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

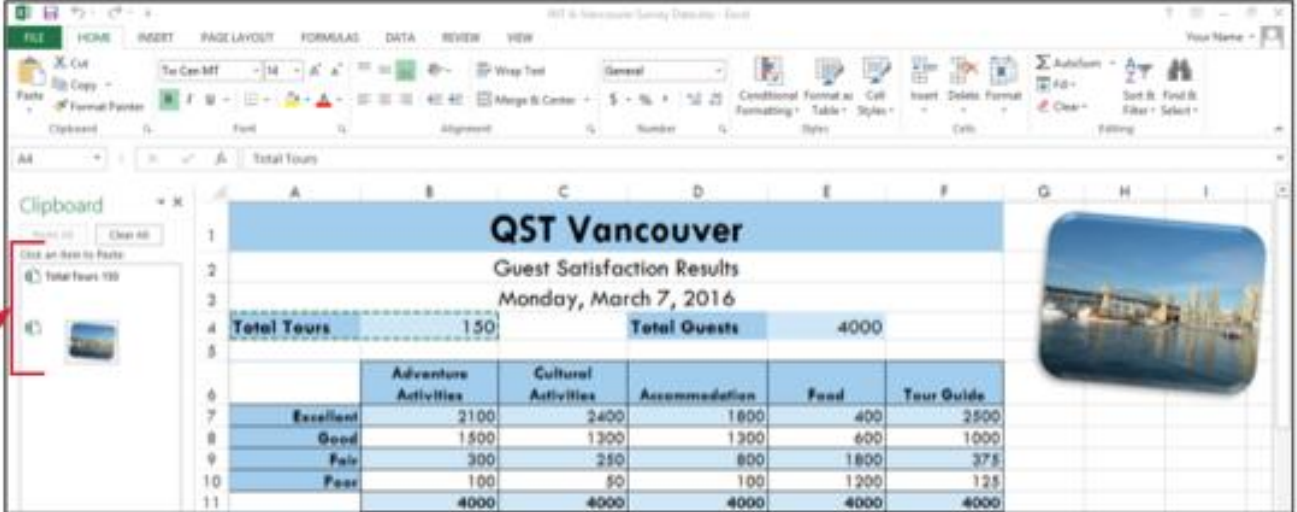Chart linked to Excel source chart

81% value is a linked object

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

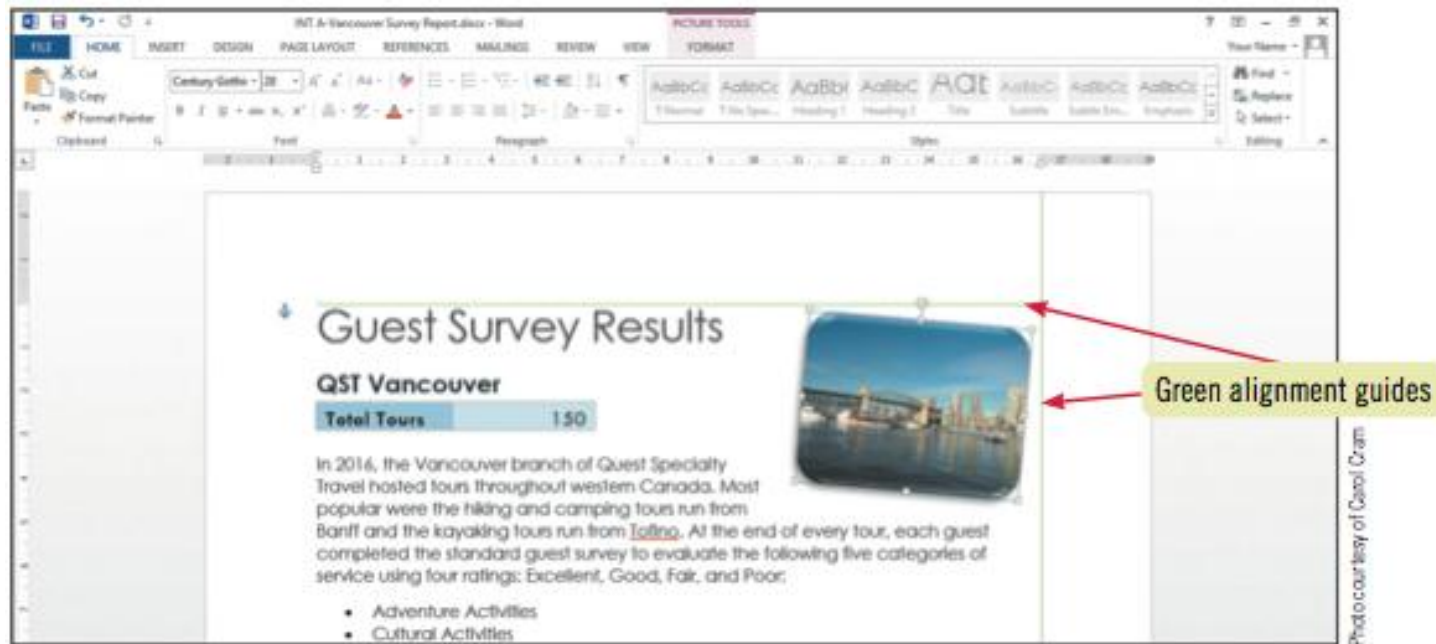# Copy Data from Excel to Word

Two items collected on the Clipboard

Copied items on Clipboard

Copy Data from Excel to Word

