

## How to link from One Cell in a Worksheet to another Cell in the Same Worksheet

There are three methods for performing this operation.

### A. Method 1:

1. Click the cell in the sheet of which you want to place the link. Type the “=” sign.
2. Then select the cell in the sheet of which you want to link from. Hit **Enter**.
3. The information from the second selected cell appears in the first selected cell on the other sheet. The linked information also changes whenever the information in the second selected cell changes.

### B Method 2:

1. Click the cell in the sheet of which you want to link from. Click **Copy** on the *Standard toolbar*.
2. Click the cell in the sheet of which you want to link to.
4. Click **Edit** and **Paste Special**. The Paste Special box appears (defaults selected are Paste: *All*; Operation: *None*). Click **Paste Link**.
5. The information appears from the linked cell and changes whenever the linked information changes.

### B. Method 3:

1. Make note of the sheet and cell number of which you wish to link information from.
2. Click the sheet and cell of which you wish to copy the linked information to. In the cell type =**Sheet1!\$A\$5** whereas:
  - “**Sheet1!**” – is the name of the sheet followed by the !. If you name sheet1, then you would use the name of the sheet instead (example: Hardware!).
  - “**\$**” – this sign represents the **Absolute** cell address, The Absolute cell address when copied to another cell does not change. The sign (\$) appears before both the *column* letter and *row* number.
  - “**A5**” – is the cell address, both column and row, of which you are linking from.