1. **Step-by-Step: Apply a Hyperlink**
   1. Before you begin these steps, launch Microsoft Word.
   2. **OPEN** the ***proseware\_weblayout*** document from the lesson folder.
   3. On the *Home* tab, in the *Paragraph* group, click the **Show/Hide** button to enable.
   4. Select the company name, *Proseware, Inc.*
   5. On the *Insert* tab, in the *Links* group, click the **Hyperlink** button to open the *Insert Hyperlink* dialog box as shown above. The Insert Hyperlink dialog box opens.
   6. In the Address box, key **http://www.proseware.com/**. Click **OK**. You have created a link for the company to link directly to the external website.
   7. In text, the company name appears underlined in blue and is linked. Since this is a fictitious company, the link will direct you to the Microsoft official website. To check the link, press the **Ctrl** key and click to go directly to the website. Notice the screen tip appearing above the hyperlink. When you click on the link, the hyperlink changes to another color. Also, when you hover over the link, you will see the screen tip.
   8. Select the first image to the top left. The next step is to link the graphic to the company website.
   9. In the *Links* group, click the **Hyperlink** button. With the dialog box open, key http://www.proseware.com. As you begin keying, Autofill recognizes text and completes the entry for you.
   10. Click the **Screen Tip** button. The *Set Hyperlink Screen Tip* dialog box appears. Key **PWI**. Click **OK** to close the Set Hyperlink Screen Tip dialog box. Click **OK** to close the Edit Hyperlink dialog box.
   11. Place your insertion point over the first image and notice the screen tip, PWI, appears.
   12. Repeat steps 6–8 for the second image and test your links.
   13. **SAVE** the document as ***proseware\_weblayout\_links*** in your USB flash drive in the lesson folder.
   14. **LEAVE** the document open to use in the next exercise.
2. **Step-by-Step: Remove a Hyperlink and Screen Tip**
   1. **USE** the document open from the previous exercise.
   2. Select the second image.
   3. Use the shortcut keyboard command **Ctrl+K** to access the *Insert Hyperlink* dialog box.
   4. Click **Remove** **Link** to remove the hyperlink.
   5. Select the first image and on the *Links* group, click the **Hyperlink** button.
   6. Click the **Screen Tip** button and delete *PWI*. Click **OK**.
   7. Place your insertion point over the first image and notice the screen tip no longer appears.
   8. **SAVE** the document as ***proseware\_weblayout\_links1*** in your USB flash drive in the lesson folder.
   9. **LEAVE** the document open to use in the next exercise.
3. **Step-by-Step: Add Bookmark**
   1. **USE** the document open from the previous exercise.
   2. Select the **Web Site Creation Strategy** text.
   3. On the *Insert* tab in the *Links* group, click the **Hyperlink** button. In the *Insert Hyperlink* dialog box, click the **Bookmark** button. The *Select Place in Document* dialog box opens.
   4. Scroll up and select **Top of the Document** as shown at right. Click **OK** to close the Select Place in Document dialog box. Notice the *Address* bar in the Insert Hyperlink dialog box displays in the box #*Top of the Document*—this will link to the beginning of the document. Click **OK** to close the Insert Hyperlink dialog box.
   5. Press **Ctrl+End** to move to the end of the document.
   6. Press **Enter** after the email image and key **Back to Top**.
   7. Select **Back to Top** then press **Ctrl+K** to open the *Insert Hyperlink* dialog box.
   8. Click the **Bookmark** button and scroll up and select **Top of the Document**. Click **OK** twice. The *Back to Top* link changes to a **Bookmark** link.
   9. Test the Bookmark by pressing and holding the **Ctrl** key and clicking the **Back to Top** link. Notice that it automatically goes to the top of the document.
   10. **SAVE** the document as ***proseware\_weblayout\_links2*** in your USB flash drive in the lesson folder.
   11. The next step is to create bookmarks based on headings and use the *Go To* command to go directly to the bookmark.
   12. On page 2, double-click to select the word **Strategy**. In the *Links* group, click the **Bookmark** button and key the word **Strategy** in the box. Click **Add** and the word *Strategy* is added as shown at right. Complete this step again for the headings listed in the table at right until the additional five text items are bookmarked. In the last item after clicking Add, click **OK** to close the Bookmark dialog box.
   13. Bookmark names can contain up to 40 characters and spaces are not allowed when using Bookmarks; there-fore, you would use an underscore to separate words. With *Stabilization* still highlighted, click **Bookmark** again. Your screen should match that at right. Click **Cancel**.
   14. Position the insertion point at the beginning of the document by pressing **Ctrl+Home**. In the *Links* group click the **Bookmark** button. Test each link by selecting the bookmark name and then click the **Go To** button. Select **Design** and then click **Go To**, and the word is automatically highlighted in the document. After testing all bookmarks, click **Close**.
   15. **SAVE** the document in your USB flash drive in the lesson folder.
   16. **LEAVE** the document open to use in the next exercise.
4. **Step-by-Step: Add an Email as a Hyperlink**
   1. **USE** the document open from the previous exercise.
   2. Press **Ctrl+End** to move to the end of the document.
   3. Click the email image to select it.
   4. In the *Links* group of the *Insert* tab, click the **Hyperlink** button or press **Ctrl+K**. The *Insert Hyperlink* dialog box opens.
   5. Under the *Link to* section, click **E-mail Address**. In the *E-mail address* section, key **manager@proseware.com** in the box. *Mail to* automatically appears when you begin keying the email address. For the *Subject* box, key **Web Design** as shown on the next slide. Click the **ScreenTip** button to open the *Set Hyperlink Screen Tip* dialog box; then in the *Screen Tip* text box, Key **Manager**. Click **OK** twice.
   6. Hover your mouse over the E-mail image and the Screen Tip Manager appears. Test your email link by pressing the **Ctrl** key and clicking the left mouse button once. Outlook automatically opens with the email address and subject line inserted. This type of hyperlink is known as a *mailto link*.
   7. **SAVE** the document in your USB flash drive in the lesson folder and close the file.
   8. **LEAVE** Word open to use in the next exercise.