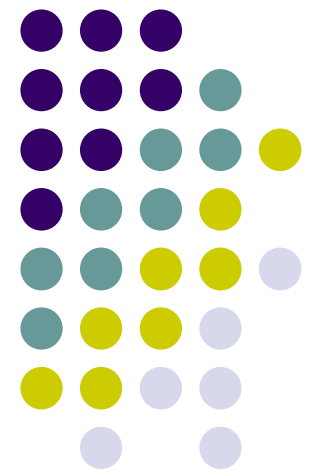


Inserting Excel spreadsheet

In a Word document





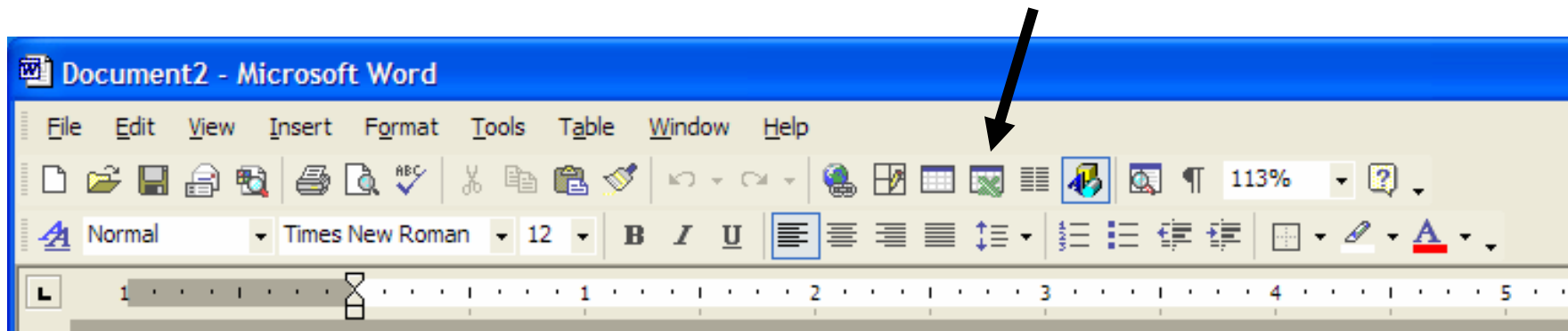
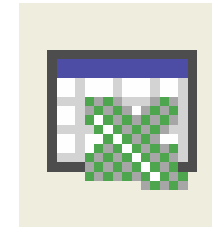
Can I do that???

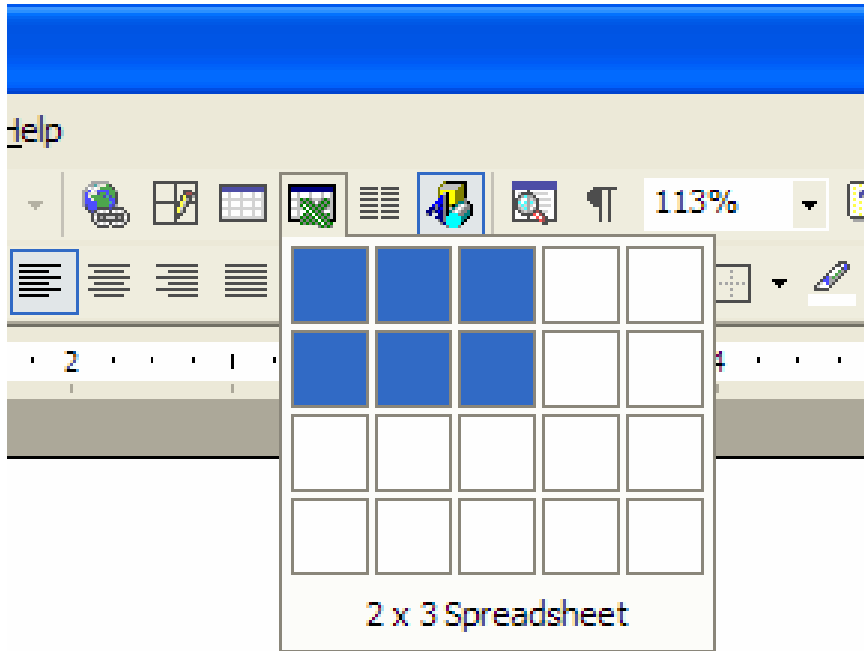
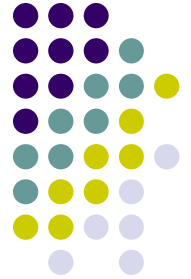
- You can insert a blank Excel spreadsheet directly in your Word document just like inserting a table
- You can also insert an existing Excel file into a Word document

