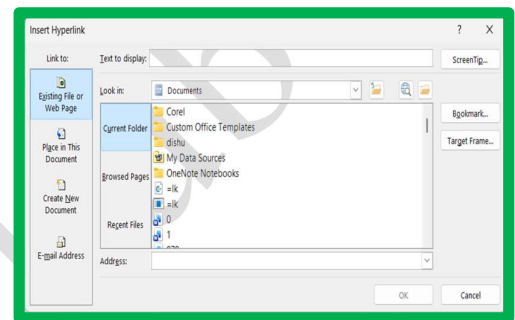


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INSERT MENU

LINKS

- **Existing File or Web Page** → Creates a link to an existing file or a website.
- **Place in This Document** → Links to a specific location within the same document.
- **Create New Document** → Creates and links to a new document.
- **E-mail Address** → Creates a link that opens an email message.
- **Text to display** → The visible clickable text in the document.
- **Look in** → Location where you browse to find a file.
- **Current Folder** → Shows files in the currently selected folder.
- **Browsed Pages** → Displays recently visited web pages.
- **Recent Files** → Shows recently opened files.
- **Address** → Where you enter the file path or website URL.
- **ScreenTip** → Adds a small popup text when you hover over the link.
- **Bookmark** → Links to a bookmarked location in the document.
- **Target Frame** → Specifies where the linked page will open.
- **OK** → Confirms and inserts the hyperlink.
- **Cancel** → Closes the window without creating a link.



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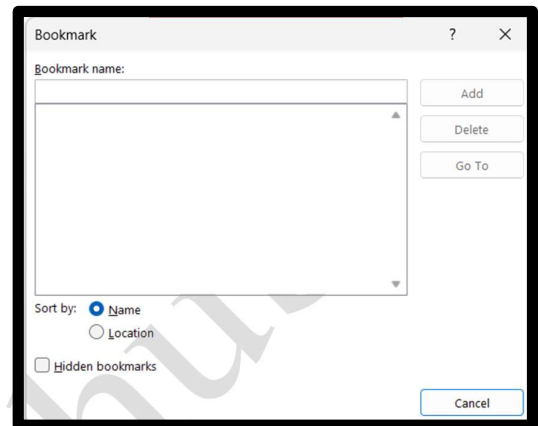
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BOOKMARK

Bookmark (in MS Word) → A bookmark is a named marker that lets you quickly jump to a specific place in a document using a hyperlink.

Apply a Bookmark in MS Word:

1. Select the text or place the cursor where you want the bookmark.
2. Go to the Insert tab.
3. Click on Bookmark.
4. Type a name for the bookmark (no spaces).
5. Click Add.



CROSS REFERENCE

Cross Reference (in MS Word) → A cross-reference is a feature that lets you link to another part of the same document (like a heading, figure, table, or bookmark) and update automatically.

Short Steps to Apply Cross Reference:

1. Place the cursor where you want the reference.
2. Go to Insert tab.
3. Click Cross-reference.
4. Choose reference type (Heading, Figure, Table, Bookmark).
5. Select what to insert (page number, text, etc.).
6. Select the item from the list.
7. Click Insert.

