

# Section 9



## Topics Covered

- Creating hyperlinks ..... 9-2
- Using Web page preview ..... 9-6
- Saving a workbook as a Web page ..... 9-7
- Publishing an interactive Web page ..... 9-11
- Sending a workbook via e-mail ..... 9-14



**Time Required: 40 Mins**



# Creating Hyperlinks



When setting up your Excel workbooks, it is possible to incorporate text or graphics that will behave as hyperlinks. When a user clicks on a hyperlink, it can be configured to:

- take them directly to another Excel file or a specific Web page on the Internet/Intranet
- take them to another sheet in the workbook
- create a new mail message headed-up with a specific recipient's address
- create a new blank document

## To Create a Hyperlink

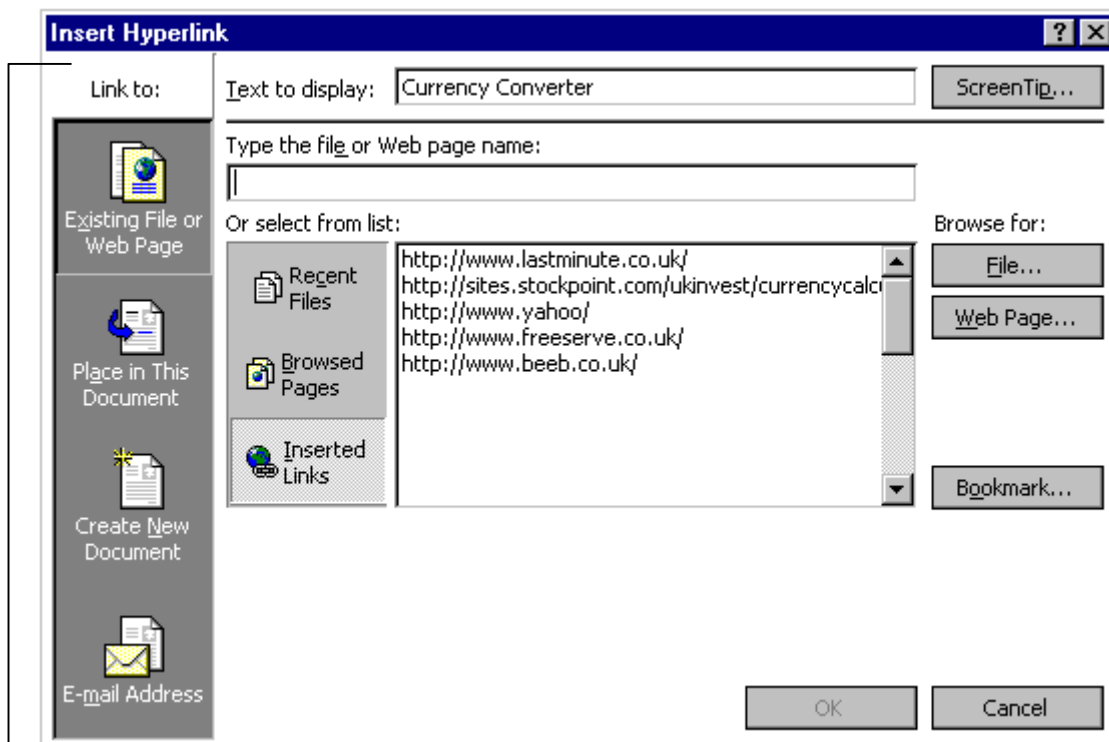
1. Select the text or the object you want to set up as a hyperlink.

**Menu:** Select the **Insert, Hyperlink** menu option.

 Click on the  **Hyperlink** button shown on the Standard toolbar.

 **[CTRL] K**

The following dialogue box will be displayed. /..




Select which type of link you want to create by selecting one of these 4 icons



# Creating Hyperlinks

## ../ To Create a Hyperlink

2. Specify the type of link you want to create by clicking on one of the 4 icons shown in the link to box.
  - **Existing File or Web page:** If you select this option, enter the web address into the **Type the file or Web page name** box, e.g. <http://www.lastminute.co.uk>
  - **Place in This Document:** If you have selected this option, you will be able to select from a list of displayed sheet tab names or range names.
  - **Create New Document:** If you select this option, specify the folder path and name for the new document.
  - **E-mail Address:** If you select this option, enter the e-mail address and subject that you want to automatically appear in the message header of the e-mail when this hyperlink is selected.

If you need any additional help, click on the  button shown in the top right corner of this dialogue box and then click on the option for more information.


3. Once all options have been set, click **OK**.



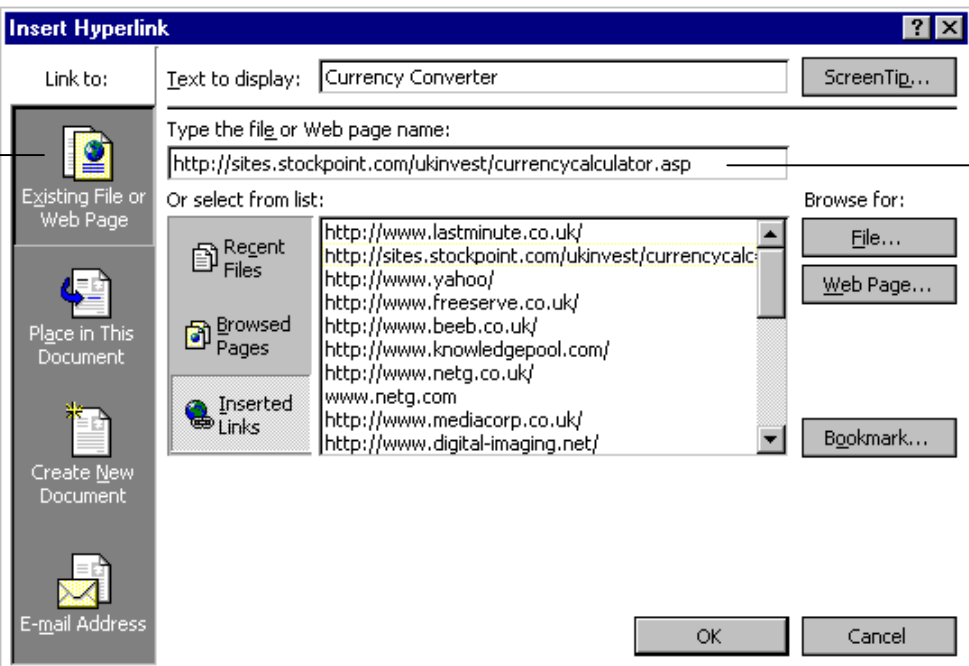
## Exercise 9-1

1. Open the **Rates Table** workbook held in the **Excel 2000 Intro Exercises** folder.
2. Follow the instructions below to set up a text hyperlink that will link directly to a page on the Internet.
  - Click on cell **A13** so the hyperlink is associated with the text **Currency Converter**.

