

Microsoft[®] Office 2013

First Course

Second Course

Third Course

Integration 2013
UNIT C

Integrating Word, Excel, Access, and PowerPoint





Objectives

- Integrate data among Word, Excel, Access, and PowerPoint
- Import a Word outline into PowerPoint
- Embed an Excel worksheet in PowerPoint
- Link Access and Excel objects to PowerPoint
- Manage links



Integrate Data Among Word, Excel, Access, and PowerPoint

- Importing a Word outline into PowerPoint
 - Allows you to save time rather than retype information
 - You **cannot** create a link between the two files
- Embedding objects
- Linking objects

Integrate Data Among Word, Excel, and PowerPoint

PowerPoint presentation with integrated objects

Word outline levels become slide titles and bullets in PowerPoint presentation

Embedded Excel worksheet object is not linked

Worksheet object

Chart and worksheet object linked to Excel and Access

QST Vancouver
Tour Projections
Sales Mission
Tour Revenue
Summer Tours
Summary

QST Vancouver
Sales Mission
Tour Revenue
Summer Tours
Summary

Year	Revenue	Profit	Margin
2010	1,200,000	240,000	20%
2011	1,500,000	300,000	20%
2012	1,800,000	360,000	20%
2013	2,100,000	420,000	20%
2014	2,400,000	480,000	20%

Integrate Data Among Word, Excel, Access, and PowerPoint

Embedding vs. linking

When you would embed	When you would link
<ul style="list-style-type: none">You are the only user of an object, and you want the object to be a part of your presentation	<ul style="list-style-type: none">You always want your object to include the latest information
<ul style="list-style-type: none">You want to access the object in its source program, even if the source file is not available	<ul style="list-style-type: none">The object's source file is shared on a network or where other users have access to the file and can change it
<ul style="list-style-type: none">You want to update the object manually while working in PowerPoint	<ul style="list-style-type: none">You want to keep the file size of the presentation small



Import a Word Outline into PowerPoint

- Prepare for importing a Word outline
 - Ensure headings are set as Heading 1, Heading 2, and so on
- Word outline formatted in PowerPoint
 - Heading 1: slide titles
 - Heading 2: bulleted list

Import a Word Outline into PowerPoint

Edited outline in Word Outline view

The screenshot displays the Microsoft Word interface in Outline view. The ribbon includes FILE, OUTLINING, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, and VIEW. The OUTLINING tab is active, showing the Outline Tools group with options for Show Level (All Levels), Show Text Formatting (checked), and Show First Line Only (unchecked). The Outline Tools group also includes buttons for Promote, Demote, Show Document, Collapse Subdocuments, Master Document, and Close Outline View.

The document outline is as follows:

- QST Vancouver
 - Tour Projections
- Sales Mission
 - To promote QST Vancouver
 - To focus attention on summer tours
 - To increase revenue by 26%
- Tour Revenue
 - Steady revenue growth over the past five years
 - Goal is 26% growth
- Summer Tours
 - Two summer tours added
 - Projected revenue for summer tours
- Summary
 - All our tours continue to attract visitors year round
 - Additional summer tours to be developed
 - QST Vancouver projected to be one of the top ten QST branches worldwide

Callouts in the image:

- Promote button:** Points to the left arrow in the Outline Tools group.
- Demote button:** Points to the right arrow in the Outline Tools group.
- Level of currently selected text:** Points to the 'Level 2' dropdown menu.
- Level 1 headings start at the left margin:** Points to the 'QST Vancouver' heading.
- Level 2 headings appear indented one tab stop:** Points to the 'Summer Tours' heading.

Page 1 of 1, 77 words, English (United States).

