

1. Click your mouse on the location in the document where you want to insert the **Hyperlink**.
2. Type the website address of the website you want to create the hyperlink.
3. Click the **Insert tab**, go to the **Links group** and click the **Hyperlink button**.
4. On the **Insert Hyperlink** dialog box, click **Existing file or Web page** and select the **Filename** where the source file is located and then the hyperlink will be created on your document.
5. Press **Ctrl + Click** on the hyperlink to open the website.

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LINKING AN OBJECT FROM EXCEL TO WORD

Recording a Macro

1. On the View Tab, click the drop-down arrow of Macro button.
2. Select the Record Macro on the drop-down list.
3. On the Macro name box, types the name for the macro.
4. On the Store macro in box, click the template or documents in which you want to store the macro.
5. If you do not want to assign macro to a toolbar, click OK to begin the recording of the macro.
6. Your mouse pointer will you show a recorder image to indicate that recording has started and everything that you will be doing will be recorded.
7. Perform the actions that to record in macro.
8. To stop recording your macro, click the drop-down arrow on Macros button and select Stop Recording.

Running a Macro

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1. On the View tab, click drop-down arrow of Macro button.
2. Select the View Macro dialog box click Run.
3. On the Macro dialog box click Run.
4. On the Macros dialog box, you can also Edit or Delete macros.