

# Microsoft® Office 2013

First Course

Second Course

Third Course

Integration 2013  
UNIT A

## Integrating Word and Excel



# Objectives

- Integrate data between Word and Excel
- Copy data from Excel to Word
- Copy a chart from Excel to Word
- Create linked objects
- Embed a Word file in Excel



# Integrate Data Between Word and Excel

- **Integration:** Combines data from multiple Office programs
  - Saves time and reduces need for data entry
  - Create sophisticated documents that incorporate data from all Office programs
- Integration uses source and destination files
  - **Source file:** file from which information is copied or used
  - **Destination file:** file that receives copied information

# Integrate Data Between Word and Excel

- Copying and pasting data from Clipboard
  - Duplicate **objects** such as text selections, values, and photos
- Linking data
  - Connecting data between two or more files
  - **Linked object**: connected data
- Copying and pasting charts
- Embedding a Word file in Excel
  - **Embed**: place a unlinked copy in a document
  - **OLE**: Object linking and embedding, which refers to technology that allows one to integrate data between Microsoft programs

# Integrate Data Between Word and Excel

## Word report with objects copied from Excel

**Table object copied from Excel**

**Photograph copied from Excel**

**Chart linked to Excel source chart**

**81% value is a linked object**

*Photo courtesy of Carol Cream*

### Guest Survey Results

**QST Vancouver**

Total Tours	120
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In 2016, the Vancouver branch of Quest Specialty Travel hosted tours throughout western Canada. Most popular were the hiking and camping tours run from Banff and the kayaking tours run from Tofino. At the end of every tour, each guest completed the standard guest survey to evaluate the following five categories of service using four ratings: Excellent, Good, Fair, and Poor:

- Adventure Activities
- Cultural Activities
- Accommodation
- Food
- Tour Guide

As shown in the column chart below, a significant percentage of the guests rated the Food as Fair or Poor. QST Vancouver will investigate the reasons for these less than satisfactory ratings and then submit a report to head office in January 2017.

Category	Excellent	Good	Fair	Poor
Adventure Activities	180	140	100	50
Cultural Activities	200	150	100	50
Accommodation	160	130	100	50
Food	100	120	150	80
Tour Guide	220	140	100	50

Overall, QST Vancouver can be proud that 81% of our guests rated their QST tour experience as either Excellent or Good.