Insert a blank Excel worksheet



- Open Word
- Click on the “Insert Microsoft Excel Worksheet icon in the Standard toolbar
 - This icon works just like the Insert Table icon
 - You decide how many rows and columns to start with

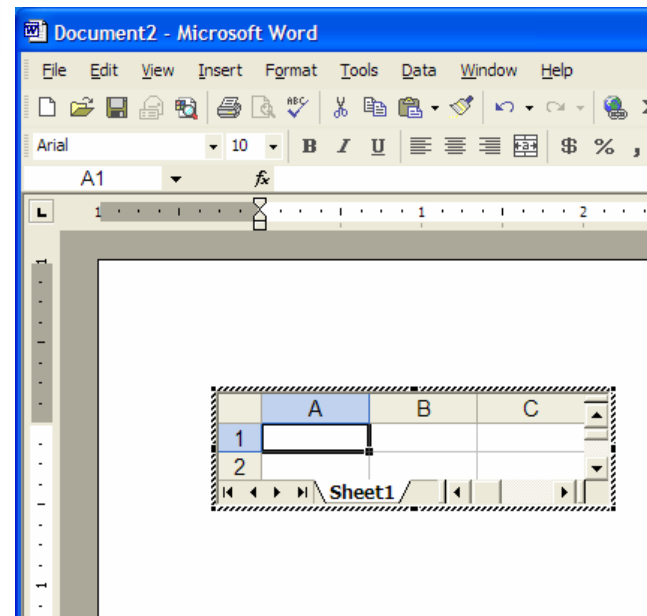




Click on the Excel icon

When the window opens, drag your mouse to select number of rows/columns

Left Click one time to insert the worksheet

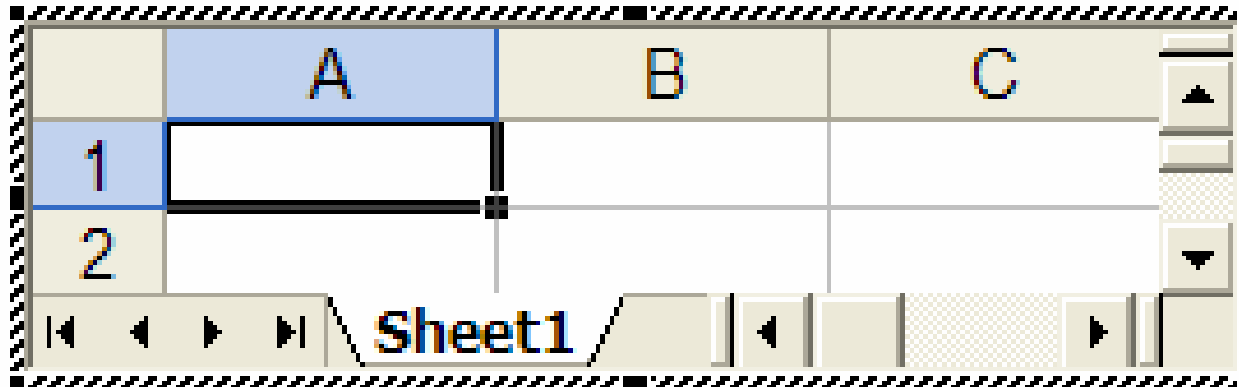




Rest your cursor over the square, black handle on either side to add columns

Your arrow will become a “2 headed arrow” when you rest your cursor over the black square.

