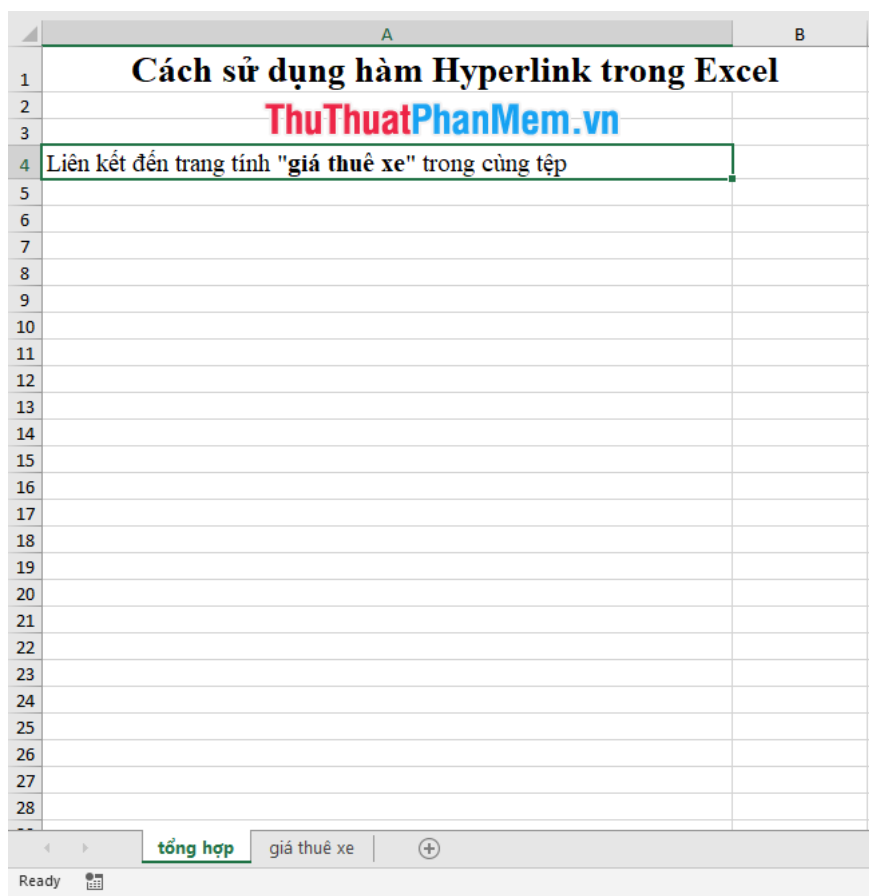
1. If the hyperlink does not exist or is broken, the Hyperlink function will display an error when you click the cell.
2. If the function returns an error value of VALUE! Or N / A appears in a cell, most likely the problem is with the friendly\_name argument in your Hyperlink function.

## Example of using Hyperlink function

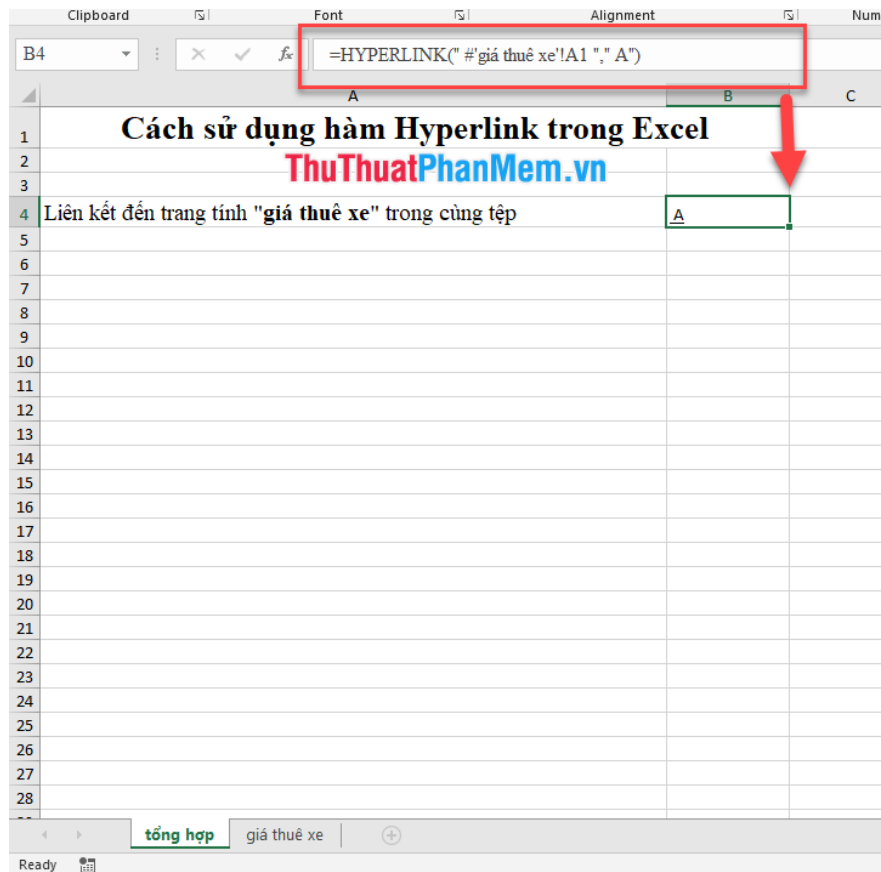
### Links to other sheets

To link to another sheet, use the formula = HYPERLINK ("# sheet name! A1", "the reference name you want to put").

