

## Section 2

# Working Together

Using Microsoft applications, it is easy to integrate data from one application to another. Excel workbooks can be pasted, linked, or copied into Microsoft Word documents. Excel workbooks can also be imported into Microsoft Access databases. Excel charts can be added to PowerPoint presentations. In this section, you will learn how to exchange data among Microsoft applications.

### Copying into Word

The data from an Excel spreadsheet can be incorporated into a Word document with the copy and paste features. The data is inserted in the Word document as a Word table. In this exercise, you will copy an Excel spreadsheet into a new Word document.

1. Open **Microsoft Word**.
2. Type the following text:

**The statistics reported by the State LuneyToon Department indicate that there are a large number of pests and other irritating creatures living in the state. See the table below for details.**

3. Press the <**Enter**> key twice to leave a blank line.
4. Save as **State Pest Stats**.
5. Start the **Excel** program.
6. Choose **F**ile from the menu bar.
7. Select **O**pen...
8. Select the file **Pest Stats.xls**.  
*The file opens in Excel.*
9. Select the cells from **A1** to **E8**.

The screenshot shows the Microsoft Excel application window titled "Pests Stats.xls". The table displayed is titled "Pests and Other LuneyToons in State". The table has the following data:

Pest	Mountain	Piedmont	Coastal	Total
Roadrunner	20	2300	4700	7020
Appalachian Devil	1500	1230	3500	6230
Bubba Meany	3598	2560	6800	12958
Dirty YardDog	2606	1450	5300	9356
MacCoye Outlaw Cousins	2119	250	2225	4594

10. Click the **Copy** button on the toolbar.  
*A blinking line appears around the selected cells.*
11. Return to **Microsoft Word**.
12. Position the insertion point beneath the paragraph.
13. Click the **Paste** button on the toolbar.  
*The data appears in a Word table in the document.*

The screenshot shows the Microsoft Word application window titled "State Pest stats.doc". The document contains a paragraph of text followed by a table that has been pasted from Excel. The table is titled "Pests and Other LuneyToons in State" and contains the same data as the Excel table shown in the previous image.

The statistics reported by the State LuneyToon Department indicate that there are a large number of pests and other irritating creatures living in the state. See the table below for details.

Pest	Mountains	Piedmont	Coastal	Total
Roadrunner	20	2300	4700	7020
Appalachian Devil	1500	1230	3500	6230
Bubba Meany	3598	2560	6800	12958
Dirty YardDog	2606	1450	5300	9356
MacCoye Outlaw Cousins	2119	250	2225	4694

14. Save the Word document with the changes and close the file.
15. Return to **Microsoft Excel**.
16. Press the <Esc> key to de-activate the copy feature.
17. Select **File** from the menu bar.
18. Choose **C**lose.
19. Do not save any changes.
20. Leave the **Excel** program open for the next exercise.