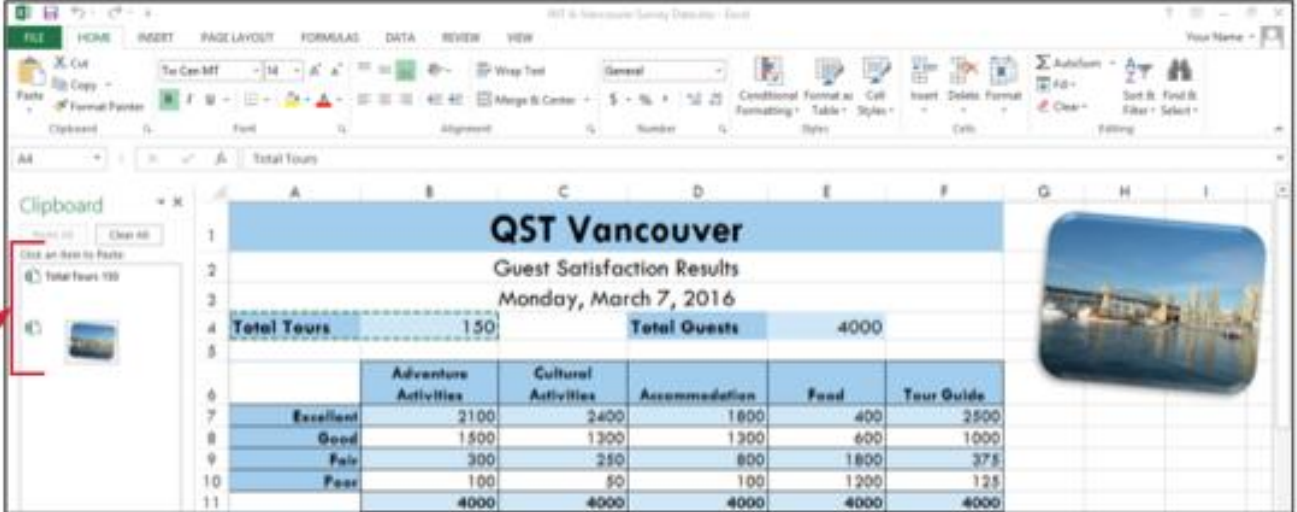
Your Name

# Copy Data from Excel to Word

- Uses of Copy and Paste commands
  - Copy and paste items within a document
  - Copy and paste items between programs
- By default, an object copied from one program to another program retains the formatting of the original object and is not linked to the original object

# Copy Data from Excel to Word

Two items collected on the Clipboard



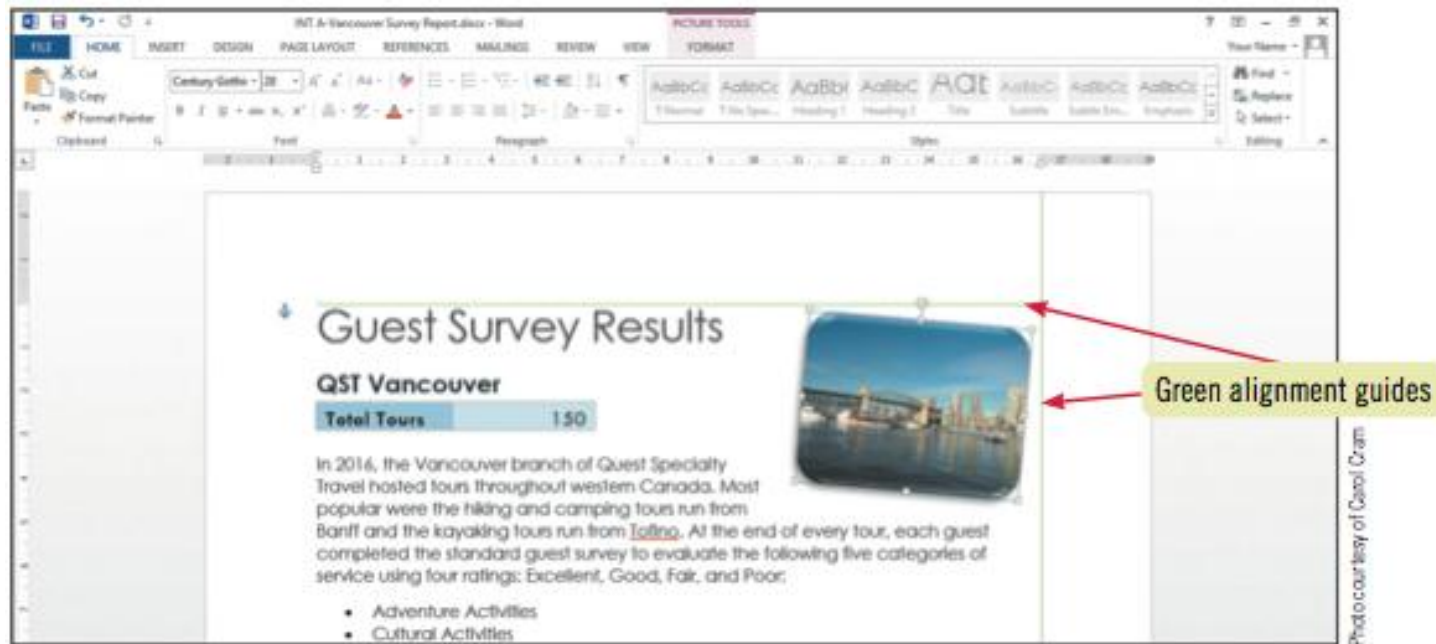
The screenshot shows the Microsoft Excel interface with a spreadsheet titled "QST Vancouver Guest Satisfaction Results Monday, March 7, 2016". The spreadsheet contains a table with columns for "Adventure Activities", "Cultural Activities", "Accommodation", "Food", and "Tour Guide". A red box highlights the "Clipboard" pane on the left, which contains two items: a text snippet "Total Tours: 150" and a picture of a city skyline at night. A red arrow points from a yellow callout box to the clipboard items.

