

COPY, EMBED, AND LINK WORKSHEETS AND CHARTS

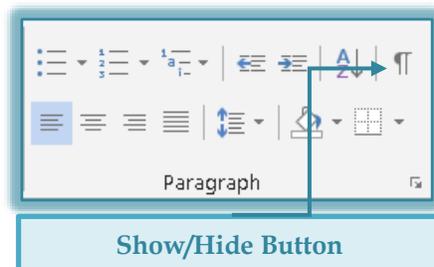
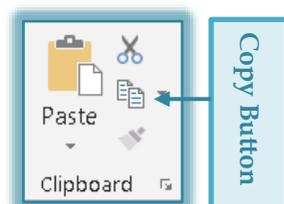
For this lesson, you will be working with the New Baskets Workbook and the New Baskets Customer Letter.

- ✦ There are three ways to insert an Excel chart or worksheet into a Word document.
 - ★ **Cut and Paste**
 - ✦ The worksheet or chart becomes a Word object.
 - ✦ It is possible to make changes in a Chart by double-clicking on it.
 - ✦ A worksheet becomes a table in Word, not a worksheet.
 - ✦ Changes made in Word are not reflected in Excel.
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 - ★ **Embed the Chart or Worksheet**
 - ✦ The worksheet or chart remains an Excel object, but the data can only be updated in Word or Excel, but not in both at the same time.
 - ✦ In other words, it becomes necessary to make changes in both documents.
 - ✦ The object acts like an Excel Chart or Worksheet, meaning changes can be made just like you would in Excel. However, it becomes an object in the Word document.
 - ★ **Link the Chart or Worksheet**
 - ✦ The worksheet or chart remains an Excel object.
 - ✦ When the data in the worksheet or chart is updated in Excel, it is also updated in the Word document.
 - ✦ When you double-click on the Worksheet or Chart in Word, the Excel program will open.

USE COPY AND PASTE

Copy a Chart

- ✦ Minimize the window for Microsoft Excel by clicking the Minimize button. This is the third button from the right in the upper right corner of the window.
- ✦ Open **Microsoft Word**.
- ✦ Open the document **New Baskets Customer Letter** from the folder where the files were stored when they were downloaded from the **Excel Web Training** page.
- ✦ Click **Microsoft Excel** on the **Taskbar**.
- ✦ Open the **Excel** document **New Baskets** from the folder where the files were stored when they were downloaded from the **Excel Web Training** page.
- ✦ Select the **Top Sellers** worksheet by clicking the **Tab** at the bottom of the workbook, if necessary.
- ✦ Click the **Chart** to select it.
- ✦ Click the **Home Tab**, if necessary.
- ✦ In the **Clipboard Group**, click the **Copy** button. This is the button that looks like to sheets of paper (see illustration below).



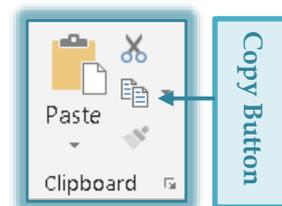
- ✦ Activate the **Word** document by clicking the **Word** button on the **Taskbar**.
- ✦ Turn on the **Show/Hide** feature.
 - ★ Click the **Home Tab**, if necessary.
 - ★ In the **Paragraph Group**, click the **Show/Hide** button (see illustration on previous page).
- ✦ Move to the **Paragraph Mark** just before the paragraph that begins with **Since 1986**.
- ✦ In the **Clipboard Group**, click the **Paste** button.
 - ★ It is possible to make changes to the chart in **Word**, by double-clicking on the chart.
 - ★ The **Excel Chart Contextual Tabs** and **Format Chart Task Pane** will display. Changes can be made within these areas.

