After completing this lesson, you will be able to:

- Create and edit hyperlinks in worksheets.
- Save worksheets and workbooks as Web pages.
- Send workbooks via e-mail.
- View and edit comments.

Inserting a Hyperlink

To insert a hyperlink

1. Click the cell in which you want to place the hyperlink.
2. On the Insert menu, click Hyperlink.
3. In the Text to display box, type the text that you want to appear as the text of the hyperlink.

(continued)

Inserting a Hyperlink

To insert a hyperlink *(continued)*

4. In the Address box, type the path or URL.
   Or
   Click the Browse button to navigate to the file or Web page that you want.
5. Click OK.

Editing a Hyperlink

To edit a hyperlink

1. Right-click the cell containing the hyperlink.
2. On the shortcut menu, point to Hyperlink and click Edit Hyperlink.
3. To change the text of the link, edit the text in the Text to display box.
4. To change the target of the link, edit the text in the Address box.
5. Click OK.

Removing a Hyperlink

To remove a hyperlink

1. Right-click the cell containing the hyperlink.
2. On the shortcut menu, point to Hyperlink and click Remove Hyperlink.

Saving a Workbook or a Worksheet as a Web Page

To save a workbook as a Web page

1. On the File menu, click Save As.
2. Click the Save as type down arrow and click Web Page.
3. Click the Entire Workbook option or the Selection: Sheet option.
4. If necessary, change the path and file name.
5. Click Save.

Sending a Workbook Via E-mail

To send a workbook via e-mail
1. Open the workbook that you want to send.
2. On the File menu, point to Send To and click Mail Recipient or Mail Recipient (as Attachment).
3. In the To: box, type the e-mail address to which you want to send the workbook.
4. If desired, fill in the Subject and message body boxes.
5. Click the Send button.

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Managing Comments

To add a comment to a cell
1. Select the cell in which you want to insert a comment.
2. Click Comment on the Insert menu.
   Or
   Click the New Comment button on the Reviewing toolbar
3. Type your comment.
4. Click in another cell to exit the comment field.

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Managing Comments

To view a comment
- Point to the cell that contains the comment.
  Or
  Click the Next Comment button on the Reviewing toolbar

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Managing Comments

To delete a comment
1. Right-click on the cell that contains the comment that you want to delete.
2. Click Delete Comment from the shortcut menu.
   Or
- Use the Next Comment button on the Reviewing toolbar to reach the comment that you want to delete.
- Click the Delete Comment button on the Reviewing toolbar.

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