Picture positioned in the Word report

Green alignment guides

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

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Copy a Chart from Excel to Word

Paste Options

Copy a Chart from Excel to Word

Linked chart updated in Word
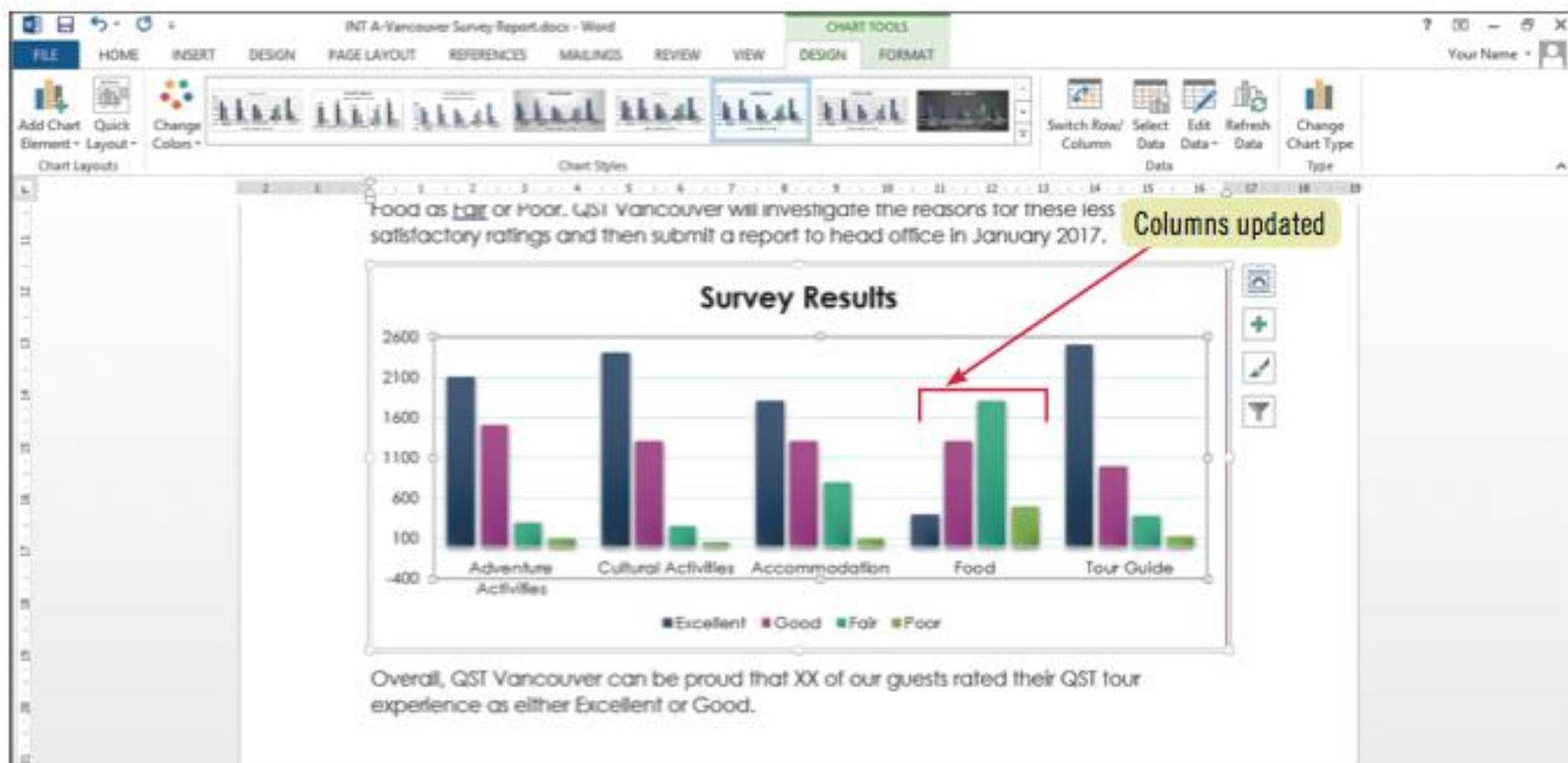
Copy a Chart from Excel to Word

