Microsoft Word 2007: Comprehensive

Lesson 15: Integrating with Other Programs
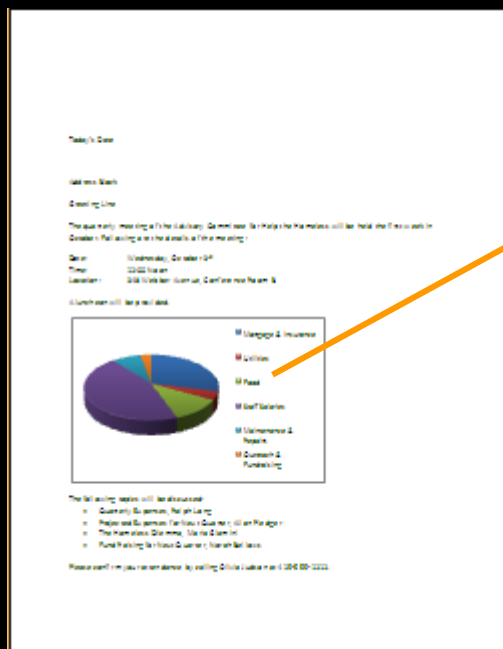
LABYRINTH
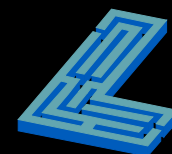L E A R N I N G ™

Embedding Excel Objects in Word

- **Embedding an object places a static copy of the original in the document**

- **Changes to the original object do not appear in the embedded object**
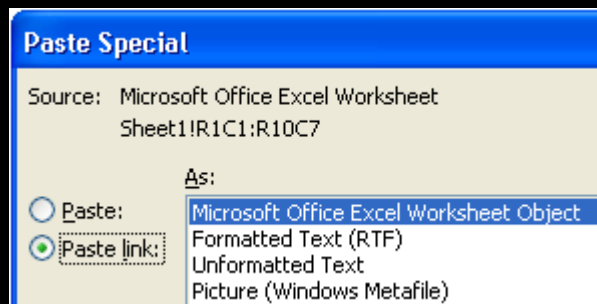
An Excel chart embedded in a Word document

TIP

An object is an element that you share between documents or applications.

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Linking Excel Objects in Word

- **Insert an Excel worksheet with object linking**

- **Word destination document is linked to original Excel source document**

- **Changes made in source document are reflected in destination document**
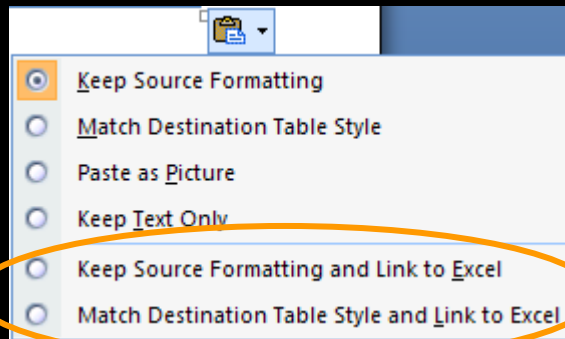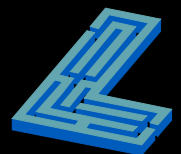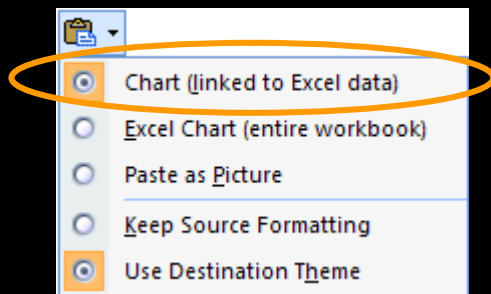

Link via Paste Special

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Linking Excel Objects in Word

