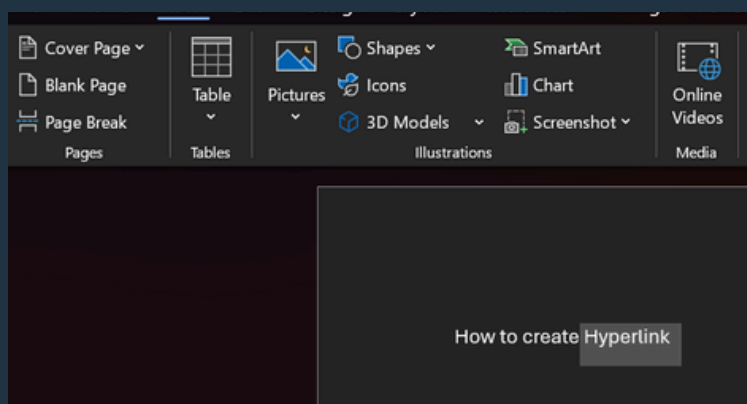


# HOW TO CREATE A HYPERLINK IN WORD

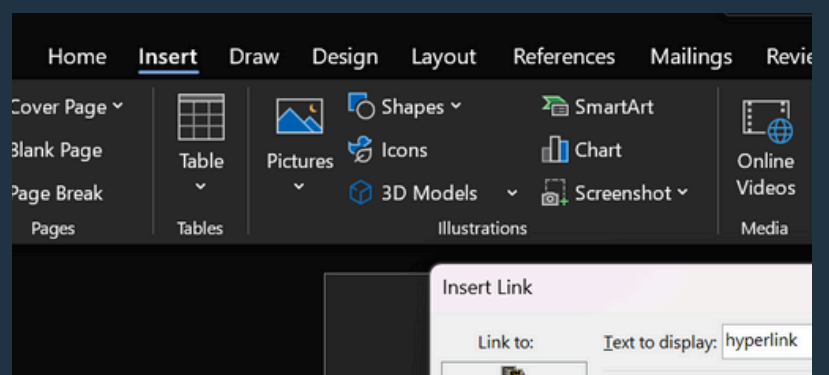
1

*Highlight the word  
you need use*



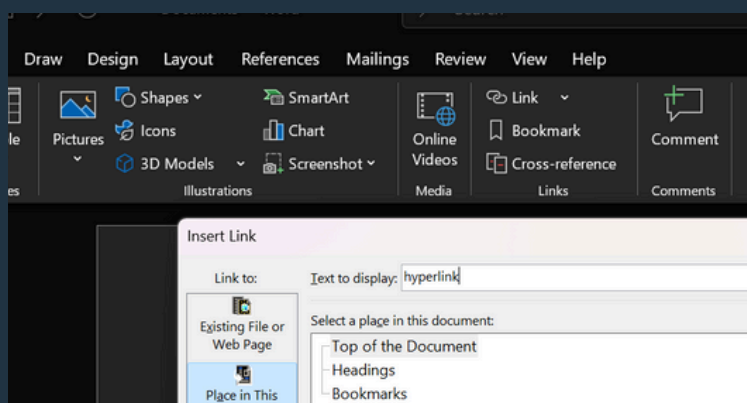
2

*Go to the top left corner  
and click on insert*



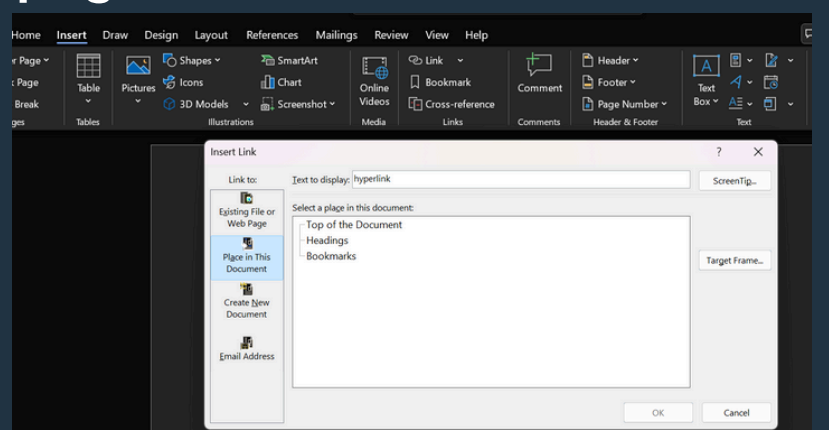
3

*Go to the right and  
click on Link*



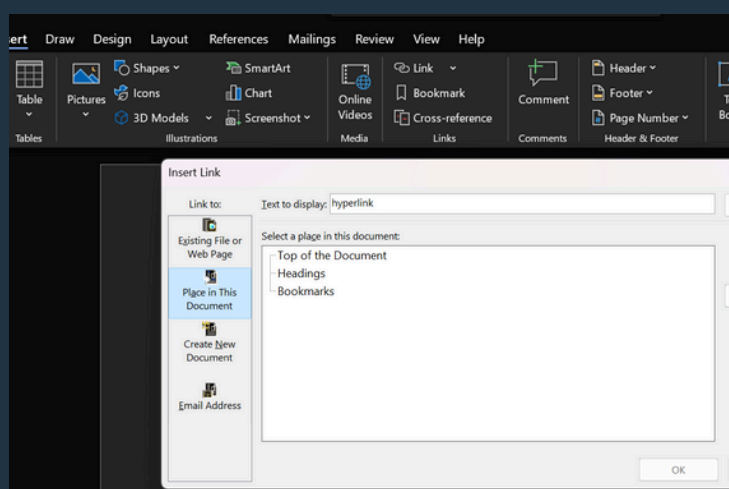
4

*In the pop up screen click  
on existing files or web  
page*



5

*Type here the URL of the  
file or webpage*



6

*click ok and its done*

