

Integration Office 2003



ROBERT C. BYRD
HEALTH SCIENCES CENTER
WEST VIRGINIA UNIVERSITY

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Goal

The goal of this class is to show you how to combine the applications in the Office 2003 and use them more efficiently.

Objectives

By the end of this class, the user should be able to:

- Copy and paste information from one program, to another
- Embed objects
- Link objects
- Hyperlink objects

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Microsoft Office Professional Edition is an integrated software package consisting of four applications: Word, Excel, PowerPoint, and Access. Although each application functions independently, these applications can also be used in conjunction with each other, allowing you to integrate information from one program into another program.

There are multiple ways to move information between programs. The easiest method is to copy and paste an object from one application and then paste that object into another application. For example, text from Word can be pasted into PowerPoint, or a chart from Excel can be pasted into a Word document.

Office also allows you to insert data into a document using OLE (Object Linking and Embedding) technology, which allows you to insert information directly from one document into another, and also allows you to link those two documents together if you choose.

Copy and Paste

Except in Excel, copied text and objects are stored in the clipboard and can be pasted multiple times. Once you have copied text or an object, you can paste that text or object again and again—even if you have typed and manipulated text in between.

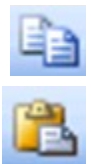
From the Menu

1. Highlight the text to be copied.
2. From the menu select **Edit** and then **Copy**.
3. Place the cursor where the copied text should appear.
4. From the menu select **Edit** and then **Paste**.



From the Standard Toolbar

1. Highlight the text to be copied.
2. Click on the copy icon from the standard toolbar.
3. Place the cursor where the copied text should appear.
4. Click on the paste icon from the standard toolbar.



Using the Right Click Menu

1. Highlight the text to be copied.
2. Right click on the highlighted text and select **Copy**.
3. Place the cursor where the copied text should appear.
4. Right click and select **Paste**.

Using the Keyboard

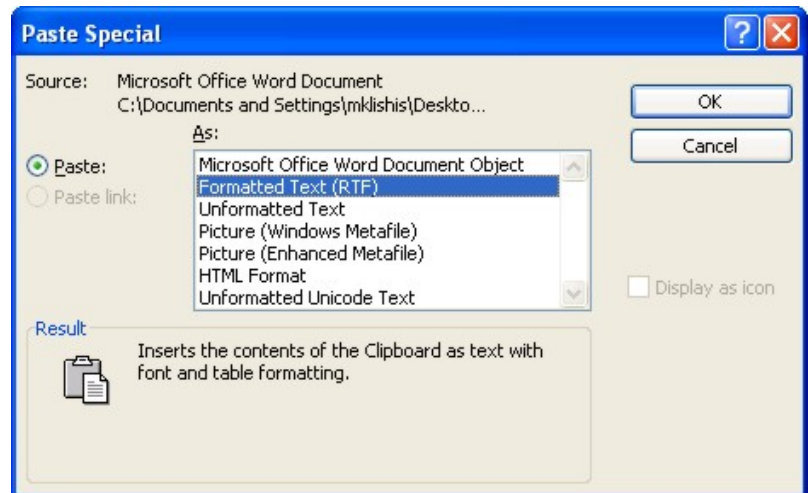
1. Highlight the text to be copied.
2. Use the keyboard command **Ctrl + C**.
3. Place the cursor where the copied text should appear.
4. Use the keyboard command **Ctrl + V**.

Paste Special

Sometimes, when data is pasted from one document to another, formatting issues can occur. Paste special can be used to help resolve some of these problems. These commands are for Word and PowerPoint. Paste Special in Excel has different commands.

Paste Special

1. Copy the document using your preferred method.
2. When pasting, from the menu select **Edit**, and then **Paste Special**.
3. Select one of the options from the Paste Special dialog box. The best options to choose when a selection has formatting options are typically **Formatted Text (RTF)** or **Unformatted Text**. Formatted text will leave text bold and italic, while unformatted text will remove all formatting entirely, except hard returns.
4. Click **OK**.



Copying Data from Excel into Word

When you copy data from a table in Excel and paste that data into Word or PowerPoint, that data is converted into a Word table. The information pasted will be displayed in Word format in the Word document, and will not retain any of the functions of the Excel program.

To Copy a Table from Excel into Word

1. Open the Excel document that contains the table. For class, open the Excel file **Patients.xls**, located on the Desktop in the **Integration** folder.

