




Microsoft Office 2003

Inserting Charts, Graphs, Spreadsheets And More Into Office Applications

OTS PUBLICATION: MT07 • REVISED 07-01-2006 • TRAINING@TOWSON.EDU • OFFICE OF TECHNOLOGY SERVICES

 =Shortcut  =Advice  =Caution

Definitions

You can insert information (such as a table, chart, graphic, equation, spreadsheet or other form of information) into some of the more common Microsoft Office Applications like Word, PowerPoint, Excel and Publisher. This information is called an object.

You can choose to either link or embed objects.

An **embedded object** is information inserted into a Word file that is not linked to its original source file and instead resides in the destination file. You can make changes to an embedded object in the destination file. When you embed an object, information in the destination file doesn't change if you modify the source file.

A **linked object** is information inserted into a Word file that remains linked to its source. The object does not actually reside in the destination file; it links back to its source file. If you make changes to the source file, those changes will automatically appear in the destination file. You can create linked objects from files created in Microsoft Office programs or in any program that supports linked objects.




If you move a file containing linked objects, you must move the source file with it or the linked objects will not appear.

To illustrate the difference: A report in Word could contain a bar graph originally created in an Excel workbook. If you **link** the report to the graph, the graph can be updated whenever the numbers in the Excel source file are changed. Instead, if you **embed** the graph in the report, (which is your destination file), the graph becomes a part of the report and it's no longer connected to the original data.

Summary

1. Definitions
2. Link or Embed Objects from Files
3. Inserting PowerPoint Slides
4. Create a New Object
5. Edit Objects

Link or Embed Objects from Files

1. Open the file that contains the information you want to create a linked or embedded object from, and select the information.
2. Click **Copy**. 
3. Open (or switch to) the other Microsoft Office program, and then click where you want the information to appear.
4. On the **Edit** menu, click **Paste Special**.
5. In the **As** box, click the entry with the word "object" in its name. For example, click **Microsoft Office Excel Worksheet Object**.
6. To link or embed the object, do one of the following:
 - To create a linked object, click **Paste link**.
 - To create an embedded object, click **Paste**.
7. Click **OK**.



As an alternative if you need to customize the formatting of a linked object, do the following:



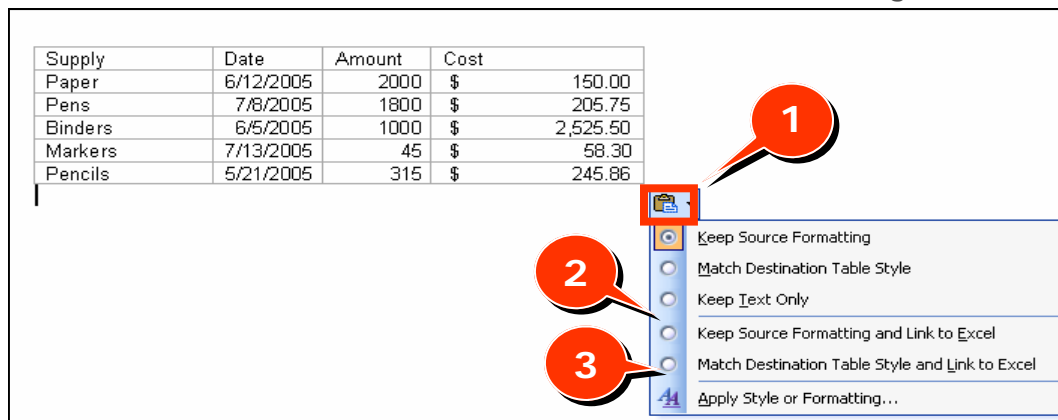
1. Open the file that contains the information you want to create a linked object or embedded object from, and then select the information.
2. Click **Copy**. 
3. Switch to the other Microsoft Office program, and then click where you want the information to appear.
4. Click **Paste**. 
5. Along with the pasted object (in the case in Figure 1, part of an Excel worksheet), a clipboard button should appear on the right below (**Figure 1, 1**).

Figure 1



6. If you select the **Keep Source Formatting and Link to Excel** option (**Figure 1, 2**), the object will be linked and will match the formatting in the Excel source file. If you select the **Match Destination Table Style and Link to Excel** option (**Figure 1, 3**), the object will be linked and it will be formatted in the default table style for your Word document.



With either option you can change the formatting of the linked object in the Office application. Formatting changes you make will remain when the data is updated in the source file.

Inserting PowerPoint Slides

To insert one slide:


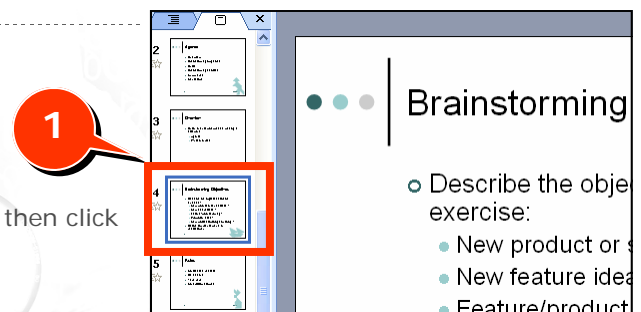
1. Open your PowerPoint file and click on the slide in a slide view  (**Figure 2, 1**).
2. Click **Copy**.
3. Switch to the other Microsoft Office application, and then click where you want the information to appear.
4. On the **Edit** menu, click **Paste Special**.
5. In the **As** box, click **Microsoft PowerPoint Slide Object**.
6. To link or embed the object, do one of the following:
 - To create a linked object, click **Paste link**.
 - To create an embedded object, click **Paste**.
7. Click **OK**.

Figure 2



To move an entire PowerPoint presentation into Word:

1. Open the presentation in PowerPoint.
2. On the File menu, click **Send to** and choose **Microsoft Office Word**.
3. Select a page layout from those displayed.
4. To create a linked object, select **Paste link** or to create an embedded object, click **Paste**.
5. Click **OK**.

Create a New Embedded Object

If you want to create a new object directly in an Office application:

1. Click in the Office application where you want to place the embedded object.
2. On the **Insert** menu, click **Object**, and then click the **Create New** tab.
3. In the **Object type** box, click the type of object you want to create.
(Only programs that are installed on your computer and that support linked objects and embedded objects appear in the **Object type** box.)
4. To display the embedded object as an icon — for example, if you want to minimize the amount of space the object uses in the document — select the **Display as icon** check box.

Edit Objects

Edit an Embedded Object

To edit an embedded object, double-click it, and then make changes to it. If you don't have the source program, you can convert the embedded object to the file format of a program you do have (for example, an object created in Microsoft Works you be converted so you can edit it in Word).

To convert an object (when you don't have the program that created it) so you can edit it:

1. Select the embedded object you want to edit.
2. On the **Edit** menu, point to *object name* **Object** (for example, **Worksheet Object**), and then click **Convert**.
3. Select the new file type in the **Object type** box.
4. Click **Covert** to convert the object you specified in the **Object type** box, or click **Activate as** to open the object as the type you specified in the **Object type** box.

Edit a Linked Object

By default, linked objects update automatically. This means that the Office application updates the linked information every time you open or edit the destination file. Therefore you can simply go to the original file and make any necessary changes.

You can also edit a linked object by starting in the destination file:

1. In the destination file, from the **Edit** menu, click **Links**.
2. In the **Links** dialog box, in the list of objects, click the linked object, and then click **Open Source**.
3. Make the changes you want to the linked object.
4. In the source program, click **Exit** on the **File** menu, and save the file.