Import a Word Outline into PowerPoint

Formatted presentation in Slide Sorter view



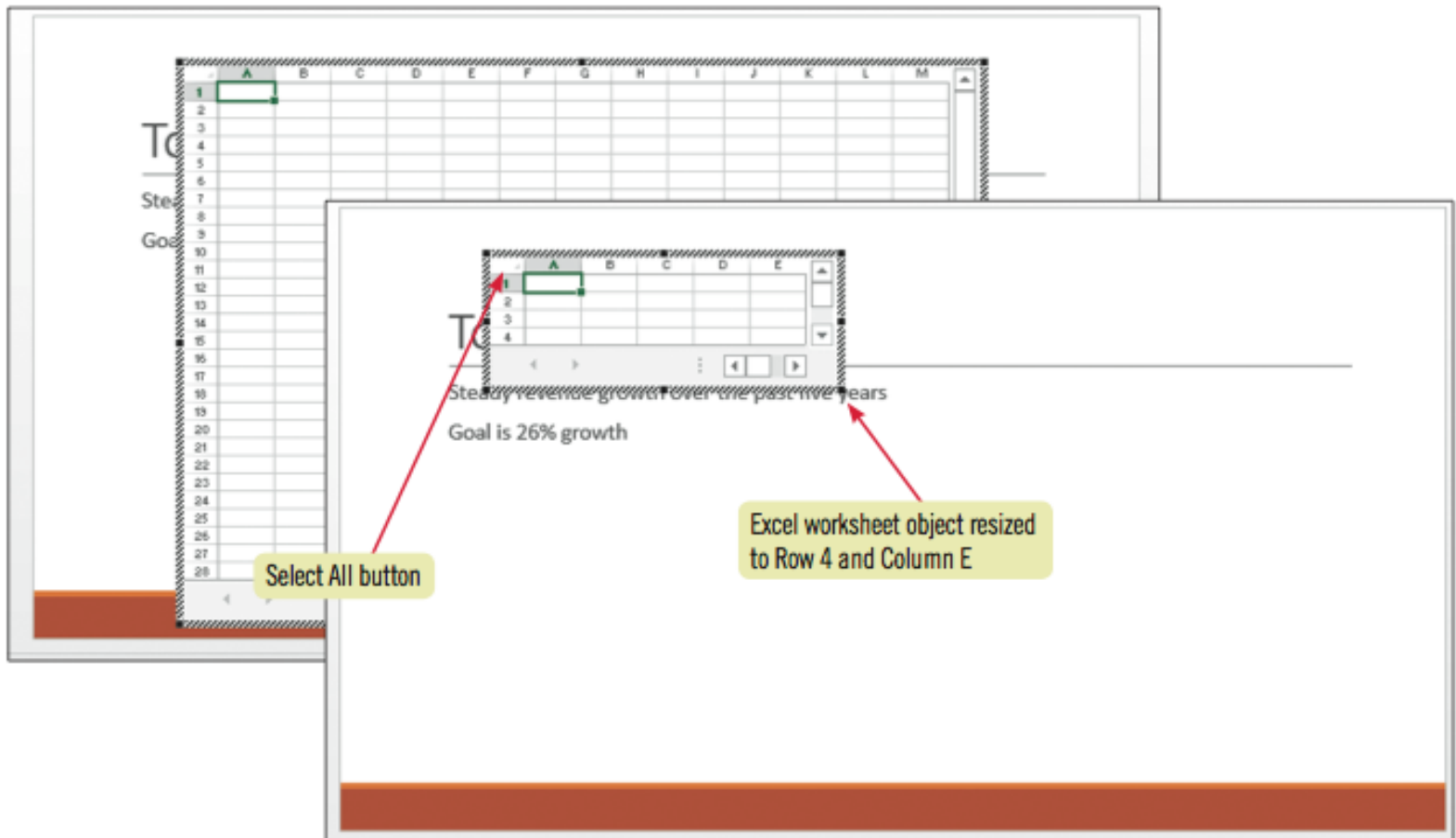


Embed an Excel Worksheet in PowerPoint

- Object command: embedding tool
- Identifying an embedded Excel file
 - Worksheet appears on PowerPoint slide
 - Excel Ribbon and tabs appear
 - PowerPoint title bar and menu bar appear above Excel tools
- Editing an embedded worksheet
 - Embedded object uses default Office 2013 theme
 - Double-click embedded object to edit