	A	B	C
1	Currency Exchange Rates		
2			
3	Currency	Value of the £	Click for last minute holidays
4			
5	US Dollars	1.64	
6	French Francs	8.13	
7	Germany DM	2.39	
8	Australian Dollars	2.145	
9	Belgium Francs	49.05	
10			
11	Yesterday's rates		
12			
13	Currency Converter		
14			

- Click on the  **Hyperlink** button shown on the Standard toolbar and enter the details as shown below.

Click on this button and then...

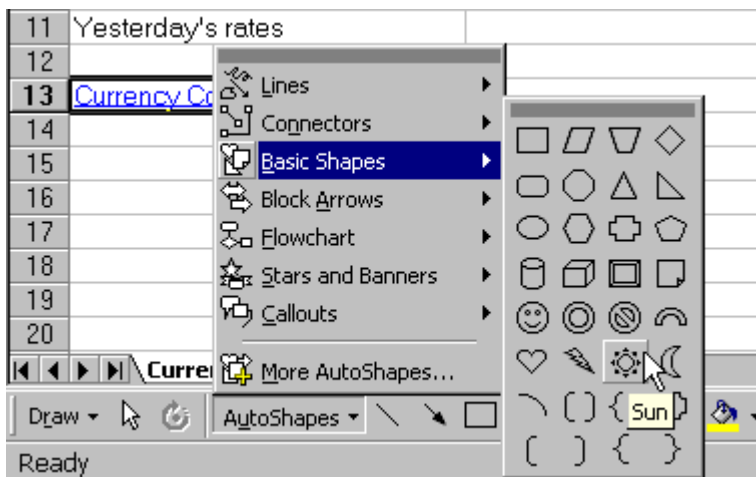


...type in this WEB address  
http://sites.stockpoint.com/ukinvest/currencycalculator.asp



## Exercise 9-1

- Click on **OK** and the link will be set up.  
You will see the text appear in blue with an underline. If you have a direct link to the Internet, when you click on the Hyperlink a currency converter Web page will be automatically displayed.
- 3. Draw a sun onto the worksheet as shown below.
  - If necessary display the Drawing toolbar and then select the Sun shape as shown below.



- Click and drag to draw the sun on the worksheet and colour it as yellow.

	A	B	C
1	Currency Exchange Rates		
2			
3	<b>Currency</b>	<b>Value of the £</b>	<b>Click for last minute holidays</b>
4			
5	US Dollars	1.64	
6	French Francs	8.13	
7	Germany DM	2.39	
8	Australian Dollars	2.145	
9	Belgium Francs	49.05	
10			

4. Right click on the sun image and using the Hyperlink option, create a hyperlink to the Web page <http://www.lastminute.co.uk>
5. Click on a blank area of the worksheet and then click on the sun image to see the hyperlink work.
6. Save the changes to the document.



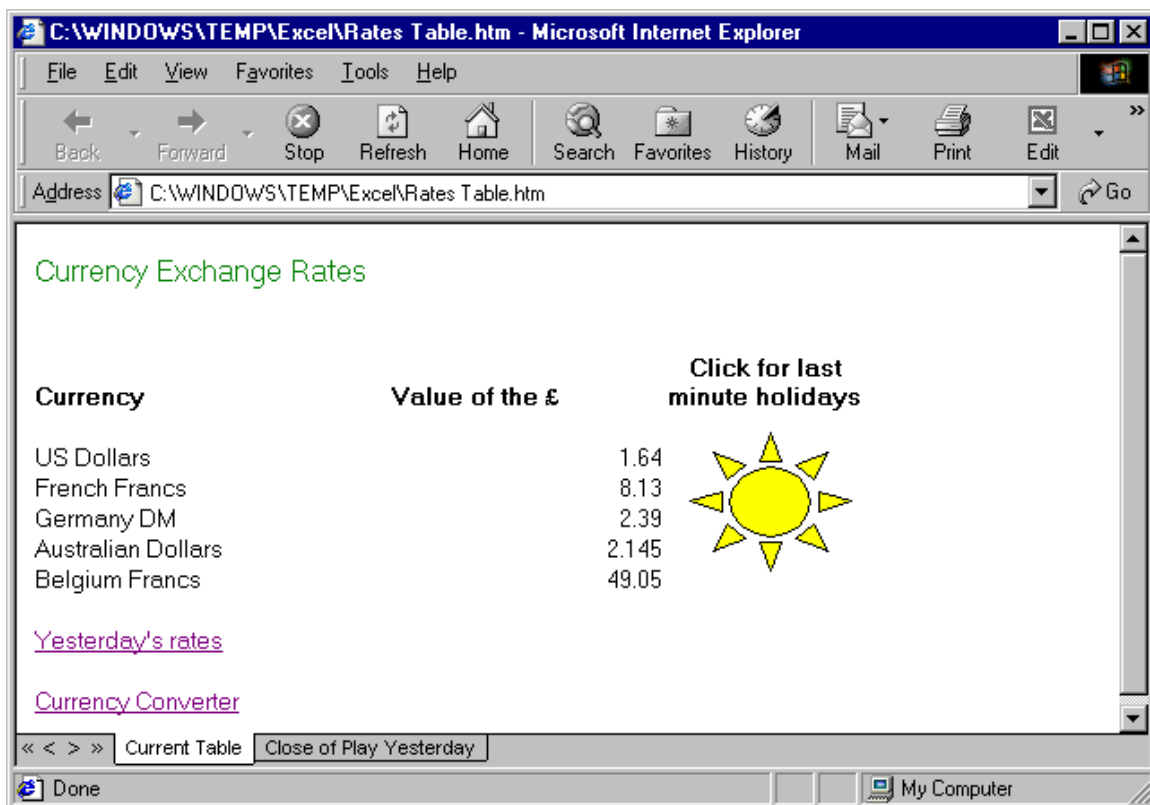
## Saving a Workbook as a Web Page

If you would like others to be able to view your Excel workbook using an Internet Browser such as Internet Explorer or Netscape Navigator, you can save it as a Web Page.

Once you have saved your workbooks as a Web page you could transfer it to your company's Intranet or upload it to the Internet for others to access. Once the workbook is saved as a Web page anyone using an Internet Browser will be able to look at the document without the need for Excel.

### Web Page Preview

If you would like to see what your workbook would look like as a Web page, you can use the **File, Web Page Preview** command. After a few seconds, your workbook will be displayed within your Internet Browser application.



This is only a temporary view. To produce your workbook as a Web page, follow the instructions as outlined on the following pages.



# Saving a Workbook as a Web Page

## To Save Your Workbook as a Web Page

1. **Menu:** Select the **File, Save as Web Page** menu option.
2. The following dialogue box will be displayed. Set your required options.

Specify whether you wish to save the entire workbook or only the worksheet currently displayed

Select where the web page is to be created

Enter your Web page name here. Excel will append the file extension .htm

Once you have specified all options required, click on Save.