2. Select the range of cells to be copied.
For class, select the range **A1:F14**.

3. Copy the selected cells.

4. Minimize Excel.

| | A | B | C | D | E | F | G | H |
|----|------------------|------------|------------|-----------|-----------|------------|------------|------------|
| 1 | Patient | Patient ID | Birth Date | Date | Physician | Ins. Co. | Total Fees | Ins. Paymt |
| 2 | Rosenquist, Kaye | H1694-588 | 15315 | 3/12/1995 | Suess | Aetna | \$472.67 | \$200.00 |
| 3 | Jones, Tom | B1842-593 | 15603 | 3/12/1995 | Welby | Prudential | \$897.34 | \$670.00 |
| 4 | Sheldon, Sandy | O3114-225 | 16511 | 3/12/1995 | Pierce | Prudential | \$54.00 | \$0.00 |
| 5 | Johnson, Curtiss | H944-753 | 25043 | 3/23/1995 | Pierce | National | \$2,112.00 | \$1,820.00 |
| 6 | Schlueter, Kevin | H1223-284 | 21763 | 3/23/1995 | Welby | None | \$543.39 | \$0.00 |
| 7 | Willig, Allonzo | B5111-612 | 24224 | 3/23/1995 | Suess | Aetna | \$124.76 | \$99.54 |
| 8 | Dogg, Kirby T. | B2483-304 | 26270 | 3/23/1995 | Welby | Prudential | \$157.65 | \$57.65 |
| 9 | Frantz, Micheal | O6100-284 | 21820 | 3/27/1995 | Suess | F&M | \$535.84 | \$234.36 |
| 10 | Berger, Ami | H1433-415 | 25635 | 3/27/1995 | Welby | Aetna | \$1,323.64 | \$0.00 |
| 11 | Lindeman, Brian | O8675-309 | 20320 | 3/27/1995 | Pierce | None | \$234.00 | \$185.86 |
| 12 | Gossen, Angie | H9873-783 | 35000 | 3/27/1995 | Pierce | Prudential | \$1,489.52 | \$786.00 |
| 13 | Fait, Gregg | H3523-343 | 23712 | 3/27/1995 | Welby | None | \$74.00 | \$0.00 |
| 14 | O'Reilly, Rudy | B2547-911 | 29316 | 3/27/1995 | Suess | None | \$643.64 | \$0.00 |
| 15 | | | | | | | | |
| 16 | | | | | | | | |

5. Open a new Word document.

6. Paste the data from Excel into the blank document.

7. Format the table as desired.

| Patient | Patient ID | Birth Date | Date | Physician | Ins. Co. |
|------------------|------------|------------|-----------|-----------|------------|
| Rosenquist, Kaye | H1694-588 | 15315 | 3/12/1995 | Suess | Aetna |
| Jones, Tom | B1842-593 | 15603 | 3/12/1995 | Welby | Prudential |
| Sheldon, Sandy | O3114-225 | 16511 | 3/12/1995 | Pierce | Prudential |
| Johnson, Curtiss | H944-753 | 25043 | 3/23/1995 | Pierce | National |
| Schlueter, Kevin | H1223-284 | 21763 | 3/23/1995 | Welby | None |
| Willig, Allonzo | B5111-612 | 24224 | 3/23/1995 | Suess | Aetna |
| Dogg, Kirby T. | B2483-304 | 26270 | 3/23/1995 | Welby | Prudential |
| Frantz, Micheal | O6100-284 | 21820 | 3/27/1995 | Suess | F&M |
| Berger, Ami | H1433-415 | 25635 | 3/27/1995 | Welby | Aetna |
| Lindeman, Brian | O8675-309 | 20320 | 3/27/1995 | Pierce | None |
| Gossen, Angie | H9873-783 | 35000 | 3/27/1995 | Pierce | Prudential |
| Fait, Gregg | H3523-343 | 23712 | 3/27/1995 | Welby | None |
| O'Reilly, Rudy | B2547-911 | 29316 | 3/27/1995 | Suess | None |

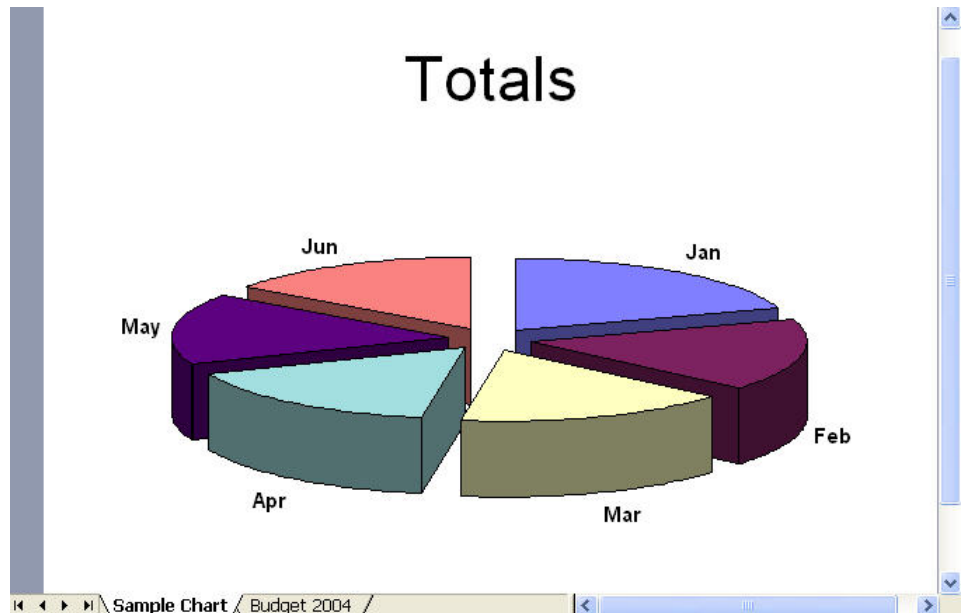
Copying Charts from Excel into Word

Charts can be copied from Excel as easily as data. Copied charts are pasted into Word as image objects that can be resized or moved like a graphic.

