**Tutorial C10 Using Hyperlinks (13 points)**

1. You can create \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Publisher to either direct people to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that you have available.
2. To begin, make sure you have a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and that you have text inside it.
3. Next, select your text, and go to the \_\_\_\_\_\_\_\_\_\_\_\_\_ tab in your ribbon and select \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the links category.
4. Circle the hyperlink button below.

1. You have several options for creating links. You can link to an existing \_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, place in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, create a \_\_\_\_\_\_\_\_\_\_\_\_ document, or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ address.
2. To link to a web address, you must type the web address in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ box.

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