If you select this Publish option, a second dialogue box will appear with additional options. You can use the Publish command to create an individual Web page from the current worksheet that can, should you wish, incorporate user interactivity. For example, if you want the Web page to allow users to perform calculations, sort or filter the worksheet data you can use Publish to set this interactivity. You will learn more about Publishing later in this section.

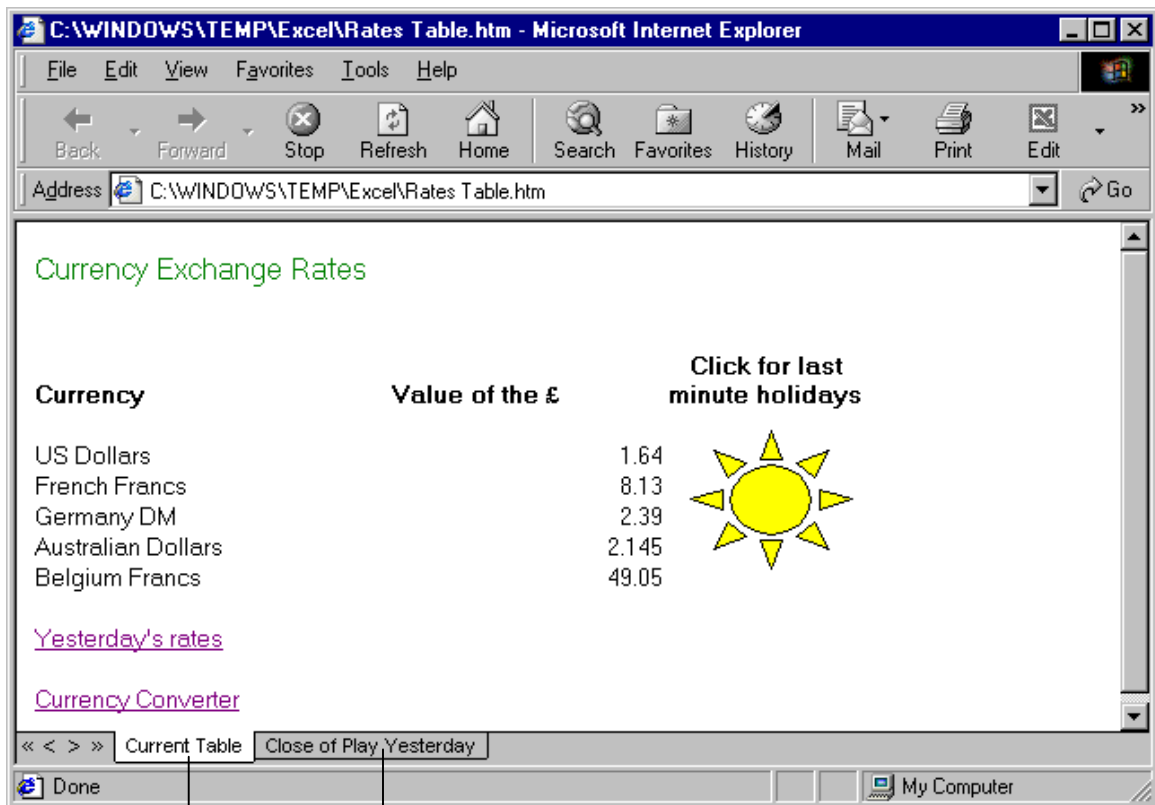
3. Once you have set all required options and have clicked **Save**, an html page will be created within the folder you specified.

**Note:** You will also find that a folder is also created with the same name as the html file. This folder contains all the files needed to display fully the html Web page within the Browser. If you plan to move the html file to another location, you will also need to move the associated folder.



## Exercise 9-1

7. Select the **File, Web Page Preview** command so you can see what the currently workbook would look like if saved as a Web page. (Your Internet Browser may look different to that illustrated below.)



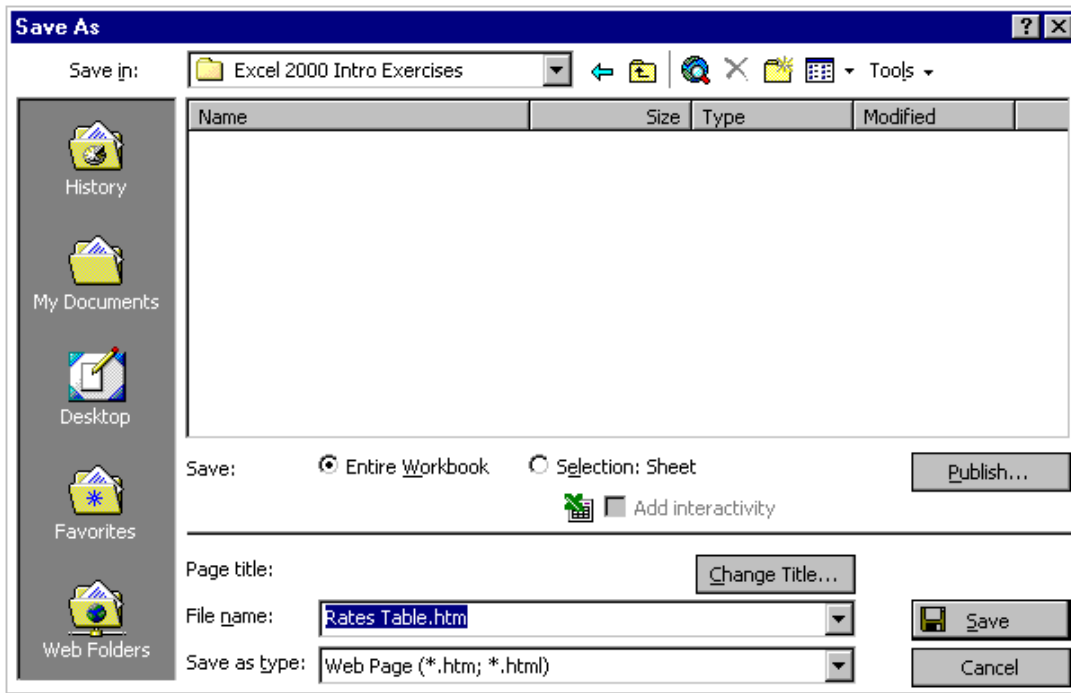
Click to view the different pages in this workbook

8. Close your **Internet Browser** window to return to Excel.



## Exercise 9-1

9. Follow the instructions below to save the current worksheet as a Web page.
  - Select the **File, Save as Web Page** command.
  - Select the folder called **Excel 2000 Intro Exercises** from **Save in** drop-down list and set the remainder of the options as illustrated below.



- Select **Save** button.
- The document has now been saved as an html file.