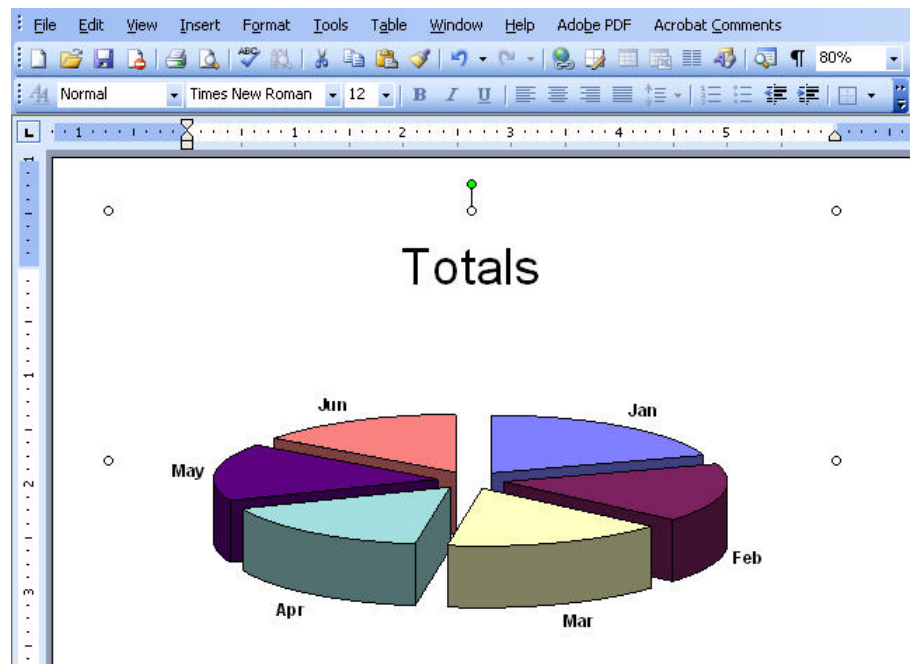
When copying the chart from Excel, it is easiest to select the chart and then copy the chart from the menu.

To Copy a Chart from Excel into Word

1. In Excel, open the worksheet that contains your chart. For class, open the file **Chart.xls**.
2. Select the chart to be copied. For class, select the chart located on the tab **Sample Chart**.
3. Copy the chart.
4. Minimize Excel.



5. Return to Word.
6. Create a new blank page in the document, using the keyboard command **Ctrl + Enter**.
7. Paste the chart into Word.
8. Click on the object, and then use the Sizing Handles to adjust the image.