Hold down your left mouse and drag



Do the same from the bottom to add rows

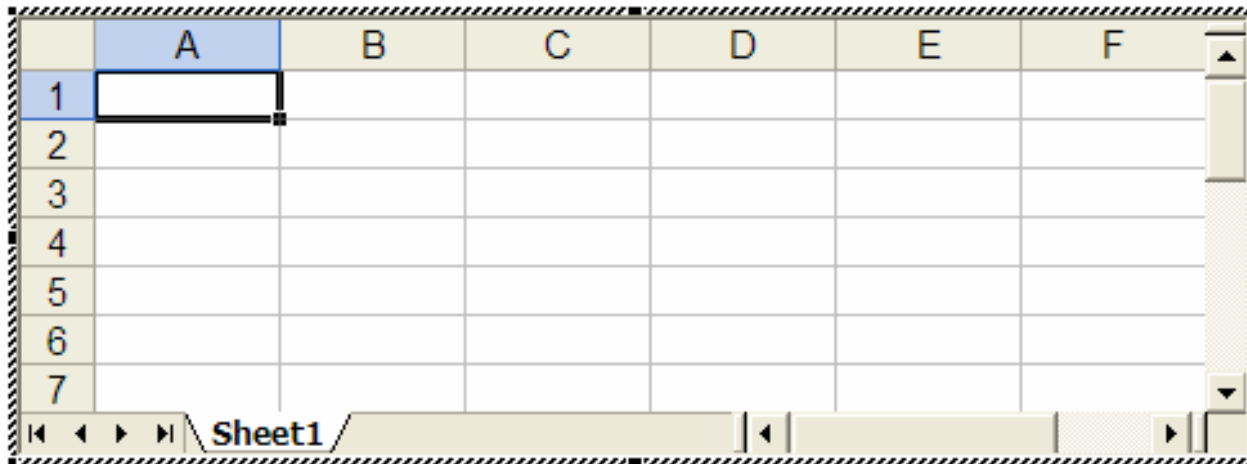


This worksheet was enlarged just by dragging the “handles”

At this point – the worksheet operated exactly like any other Excel worksheet

You can rename the tab

You can create a formula in a cell. You have to know your formula since the formula bar and Paste Function is not available





5	5	5	5	20	

Once you click “away” from the worksheet, it appears as a table.