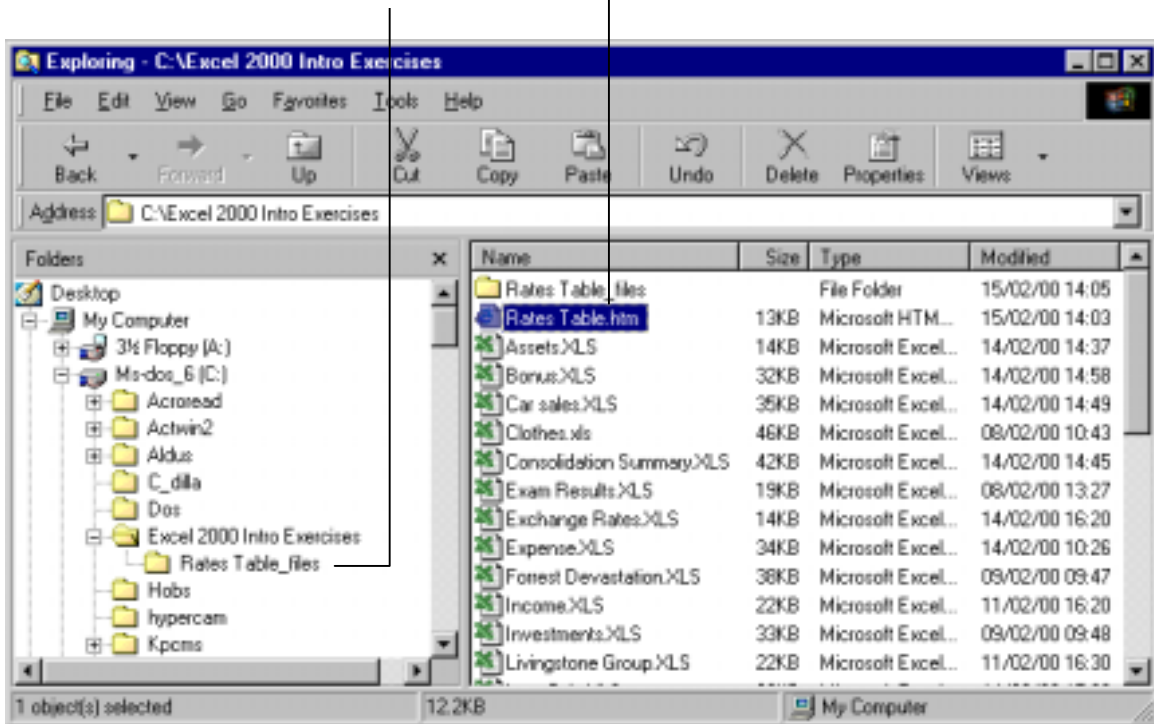


## Exercise 9-1

- From the **Start, Programs** open the **Windows Explorer** program. View the contents of the **Excel 2000 Intro Exercises** folder and you will see the **Rates Table.htm** file displayed within this folder.

Folder that was created by Excel to accompany the Rates Table.htm file.

Web page file produced by Excel. Double click on this file to view it within your Internet Browser Programme



- Double click on the **Rates Table.htm** file and you will see the Web page displayed within your Internet browser application.
- Close your Internet Browser window and your Internet Explorer window to return to Excel.



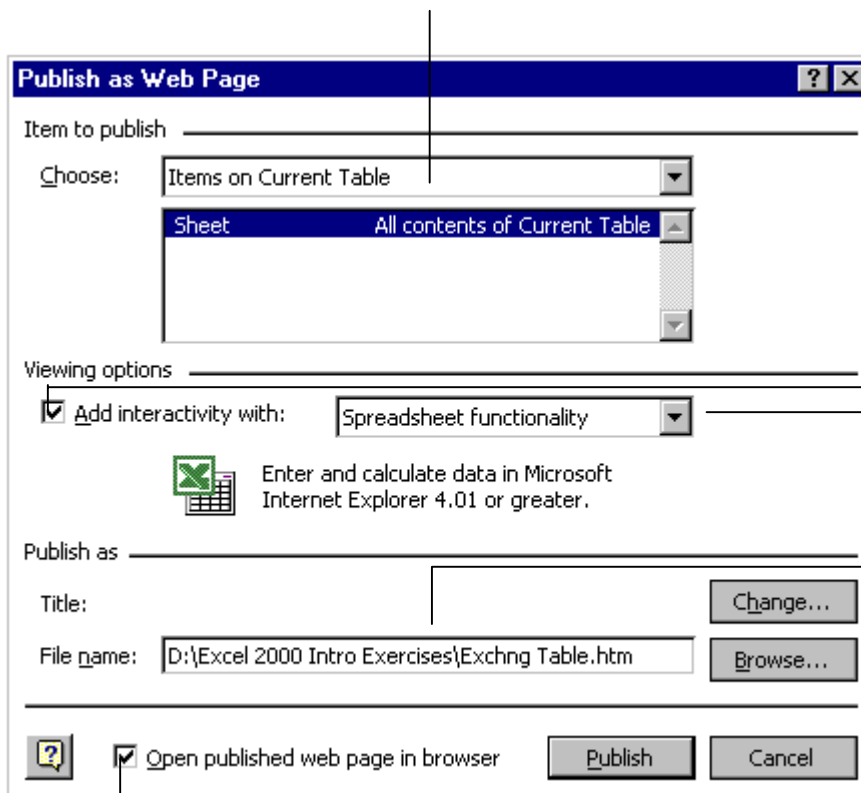
# Publishing an Interactive Web Page

When saving your workbook as a Web page, if you want users to be able to interact with the worksheet information, for example, if you want them to be able to perform calculations or sort the information, you can make use of the Publish option.

## To Publish a Web Page with Interactivity

1. **Menu:** Select the **File, Save as Web Page** menu option.
2. When the **Save As** box is displayed, select the **Save in** folder and then click on the **Publish** button.

Select what you want to publish, for example the selected cell range, or a specific worksheet within the current workbook.



If you want users to interact with the Web page, select this option and specify the type of interaction, e.g. Spreadsheet functionality or Pivot Table functionality.

Specify the full name and location for the file to be published.

To see the published file displayed in your Internet Browser, select this tick box.

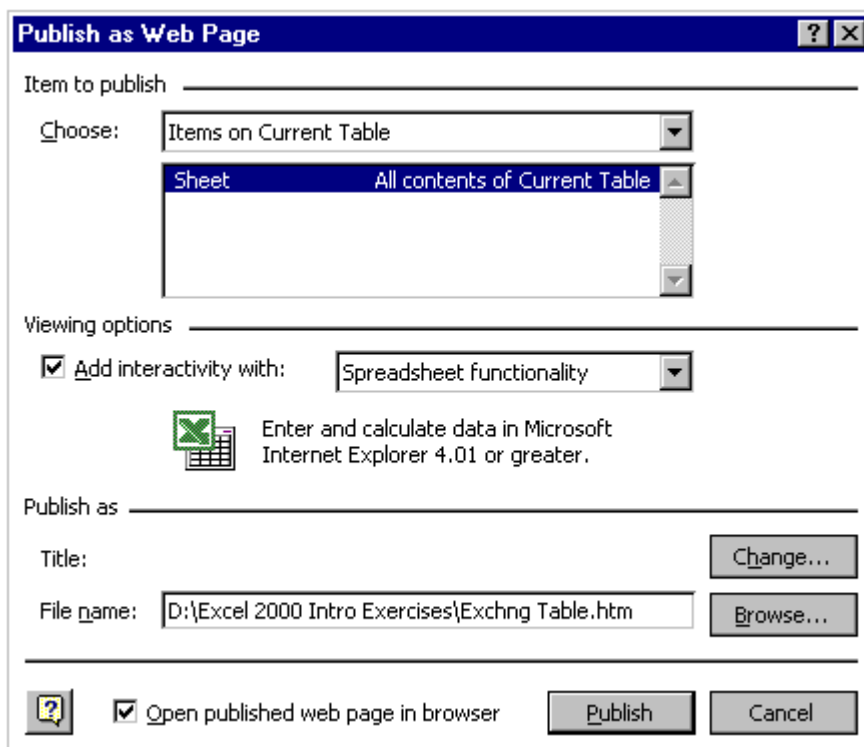
3. Once you have set all required options click the **Publish** button.