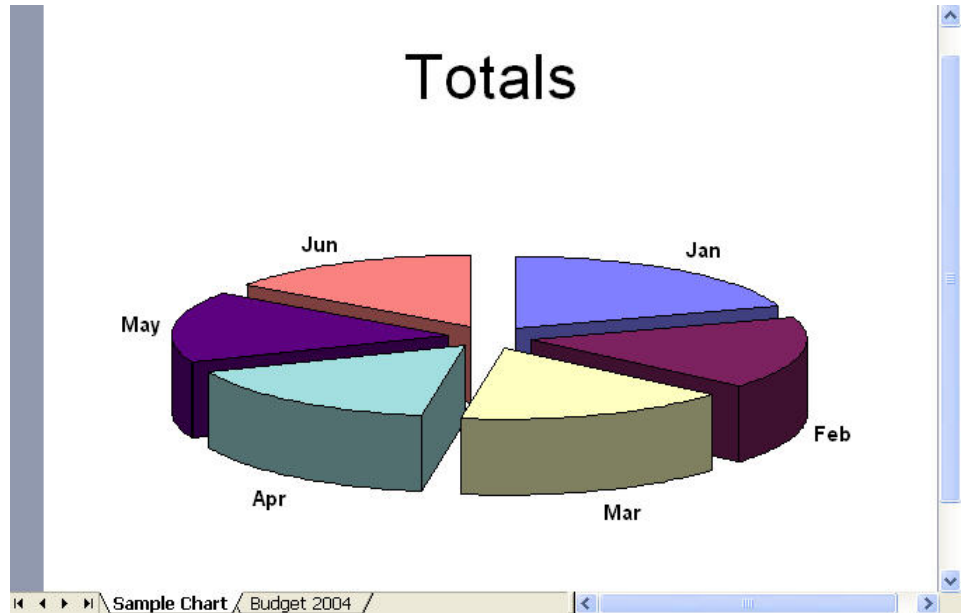


Copying Charts from Excel into PowerPoint

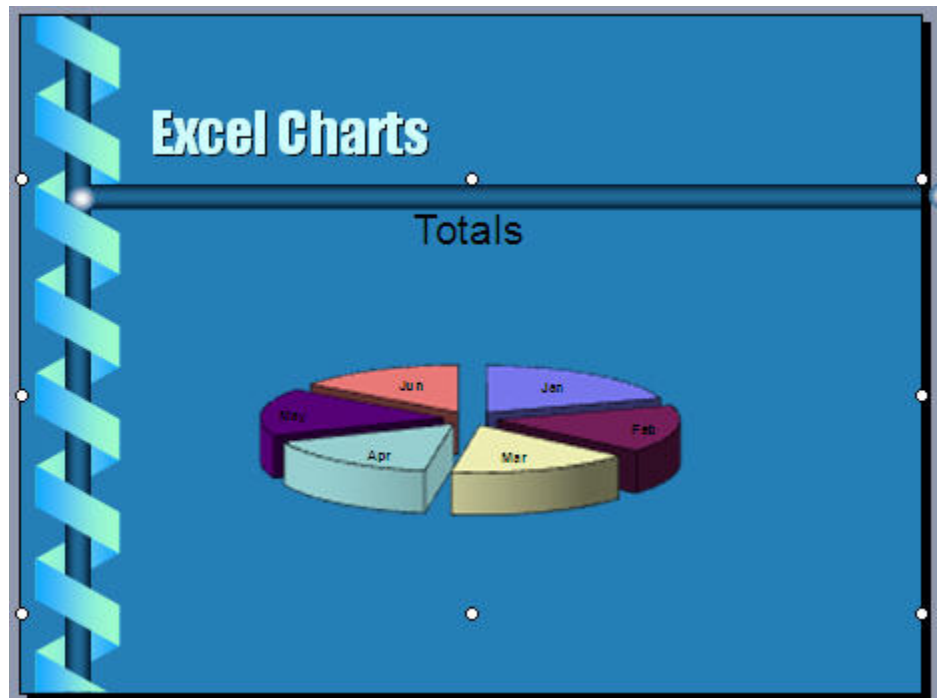
Charts are copied from Excel into PowerPoint the same way they are copied from Excel into Word.

To Copy a Chart from Excel into PowerPoint

1. Open the desired chart in Excel. For class, again open the chart **Chart.xls**.
2. Select the chart to be copied. For class, select the chart located on the tab **Sample Chart**.
3. Copy the chart.
4. Minimize Excel.



5. Open the PowerPoint presentation. For class, return to **Presentation.ppt**.
6. Create a new slide. Change the slide layout to **Title Only**.
7. Paste the chart into PowerPoint.
8. Format and resize the chart as needed.



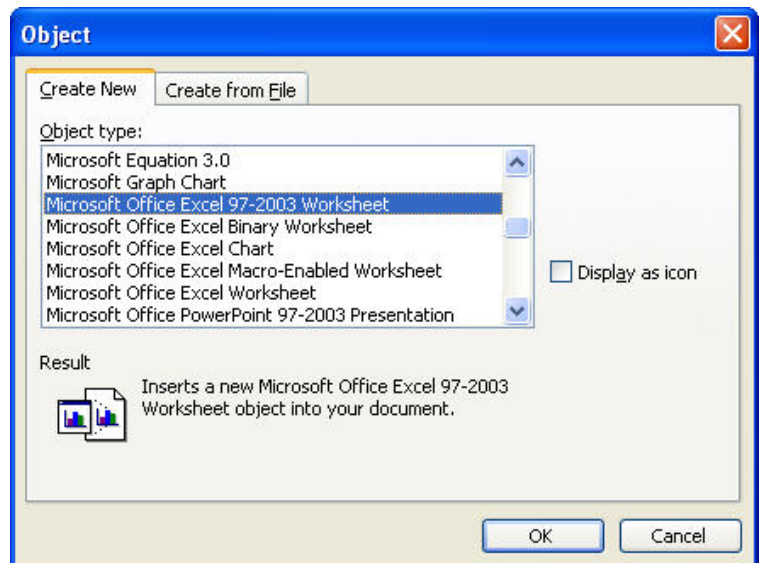
Embedded Objects

An embedded object is an object inserted into one program that has the properties of another program. For example, you can create an Excel spreadsheet within PowerPoint. An embedded object is part of the file in which it appears, however, when you double click on that object, the source program is activated so the object can be altered.