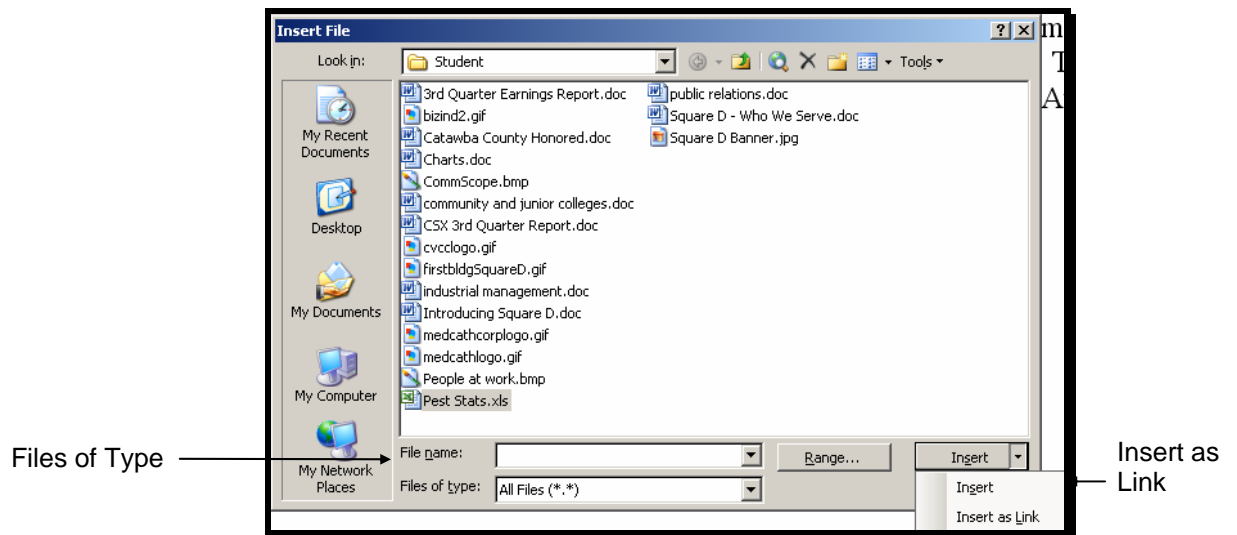
## Linking

Another way to incorporate a spreadsheet into a Word document is to insert the file with a “link.” When you link a file to its source, any changes made to the source document will be updated in the new document. In the following exercise, you will bring in the same spreadsheet as a linked object.

1. Open a new blank document in **Microsoft Word**.
2. Type the following text:

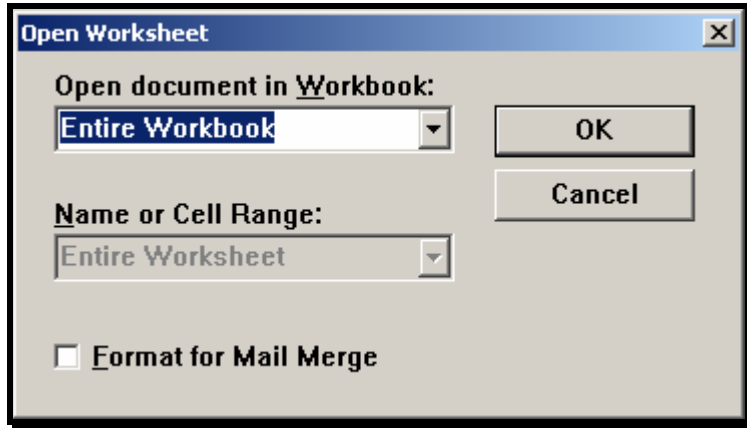
**The following updated statistics reported by the State LuneyToon Department indicate the large number of pests and other irritating creatures living in the state. This table reflects their current numbers. This information was submitted effective August 32<sup>nd</sup> of this year.**

3. Press <Enter> twice.
4. Save as **Updated Pest Stats**.
5. Select **I**nsert from the menu bar.
6. Choose **F**ile...  
*The **I**nsert File dialog box appears.*
7. Click the list arrow for **F**iles of type:
8. Select **A**ll Files.



9. From the file list, select **Pest Stats.xls**.
10. Click the pull-down list arrow on the **I**nsert button.

11. Choose the option **Insert as Link**.  
*The **Open Worksheet** dialog box appears with **Entire Workbook** selected.*



12. Click **[OK]**.  
*The spreadsheet is inserted into the document as a table.*
13. Point and click on any cell in the table.  
*All of the text in the table is shaded light gray, indicating fields.*

The following updated statistics reported by the State LuneyToon Department indicate the large number of pests and other irritating creatures living in the state. This table reflects their current numbers. This information was submitted effective August 32<sup>nd</sup> of this year.

<b>Pests and Other LuneyToons in State</b>				
<b>Pest</b>	<b>Mountains</b>	<b>Piedmont</b>	<b>Coastal</b>	<b>Total</b>
Roadrunner	20	2300	4700	7020
Appalachian Devil	1500	1230	3500	6230
Bubba Meany	3598	2560	6800	12958
Dirty YardDog	3455	1450	5300	10205
MacCoye Outlaw Cousins	2119	250	2225	4594

14. Save and close the file.

## Update a Link

Once a file has been “linked” to the source document, it is easy to update both files simultaneously. In this exercise, you will make a change in the Excel spreadsheet, then watch the automatic update take place in Word.