If you have selected to **Open published web page in browser**, you will see the file displayed within the Browser program.



## Exercise 9-1

13. Follow the instructions below to publish the worksheet Current Table as an interactive Web page.
  - Click on the worksheet tab Current Table to view this worksheet on screen.
  - Select the **File, Save as Web Page** command.
  - Set the **Save in** folder as the **Excel 2000 Intro Exercises** folder.
  - Click on the **Publish** button.
  - Set this dialogue box with the options illustrated below.



**Note:** Your file name path may differ from that outlined above. Ensure, however, that you amend the file name to read **Exchng Table.htm**


- Ensure you have chosen the **Open published web page in browser** tick box and click on the **Publish** button.

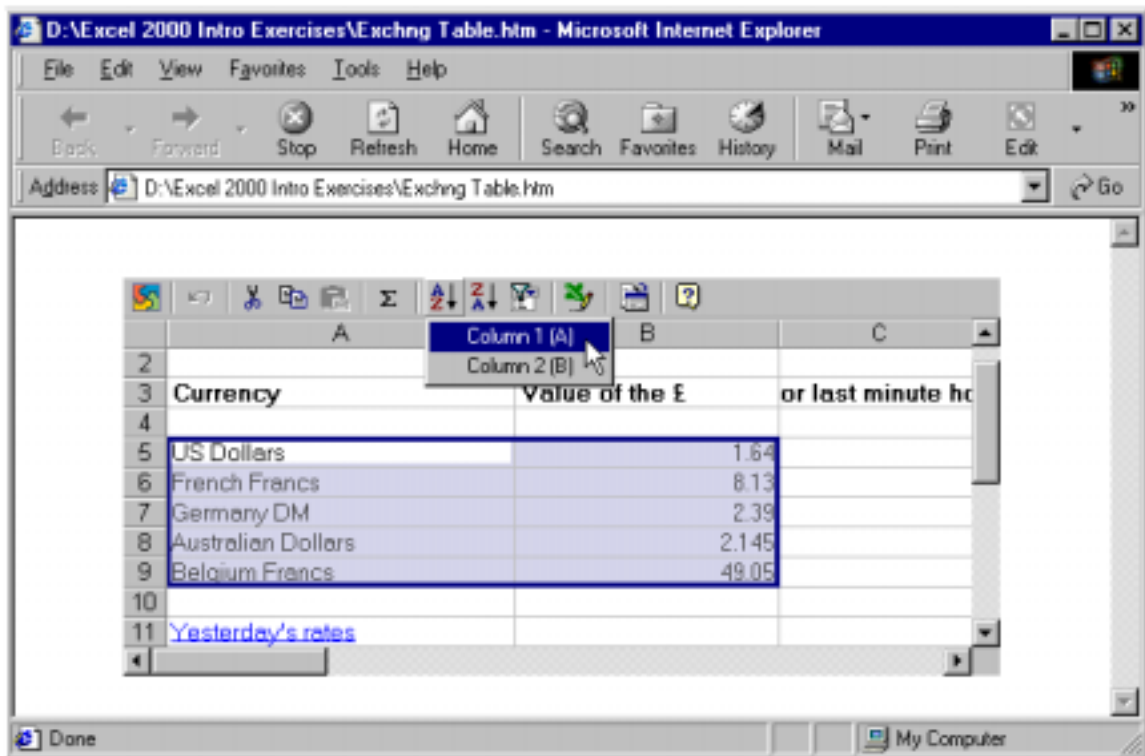


## Exercise 9-1

14. The published Web page will then be displayed on screen.

You can work with the data on this worksheet. For example, try sorting the table of currency values as outlined below.

- Click on cell **A5** and then click on the  button and choose **Column 1 (A)** to sort in ascending order.



15. Close your **Internet Brower** programme.

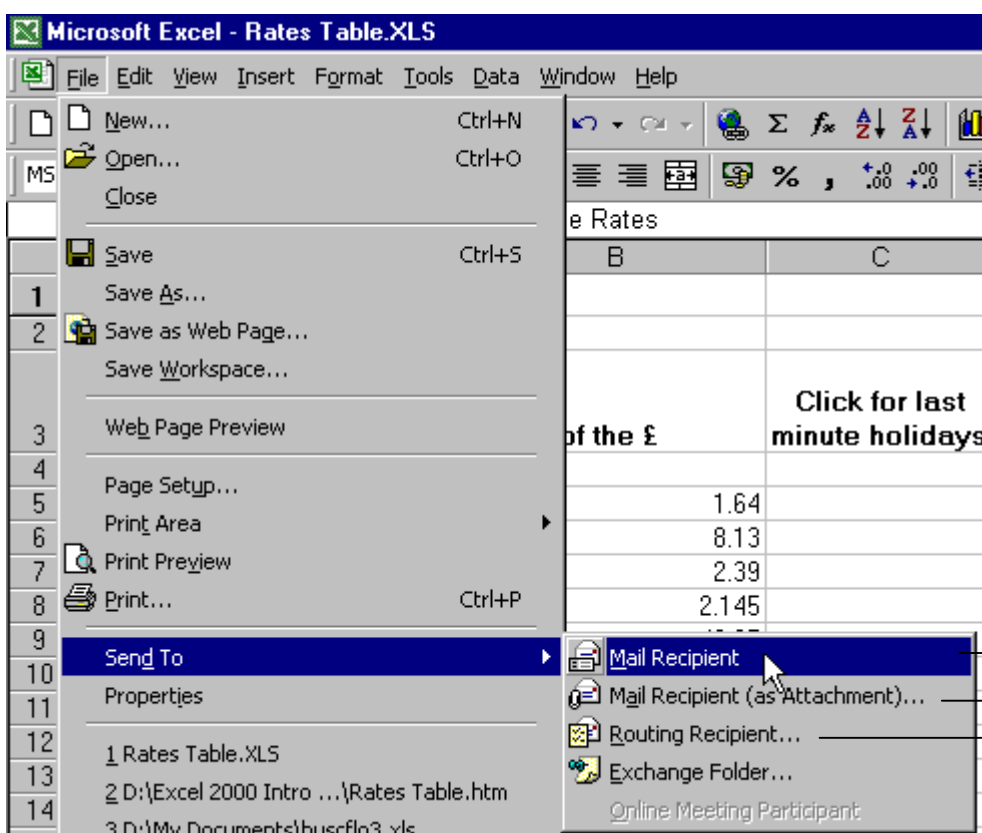


# Sending a Workbook via E-mail

If you make use of electronic mail, Excel has options available from the File menu that make it quick and easy to send your workbook files directly from within Excel.