Embed an Excel Worksheet in PowerPoint

Resizing the worksheet object



Embed an Excel Worksheet in PowerPoint

Labels and values entered in the worksheet object

	A	B	C	D	E
1	Year	Tours	Revenue	Total Growth	
2	2014	8	27000		
3	2015	9	29000		
4	2016	12	32000		

Completed Excel worksheet object

Tour Revenue

Steady revenue growth over the past five years

Goal is 26% growth

Year	Tours	Revenue	Total Growth	Change
2014	8	\$ 27,000.00	\$ 216,000.00	
2015	9	\$ 29,000.00	\$ 261,000.00	17%
2016	11	\$ 32,000.00	\$ 352,000.00	26%

Worksheet object, formatted and positioned

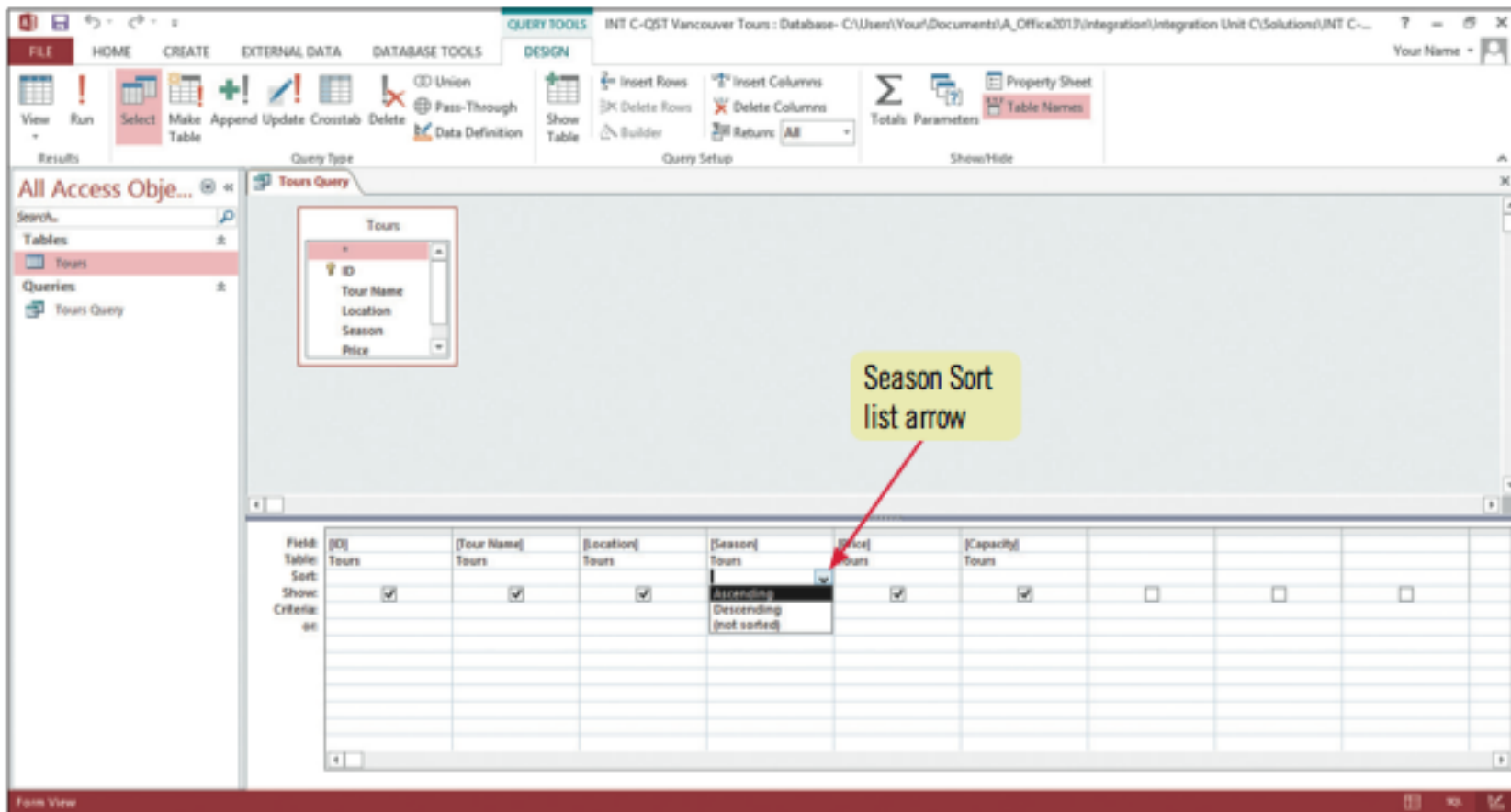


Link Access and Excel Objects to PowerPoint

- Access table pasted in PowerPoint is unlinked
- Linking from Access to PowerPoint
 - Copy Access data to Excel as a link
 - Copy Excel data and paste into PowerPoint as link
- Delegating the tasks
 - Use Access to create a query and sort records
 - Use Excel to perform calculations
 - Present the data using PowerPoint

Link Access and Excel Objects to PowerPoint

Sorting the Season field in Query Design view