Copied items on Clipboard

	Adventure Activities	Cultural Activities	Accommodation	Food	Tour Guide
Excellent	2100	2400	1800	400	2500
Good	1500	1300	1300	600	1000
Fair	300	250	800	1800	375
Poor	100	50	100	1200	125
<b>Total</b>	<b>4000</b>	<b>4000</b>	<b>4000</b>	<b>4000</b>	<b>4000</b>

# Copy Data from Excel to Word

Picture positioned in the Word report





# Copy a Chart from Excel to Word

- Use the Copy and Paste commands
- When data is changed in Excel source file, it updates in Word destination file
- Pasted chart is automatically linked
  - Linked data changes in destination file
  - Chart style reflects formatting of destination file

# Copy a Chart from Excel to Word

## Paste Options

ever we investigate the reasons for these less than  
mit a report to head office in January 2017.

### Survey Results

Category	Excellent	Good	Fair	Poor
Activities	1	2	3	1
Accommodation	2	3	4	1
Food	1	2	3	2
Tour Guide	3	2	1	1

Excellent Good Fair Poor

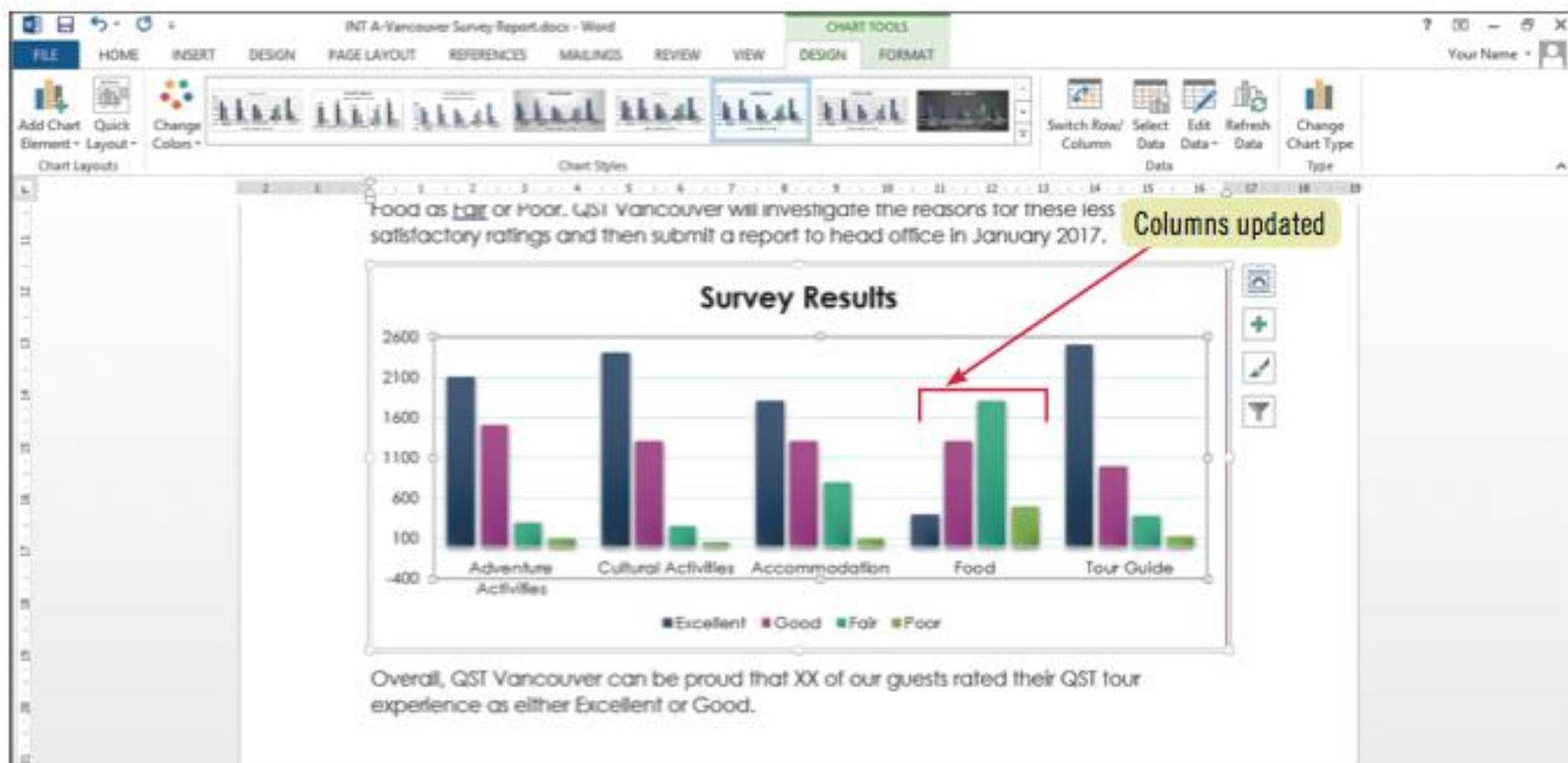
proud that XX of our guests rated their GST tour  
Good.