## To Send a Workbook via E-mail

1. Have the workbook displayed on screen.
2. From the **File** menu, select **Send To** and the following submenu will appear.




This option will create an e-mail within Excel. You will have the option to send the worksheet data as an attachment or as the main message body within the e-mail.

This option will load your default e-mail application with the workbook appended as an attachment within a blank e-mail ready to be addressed.


This option will enable you to set up a routing slip. You can use this feature to send the workbook to a number of recipients all at the same time, or to each one in turn. If the e-mail is sent to each one in turn, once the first recipient has read the e-mail, they are instructed to forward it to the next recipient by selecting File, Send to, Next Routing Recipient from within Excel. Once everyone has read and responded, it will be sent back to the original sender. While the worksheet is on-route, the original sender can be sent status reports via e-mail to let them know who was last to read it and send it on.

3. Select which **Send To** option you wish to use.
4. At this stage, the exact options displayed will depend on the **Send To** option you have selected. Follow the instructions on screen and go through the normal process for heading up your e-mail message with recipient names etc. Once all options are selected, click on the **Send** button.

**Note:** You can also send the workbook via e-mail by clicking on the  **E-mail** button shown on the Standard toolbar.

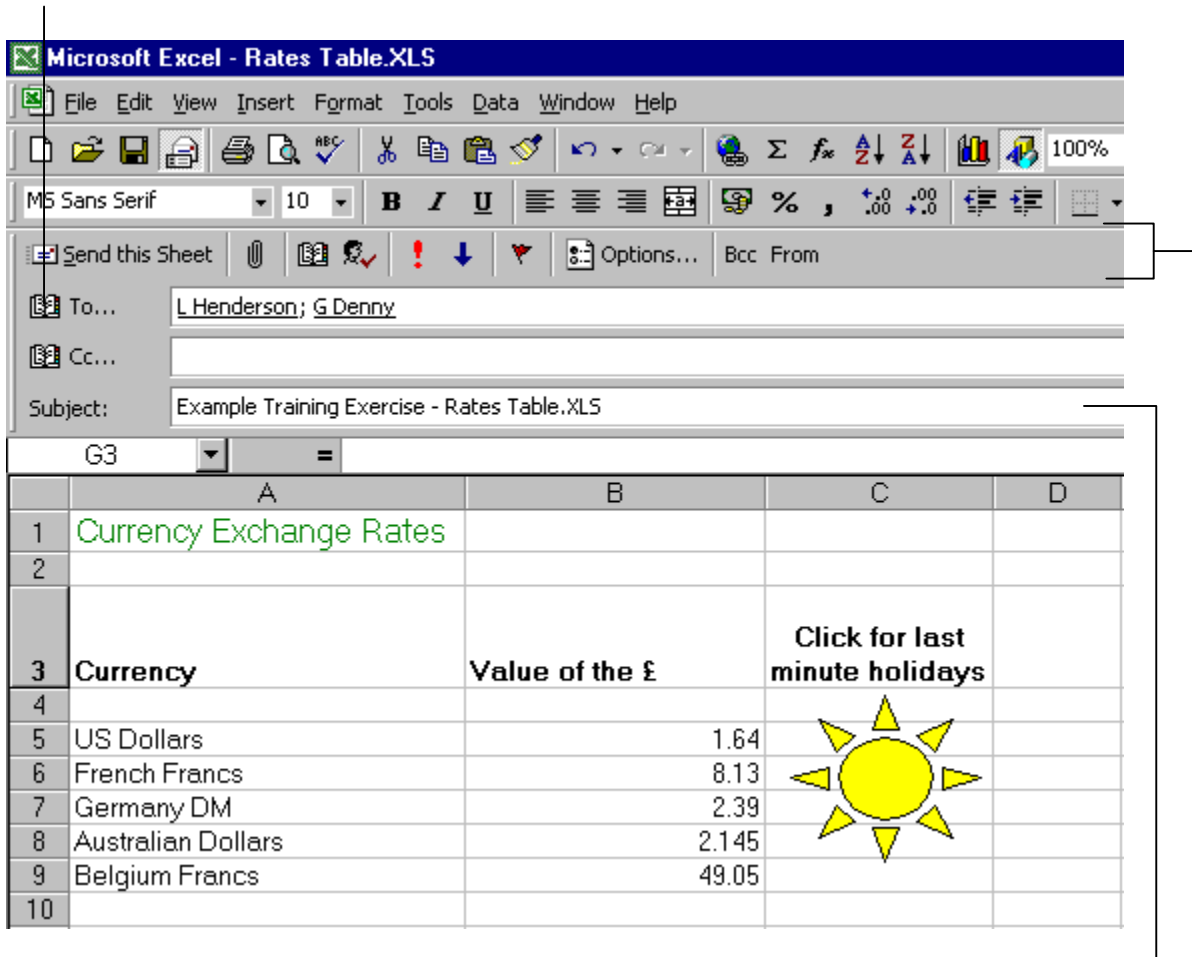


## Exercise 9-2

- Follow the instructions below to send a copy of the Rates Table sheet to 2 people in your address book.
  - Ensure the **Rates Table** workbook is displayed on screen.
  - Click on the  **E-mail** button shown on the Standard toolbar.
  - Select that you would like the **current sheet to be sent as the message body**.
  - Enter the e-mail recipient details into the header of the e-mail message as described below.

Click on this button to select recipient names from your address book. Select your name and at least one additional name from your address book


Set any additional e-mail options you wish to set using the buttons on this toolbar.




