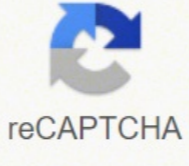




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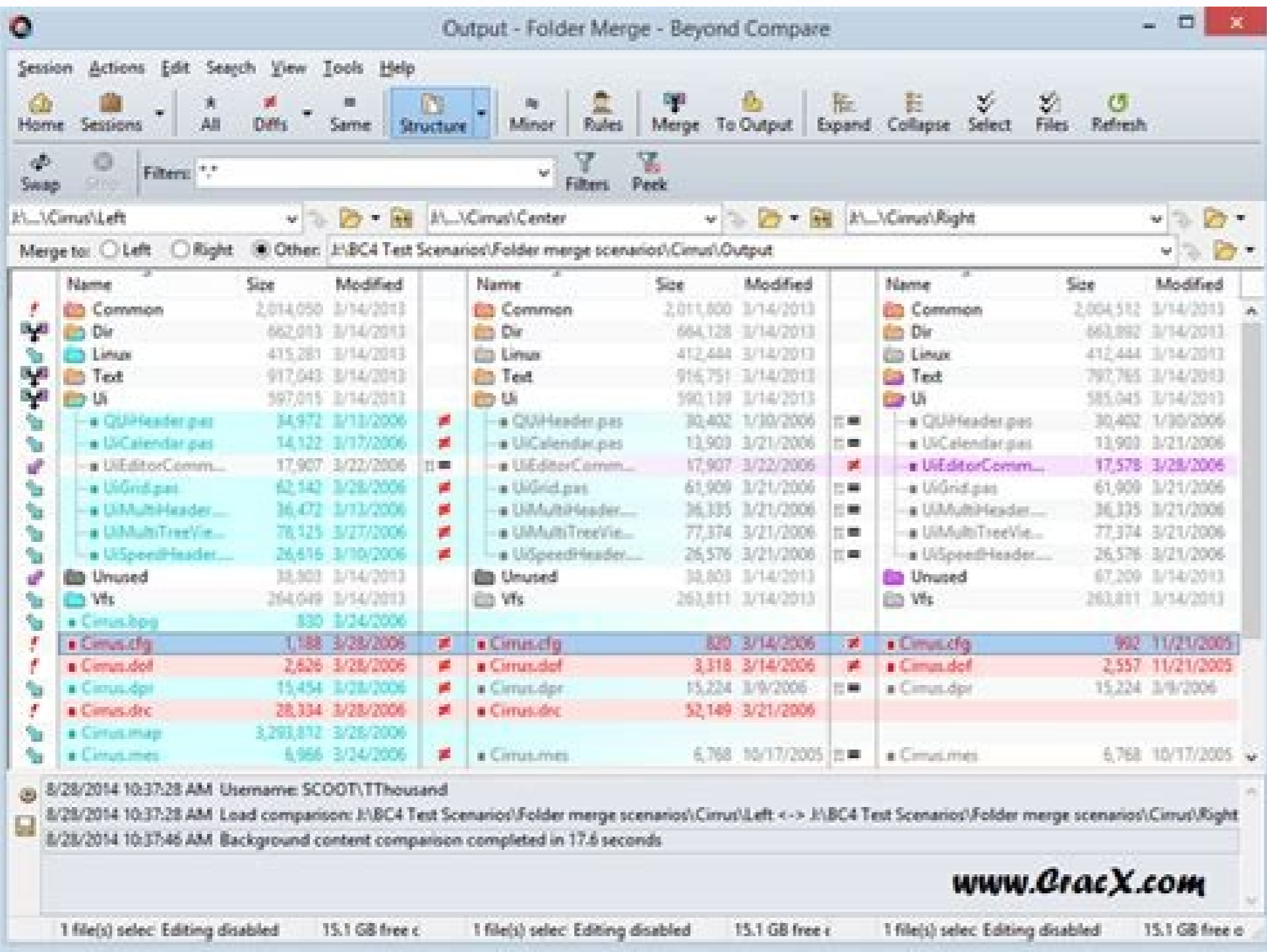
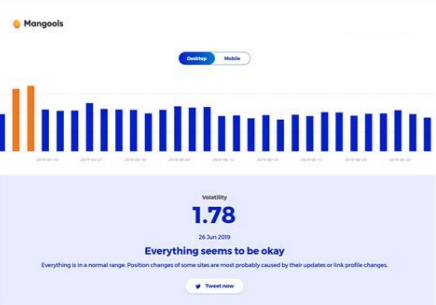


Next



Quality Assurance

bxp software allows you to assess and measure Quality Assurance against your criteria, your rules and your standards - whenever you want.



