

Microsoft Word 2007: Comprehensive



Lesson 15: Integrating with Other Programs

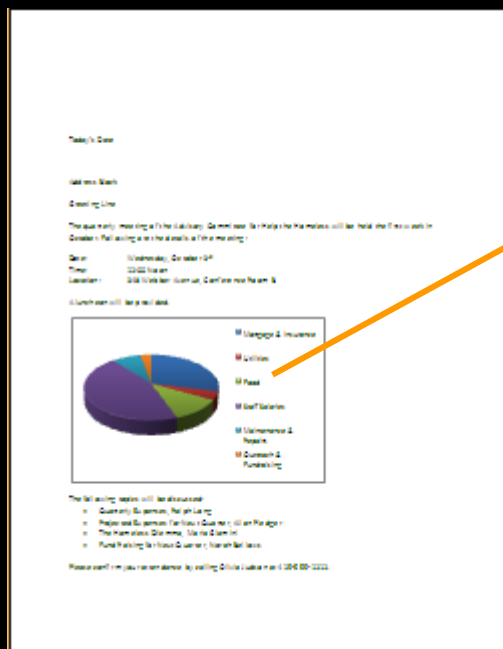
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Embedding Excel Objects in Word

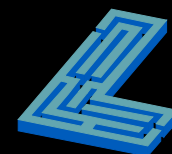
- **Embedding an object places a static copy of the original in the document**
- **Changes to the original object do not appear in the embedded object**



- An Excel chart embedded in a Word document



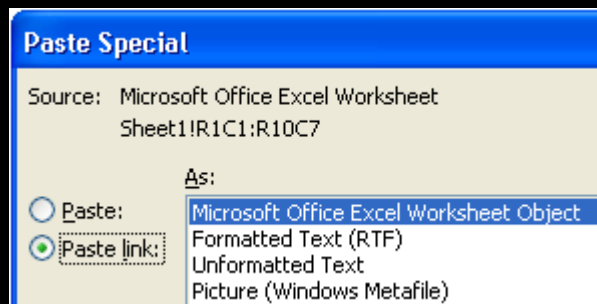
An object is an element that you share between documents or applications.



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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

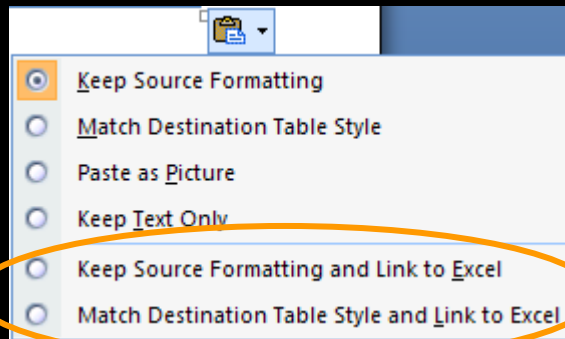


Link via Paste Special

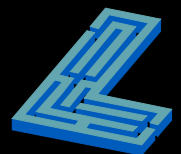
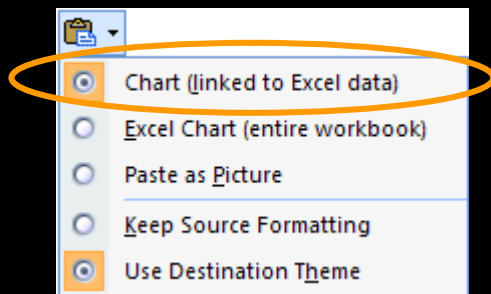


Linking Excel Objects in Word

- 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

	A	B	C	D	E	F	G
1	Help for the Homeless						
2	2007 Budget Summary						
3			Q1	Q2	Q3	Q4	Totals
4	Mortgage & Insurance		11,337	11,337	11,337	12,000	46,011
5	Utilities		2,021	1,464	1,504	1,750	6,739
6	Food		5,480	4,512	3,452	4,975	18,419
7	Staff Salaries		17,685	17,685	17,685	17,685	70,740
8	Maintenance & Repairs		2,188	3,113	3,928	2,543	11,772
9	Outreach & Fundraising		820	2,006	576	1,529	4,931
10	Grand Totals		39,531	40,117	38,482	40,482	158,612

This report, produced by Help for the Homeless staff, is in keeping with the Advisory Committee's decision to conduct quarterly reviews of the current year's budget. It provides a snapshot of shelter expenses for the quarter and for the year-to-date.

