

# Integrating Microsoft® Word with Other Office Applications

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# Objectives

***After completing this course, you will know how to:***

- Insert an Excel file into a Word document
- Copy and Paste Excel worksheet data or a chart into a Word document
- Embed Excel data or a chart in a Word document
- Link Excel data or a chart in a Word document
- Create a PowerPoint presentation from a Word outline
- Copy and paste PowerPoint information into Word document
- Embed or link PowerPoint slides into a Word document
- Send PowerPoint outlines, notes or slides to Word to be edited

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## Introducing Microsoft Integration

Microsoft Word has the ability to integrate data with other office applications. This means you can create documents with the application that is most suited for that information and then transfer it into Word to edit and print. For example, you can create an Excel worksheet analyzing and calculating numerical data in Excel and then use that information in other Word documents.

### *Using Excel Data in a Word Document*

There are several ways you can integrate Excel data into Word:

1. Insert a file in Word
2. Copy and paste a worksheet into Word
3. Embed a file into Word
4. Link data or chart into Word

### Inserting an Excel File into Word

When you insert an Excel file into a Word document, the data transfers as a table and the table features must be used to edit it. Any changes that you make in the word document, does not change the original Excel worksheet.

### Copying and Pasting Excel Worksheet data or Chart into Word

Copying and Pasting Excel Worksheet data or chart into Word works the same as inserting a file.

To insert or Copy and Paste a file into Word:

1. Open the Word document and move the cursor to the place of insertion
2. Open Excel Workbook
3. Highlight the range and right click and select Copy
4. Go back to the Word document
5. Right click and Paste to paste the Excel data into Word

Once you copy the data into Word, you can use Word Table features to format. Some of the formatting options include:

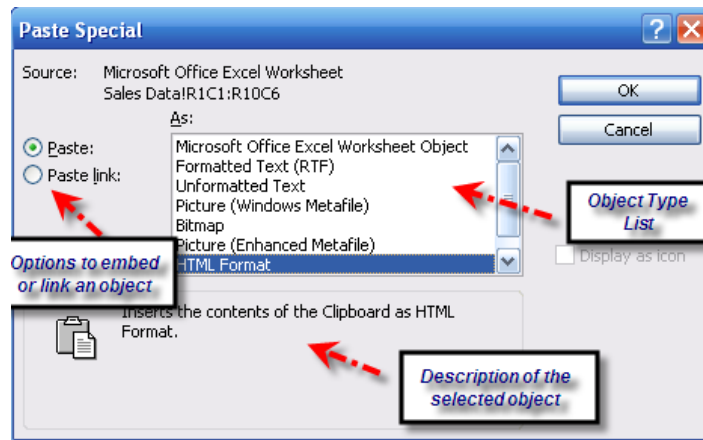
- Turning off Grid lines, using Table Autoformat
- Right, left or center aligning text or numbers
- Using Table Autofit
- Deleting or inserting new columns or rows

### Embedding Excel Data or Chart into Word

When you embed Excel data, you place a copy of the data in a Word document as an object that you can edit only with Excel functions. Any changes that you make in Word don't change the original Excel file. To embed data in Excel, you have to use the Paste Special function.

**Paste vs. Paste Special:** Paste Special option can be used to embed or link Excel data.

The Paste Special dialog box looks like this:



To embed Excel data in Word:

1. Open Word File
2. Open the Excel and copy the range of data to be embedded into Word
3. Go back to Word and click on Edit, Paste Special to open the Paste Special Dialog box
4. You can choose from several formats to paste. The easiest way is to use Paste Special as an Excel object
5. Make sure that the Paste radio button option is selected on the left hand side
6. Click OK
7. You can edit an embedded object in Word using Excel functions. If you double click on the object in Word, it will activate the Excel object. You can then right click on the object to access the Excel functions. The changes you make in the Word object do not change your original worksheet in Excel.

Branch	Meat	Cheese	Produce	Beverages	Total
Chicago	\$ 1,700	\$ 1,700	\$ 2,500	\$ 3,000	\$ 8,900
London	1,200	1,700	2,500	4,800	10,200
Melbourne	1,500	1,400	1,500	2,300	6,700
Vancouver	2,100	2,500	1,900	3,200	9,700
<b>Total</b>	<b>\$ 6,500</b>	<b>\$ 7,300</b>	<b>\$ 8,400</b>	<b>\$ 13,300</b>	<b>\$ 35,500</b>

## Linking Excel Data or a chart into Word

When you link Excel data to a Word document, the data is displayed in Word but is stored in Excel and edited in the Excel workbook. You have to make the changes in Excel and the changes are reflected in the Word document automatically. In order to do this, you will still have to use the Paste Special function. The link in the Word document will always link you to the Excel file.

To link to an Excel Worksheet:

1. Open Word file
2. Open the Excel file and highlight and copy the range
3. Switch to Word and click on Edit Paste Special
4. Make sure that the radio button is set as Link and MS Office Excel Worksheet Object is highlighted
5. Click OK

The range will paste into the Word document but you cannot edit it. You can make any changes and edit the original worksheet in Excel. If you want the changes reflected in the Word file, you can right click on the object and **Update Link** which will update the object with the new data.

In addition to that, when you double click on the object in Word, it will automatically take you to the Excel file.