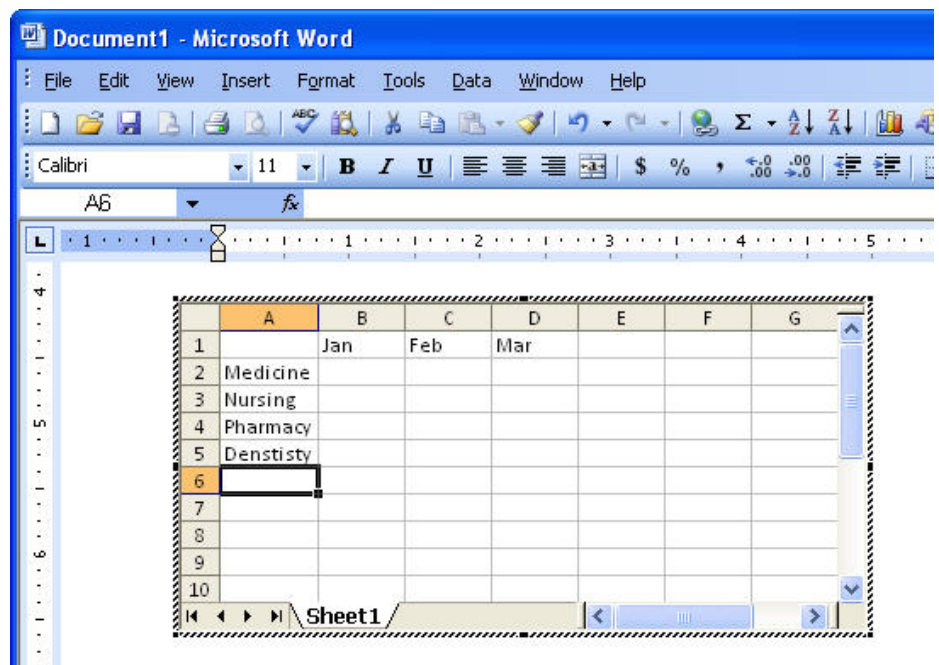
To Create an Embedded Object

1. Place the cursor where the embedded object should appear. For class, create a new page in the Word document and place the cursor in that page.
2. From the menu, choose **Insert** and then **Object**.

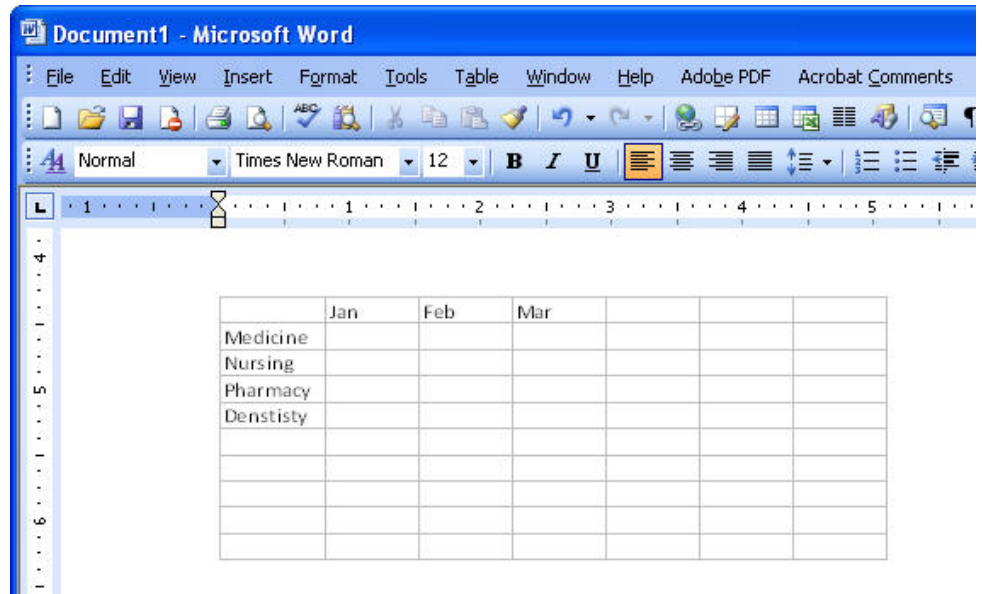
3. The **Object** dialog box displays on the screen, click on the **Create New** tab.
4. Select **Microsoft Excel Worksheet** from the list.
5. Click **OK**.



6. The embedded object appears in the document.
7. Work in the object as you would in an Excel spreadsheet.
8. Click anywhere outside the object to deselect it.



- 9. The object appears as a table in the document.



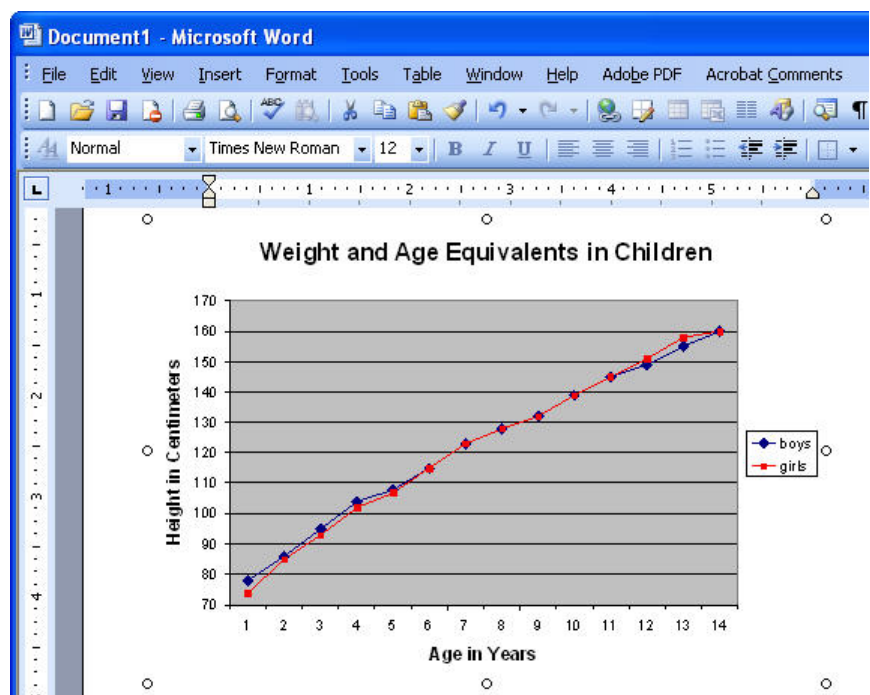
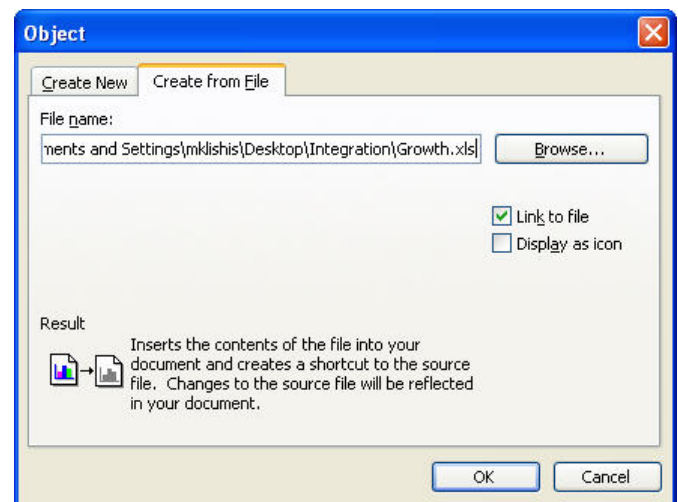
Linked Objects

