W 7.7

**7th Grade Microsoft Word**

**Insert Tab: Hyperlinks**

**Instructions:**

1. Open a new document in Microsoft Word
2. Save as “w 7.7” to your class folder

3. Insert a header

4. Double click below the header

5. Using the insert tab, you will create 10 hyperlinks to the following websites: Corpus Christi School, Pepsi, Google, Apple, Ford, Central Catholic, McDonalds, Target, Subway, and Nike.

6. Make sure the “text to display” contains just the name of the site, not the entire web address

7. Once you have created 10 hyperlinks, click on each one to make sure they work properly.

8. Save the document again.