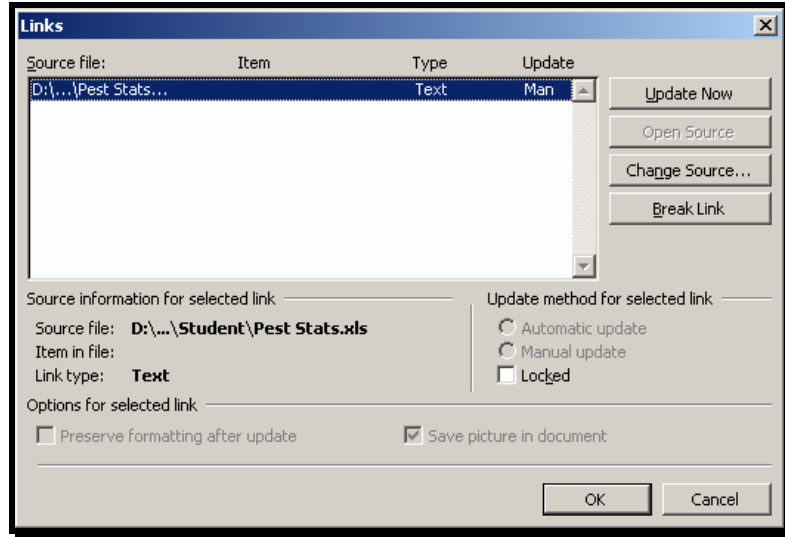
1. Return to **Microsoft Excel**.
2. Open the file **Pest Stats.xls**.
3. Change the figure in cell **B7** to **3,455** (Dirty YardDog).
4. Save and close the file.
5. Return to **Microsoft Word**.
6. Open the file **Updated Pest Stats.doc**.
7. Click once on any of the numbers in the table.  
*All of the text in the table is shaded gray.*
8. Press the <**F9**> key to refresh the link.  
*The **Open Worksheet** dialog box appears with **Entire Workbook** selected.*
9. Click [**OK**].  
*The spreadsheet data in the table is updated.*
10. Save the file and leave it open.

Note: When you press <**F9**> to update the table, you may receive a message indicating that the file may contain malicious code. If you are certain that the source file is safe, click [**Yes**] to continue the update.

## Control a Link

Another way to update a link is by using the **Edit Links** command. This command can be used to view the linked files in a document, to update the links, and also to break the link between files. In this exercise, you will display the links in a file and update the table.

1. The file **Updated Pest Stats** should still be open in Microsoft Word.
2. Select **E**dit from the menu bar.
3. Choose **L**inks...  
*The **Links** dialog box appears; the **Source file:** path is displayed in the window.*



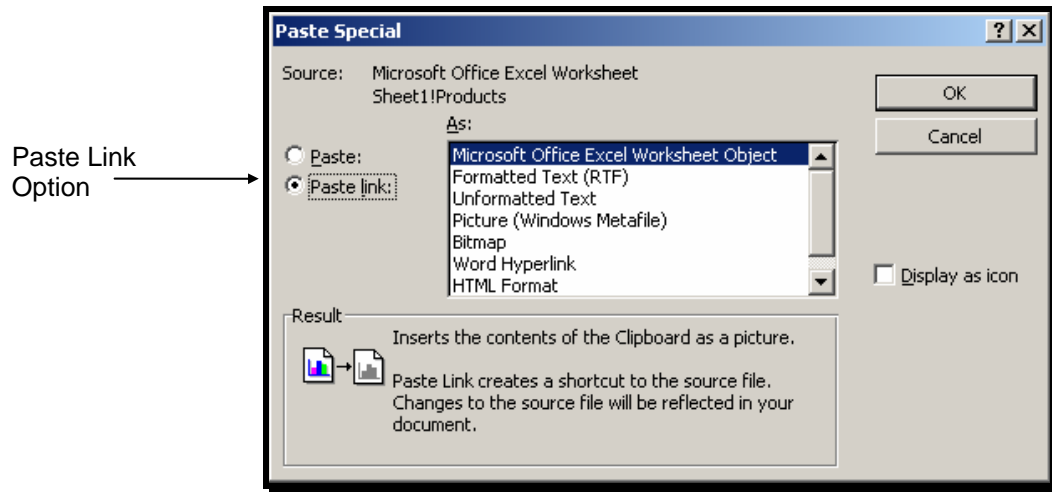
4. Click [**Update Now**] to update the file.  
*The **Open Worksheet** dialog box appears with **Entire Workbook** selected.*
5. Click [**OK**].  
*The **Links** dialog box reappears.*
6. Click [**Close**] to close the dialog box.
7. Save and close the file.