A linked object is similar to an embedded object, except that a linked object contains data stored in the source file. This means that if you insert a linked object into a document, when changes are made to the source of that object, those changes will be reflected in the linked object. For example, if you link data from an Excel file to your Word document, any changes that are made to the Excel file will appear in the Word document.

When you insert a linked object into a document, the program will look to the source file to search for updates. If you move your documents, you may get an error message when you open files with linked objects.

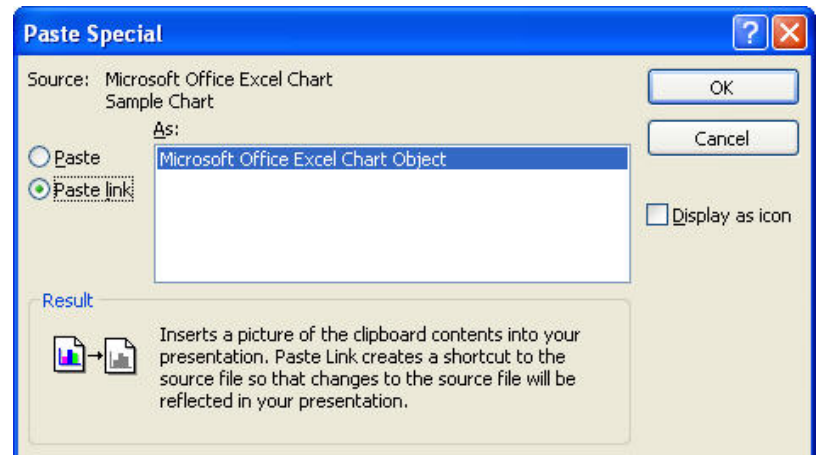
To Create a Linked Object

1. Open the document that will contain the linked object. For class, return to the Word document.
2. In the destination document, place the cursor where the object will appear. For class, create a new page, and place the cursor in that new page.
3. From the menu choose **Insert**, and then **Object**.
4. The **Object** dialog box opens, select the **Create From File** tab.
5. Click the **Browse** button to select the file that will be linked.
6. For class, select the file **Chart.xls** in the **Integration** folder on the Desktop.
7. Click **Insert**.
8. Check the **Link to file** check box to link the inserted object to the source document.
9. Click **OK**.
10. The chart is inserted into the document. Resize and format the chart as needed.