Paste options for charts

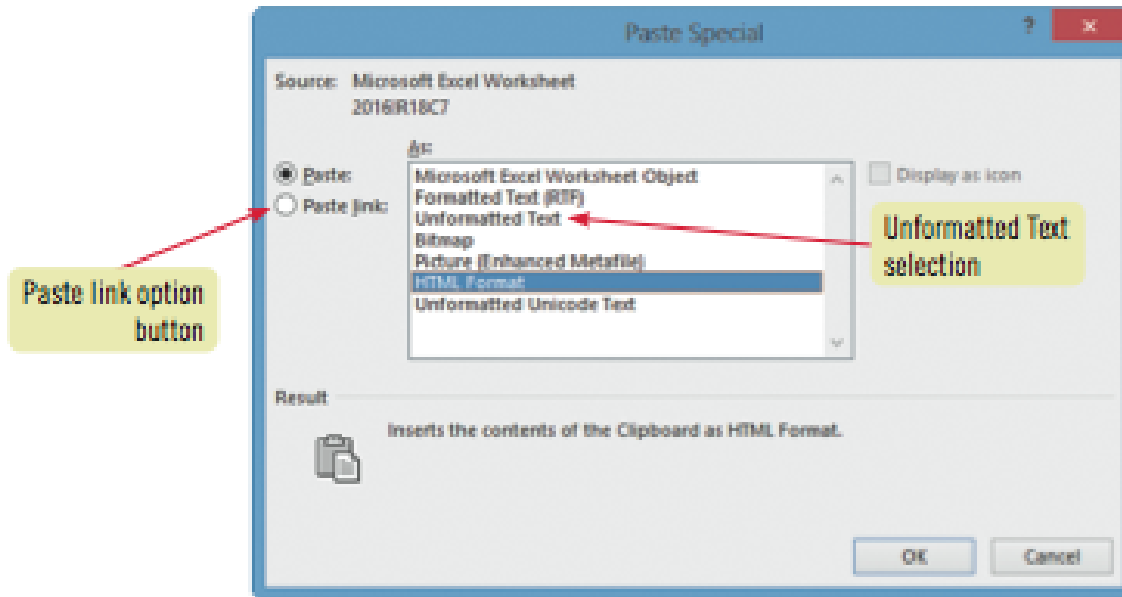| Paste Options button	button name	description
	Use Destination Theme & Embed Workbook	The pasted chart is not linked to the source document, and the pasted chart assumes the formatting of the destination document
	Keep Source Formatting & Embed Workbook	The pasted chart is not linked to the source document, 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

