

Lesson 20: Working with Hyperlinks

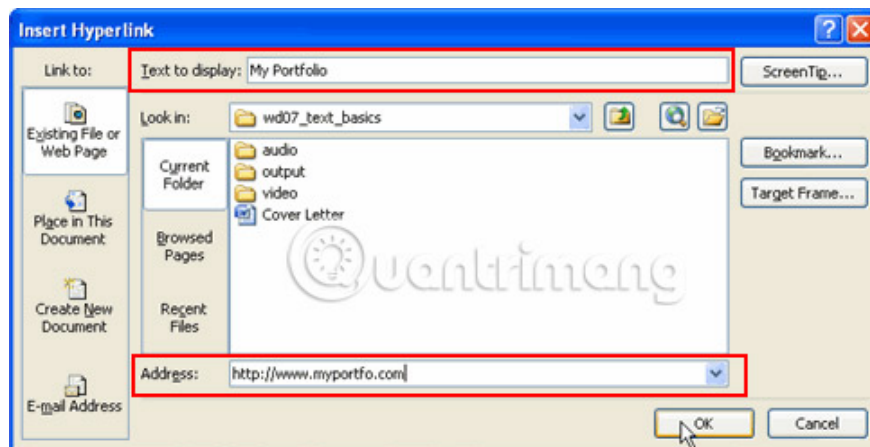
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Hyperlink is a piece of text or image in a soft document that can connect the reader to another part of the document or another website. In addition, a hyperlink can be used to connect and open an email application window.

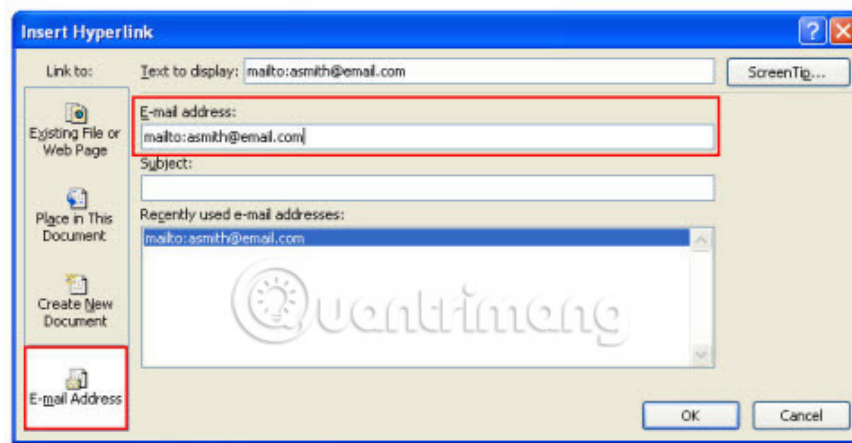
Do you see links that work on these sites, allowing you to move from one site to another? You only need to use a link to open this lesson. This is called hyperlink. You can use them in soft copies of Word documents, just like you do in web pages. In this article, you'll learn the basics of working with hyperlinks, including how to insert and remove them in your Word 2007 document.

Insert hyperlink

1. Select the text or image you want to create hyperlink.
2. Select the **Insert** tab .
3. Click **Hyperlink** in the **Links** section . The **Insert Hyperlink** dialog box will appear. If you have selected text, the words will appear in the **Text to display field:** at the top.
4. Enter the address you want to link to in the **Address:** field.