The screenshot shows the Microsoft Excel 2000 interface. The 'Send this Sheet' dialog box is open, with the following details:

- To...:** L Henderson; G Denny
- Cc...:** (empty)
- Subject:** Example Training Exercise - Rates Table.XLS
- Buttons:** Send this Sheet, Options..., Bcc, From

The worksheet below shows the following data:

	A	B	C	D
1	Currency Exchange Rates			
2				
3	Currency	Value of the £	Click for last minute holidays	
4				
5	US Dollars	1.64		
6	French Francs	8.13		
7	Germany DM	2.39		
8	Australian Dollars	2.145		
9	Belgium Francs	49.05		
10				

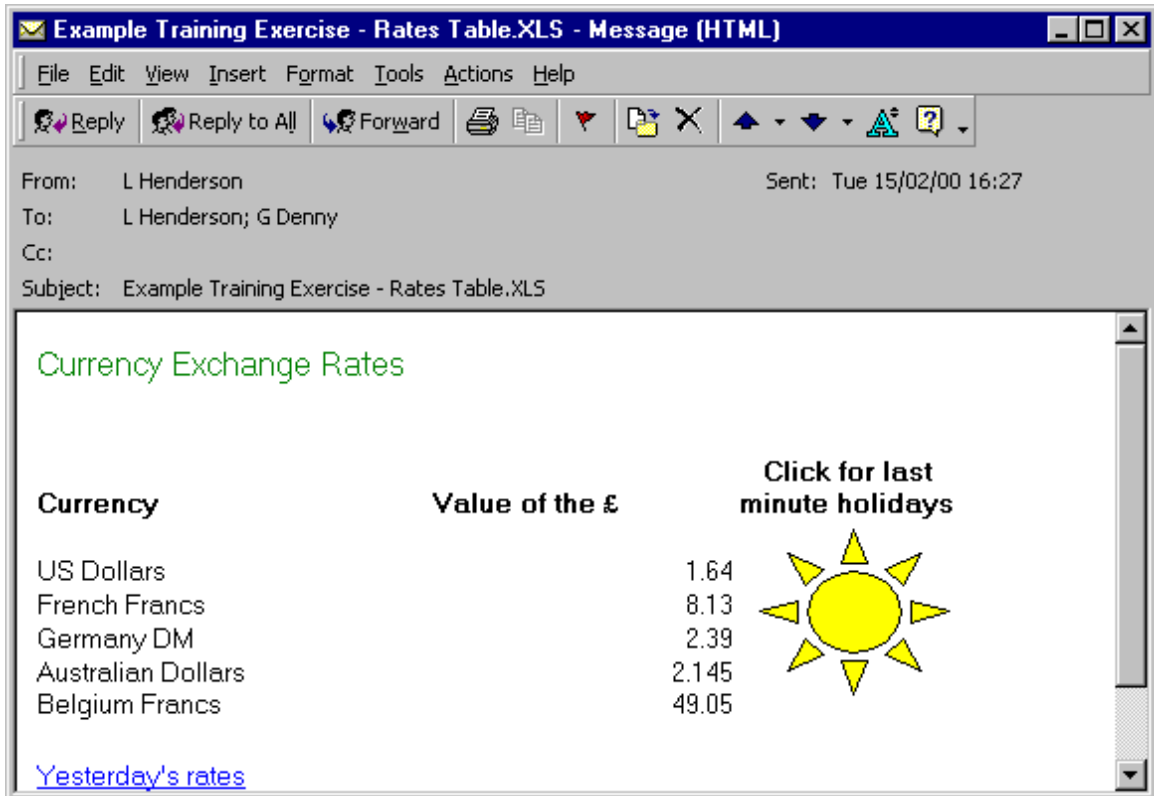
Edit the subject as shown here.

- Once you have completed the e-mail header, click on the  **Send this Sheet** button. The message will now be sent to each specified recipient.

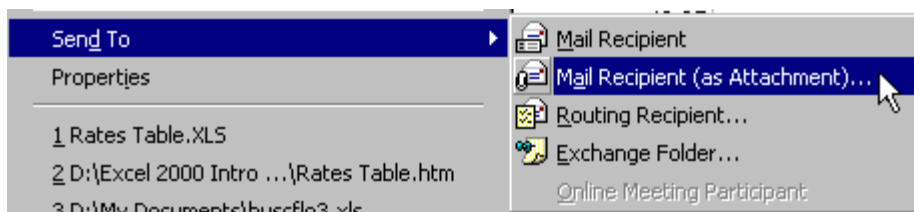


## Exercise 9-2

2. Open your e-mail application and you should see e-mail you have just sent yourself appear in your Inbox. Double click on it and the message will be displayed on screen.



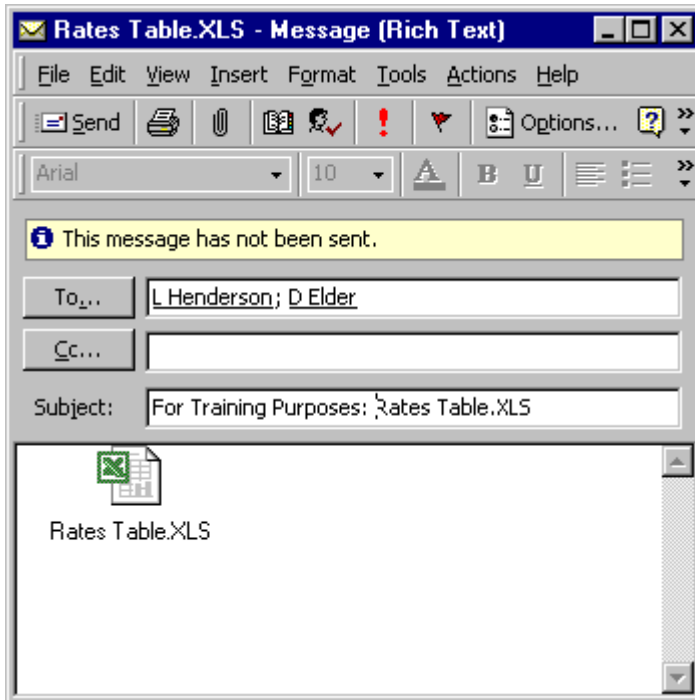
3. Close this e-mail and return to Excel.
4. Follow the instructions below to send the Rates Table worksheet as an e-mail, but this time as an attachment.
  - Ensure the **Rates Table** workbook is displayed on screen.
  - Select the **File, Send To, Mail Recipient (as Attachment)** command.





## Exercise 9-2

- At this stage your default mail application will start. Enter your name and that of one other as recipients. Edit the message **Subject** as shown below and then click **Send**.



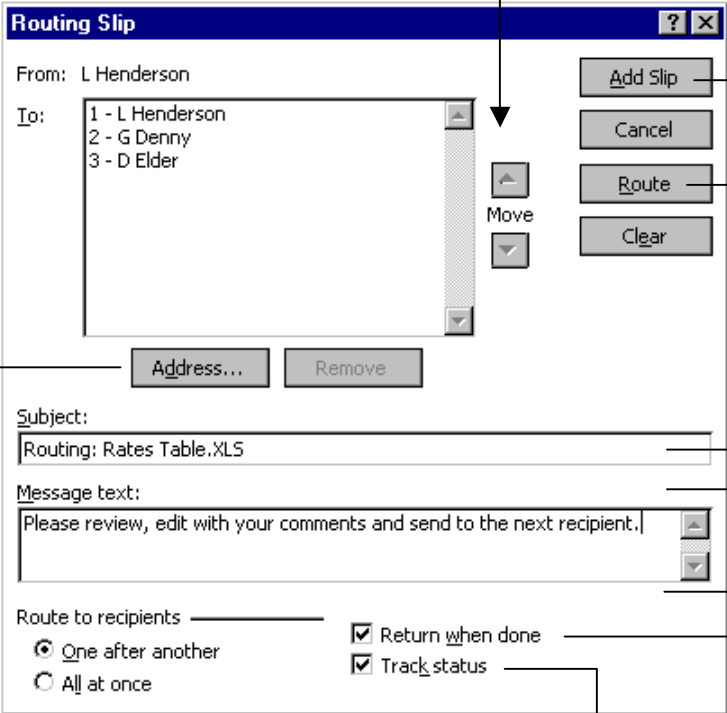
The message will now be sent with the workbook file as an attachment. The recipient will need to have Excel loaded on their computer before being able to view the attached file.



