Discussion 4

[Name of the Writer]

[Name of the Institution]

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**Introduction**

**Different Hyperlink options in Microsoft Word 2016**

Hyperlinks in Microsoft Word are used to open web pages, files and locations directly by clicking on the hyperlink in MS Word. The quickest way to add a hyperlink in the word document is to press SPACEBAR or ENTER key after typing the address of the web page such as <http://www.google.com>. Microsoft office automatically converts the text into a hyperlink when the user presses the ENTER or SPACEBAR key. There are also options in the MS word which you can be used to edit the address, display text and font style of a hyperlink. There are many options of a hyperlink in Microsoft Word 2016 which include a hyperlink to a location on the web, hyperlink to a file on the computer, hyperlink to a new email message, and editing the current appearance of a hyperlink (Create or edit a hyperlink, n.d).

**Different methods of creating tables**

 Getting started in Microsoft office word is very easy. Opening a new document or existing document and start typing in it is very simple. There are different elements used in a word document such as page numbers, citations, header and footers, equations, symbols, an index, tables and table of context. (Office Quick Starts, n.d). The different methods which can be used to create tables in MS Word document. To create tables click on the Insert tab, then click on the place in a document where you want to insert table. After clicking on the table icon, you will see different options of creating tables such as creating tables, draw tables and the easiest way by selecting rows and columns from the given grid. After selecting rows and columns, you will see the table on the location where you added the table. You can edit the table and add or remove rows or columns in a table after creating a table. (Insert items in a document, n.d).

**References**

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