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.
  ✫ Changes made in Excel are not reflected in Word.

☆ 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).

![Copy Button Image]
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.