Single Click to Follow Hyperlinks

It is not necessary to hold the control key and click when you want to follow a hyperlink in a document. Instead you can set Word to go to hyperlinks by just a single clicking on the highlighted link in the document. This is simpler and faster.

1. Display the Word Options dialog box.
2. At the left side of the dialog box, click Advanced. (See Figure 1.)

**Figure 1.** The Advanced options of the Word Options dialog box.

1. In the Editing section of the dialog box, clear the Use Ctrl+Click to Follow Hyperlink check box.
2. Click on OK.

There is no need to Ctrl+Click to go to a hyperlink now. All it takes is a single click on the hyperlink to make the jump.