- **Link Excel *data* using the Paste Options smart tag**

- **Link an Excel *chart* using the Paste Options smart tag**

Linking Excel Spreadsheet Data

- **Changes in source documents are reflected in destination documents**

Linking Excel Charts

- **Create charts in Excel, and then link them to Word documents**

A change in the Excel worksheet is reflected in the Excel chart and…

…in the Word chart

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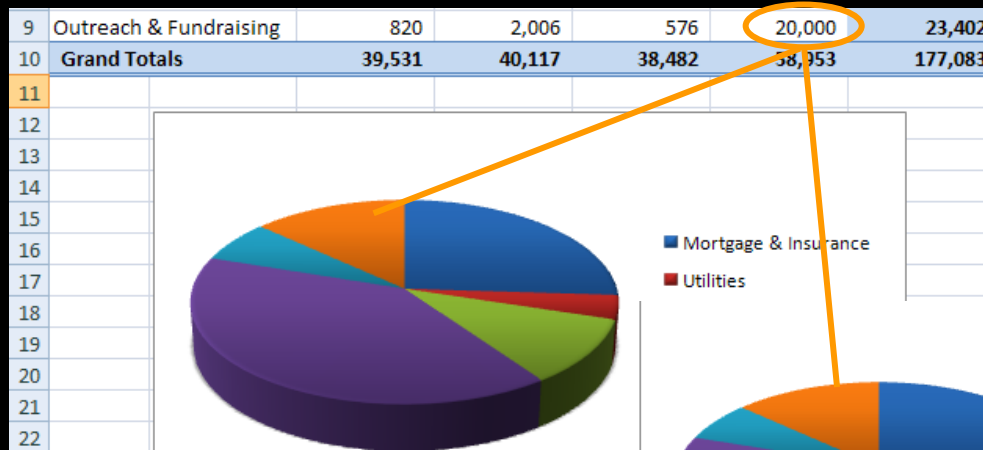
Breaking the Link Between Objects

- **Break the link if it is no longer needed**

Choose the source

Break the link

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Excel as a Mail Merge Data Source

- **The more fields (columns) the more flexible the data source**

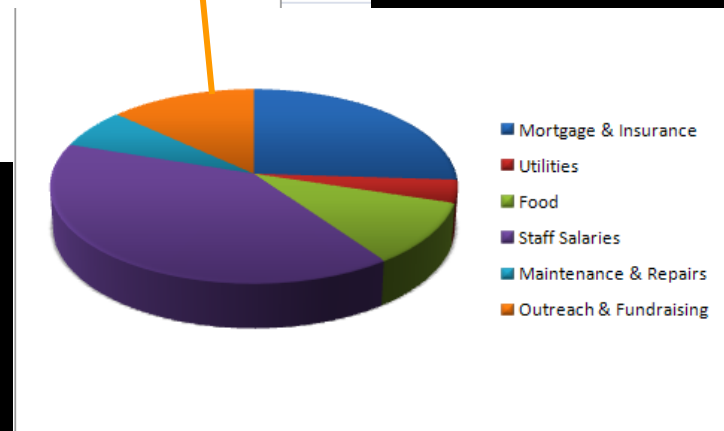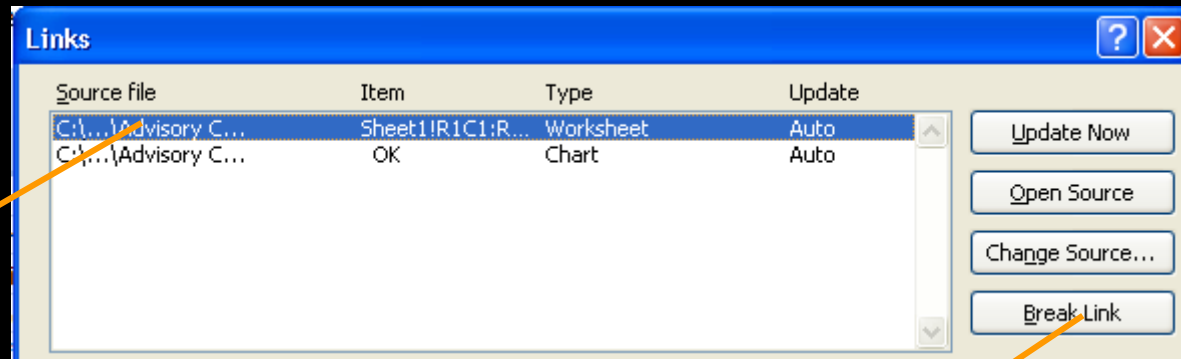|	A	B	C	D	E	F	G
1	**Title**	**First Name**	**Last Name**	**Address**	**City**	**State**	**Zip**
2	Ms.	Sally	Redding	756 Locust Street	Los Angeles	CA	91025
3	Mr.	Jose	Lopez	7812 Olive Road	Los Angeles	CA	91357
4	Mr.	Charles	Douglas	91 Sycamore Ave.	Los Angeles	CA	91642
5	Mr.	Gregor	Alexandre	38 Alder Street	Los Angeles	CA	92564
6	Ms.	Ellen	Rosario	1748 Oak Street	San Francisco	CA	90256
7	Ms.	Grace	Melrose	852 Willow Way	San Francisco	CA	94612
8	Ms.	Olivia	Morales	9577 Chestnut Street	San Francisco	CA	94621
9	Mr.	James	Washington	2453 Dogwood Lane	San Francisco	CA	94652

	A	B	C	D	E
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9	Mr. James Washington	2453 Dogwood Lane	San Francisco	CA	94652

Cannot merge part of a field

8

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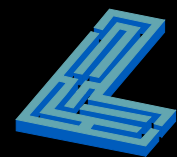
Import a Word Outline into PowerPoint