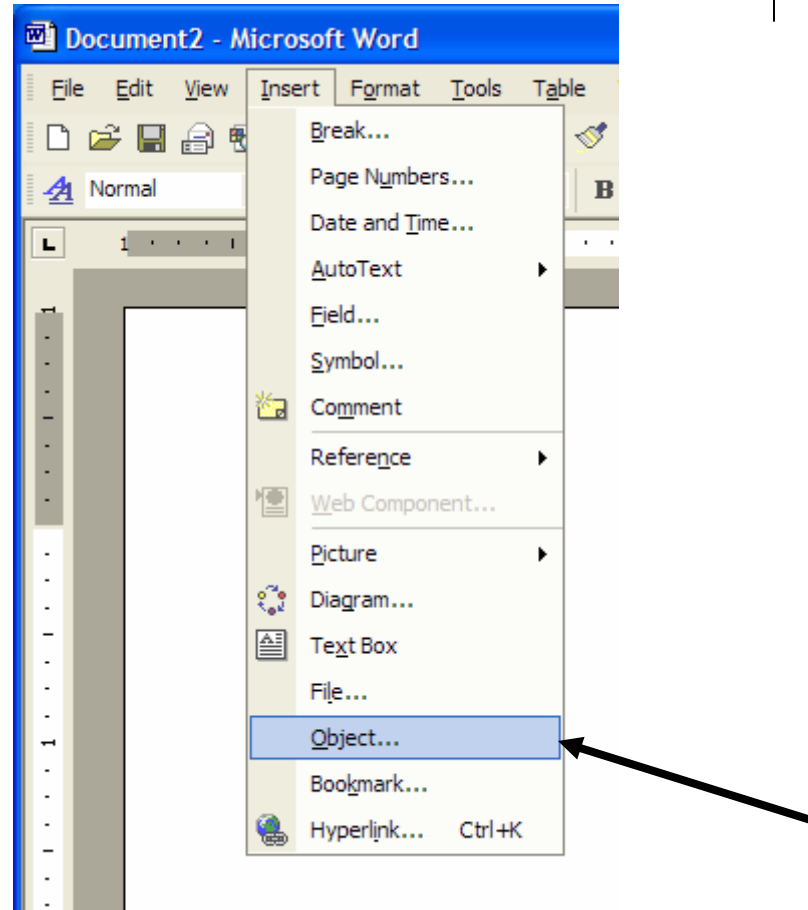
Clicking one time selects the worksheet

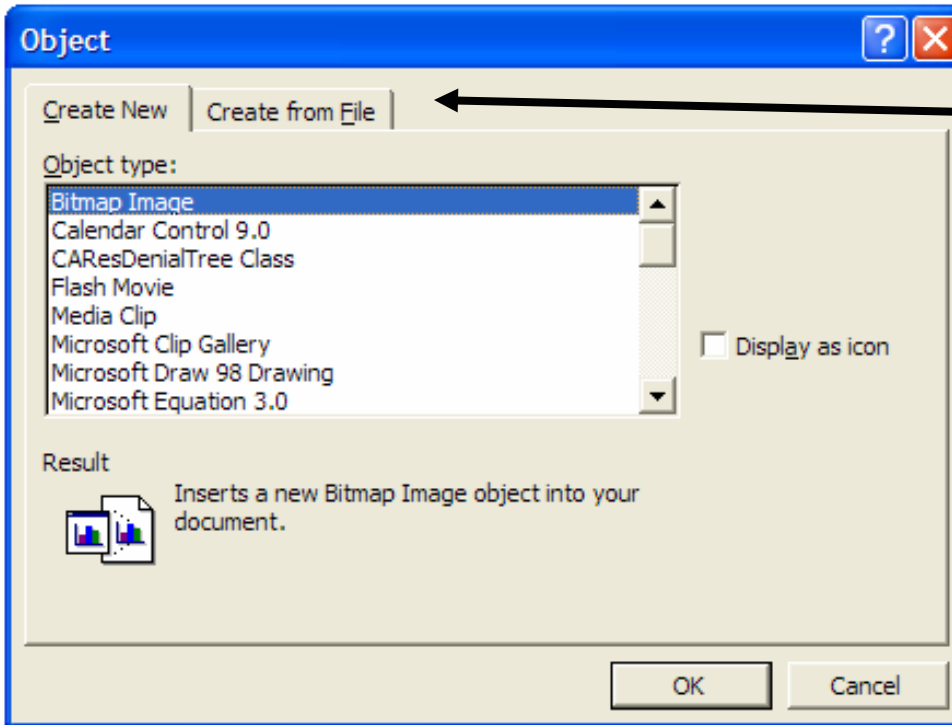
Double clicking anywhere in the worksheet will open it as ‘Excel’ again