In this article, I will show you three ways you can add hyperlinks in your Excel working folder to easily navigate between several spreadsheets. You too, can learn how to change a call destination and modify its format. If you don't need a hyperlink anymore, you'll see how to remove it quickly. If you are a real Internet surfer, you know first hand on the bright sides of hyperlinks. By clicking on links you instantly get access to other information, no matter where it is located. But do you know the benefits of hyperlinks of spreadsheets in Excel spreadsheets? The time has come to discover them and start using this great Excel resource. One of the ways you can put hyperlinks sheet to good use is to create a table of contents of your working folder. Internal hyperlinks Your help to jump quickly to the necessary part of the working folder without falling through several spreadsheets. If you need to add a hyperlink in Excel 2016 or 2013, you can choose one of the following types of hyperlink: a link to an existing or new file, to a web page or e mail address. Since the theme of this article is the creation of a hyperlink to another sheet of metal in the same book, below you will discover three ways to do this. The first mother is all of creating a hyperlink within a working folder use Hyperlink command. Select a dog where you want to insert a hyperlink. Right Mouse Button in Dog and choose Hyperlink option in the context menu. The Dialogue Insert Hyperlink dialog appears on the screen. Choose place in this document in the Link for the section if your task is to connect the mobile phone to a specific location in the same book. Select the sheet you want to link in or select a place in this document file. Enter the address of the dog in the box Enter the dog reference in the box, if you want link to a certain dog. Other squid Enter a value or name in the text to the display box to represent the hyperlink in the calamari. Click OK. The context of the CA becomes underlined and highlighted in blue. This is that dog Container squid can use to create links between spreadsheets in the working folder. If you're not good at inserting Excel's brothers immediately into the brother bar, do the following: Select the dog where you want to add a hyperlink to. Go to the Function Library in the FORMULAS tab. Open the suspended Lookup Reference and choose HYPERLINK. Now you can see the function name in the Formula Bar. Simply enter the following two HYPERLINK function arguments in the dialogue window: link located and friendly name. In our case a link to the location refers to a dog. Specify on another Excel and friendly spreadsheet the jump text to display on the dog. Note: No obligation to enter friendly name. But if you want the hyperlink to look clean and clear, I recommend doing it. If you don't enter friendly name, the dog will display the link locate as the jump text. Fill in the link to location text box. Tip: If you don't know which address to enter, just use the cone Select the range to choose the dog Destination squid. The address is displayed in the link to location text box. Add the number sign (\$) before the specified location. Note: It's crucial to enter the number sign. It indicates that the location is within the current working folder. If you forget to enter it, the link will not work and an error will appear when you click on it. When you move to the Friendly text box, you see the result of the copula in the bottom left corner of the dictionary box Function Arguments. Enter Friendly. Click OK. There you are! All right, as it should be: the formula is in the formula bar, the link is in the dog. Squid. Click on the link to see if it follows. The quickest way to create inside a working folder use the drag and drop technique. Let me show you how it works. As one I will make a two-sheet workbook and create a hyperlink on sheet 1 for a calamari in sheet 2. Note: Make sure that the workbook is saved because this method does not work in new workbooks. Select the hyperlink destination calamario on sheet 2. Point to one of the edges of the calamaries and click on the right mouse button. Hold the button and turn off the sheet guides. Press the ALT key and mouse over the sheet guide 1. Have the ALT key pressed automatically takes you to the other sheet. Once sheet 1 is activated, you can stop keeping the key. Continue dragging to the place where you want to insert a hyperlink. Release the right mouse button to the pop-up menu appear. Choose Create hyperlink here on the menu. After doing this, the hyperlink appears in the cellar. When you click on it, it will change to the destination cell in sheet 2. Without a dot, you drag is the most fastest way to insert a hyperlink into an Excel worksheet. It combines several operations in a single action. It takes less time, but a little more concentration of attention than two other methods. So it's up to you that way to go. You can edit an existing hyperlink in your workbook by changing your destination, your appearance or text used to represent it. As this article deals with hyperlinks between spreadsheets from the same workbook, the hyperlink destination in this case is a specific calamus of another worksheet. If you want to change the hyperlink fate, you need to modify the reference of the calamari or choose another sheet. You can do both, if necessary. Click the right mouse button on the hyperlink that you want to edit. Choose Edit Hyperlink from the pop-up menu. The Edit Hyperlink dialog box is displayed on the screen. You see that it seems the same as the dialogue insert hyperlink and has the fields and layout idios. Notice: There are at least two ways to open the Edit HyperLink dialog box. You can ctrl + k click the hyperlink in the link group in the tab insert. but do not forget to select the cell needed before doing it, update o. In the appropriate fields in the Edit HyperLink window. Click OK and check where the hyperlink jumps now. Write down. If you have used the method 2 to add a hyperlink to Excel, you need to edit the fan again to change the destination of the hyperlink. Select the calamari that contains the link, and then place the cursor in the fan bar to edit it. Most of the time hyperlinks are shown as a blue color underlined text. If the pupil of the text of hyperlink seems boring and you would like to stand out from the crowd, go ahead and read below how to do it: Go to the Styles group on the Home tab. Open the list of skills styles. Click the right button on Hyperlink to change the appearance of the hyperlink that has not been clicked. Or click the right button followed hyperlink if the hyperlink was activated. Choose the option to modify the context menu. Click Format in the styles window. Make the changes you need in the cell format window. Here you can change the alignment of the hyperlink and the source or add fill color. When you finish, click OK. Make sure all changes are marked in the style includes in the style window. Press OK. Now you can enjoy a new individual style of hyperlinks in your workbook. Pay attention that the changes you make affect all hyperlinks in the current workbook. You can not change the appearance of a single hyperlink. It will take a few seconds and no effort to erase a worksheet hyperlink. Click the right button on the hyperlink you want to remove. Choose the remove hyperlink option from the context menu. The text remains in the cell, but it is not a hyperlink. Write down. If you want to erase a hyperlink and the text that represents it, click the right button on the calamari that contains the link and choose the option to clear the menu content. This trick helps to delete a single hyperlink. If you want to know how Last (all) Excel worksheets hyperlinks at once, follow the link to our previous blog post. I hope in this article you have seen and efficiency of the use of internal hyperlinks in a book of exercises. Just a few clicks to create, jump and discover the massive content of complex Excel documents. You may be interested in

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