Link Access and Excel Objects to PowerPoint

Formulas to calculating total tours by Category

	A	B	C	D	E	F	G	H
1	ID	Tour Name	Location	Season	Price	Capacity	Total	
2	9	Cariboo Trail Ride	Kamloops	Fall	\$ 4,000.00	19	\$76,000.00	
3	7	Ski Whistler	Vancouver	Spring	\$ 3,000.00	13	\$39,000.00	
4	6	Whale Watching Adventure	Victoria	Spring	\$ 1,000.00	15	\$15,000.00	
5	8	Gulf Island Cruising	Victoria	Summer	\$ 3,500.00	15	\$52,500.00	
6	5	West Coast Kayaking	Victoria	Summer	\$ 3,000.00	18	\$54,000.00	
7	4	Bowron Lakes Adventure	Kamloops	Summer	\$ 4,000.00	12	\$48,000.00	
8	3	Ultimate Cycle Tour	Vancouver	Summer	\$ 6,000.00	14	\$84,000.00	
9	1	Icefields Parkway Cycling	Calgary	Summer	\$ 3,500.00	15	\$52,500.00	
10	10	Yukon Adventure	Whiteho					
11	2	Powder Skiing	Calgary					
12								
13								
14			Winter	Spring	Summer	Fall		
15			\$104,500.00	\$54,000.00	\$291,000.00	\$76,000.00		
16								
17								

Formula in cell D15 is =G3+G4
 Formula in cell E15 is =SUM(G5:G9)
 Formula in cell C15 is =G10+G11
 Formula in cell F15 is =G2

