

How can I use the HYPERLINK function in Excel to create clickable links in my spreadsheet?

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The HYPERLINK function in Excel allows users to create clickable links within their spreadsheet. By using this function, users can easily direct readers to external websites, documents, or specific cells within the same spreadsheet. This feature is particularly useful for organizing and accessing important information within the spreadsheet. To use the HYPERLINK function, users simply need to specify the URL or cell reference they want to link to and assign a display name for the link. This function streamlines the process of navigating and sharing information, making it a valuable tool for efficient data management.

This article describes the formula syntax and usage of the **HYPERLINK** function in Microsoft Excel.

Description

The **HYPERLINK** function creates a shortcut that jumps to another location in the current workbook, or opens a document stored on a network server, an intranet, or the Internet. When you click a cell that contains a **HYPERLINK** function, Excel jumps to the location listed, or opens the document you specified.

Syntax

HYPERLINK(link_location,)

The HYPERLINK function syntax has the following arguments:

Link_location Required. The path and file name to the document to be opened. Link_location can refer to a place in a document -- such as a specific cell or named range in an Excel worksheet or workbook, or to a bookmark in a Microsoft Word document. The path can be to a file that is stored on a hard disk drive. The path can also be a universal naming convention (UNC) path on a server (in Microsoft Excel for Windows) or a Uniform Resource Locator (URL) path on the Internet or an intranet.

Note:

Excel for the web the HYPERLINK function is valid for web addresses (URLs) only. Link_location can be a text string enclosed in quotation marks or a reference to a cell that contains the link as a text string.

If the jump specified in link_location does not exist or cannot be navigated, an error appears when you click the cell.

Friendly_name Optional. The jump text or numeric value that is displayed in the cell. Friendly_name is displayed in blue and is underlined. If friendly_name is omitted, the cell displays

the link_location as the jump text.


Friendly_name can be a value, a text string, a name, or a cell that contains the jump text or value.

If friendly_name returns an error value (for example, #VALUE!), the cell displays the error instead of the jump text.

Remark

In the Excel desktop application, to select a cell that contains a hyperlink without jumping to the



hyperlink destination, click the cell and hold the mouse button until the pointer becomes a cross , then release the mouse button. In Excel for the web, select a cell by clicking it when the pointer is an arrow; jump to the hyperlink destination by clicking when the pointer is a pointing hand.