

## Copying, Embedding, and Linking Worksheets and Charts

- ❖ There are three ways to insert an Excel chart or worksheet into a Word document.
  - **Cut and Paste**
    - The worksheet or chart becomes a Word object.
    - It is possible to make changes in a Chart by double-clicking on it.
    - A worksheet becomes a table in Word, not a worksheet.
    - Changes made in Word are not reflected in Excel.
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  - **Embed the Chart or Worksheet**
    - The worksheet or chart remains an Excel object, but the data can only be updated in Word or Excel, but not in both at the same time.
    - In other words, it becomes necessary to make changes in both documents.
    - The object acts like an Excel Chart or Worksheet, meaning changes can be made just like you would in Excel. However, it becomes an object in the Word document.
  - **Link the Chart or Worksheet**
    - It remains an Excel object.
    - When the data in the worksheet or chart is updated in Excel, it is also updated in the Word document.
    - When you double-click on the Worksheet or Chart in Word, the Excel program will open.

### Using Copy and Paste

- ❖ Minimize the window for Microsoft Excel by clicking the Minimize button. This is the third button from the right in the upper right corner of the window.
- ❖ Open **Microsoft Word**.
- ❖ Open the document **New Baskets Customer Letter** from folder where the files were stored when they were downloaded from the Excel Web page.
- ❖ Click **Microsoft Excel** on the **Taskbar**.
- ❖ Open the **Excel** document **New Baskets** from folder where the files were stored when they were downloaded from the Excel Web page.
- ❖ Select the **Top Sellers** worksheet by clicking the **Tab** at the bottom of the workbook, if necessary.
- ❖ Click on the **Chart** to select it and then choose **Copy**.
- ❖ Activate the **Word** document by clicking the **Word** button on the **Taskbar**.
- ❖ Turn on the **Show/Hide** feature, the button beside **100%** on the toolbar.
- ❖ Move to the **Paragraph Mark** just before the paragraph that begins with **Since 1986**.
- ❖ Click the **Paste** button on the **Standard** toolbar.
  - Double-click on the chart to see what happens.
  - It becomes an picture object in the Word document.
  - It is not possible to make changes to the chart in Word, except for changing picture formats, such as text wrapping and borders.
- ❖ Switch back to the **Excel** workbook and then select cells **A1** through **F7** to select the worksheet.
- ❖ Copy this information.
- ❖ Switch back to the **Word** document, move to the paragraph mark just before the words **You will receive**.

- ❖ Click the **Paste** button to insert the worksheet into the letter.
  - The worksheet will become a **Word** table.
  - It is therefore possible to make any formatting changes in this table that you can in any other Word table.
- ❖ Close the letter without saving the changes.
- ❖ Reopen the letter so you can continue to work with these features.

### Embedding Excel Charts/Worksheets in Word Documents

- ❖ Move back to the **Excel** workbook and then choose the **Chart** under **Top Sellers** and copy it.
- ❖ Switch back to the **Word** document **New Baskets Customer Letter**.
- ❖ Move to the paragraph mark just above the paragraph that begins with **Since 1986**.
- ❖ Click **Edit** on the **Menu Bar**.
- ❖ Choose **Paste Special** from the list of options.
- ❖ Make sure the **Paste** button is selected.
- ❖ Click the **Microsoft Excel Chart Object** option to select it.
- ❖ Click the **OK** button to **Close** the dialog box and **Embed** the chart into the letter.
- ❖ Double-click the **Chart** and then click the **Top Sellers** worksheet.
  - An image of the whole workbook should appear.
  - The toolbar should change to an Excel toolbar, rather than a Word toolbar.
  - When an object is embedded into a Word document, it acts like an Excel object when it is double-clicked. However, it is no longer an Excel object, it just acts like one.
- ❖ Change the amount in cell **B6** to **\$250,000** and then click the **Chart 1** or **Chart2** tab.
  - What happened to the chart?
  - The amounts should change.
- ❖ Switch back to the **Excel** workbook and then select the data in the **Worksheet** and copy it.
- ❖ Switch back to the **Word** document and move to the paragraph mark just above the words **You will receive**.
- ❖ Follow the same procedure that we used when inserting the chart into the letter, except this time choose the **Microsoft Excel Worksheet Object**.
- ❖ Once again, double-click the object to see what happens.
- ❖ Once again, close the **New Baskets Customer Letter** without saving the changes.
- ❖ Reopen the letter.

### Linking Excel Charts/Worksheets to Word

- ❖ Switch back to the **Excel** worksheet, **New Baskets**.
- ❖ Click the **New Products** tab to select this worksheet.
- ❖ Select the range **B6** through **C11** and copy it.
- ❖ Switch back to the **Word** letter, **New Baskets Customer Letter**.
- ❖ Move to the **Paragraph Mark** just before the words **You will receive**.
- ❖ Click **Edit** on the **Menu Bar**.
- ❖ Choose **Paste Special** the list that appears.
- ❖ Click the **Paste Link** option button to select it.
- ❖ Click the **Microsoft Excel Worksheet Object** option to select it.
- ❖ Click the **OK** button to **Close** the dialog box and **Link** the worksheet into the letter.
- ❖ Once a link has been created to a worksheet or chart, any changes to the worksheet or chart will be reflected in the Word document.

- Before any changes will be reflected in linked documents, the documents have to be closed and then reopened.
- When the document is reopened, a message will appear asking if the links should be activated.
- Click the appropriate buttons for the links to be activated.
- When the document is opened, the data in the Word document should change to reflect the change that was made in **Excel**.
- That is what happens when an object is linked between **Word** and **Excel**.
- The same thing would be true if you were to link an **Excel** chart or worksheet into **PowerPoint**.
- ❖ Switch back to the **Excel** workbook and copy the **Excel** chart under **Top Sellers**.
- ❖ Switch back to the **Word** document and follow the same procedure to **Link** this chart in the **Word** document.
- ❖ Double-click the chart to see what happens to it.
  - The document should open in **Excel**.
  - The worksheet as well as the chart will both show.
  - This is because the chart is not actually in the **Letter**; it is still an **Excel** chart.
- ❖ Close the **Excel** document and save the changes.
- ❖ Save the Word document.
- ❖ Close the Word program.
- ❖ Reopen the **Word** document to see what happens.

### Inserting Hyperlinks

- ❖ Click on the **Documentation** tab in the **New Baskets** workbook.
- ❖ Input **Cross-Reference to Related Documents** in cell **A7**.
- ❖ Click the **Enter** key on the **Keyboard**.
- ❖ In **Cell A8**, input **Customer Letter**.
- ❖ In **Cell A9**, input **Customer List**.
- ❖ Move to **Cell A8** and then click the **Insert Hyperlink** button on the **Standard** toolbar.
- ❖ Make sure that **Existing File or Web Page** is selected.
- ❖ Click the **Browse File** button below and to the left of the **Screen Tip** button. (This button looks like a file folder.)
- ❖ Make sure the **Look in** list box displays the folder where the documents that were downloaded from the Excel Web page were stored.
- ❖ Click **Merged Customer Letters**.
- ❖ Click the **OK** button to close the **Link to File** dialog box.
- ❖ Click **OK** again to close the **Insert Hyperlink** dialog box.
- ❖ Repeat the same steps to insert a hyperlink to the **Excel** document **Customer List**.