Paste Options button

By default the Use Destination Theme & Link Data option is selected






# Copy a Chart from Excel to Word

Linked chart updated in Word



# Copy a Chart from Excel to Word

## Paste options for charts

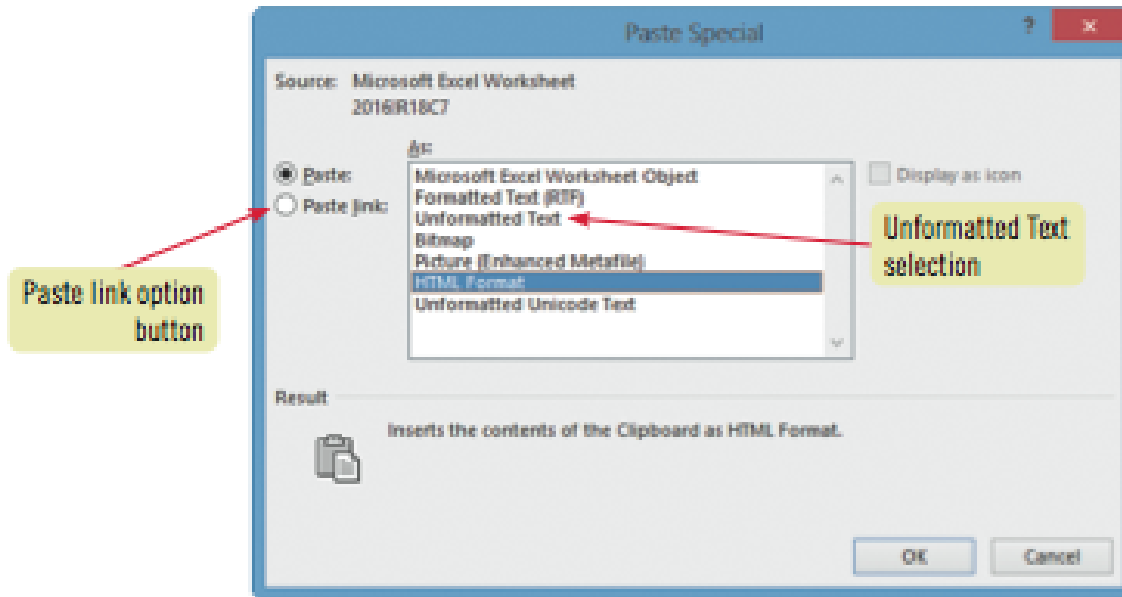
Paste Options button	button name	description
	Use Destination Theme & Embed Workbook	The pasted chart is not linked to the source document, and the pasted chart assumes the formatting of the destination document
	Keep Source Formatting & Embed Workbook	The pasted chart is not linked to the source document, and the pasted chart keeps the same formatting as the source document
	Use Destination Theme & Link Data	This button is selected by default when a chart is pasted into the destination document; the theme of the destination document is applied to the chart, and the chart is linked to the object in the source document
	Keep Source Formatting & Link Data	The pasted chart is linked to the source document, so any changes made to the chart in the source document will be made to the copied chart in the Word document; in addition, the formatting of the source document is retained
	Picture	The chart is pasted as a picture that cannot be modified, and uses the same formatting as the chart in the source document

