

## Using Hyperlinks to Worksheets to Create a Table of Contents for an Excel Workbook

Hide row and column headings by clicking on Tools > Options > View tab > De-select Row and Column Headings.

Hide the worksheet's gridlines by clicking on Select Tools > Options > View tab > De-select Gridlines.

Copy and paste an Autoshape or clipart for the number of worksheets you want to link to in the workbook.  
Position them on the page as desired.

Right-click on the first autoshape  
Select **Hyperlink** from the drop-down menu.  
When the Hyperlink box displays, select **Places in this document**.  
Then select the worksheet to which you wish to link.  
Select **OK**.

With the Autoshape still selected, right-click and select **Add Text**.  
Type the text you wish to display inside the Autoshape.  
Make any changes by right-clicking the Autoshape and selecting **Edit Hyperlink** from the menu.

Right-click on the first hyperlink and select **Format Autoshape**. The font can be changed using the "Font" tab in the dialog box. Click the Colors and Lines tab to select a color for the Autoshape.