Pasted photograph

Linked chart

Updated percentage

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
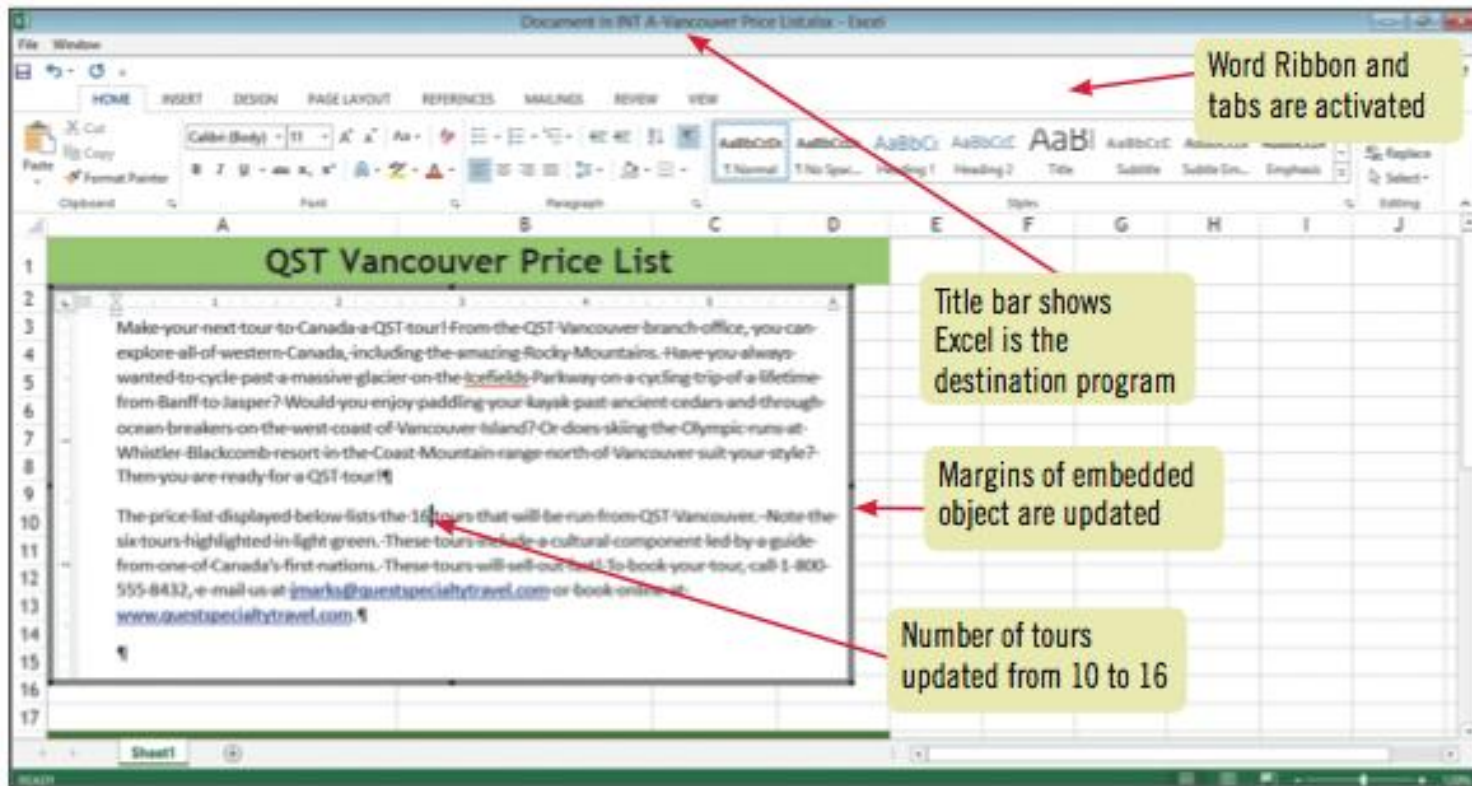 - Use tools from source (Word) program to edit