# Create Linked Objects

- Copy and Paste Special commands
  - Use to link data other than a chart
  - Perform advanced copy and paste tasks
  - Can link copied object to a source file
- Opening linked files and reestablishing links to charts
  - You will be prompted to update data between linked files
  - Open source file first, followed by destination file when changing information
  - Error message may occur if you try to refresh chart data in Word
  - **Change Source** button reestablishes links

# Create Linked Objects

## Paste Special dialog box



# Create Linked Objects

## Completed report

**Guest Survey Results**

**QST Vancouver**  
Total Tours: 130

In 2014, the Vancouver branch of Quest Specialty Travel hosted four throughout western Canada. Most popular were the hiking and camping tours run from Banff and the kayaking tours run from Tofino. At the end of every tour, each guest completed the standard guest survey to evaluate the following five categories of service using four ratings: Excellent, Good, Fair, and Poor.

- Adventure Activities
- Cultural Activities
- Accommodation
- Food
- Tour Guide

As shown in the column chart below, a significant percentage of the guests rated the Food as Fair or Poor. QST Vancouver will investigate the reasons for these less than satisfactory ratings and then submit a report to head office in January 2017.

**Survey Results**

Category	Excellent	Good	Fair	Poor
Adventure Activities	180	140	100	50
Cultural Activities	190	130	80	40
Accommodation	160	120	90	50
Food	100	120	140	60
Tour Guide	190	110	70	30

Overall, QST Vancouver can be proud that 81% of our guests rated their QST tour experience as either Excellent or Good.

Your Name

Photo courtesy of Chris Orem

Annotations:

- Pasted photograph (points to the landscape image)
- Linked chart (points to the Survey Results bar chart)
- Updated percentage (points to the 81% figure in the summary text)