## Embedding an Object

Another option for including a spreadsheet in a Word document is to “embed” the application with the file. This allows you to actually launch Excel from within the Word document exactly like you launch WordArt or Microsoft Organization Chart while still working in Word.

In this exercise, you will use the **Edit Paste Special** command to embed the spreadsheet application in a new document.

1. In the **Word** window, open the file **Stock Holders Meeting**.
2. Press <Ctrl> <End> to position the insertion point at the end of the text.
3. Switch to **Microsoft Excel**.
4. Open the file **New Product Evaluations.xls** file.
5. Select cells **A1** to **D5**.
6. Click the **Copy** button on the toolbar.
7. Leave Excel open and return to **Microsoft Word**.
8. Position the insertion point where the spreadsheet should be inserted.
9. Select **E**dit from the menu bar.
10. Choose **P**aste **S**pecial...  
*The **Paste Special** dialog box appears.*



11. Click the **Paste link:** option button.
12. Select **Microsoft Office Excel Worksheet Object**.
13. Verify that **Display as icon** is not checked.
14. Click [OK].  
*The spreadsheet is inserted into the document as an object.*
15. Click once on the table.  
*Selection handles appear around the table to indicate an object.*

## Acme Corporation

On December 28<sup>th</sup> the annual stockholders meeting convened in Los Vegas Dismal Swamp Hotel and Casino.

Founder and CEO W.E. Koyote presented the new line of products. Also we got to see the first evaluations figures on these new products.

- Rubber Anvils
- Human Cannon
- Jet-Propelled Skates
- Flying Cape

	Favorable	Unfavorable	Difference
Rubber Anvil	2300	2000	300
Human Cannon	1500	1230	270
Jet-Propellent Skates	3598	2560	1038
Flying Cape	3455	1450	2005

16. Save the Word document with the changes.
17. Leave the file open.

## Section 2

# Summary Exercises

### Part One

1. Open the file **What is a Road Runner**<sup>1</sup> from the **Student** folder.
2. Insert the image **Roadrunner.jpg** at the top of the document.
3. Beneath the last paragraph, insert (or copy) the Excel file **Road Runner Stats**. Use any of the methods in this section to copy and paste or insert the Excel data into a Word table in the document.
4. Save the file with the photograph and Excel data table.

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<sup>1</sup> Text, data table and photograph excerpted from the Desert USA Web site, <http://www.desertusa.com/mag98/sep/papr/road.html> Used by permission.

**What is a Road Runner?**

**Description**

The legendary roadrunner is famous for its distinctive appearance, its ability to eat rattlesnakes and its preference for scooting across the American deserts, as popularized in Warner Bros. cartoons.

roadrunner black-and-mottled bird with a head crest, strong feet, white-tipped oversized



It is a large, white, ground distinctive. It has a long, tail and an bill. It ranges from 20 to from the

in length 24 inches

tip of its tail to the end of its beak. It is a member of the Cuckoo family (Cuculidae), characterized by feet with 2 forward toes and 2 behind.

When the roadrunner senses danger or is traveling downhill, it flies, revealing short, rounded wings with a white crescent. But it cannot keep its large body airborne for more than a few seconds, and so prefers walking or running (up to 17 miles per hour) usually with a clownish gait.

<b>Vital Statistics</b>	
<b>Weight:</b>	8-24 oz.
<b>Length:</b>	20-24 inches
<b>Height:</b>	10-12"
<b>Sexual Maturity:</b>	2-3 yrs.
<b>Mating Season:</b>	Spring
<b>Incubation:</b>	18-20 days
<b>No. of Eggs:</b>	2-12
<b>Birth Interval:</b>	1 year
<b>Lifespan:</b>	7 to 8 years

## Part Two

1. It is easy to copy and paste data among Microsoft applications.  
( True / False )
2. A \_\_\_\_ is created when data in the target document is updated automatically when changes are made to the source document.
3. An \_\_\_\_\_ object is one that will launch the application when you double-click on it.
4. An easy way to create a link to an Excel workbook within a Word document is to use the \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ command.
5. When a Word document contains data links to other source documents, the \_\_\_\_\_ \_\_\_\_\_ command can be used to update or remove links.