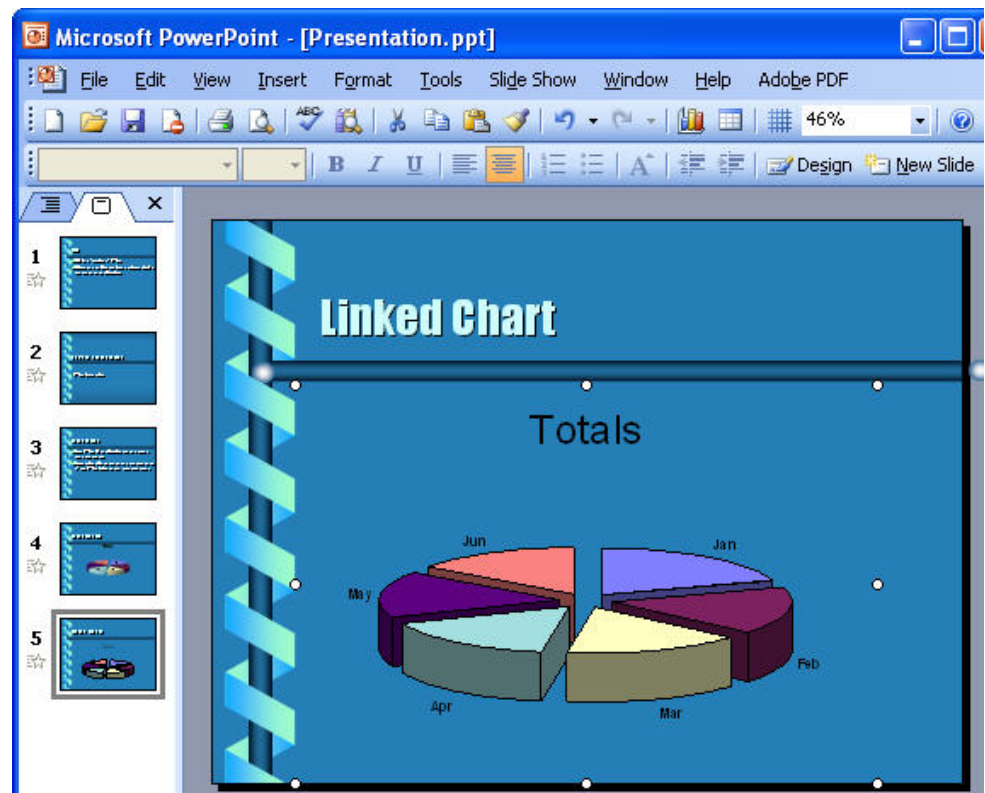


To Paste a Linked Object

1. Open the source document. For class, return to the file **Chart.xls**.
2. Select and copy the item to be linked.
3. Open the document into which the object will be inserted. For class, return to **Presentation.ppt**.
4. Place the cursor where the object will be placed. For class, create a new slide with the layout title only.
5. From the menu choose **Edit** and then **Paste Special**.
6. In the Paste Special dialog box, select **Paste Link**.
7. Click **OK**.



8. The object is pasted into the document. Format and resize the image as needed.



Updating Linked Objects

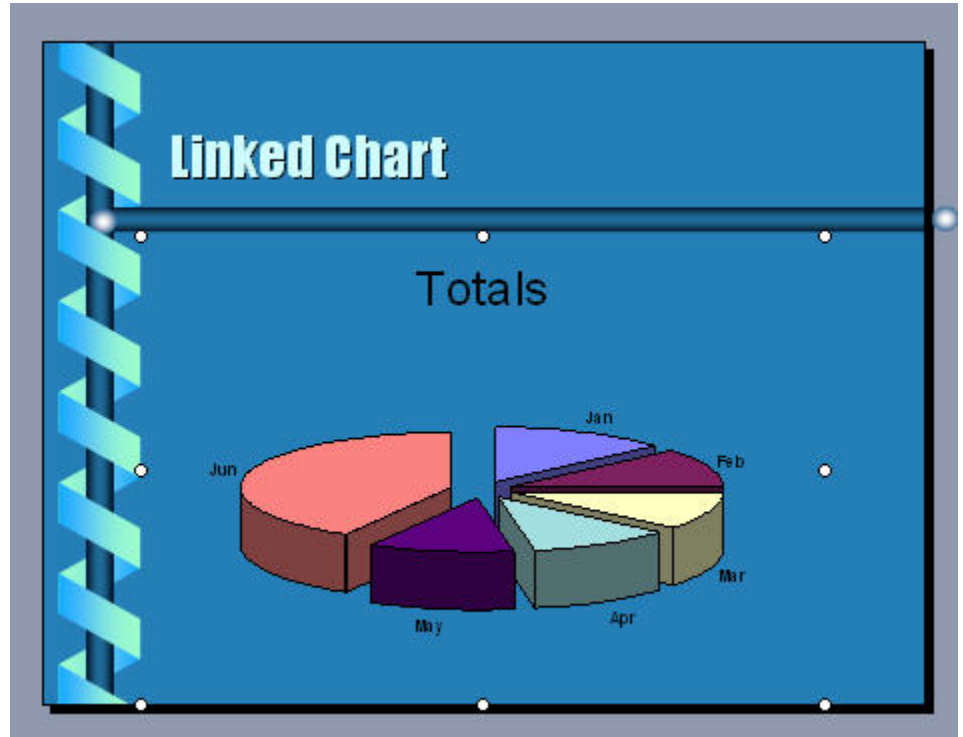
Once you have linked two files together, changes in the source file are reflected in object placed in the destination file. When you open the destination object, the program automatically asks if linked files should be updated.

To Update a Linked Object

1. Change the source file. For class, change some of the numbers in the spreadsheet **Chart.xlsx**.
2. Save the file.

| | A | B | C | D | E | F | G |
|----|------------------|----------|----------|----------|----------|----------|------------|
| | | Jan | Feb | Mar | Apr | May | Jun |
| 3 | | | | | | | |
| 4 | Loans | | | | | | |
| 5 | Mortgage | \$850.00 | \$850.00 | \$850.00 | \$850.00 | \$850.00 | \$850.00 |
| 6 | Car | \$220.00 | \$220.00 | \$220.00 | \$220.00 | \$220.00 | \$220.00 |
| 7 | Utilities | | | | | | |
| 8 | Cable | \$20.00 | \$20.00 | \$20.00 | \$20.00 | \$20.00 | \$20.00 |
| 9 | Phone | \$30.00 | \$50.00 | \$40.00 | \$50.00 | \$55.00 | \$60.00 |
| 10 | Gas | \$25.00 | \$25.00 | \$25.00 | \$25.00 | \$25.00 | \$25.00 |
| 11 | Electric | \$65.00 | \$60.00 | \$53.00 | \$47.33 | \$41.33 | \$35.33 |
| 12 | Water | \$15.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 |
| 13 | Sewage | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 |
| 14 | Garbage | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 |
| 15 | Other | | | | | | |
| 16 | Food | \$275.00 | \$295.00 | \$320.00 | \$341.67 | \$364.17 | \$200.00 |
| 17 | Gasoline | \$55.00 | \$38.00 | \$63.00 | \$60.00 | \$64.00 | \$68.00 |
| 18 | Entertainment | \$50.00 | \$45.00 | \$65.00 | \$68.33 | \$75.83 | \$5,000.00 |