Link Access and Excel Objects to PowerPoint

Linking a copied chart to PowerPoint

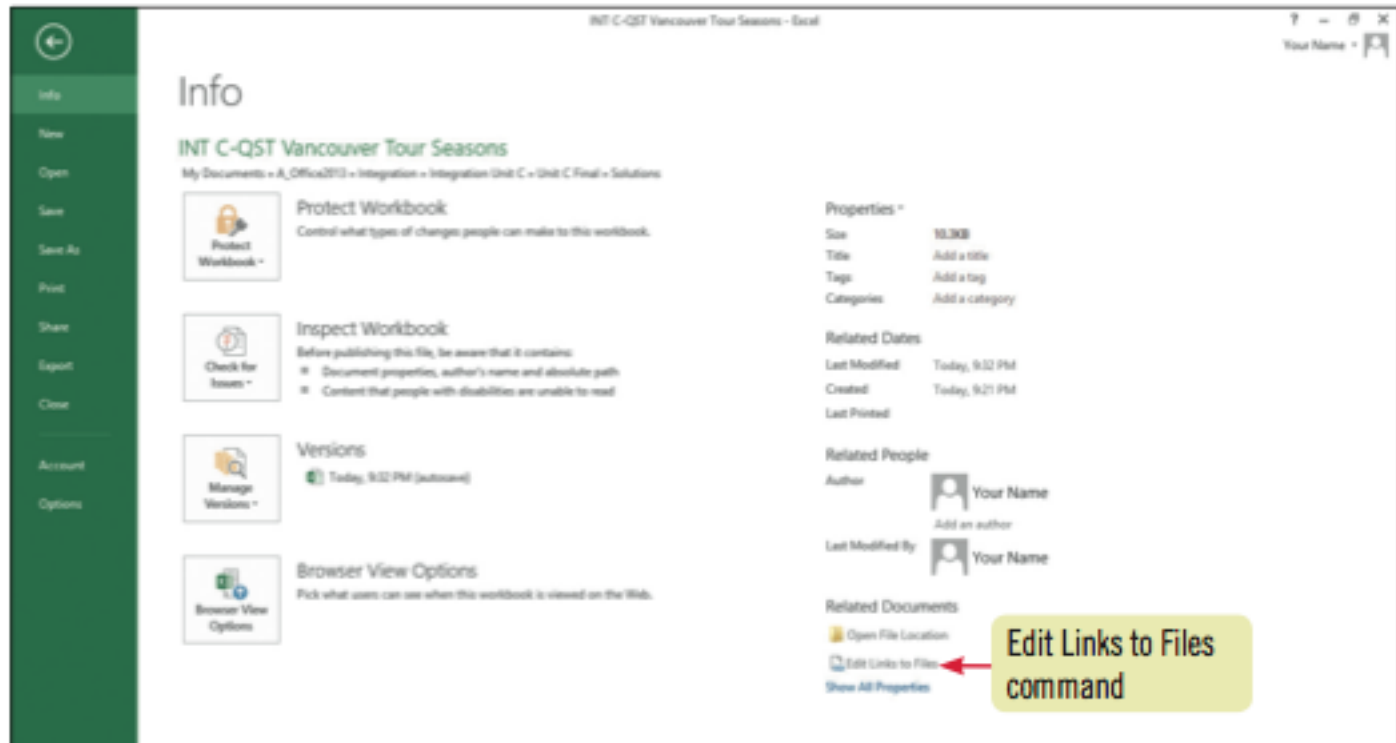
The screenshot shows the PowerPoint interface with the 'HOME' tab selected. The 'Paste Options' menu is open, and the 'Use Destination Theme & Link Data' option is selected. The slide content includes the title 'Summer Tours', the text 'Two summer tours added' and 'Projected revenue for summer tours', and a pie chart titled 'Tours by Season'. The pie chart has four segments: Winter (25%), Spring (25%), Summer (25%), and Fall (25%). A legend to the right of the chart identifies the segments by color: Winter (dark blue), Spring (orange), Summer (green), and Fall (red). A callout box points to the 'Use Destination Theme & Link Data' option in the 'Paste Options' menu with the text 'Use Destination Theme & Link Data option selected'. Another callout box points to the pie chart with the text 'Pasted chart is linked to PowerPoint'. The status bar at the bottom indicates 'SLIDE 4 OF 5' and '70%' zoom.

Manage Links

- Typical link management tasks:
 - Update links manually
 - Find source of links
 - Break links
- Reason for breaking links
 - Sending files to another user
- Edit Links dialog box in FILE tab
 - Tool for managing links between files