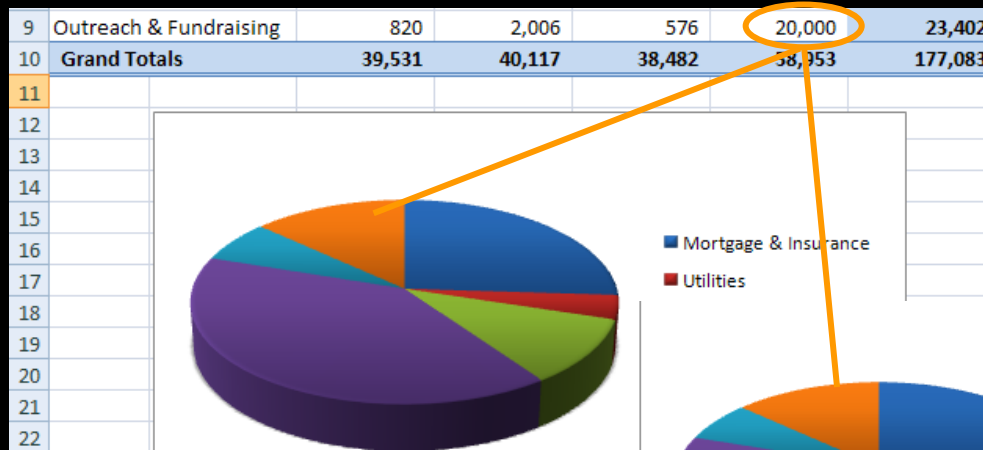
Help for the Homeless						
2007 Budget Summary						
		Q1	Q2	Q3	Q4	Totals
Mortgage & Insurance		11,337	11,337	11,337	12,000	46,011
Utilities		2,021	1,464	1,504	1,750	6,739
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Grand Totals		39,531	40,117	38,482	40,482	158,612