3. The changes should also appear in the destination file.
4. If the changes do not appear automatically, **right click** on the object and choose **Update Link**.



Hyperlinks

Hyperlinks are another way to link information in multiple documents. A hyperlink does not place the information from the source document into destination document, instead, as with web pages, they create a link to another document. When you click on that link, the source document opens within its own program.

For example, you can create a link in a Word document to an Excel spreadsheet. When you click on the link in the Word document, Excel opens and displays the designated spreadsheet. You can also create hyperlinks to web pages.

To Create a Hyperlink

1. Place the cursor where the link should appear. For class, create a new title and content slide in **Presenation.pptx**.
2. Add the text that is to become the clickable link. For class, type in the text **Link to Childhood Development Document**.
3. Highlight the text.
4. From the Menu choose **Insert** and then **Hyperlink**.

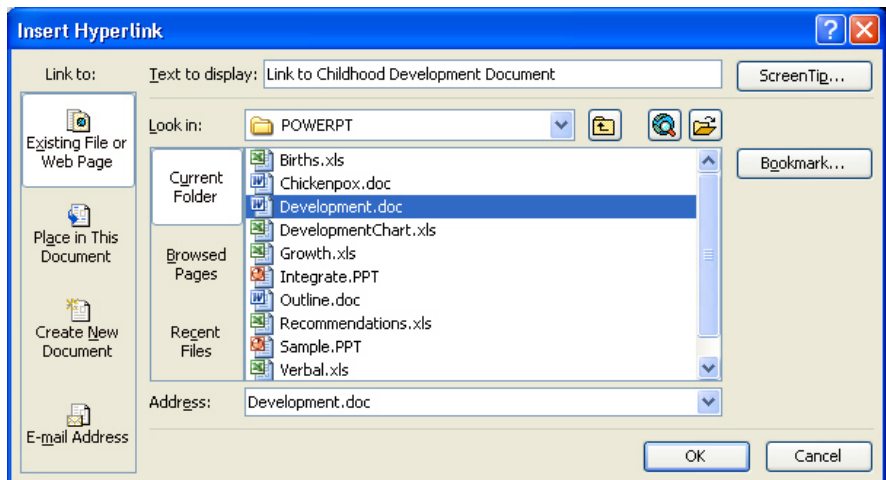
--OR--

Use the keyboard command **Ctrl+K**.

--OR--

Click on the **Insert Hyperlink** icon from the Standard Toolbar.

5. The Insert Hyperlink dialog box opens. Select the file to which the text will be linked. For class, select the file **Development.doc**.



6. Click **OK**.

7. The text in the PowerPoint document appears underlined. When the link is activated, the source file will open.

8. The text should now be blue and underlined. When you hold the cursor over the hyperlink, the full address should appear.

In **Word**, you follow a hyperlink with **Ctrl+Click**.

In **Excel**, you follow a hyperlink by clicking on the text.

In **PowerPoint**, hyperlinks are active only in the SlideShow view.



Summary

This class has covered the following topics:

- ◆ Copying and Pasting information between programs
- ◆ Embedding objects
- ◆ Linking objects
- ◆ Creating hyperlinks between documents

We hope you enjoyed and achieved the goals set out at the beginning of the class. If you would like information about other Learning Center workshops, please consult the course listing (available in the Lab), call the Learning Center at 293-6128, or visit our website at <http://iso.hsc.wvu.edu/cblc/>.

Glossary

- Destination file** The file where linked or embedded objects are inserted is called the destination file. The file that contains the information used to create an object, is called the source file. When information is updated in a destination file, the information in the source file is not altered to reflect changes made in the destination file.
- Embedded object** An object is information which has been inserted into a file, also called the destination file. Once the object is embedded, it becomes a part of the destination file. However, when an embedded object is selected by double-clicking, the source program is activated and changes made to the embedded object are reflected in the destination file.
- Linked object** Information, which is called an object is created in one program, the source file, this information can be inserted into another program, known as the destination file, and a connection between the two files can be maintained. The linked object in the destination file automatically updates when the source file is amended. Linked objects do not become part of the destination file.
- OLE** Object Linking and Embedding is a program-integration technology used to share information between programs. The Microsoft Office Suite supports OLE, so information can be shared through linked and embedded objects.
- Source file** A file that contains information used to create a linked or embedded object is called the source file. The objects exist in the destination file. When source file information is updated, the information in the linked object in the destination file is also updated.

--NOTES--