Insert an Excel file in Word

- Click Insert
 - This menu appears
- Click on **Object.....**



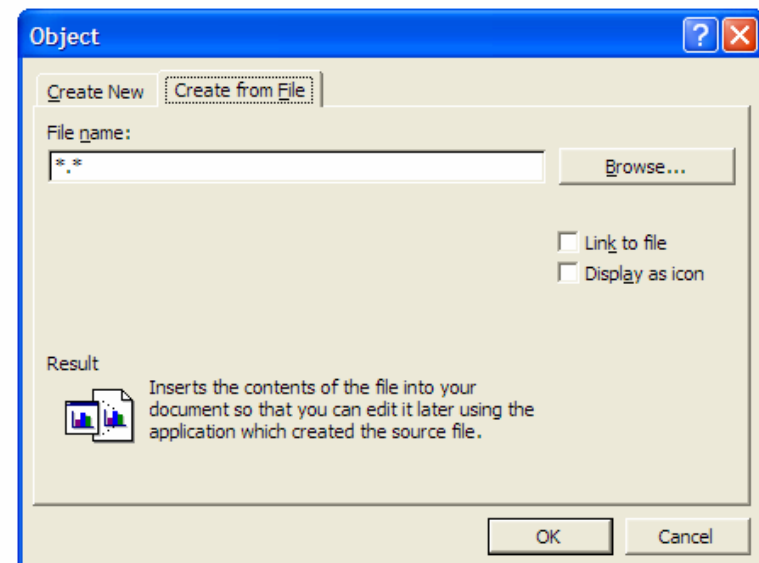


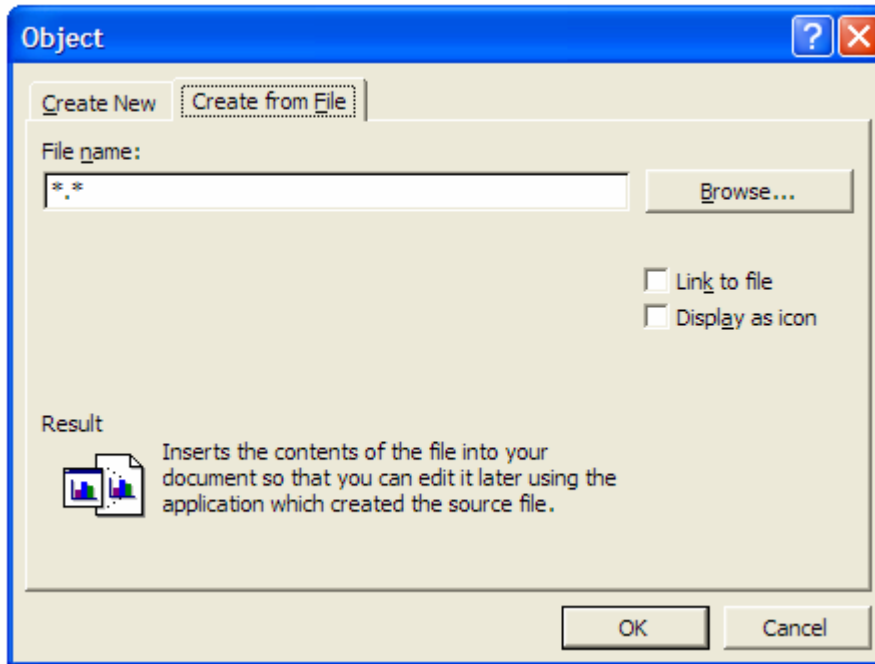
For Excel files that have already been saved, click "Create from File" tab

This view appears



If you stay on Create New tab and scroll down to Microsoft Excel Worksheet and click OK, this is the same as using the Insert Microsoft Excel Worksheet icon on the toolbar



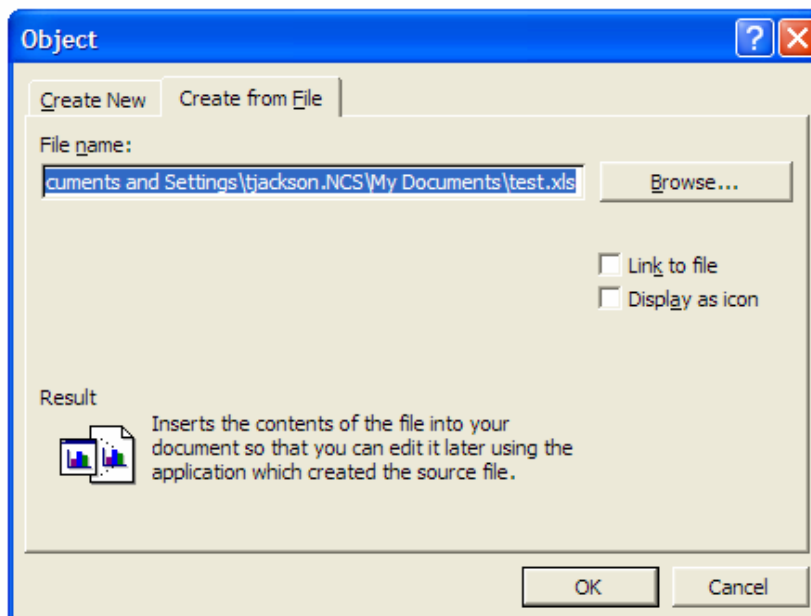


Click Browse... to open the Browse window

Navigate to location of saved file (My Documents for this example)