You have the following example:



To create a link to the " **car rental** " worksheet in the same file, type the formula = HYPERLINK ("# 'car rental! A1", "A") and get the result:



When you click on the letter A, Excel automatically moves to cell A1 of the "car rental price" page.

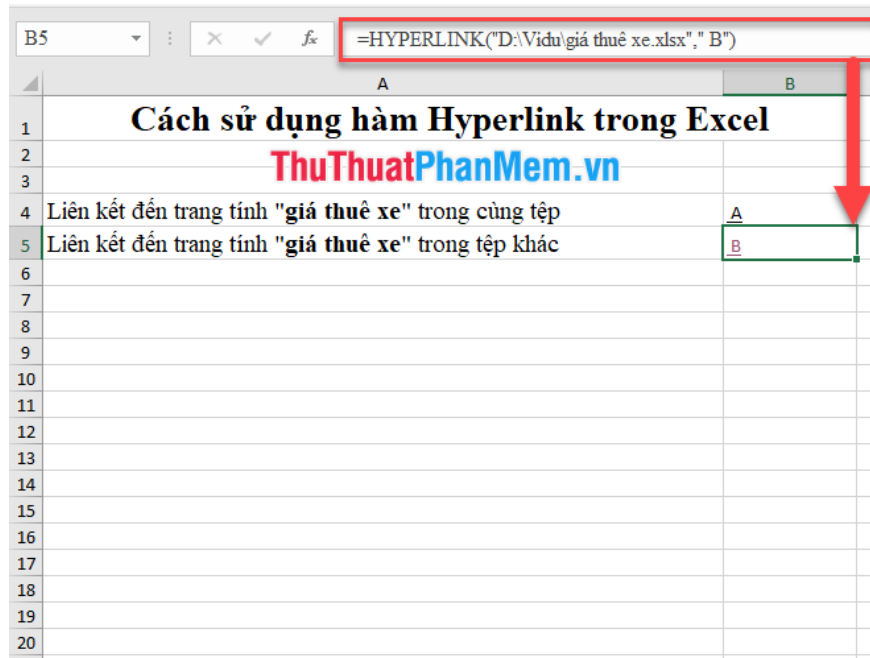
Note: to get to the position of any cell in the worksheet, you just need to replace the position of the cell with A1 in the above formula.

### Link to another spreadsheet

To create a link to another workbook, specify the full path to the target worksheet in the following format: " D: Vidugía xe xe.xlsx" by right-clicking the file you need and selecting **Properties** .

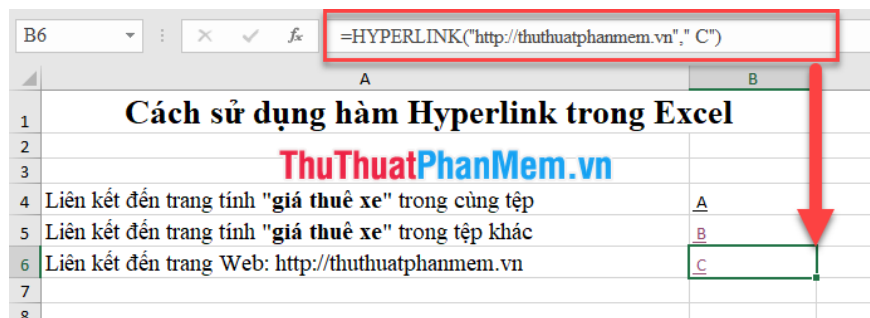
In a cell without the Hyperlink function, type the formula:

= HYPERLINK ("D: Vidugía car rental.xlsx", "B"). The result is:



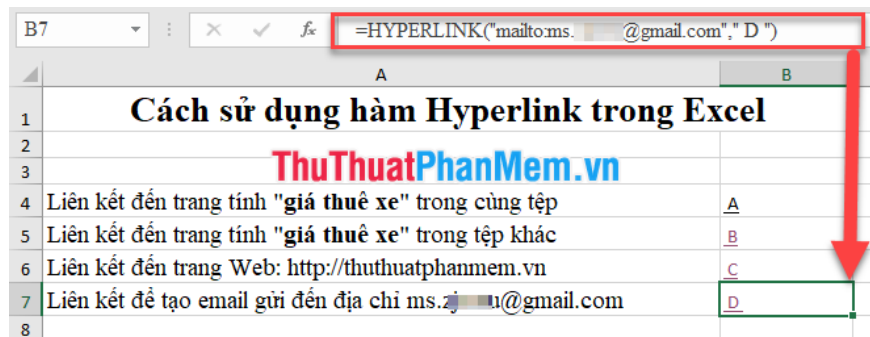
## Link to a website

To create a link to a website, enter the link for that site into the link\_location argument.



## Link to email

To create an email link to someone, you need an email address in the following format: mailto: email\_address in the link\_location argument.



## Hyperlink function does not work

The main reason that the Hyperlink function doesn't work is because the path no longer exists or is broken in the link\_location argument. When this error occurs, you should check the destination address of the link, make sure that the link location is provided in the correct format.

So, surely you already know how to create hyperlinks in Excel. Good luck!

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