Worldwide Exotic Foods, Inc.				
Third Quarter Sales Report				
(\$000)				
Branch	Meat	Cheese	Produce	Be
Chicago	\$ 1,700	\$ 1,700	\$ 4,500	\$
London	1,200	1,700	2,500	
Melbourne	1,500	1,400	1,500	
Vancouver	2,100	2,500	1,900	
Total	\$ 6,500	\$ 7,300	\$ 10,400	\$

By default, every time you open the Word file, the object will automatically update. When you no longer want the object linked to the Excel file, you can break the link or if the Excel file is moved to a different location, the link can be redirected.

## ***Integrating PowerPoint and Word***

As with Excel, you can integrate a PowerPoint presentation with Word by copying and pasting or by embedding/linking slides into Word. You can send PP slides, notes, outlines to Word to be edited or printed.

### **Creating a PowerPoint Presentation from a Word Outline**

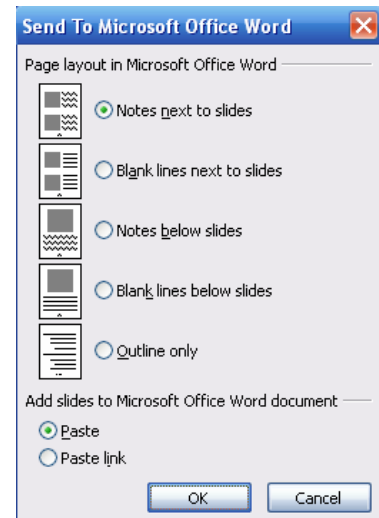
You can create a Word outline using the Outline Level headings and then send that outline to PowerPoint to create slides. The levels are individually bulleted in PP.

1. Create an outline or open an existing outline in Word
2. Click on File, Send to MS PowerPoint
3. Each Level 1 of the outline will be on a separate slide, with levels 2, and 3 on the same slide
4. Use any PowerPoint feature to format text including adding design themes slides

### **Sending a PowerPoint Presentation to Word**

Another way to integrate a PP presentation with Word is to send part of a presentation to Word. You can do this by using File, Send to, Microsoft Word.

1. Open PowerPoint presentation
2. Click on File, Send to, Microsoft Office Word
3. The Send to Microsoft Office Word dialog box shows possible Page layouts.
4. Select a layout that best suits your purpose and click OK
5. This is imported into Word in Table format. You can use all the Table formatting tools such as deleting columns, resizing clip art or text boxes, entering additional text.



**Exercise:**

1. Open Word file Worldwide Memo and place your cursor at the end of the first paragraph.
2. Open the Excel File named Worldwide Exotic food Sales Report
3. Highlight range A1:F10
4. Right click and select copy
5. Go back to the Word document, move cursor to the end of the document, right click and paste
6. Highlight the table in Word and click on Table, Autofit, Autofit to Contents
7. Make sure the table is still highlighted, click on Table, Autoformat and select Contemporary Format and click Apply
8. Deselect the table by clicking anywhere outside the table
9. Highlight the 4<sup>th</sup> row (above the column headings), right click and select delete cells, click OK
10. Change the Chicago Produce figure to \$4300. Notice that the total figure doesn't change.

**Exercise:**

1. Open Word file Worldwide Memo
2. Open the Excel file Worldwide Exotic Food Sale Report and copy the range of cells A1:F10
3. Switch to Word document, move cursor to the end of the document, click on Edit, Paste Special
4. The Paste Special Dialog box screen will display
5. Make sure that the Paste radio button is selected and highlight MS Office Excel Worksheet object and click OK
6. Double click on the object to activate it
7. Highlight B6:F10
8. Right click and select format cells and select currency, 0 decimal points, and Dollar sign symbol and click OK
9. Click inside D6 and change the number to \$3550, notice the total changes
10. Click on cell A1 and change Font color to Red
11. Click on Sales Chart Tab – the Excel chart is also there
12. Go back to the Excel sheet; notice that no changes are reflected on the original sheet.



**Exercise:**

1. Open Word file Worldwide Memo
2. Open the Excel file Worldwide Exotic Food Sale Report and copy the range of cells A1:F10
3. Switch to Word document, move cursor to the end of the document, click on Edit, Paste Special
4. The Paste Special Dialog box screen will display
5. Select the Paste Link radio button, highlight the MS Office Excel Worksheet object, click OK
6. No modifications can be done in Word
7. Go back to the Excel and change London Beverages figure to \$5500
8. Go back to the Word file, right click on the object and select update link
9. You must have both files to update

**Exercise:**

1. Open Word file Worldwide Outline
2. Notice that the file has been created in outline form with levels
3. Click on File, Send to, Microsoft Office PP
4. Once the file is in PP, make sure that you have the 1<sup>st</sup> slide selected, click Format, Slide layout and change the first slide the Title slide layout
5. Click on Format, Slide design and change the slide design to Eclipse
6. Select Slide 3, click on Format, Slide Design, Title and Chart
7. Open the Excel file Worldwide Exotic Food Sale Report and the range of cells A1:F10
8. Switch to PP slide 3, and Paste Special
9. Double click on the object to display the Excel functions to modify
10. Click on Sales Chart tab to display chart