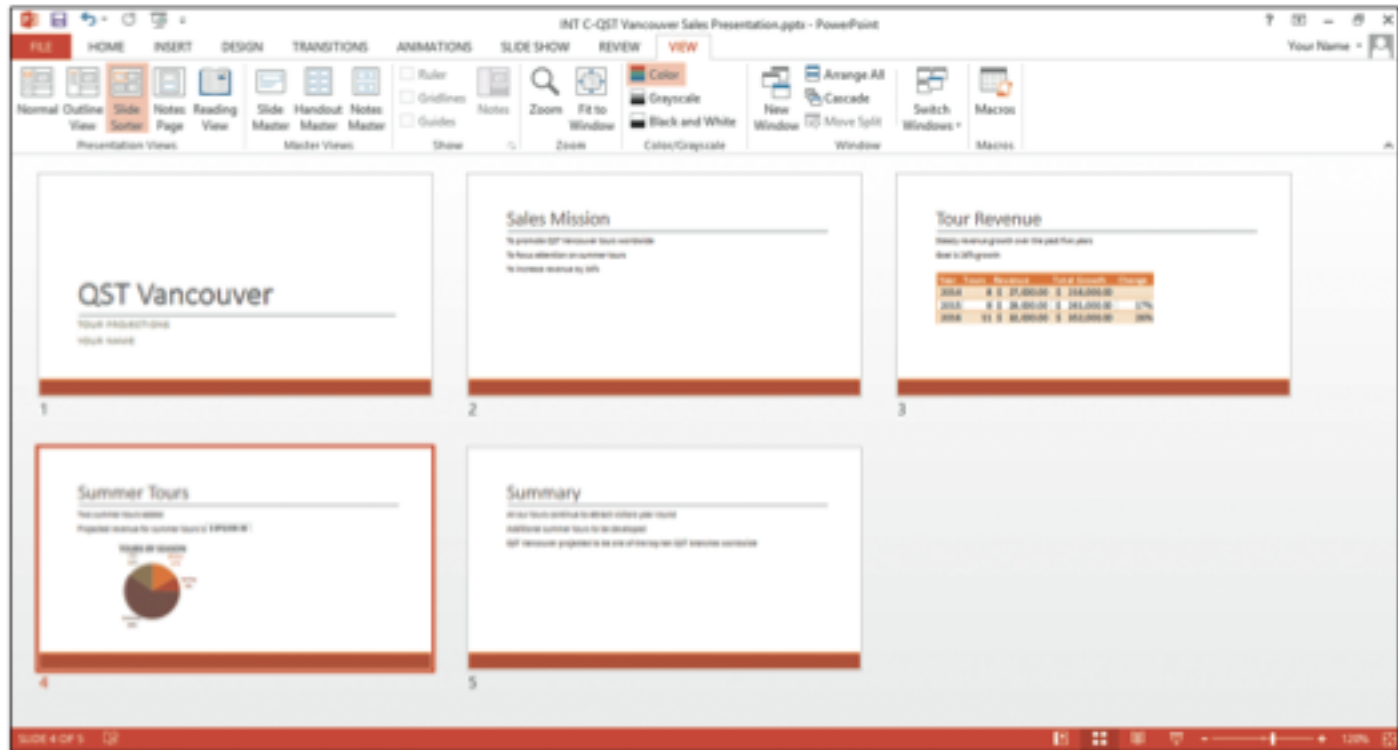
Manage Links

Updating links using the FILE tab



Manage Links

Completed presentation in Slide Sorter view



Manage Links

Unit C Integration Tasks

object	commands	source program(s)	destination program	result	connection	page no.
Word outline	In PowerPoint: New Slide/Slides from Outline	Word	PowerPoint	Word outline inserted into PowerPoint; Level 1 headings are slide titles, and Level 2 headings are text items	None	36
Excel worksheet	In PowerPoint: Insert/Object/ Create New	Excel	PowerPoint	Excel worksheet created in PowerPoint, then updated by double-clicking and using Excel tools	Embedded	38
Access query	Copy/Paste Link	Access	Excel	Access query is pasted into Excel as a link; linked data can only be formatted in Excel	Linked	40
Excel chart	Copy/Paste Link	Access/Excel	PowerPoint	Chart created from linked Access query is pasted into PowerPoint as a link; when Access data changes, Excel and PowerPoint data is updated	Linked	40



Summary

- Integrating data among Word, Excel, Access, and PowerPoint
- Importing a Word outline into PowerPoint
- Embedding an Excel worksheet in PowerPoint
- Linking Access and Excel objects to PowerPoint
- Managing links