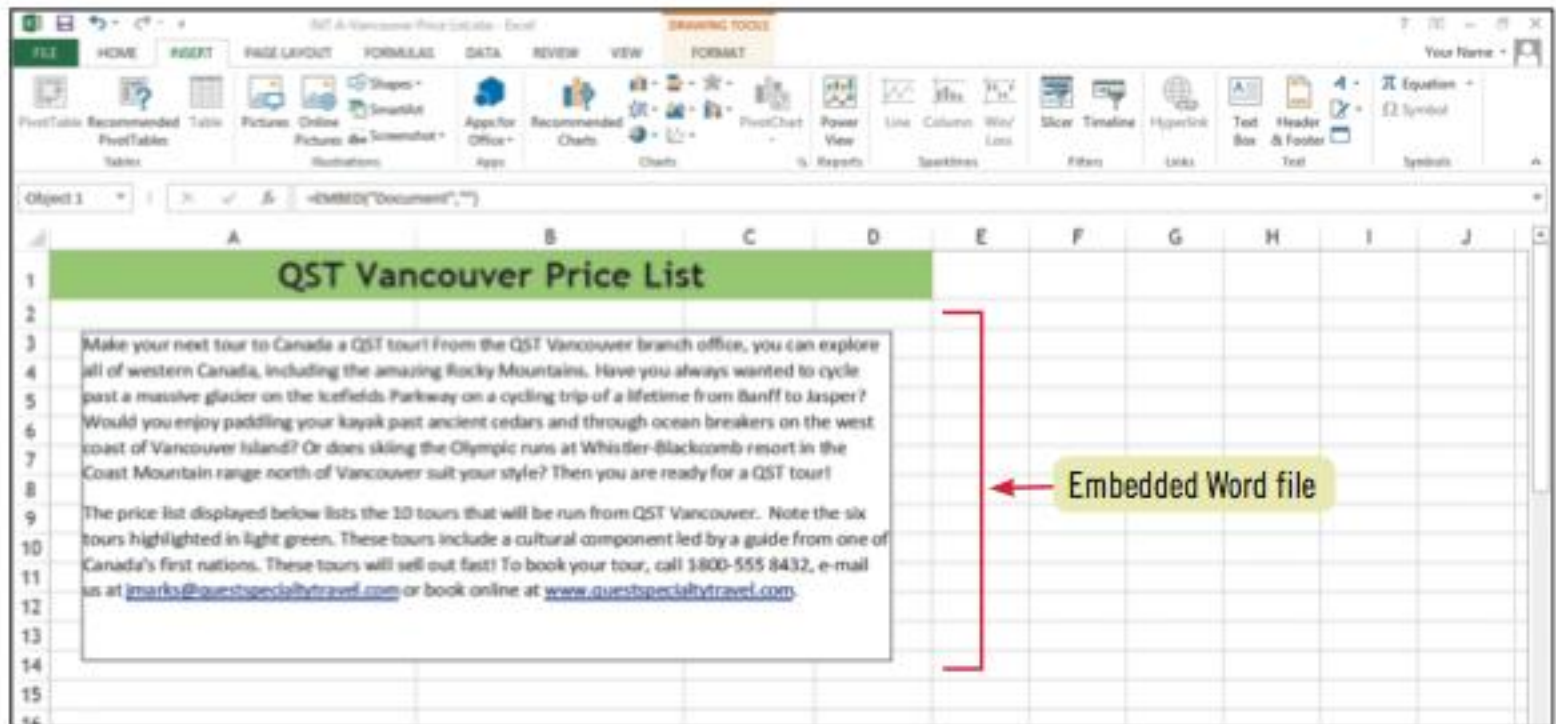
# Embed a Word File in Excel

- Embedding an object
  - Inserts an entire file in a destination file
  - You can embed within an existing or new file
- Editing an embedded object
  - Double-click in Excel destination file to open in Word source file
  - Use tools from source (Word) program to edit