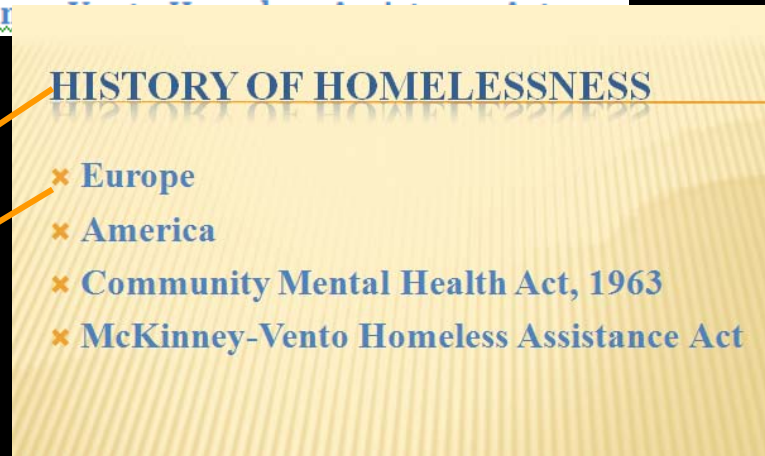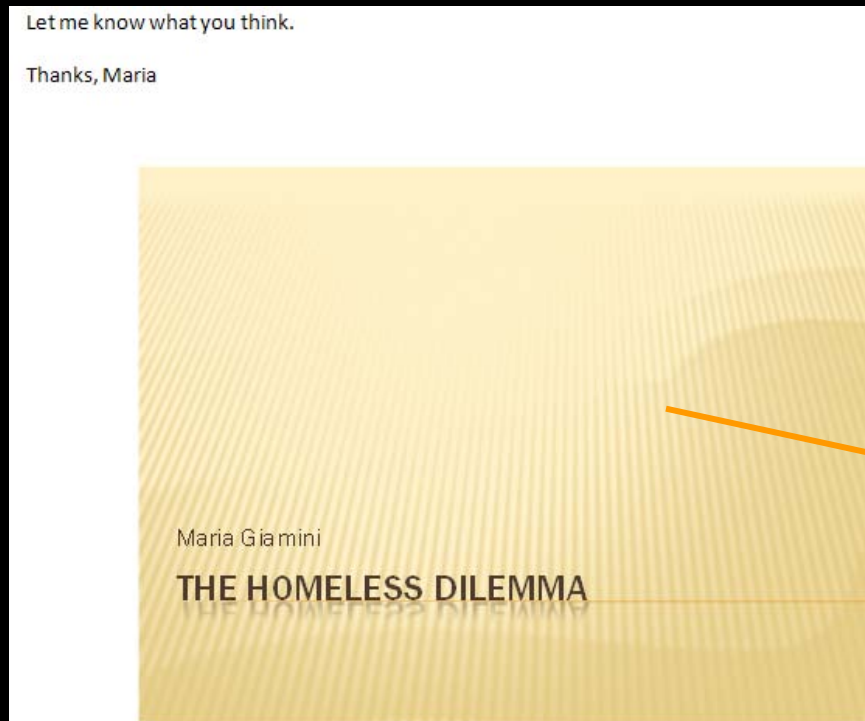- **Outlines use Word's heading styles**
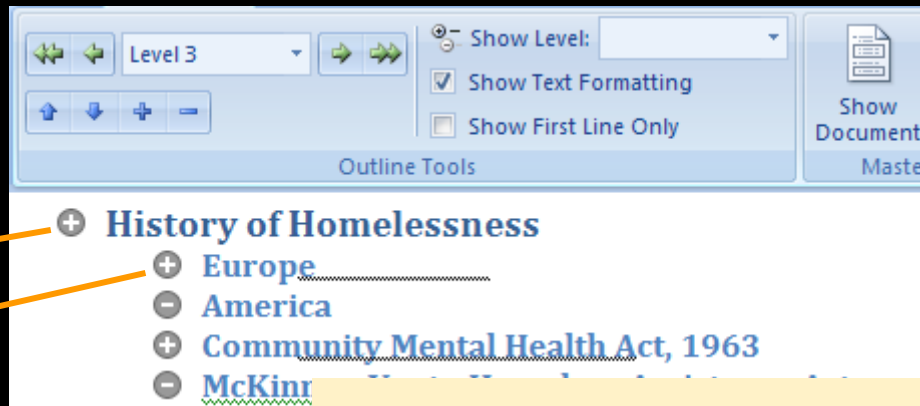
Heading 1

Heading 2

Heading 1

Heading 2

Export PowerPoint to Word

- **Play a slide show from within Word**

Double-click the slide to start the show

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Convert a Word Document to a Web Page

- **Make information available to customers and colleagues world-wide**

Converted Word document in Internet Explorer

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Lesson 15: Integrating with Other Programs

Return to the Word 2007 web page

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