## Exercise 9-2

- Following the instructions below, e-mail this workbook to a number of recipients in turn using the Routing feature.
  - Have the **Rates Table** worksheet displayed on screen.
  - Select the **File, Send To, Routing Recipient** command. You will then see the **Routine Slip** dialogue box displayed.
  - Complete this box as described below.

Click on the Address button and select the required recipient names from your address book. For this example select yourself as the first name and at least 1 other name. The order they appear listed will be the order the message is routed to them. You can change the order using the Move buttons



Once all other options have been set, click this button if you do not want to send this message immediately but will send it later using the File, Send To, Next Recipient command

Once all other options have been set, click this button to start the routing process by sending the message to the first person on the list

Enter the message subject here

Enter your message text here.

Select this option to ensure the file is e-mailed back to you when the routing is complete.

Select this option so you are e-mails by the system to keep you up-to-date with the status of the routing. You will be informed when each person has read the e-mail and has sent it on.

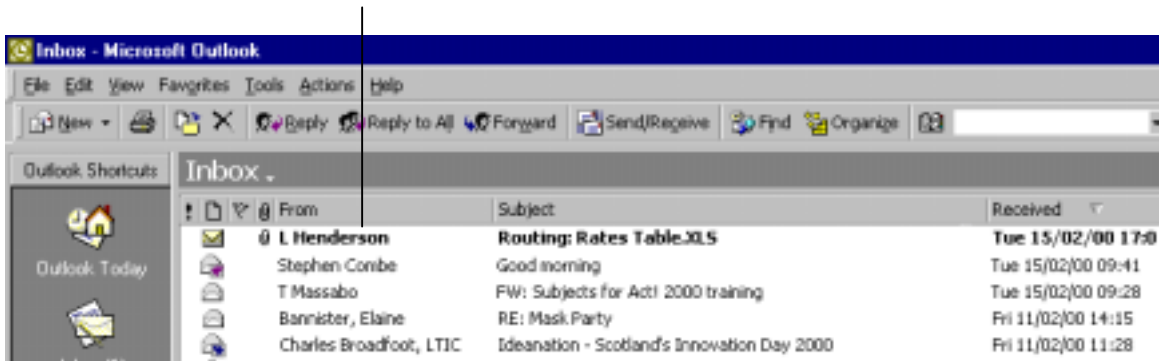
- Once all options have been set, click on the **Route** button. This e-mail will now be sent to you as you were the first person on the list.



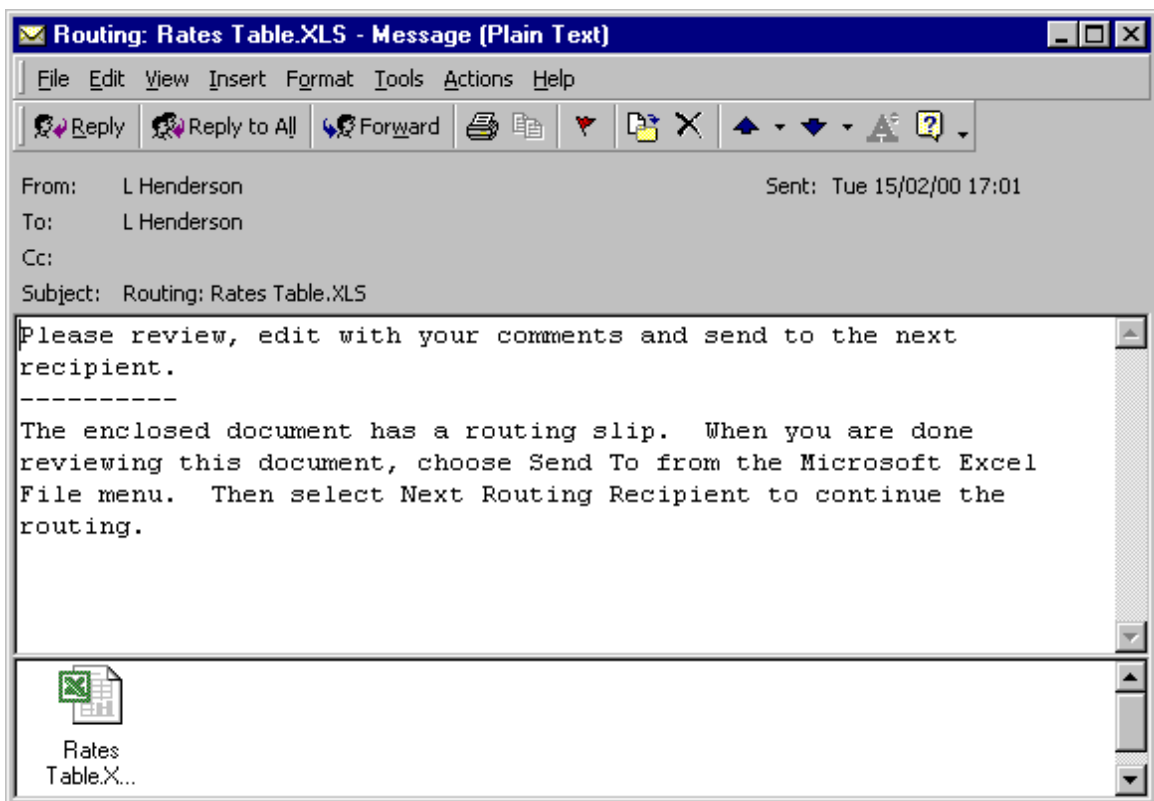
## Exercise 9-2

- Open your e-mail application and you should see the e-mail displayed in your Inbox.

E-mail received



- Open the e-mail and you will see the following message:



- Open the attached file and then select **File, Send To, Next Routing Recipient**.  
The message will now be sent to the next person and you will receive an automatic STATUS message informing you of this.
- Close your Excel document and save the changes you have made.
- Close all related e-mail messages and exit from Excel.



## Questions and Answers

1. Give 2 examples of what a hyperlink can be used to do?

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2. Can you make a graphic into a hyperlink?

Yes  No

3. What is a Web page?

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4. Which command will enable you to save your entire workbook as a Web page?

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5. If you have created an interactive Web page with Spreadsheet functionality, what does that mean?

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6. Which command can you use to send your workbook as an e-mail message so a number of people can review and edit it one after the other?

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