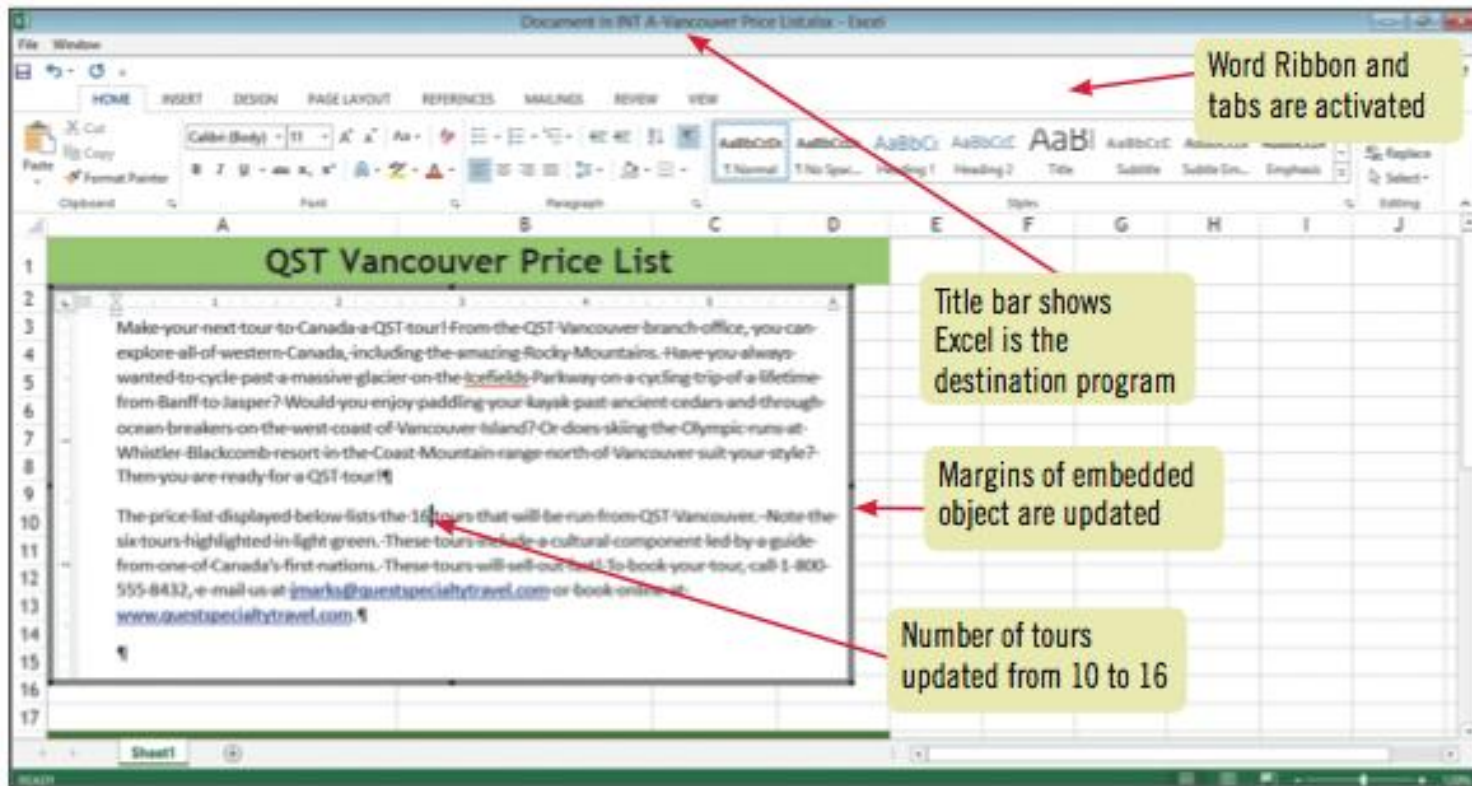
# Embed a Word File in Excel

## Embedded Word file positioned in Excel



# Embed a Word File in Excel

Embedded object updated in Excel



# Embedding a Word File in Excel

## Unit A integration tasks

object	command	source program	destination program	result	connection	page no.
Cells	Copy/Paste	Excel	Word	Object with Excel formatting	Pasted: no link	4
Chart	Copy/Paste	Excel	Word	Object with Word formatting	Linked	6
Cell	Copy/Paste Special/Paste link	Excel	Word	Formatting varies depending on the formatting option chosen in the Paste Special dialog box	Linked	8
File	Insert/Object/ Create from File	Word	Excel	Text box containing the Word file: to update, double-click and use Word tools within the Excel destination file	Embedded: no link	10



# Summary

- Integrating data between Word and Excel
- Copying data from Excel to Word
- Copying a chart from Excel to Word
- Creating linked objects
- Embedding a Word file in Excel