Embed a Word File in Excel

Embedded Word file positioned in Excel
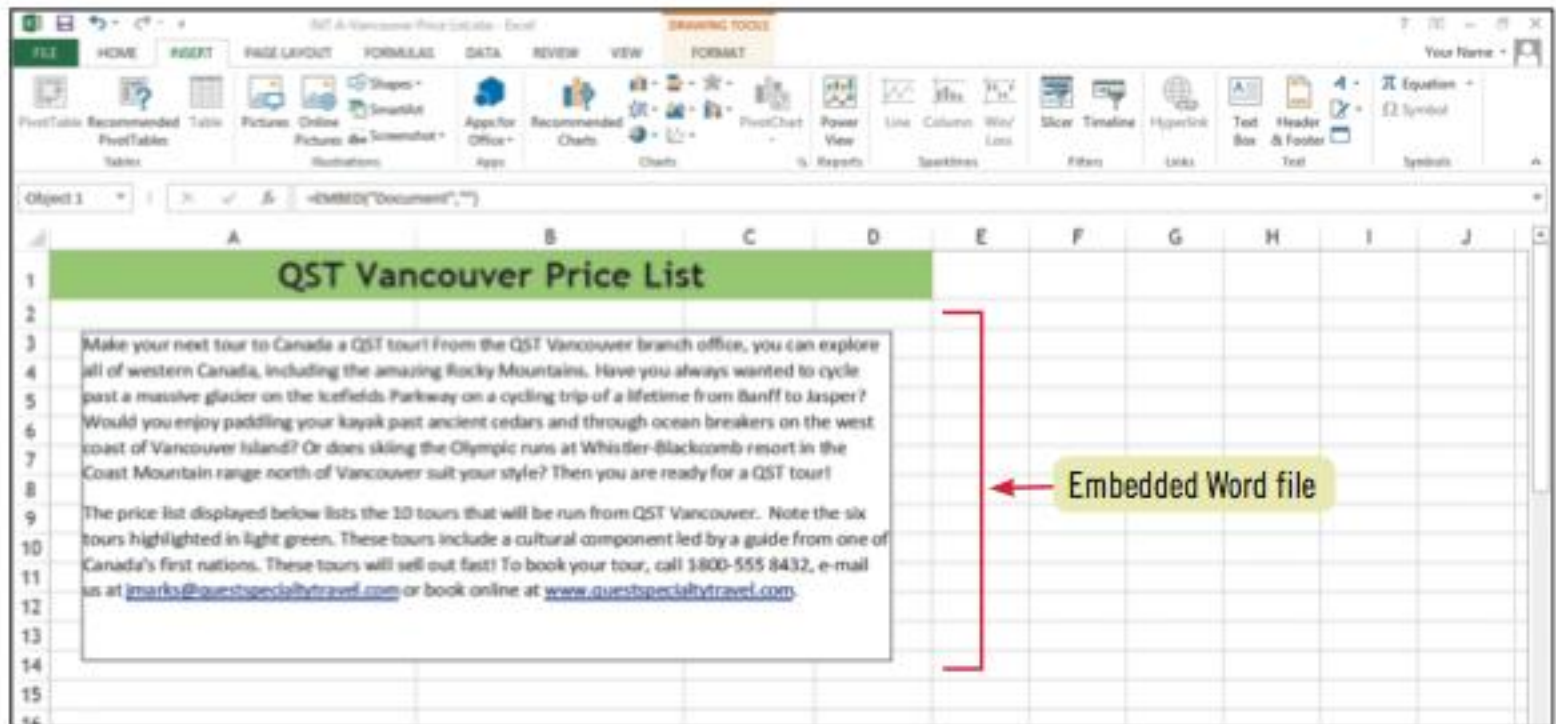
Embed a Word File in Excel

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

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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