

Lesson 5: Integrating with Other Programs

Return to the Word 2007 web page



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

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 An Excel chart embedded in a Word document



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



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

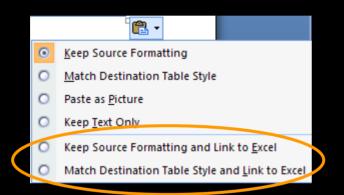


Link via Paste Special

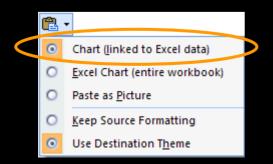


Linking Excel Objects in Word

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

	А	В	С	D	E	F	G	
1								
2			200)7 Budget Su	mmary			
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	port
7	Staff Salar	ies	17,685	17,685	17,685	17,685	70,740	Pore
8	Maintena	nce & Repairs	2,188	3,113	3,928	2,543	11,772	
9	Outreach	& Fundraising	820	2,006	576	1,529	4,931	
10	Grand To	tals	39,531	40,117	38,482	40,482	158,612	

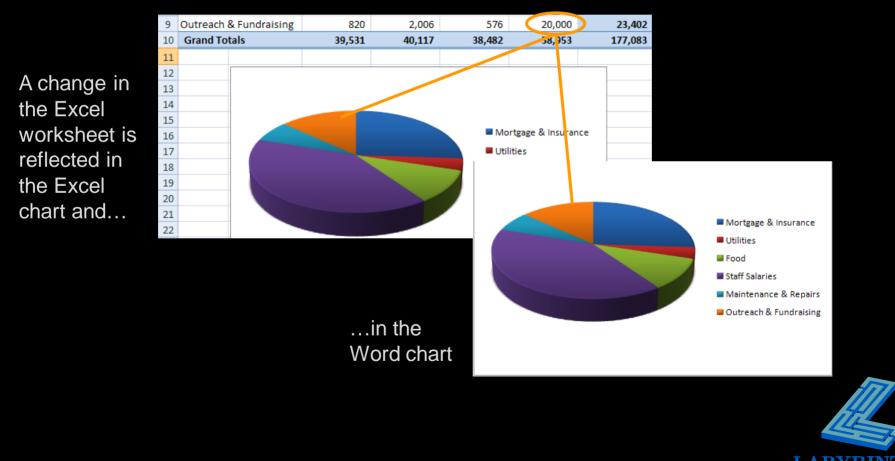
This report, produced by Help for the Homeless staff, is in keeping with the Advisory Committee's decision to conduct quarterly reviews of the current year's budget. It provides a snapshot of shelter expenses for the quarter and for the year-to-date.

Help for the Homeless 2007 Budget Summary						
		Q1	Q2	Q3	Q 4	Totals
Mortgage &	Insurance	11,337	11,337	11,337	12,000	46,011
Utilities		2,021	1,464	1,504	1,750	6,739
Food		5,480	4,512	3,452	4,975	18,419
Staff Salarie	s	17,685	17,685	17,685	17,685	70,740
Maintenand	e & Repairs	2,188	3,113	3,928	2,543	11,772
Outreach &	Fundraising	820	2,006	576	1,529	4,931
Grand Tota	ls	39,531	40,117	38,482	40,482	158,612



Linking Excel Charts

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









Excel as a Mail Merge Data Source

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

	Λ.	В	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

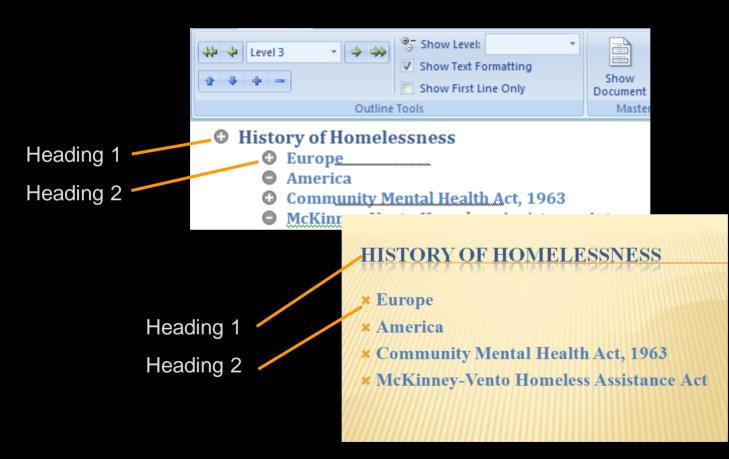
	А	В	С	D	E
1	Name	Address	City	State	Zip
2	Ms. Sally Fedding	756 Locust Street	Los Angeles	CA	91025
3	Mr. Jose Lopez	7812 Olive Road	Los Angeles	CA	91357
4	Mr. Charles Douglas	91 Sycamore Ave.	Los Angeles	CA	91642
5	Mr. Gregor Alesandre	38 Alder Street	Los Angeles	CA	92564
6	Ms. Ellen Rosario	1748 Oak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

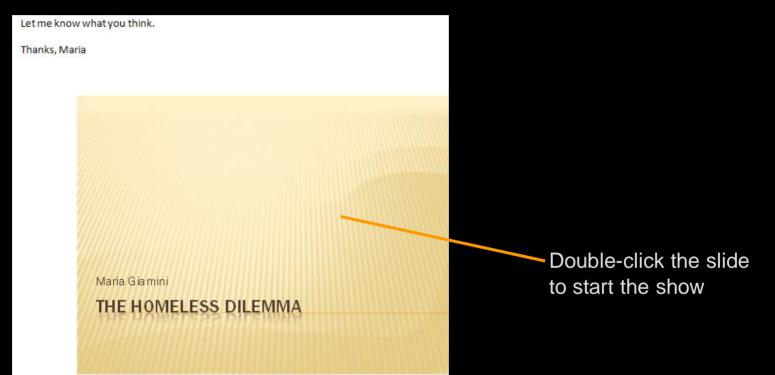
Outlines use Word's heading styles





Export PowerPoint to Word

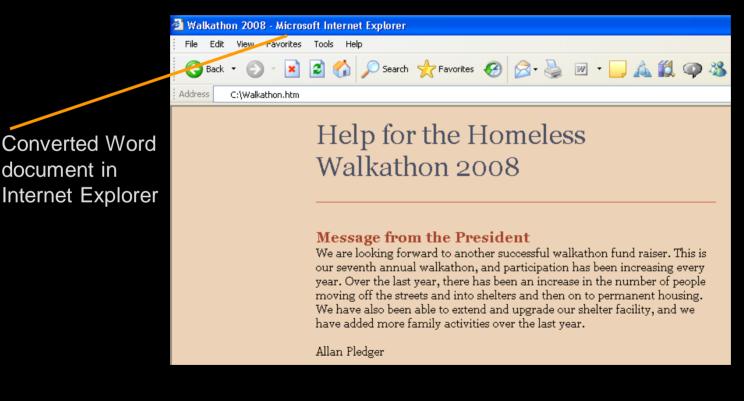
Play a slide show from within Word





Convert a Word Document to a Web Page

Make information available to customers and colleagues world-wide







Lesson 5: Integrating with Other Programs

Return to the Word 2007 web page