Click on file to insert

Click Insert



Location and name of file to be inserted is shown in File name: window

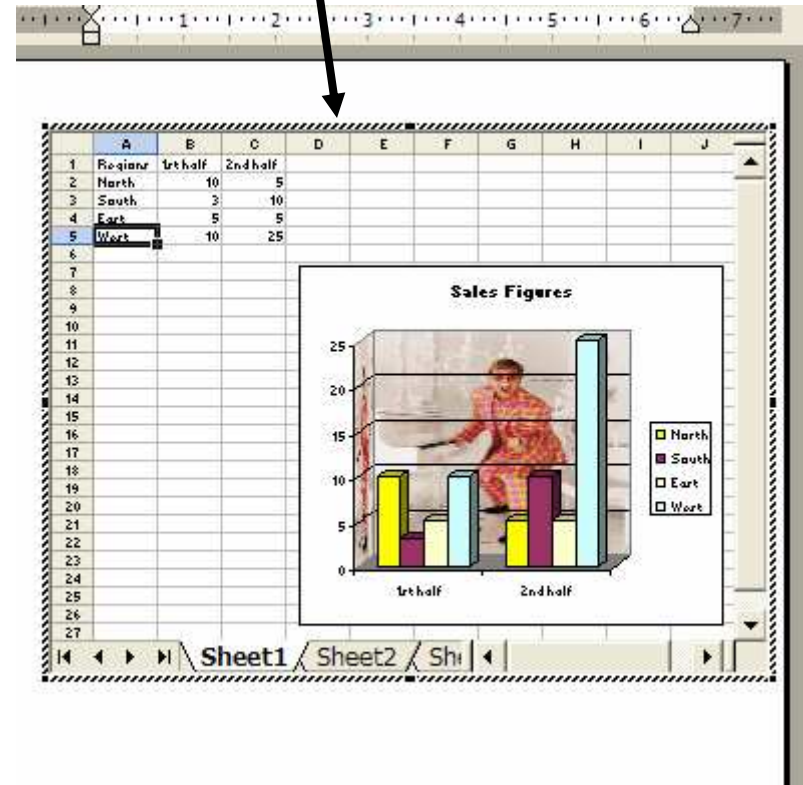
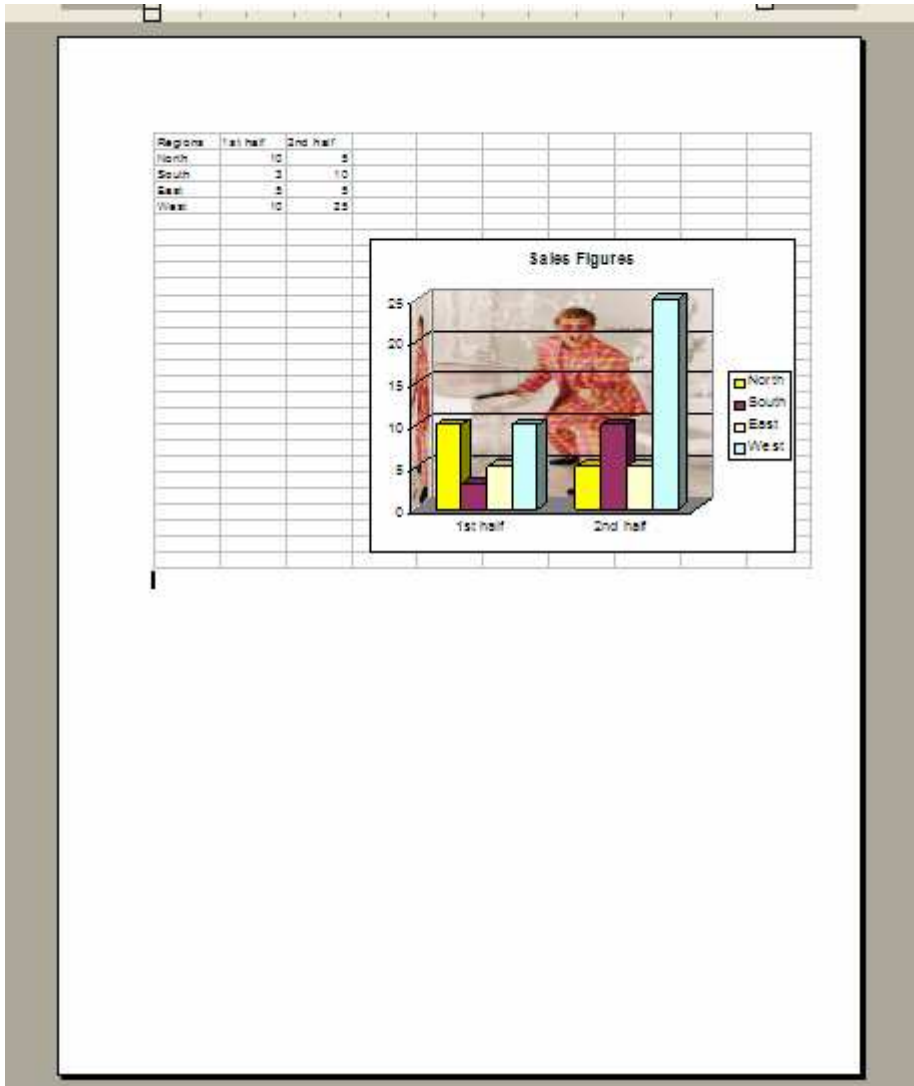
Click OK

When Link to File is not checked, changes to the Excel file in Excel will not be reflected in the Excel object inserted in Word



The Excel file in inserted

Double click in the Excel file to see Excel worksheet





Using Link to File

- When “Link to File” box is checked when inserting an Excel file in Word any changes made to the Excel file will be reflected in the Word document
- Double clicking on the Excel file in Word will open the Excel program to edit the file.
 - When Link to File is not checked, double clicking on Excel file does NOT open Excel program