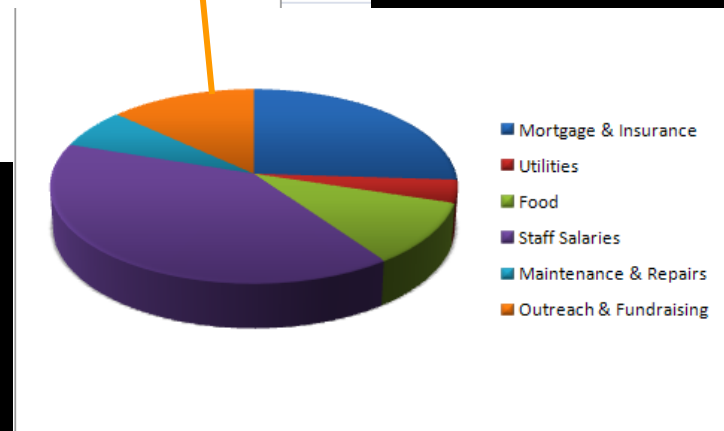
Linking Excel Charts

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

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

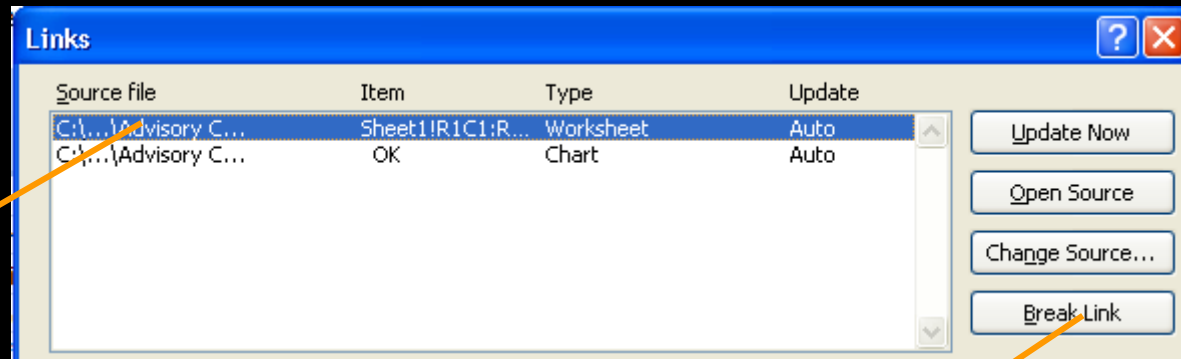


...in the Word chart



Breaking the Link Between Objects

- Break the link if it is no longer needed



Choose the
source

Break the link

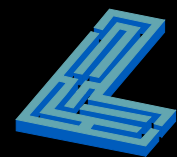
Excel as a Mail Merge Data Source

- 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

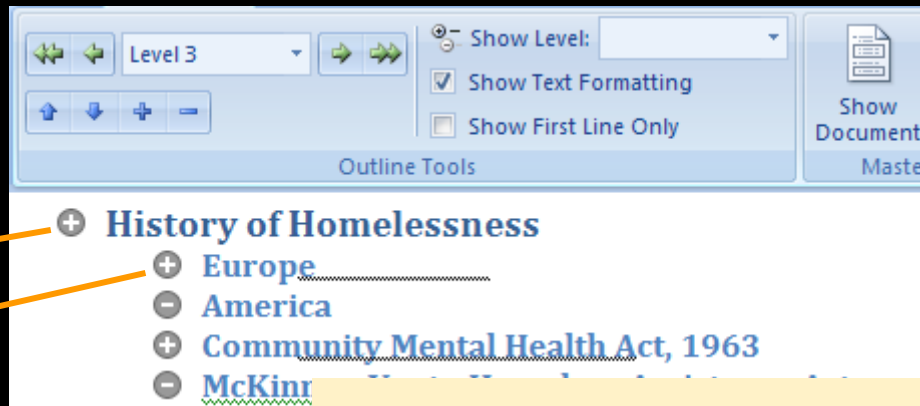
	A	B	C	D	E
1	Name	Address	City	State	Zip
2	Ms. Sally Redding	756 Locust Street	Los Angeles	CA	91025
3	Mr. Jose Lopez	7812 Olive Road	Los Angeles	CA	91357
4	Mr. Charles Douglas	91 Sycamore Ave.	Los Angeles	CA	91642
5	Mr. Gregor Alexandre	38 Alder Street	Los Angeles	CA	92564
6	Ms. Ellen Rosario	1748 Oak 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

Cannot merge
part of a field



Import a Word Outline into PowerPoint

- Outlines use Word's heading styles

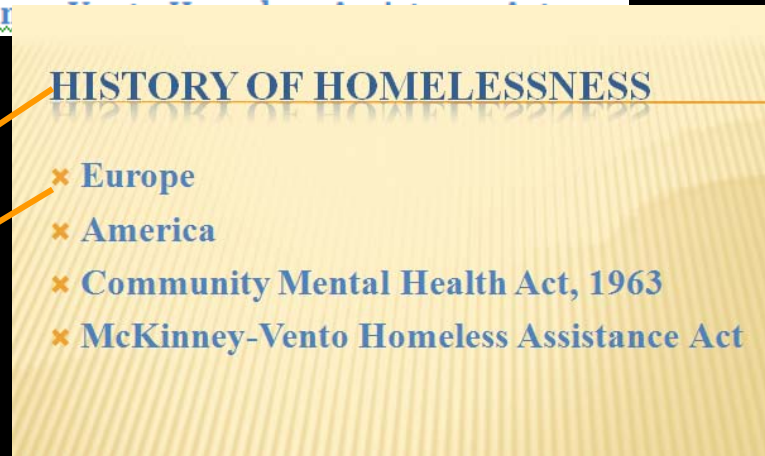


Heading 1

Heading 2

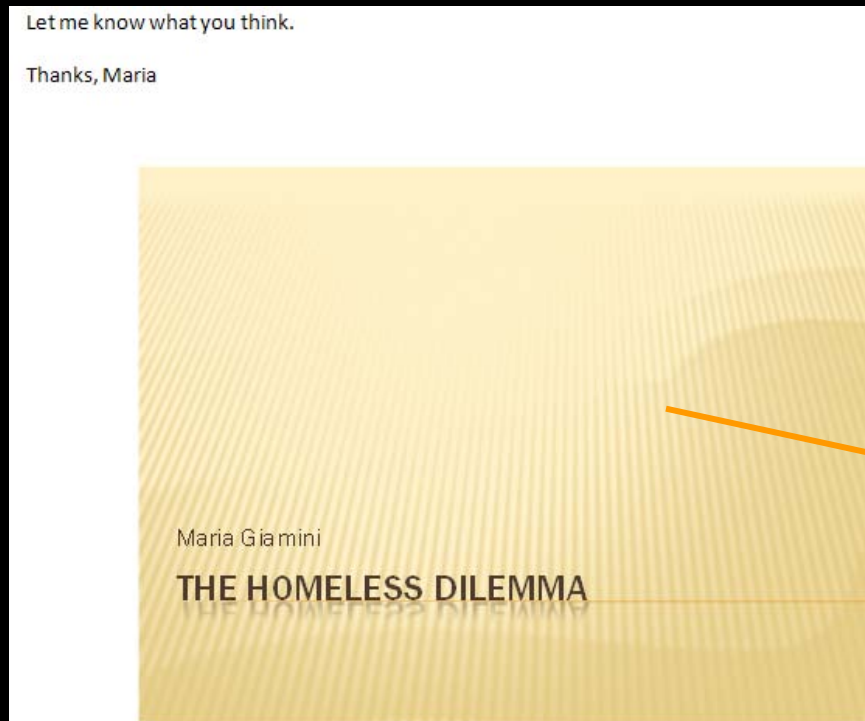
Heading 1

Heading 2



Export PowerPoint to Word

- Play a slide show from within Word



Double-click the slide to start the show

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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