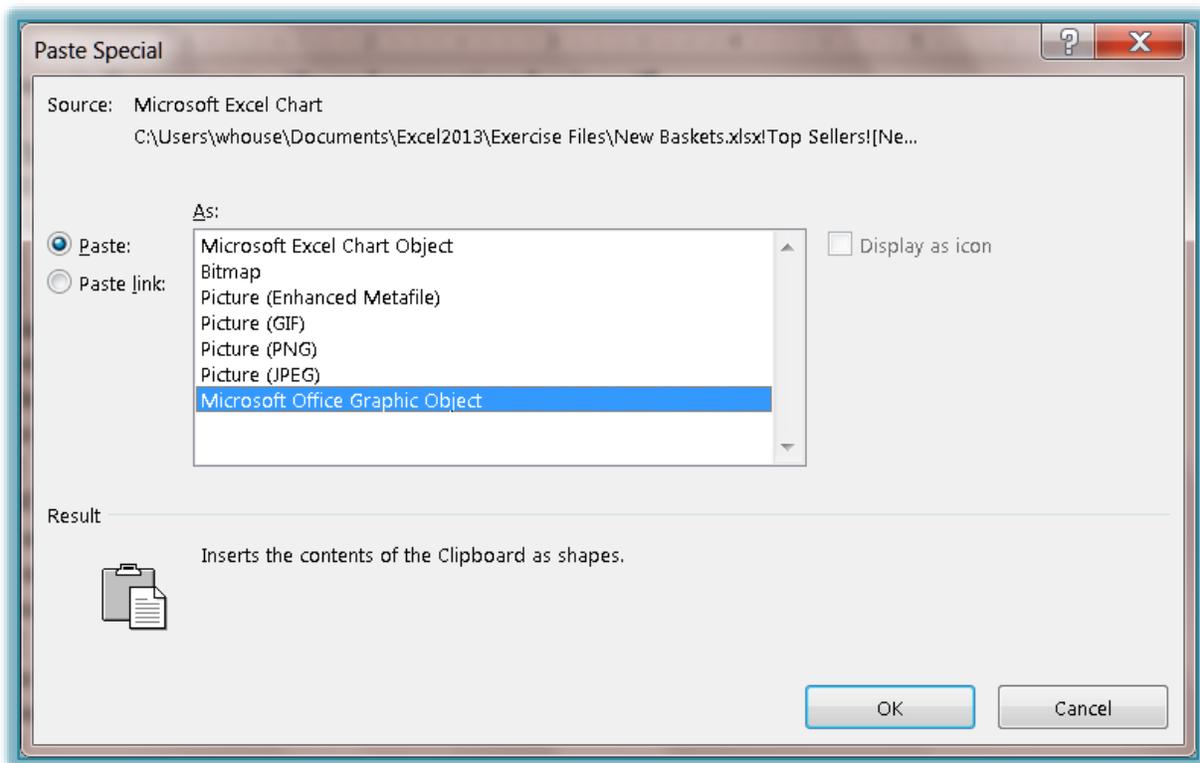
Copy a Worksheet

- ✦ Switch back to the **Excel** workbook and then select cells **A1** through **F7** to select the worksheet.
- ✦ Copy this information.
- ✦ Switch back to the **Word** document, move to the paragraph mark just before the words **You will receive**.
- ✦ Click the **Paste** button to insert the worksheet into the letter.
 - ★ The worksheet will become a **Word** table.
 - ★ It is therefore possible to make any formatting changes in this table that you can in any other Word table.
- ✦ Close the letter without saving the changes.
- ✦ Reopen the letter so you can continue to work with these features.

EMBED EXCEL CHARTS/WORKSHEETS IN WORD DOCUMENTS

- ✦ Move back to the **Excel** workbook.
- ✦ Click the **Chart** in the **Top Sellers** worksheet to select it.
- ✦ Click the **Home Tab**, if necessary.
- ✦ In the **Clipboard Group**, click the **Copy** button (see illustration at right).
- ✦ Activate the **New Baskets Customer Letter** by clicking the **Word** button on the **Taskbar**.
- ✦ Move to the paragraph mark just above the paragraph that begins with **Since 1986**.
- ✦ Click the **Home Tab**, if necessary.
- ✦ Click the **Paste** button arrow in the **Clipboard Group**.
- ✦ Choose **Paste Special** from the list of options.
- ✦ The **Paste Special** dialog box will display (see illustration on next page).
- ✦ Make sure the **Paste** option button is selected.
- ✦ Click **Microsoft Office Excel Chart Object** in the list to select it.
- ✦ Click the **OK** button to **Close** the dialog box and **Embed** the chart into the letter.
- ✦ Double-click the **Chart** and then click the **Top Sellers** worksheet.
 - ★ An image of the whole workbook should appear.
 - ★ The **Chart Tools Contextual Tabs** will display.
 - ★ When an object is embedded into a Word document, it acts like an Excel object when it is double-clicked. However, it is no longer an Excel object, it just acts like one.
- ✦ Switch back to the **Excel** workbook and then select the data in the **Worksheet** and copy it.
- ✦ Switch back to the **Word** document and move to the paragraph mark just above the words **You will receive**.





- ✦ Follow the same procedure that was used when inserting the chart into the letter, except this time choose the **Microsoft Excel Worksheet Object**.
- ✦ Once again, double-click the object to see what happens.
- ✦ Close the **New Baskets Customer Letter** without saving the changes.
- ✦ Reopen the letter.

LINK EXCEL CHARTS/WORKSHEETS TO WORD

- ✦ Switch back to the **Excel** worksheet, **New Baskets**.
- ✦ Click the **New Products** tab to select this worksheet.
- ✦ Select the range **B6** through **C11** and copy it.
- ✦ Switch back to the **Word** letter, **New Baskets Customer Letter**.
- ✦ Move to the **Paragraph Mark** just before the words **You will receive**.
- ✦ Click the **Home Tab**, if necessary.
- ✦ In the **Clipboard Group**, click the **Paste** button arrow.
- ✦ Choose **Paste Special** from the list that appears.
- ✦ The **Paste Special** dialog box will appear (see illustration above).
- ✦ Click the **Paste Link** option button to select it.
- ✦ Click the **Microsoft Excel Worksheet Object** option to select it.
- ✦ Click the **OK** button to **Close** the dialog box and **Link** the worksheet into the letter.
- ✦ Once a link has been created to a worksheet or chart, any changes to the worksheet or chart will be reflected in the Word document.
 - ★ Before any changes will be reflected in linked documents, the documents have to be closed and then reopened.
 - ★ When the document is reopened, a message will appear asking if the links should be activated.
 - ★ Click the appropriate buttons for the links to be activated.

- ★ When the document is opened, the data in the Word document should change to reflect the change that was made in **Excel**.
- ★ The same thing would be true if you were to link an **Excel** chart or worksheet into **PowerPoint**.
- ‡ Switch back to the **Excel** workbook and copy the **Excel** chart under **Top Sellers**.
- ‡ Switch back to the **Word** document and follow the same procedure to **Link** this chart in the **Word** document.
- ‡ Double-click the chart to see what happens to it.
 - ★ The document should open in **Excel**.
 - ★ The worksheet as well as the chart will both show.
 - ★ This is because the chart is not actually in the **Letter**; it is still an **Excel** chart.
- ‡ Close the **Excel** document and save the changes.
- ‡ Save the Word document.
- ‡ Close the Word program.
- ‡ Reopen the **Word** document to see what happens.