1. Click **OK**. The text or image you selected will now be a hyperlink.



Turn an email address into a hyperlink:

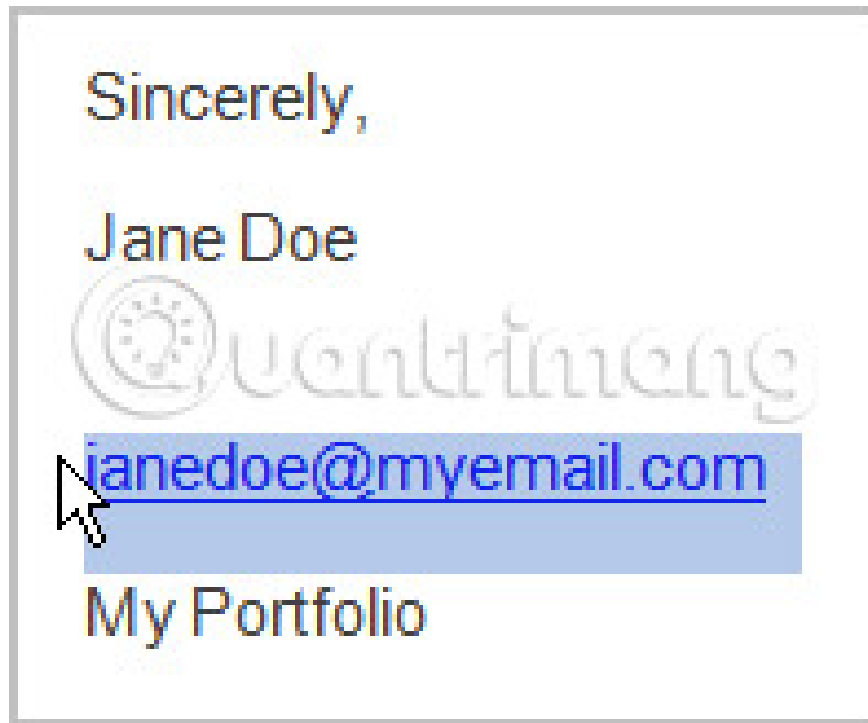
1. Enter your email address.
2. Highlight the text and select the **Insert** tab .
3. Click on the **Hyperlink** in the **Links** section and the **Insert Hyperlink** dialog box will appear.
4. On the left of the **Link to:** box , click **Email Address**.
5. The **Insert Hyperlink** box will change to the box shown above.
6. Enter the email address you want to connect to the **Email Address** box , then click **OK**.

You can also insert a hyperlink linked to another part of the same document.

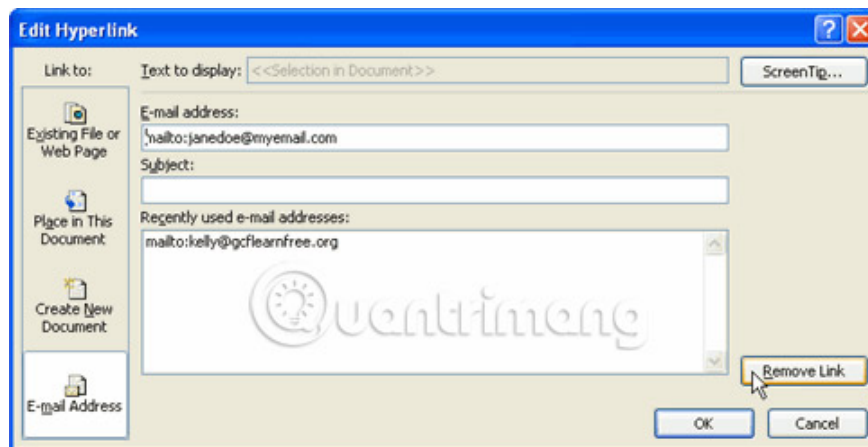
Word also recognizes many email and web addresses, if you enter and format them into automatic hyperlinks, after you press the **Enter** key or the spacebar.

Remove hyperlink

1. Select the hyperlink you want to deactivate.



1. Select the **Insert** tab .
2. Click **Hyperlink** in the **Links** section . The **Edit Hyperlink** dialog box will appear.



1. Click **Remove Link**.

Practice!

Use a cover letter or any other Word document you choose to complete this challenge.

1. Open an existing Word document.
2. Enter the following sentence: "**TipsMake.com website**"
3. Select **TipsMake.com**.
4. Insert a hyperlink connected to <https://quantrimang.com>
5. Remove hyperlinks.

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