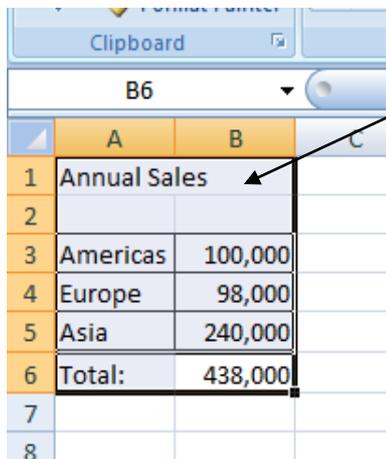# MICROSOFT OFFICE SUITE 2007
HINTS AND TIPS: INSERTING EXCEL DATA INTO A WORD DOCUMENT

Selecting Excel Data to Insert in Your Word Document

Open the Excel document that contains the data you would like to insert in your Word document.

In Excel, click and drag over a region of cells to select it. Be sure to include all the Excel data you would like to link to in your Word 2007 document.

Select the data you would like to insert into your Word document. Press Ctrl+C to copy it.

After you have copied the data, you can minimize Excel.

Inserting the Excel Data in Your Word Document

Click Paste in the Clipboard section of the Home Ribbon. Make sure you click the Paste box and not the Clipboard icon.

To link to Excel data in a Microsoft Word document, you will need to access the Paste Special Options. Just click the Paste button below the Clipboard Icon on Word's Home ribbon.

Open the Word document that will contain your Excel data. Click in the location where you would like to insert the data.

On the submenu that pops up, select Paste Special.

Specifying Paste Options
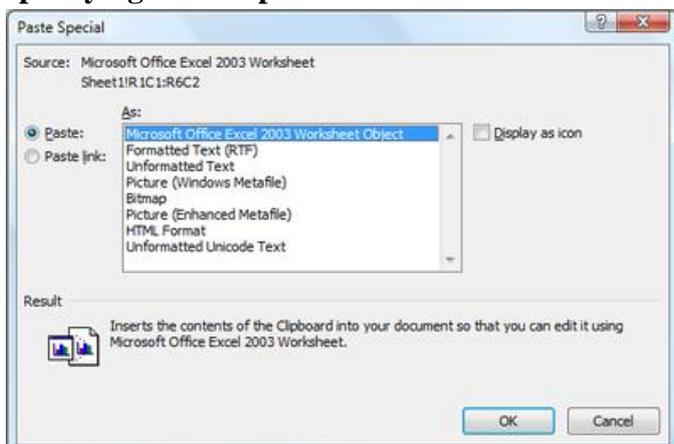
To embed your Excel data in Word 2007, use the Paste Special dialog box to set your paste options. When you select Paste Special from the Paste menu, the Paste Special dialog box opens. You will need to specify a couple of options to paste your Excel data in your Word document.
First, select Paste.

Then, select Microsoft Office Excel 2007 Worksheet. (If you have set Excel to save in Office 2003 compatibility mode, your option will say Microsoft Office Excel 2003 Excel 2003 Worksheet, as seen in the picture above.)

Click OK to complete the insertion.

Formatting Excel Data in Your Word document

You can make some formatting changes to your Excel Data from Word. Right-click the data in Word and select Format Object.
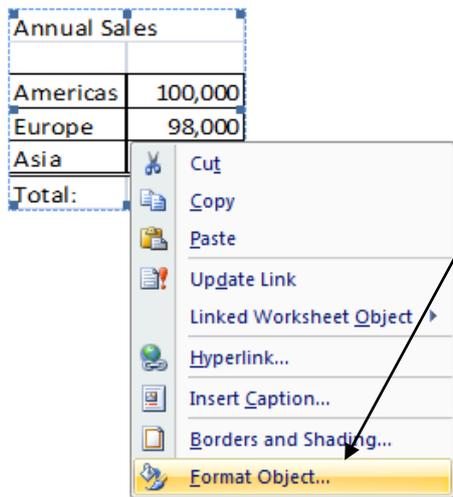
You can apply formatting to the Excel data that you embedded in your Word document. However, your formatting options will be somewhat limited in Word.

Right click the data you inserted in your Word document and select Format Object. In the dialog box that opens, you can change the size of the linked data. You can also specify a fill colour and gradient. Additionally, there are options for changing text wrapping around the data.

The font and cell formatting of the data is applied in Excel. So, if you want to change font colour, size, or face, edit the data in Excel. Keep reading for instructions on editing the Excel data from Word.

Editing Excel Data in Your Word Document
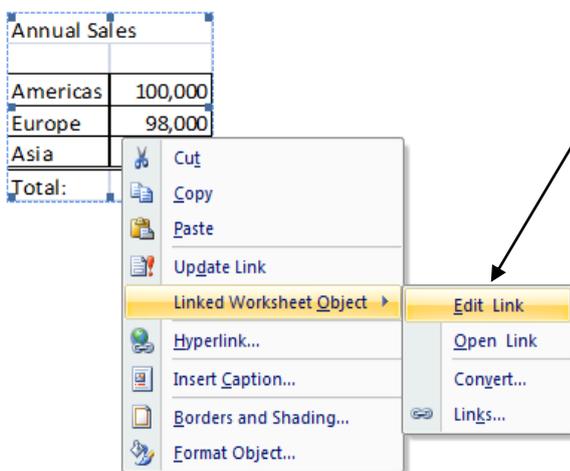
If you want to change the linked Excel data, you must edit in Excel. To open your Excel file from Word, right-click the Excel data and select Linked Worksheet Object. On the submenu, click Edit Link. The Excel data will look like a table in your Word document. However, editing the Excel data is different from editing data in a table.

There are two ways to edit the Excel data in Word. First, you can right-click the Excel data and select Worksheet Object. On the submenu, click Edit. Excel opens the data for editing. An even faster way to edit the data from Word is to double click the Excel data in Word.

Source: http://wordprocessing.about.com/od/microsoftword2007/ss/embeddingexcel_2.htm

Resources
- Other QUICK TIPS FOR STUDENTS   http://www.usq.edu.au/learningcentre/tips.htm
- Online resources on ALSOnline http://www.usq.edu.au/learningcentre/alsonline/lecttuts/tuts.htm
- Talk with a tutor at The Learning Centre (tlc@usq.edu.au)

The Learning Centre
T: +61 7 4631 2751
E: tlc@usq.edu.au
W: www.usq.edu.au/learnteach/learnsupp/

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