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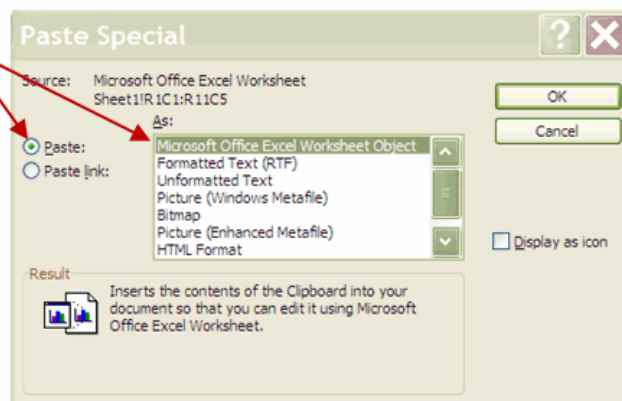
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Linking Data in a Microsoft Excel Spreadsheet to a Microsoft Word Document to give Automatic Updating

MS Word an Excel 1997-2003 and 2007.

1. The Word file and Excel file should be on your hard drive – My Documents for example. Copy and place them there if they are on portable storage (i.e memory stick).
2. Open Word and Excel and keep them open.
3. Open each file in it's respective program.
4. Select and copy required part of spreadsheet in Excel.
5. Use **Paste Special** in the **Edit** menu in Word to paste the Spreadsheet section at the required cursor position.

In Paste Special select "Microsoft Office Excel Worksheet Object"



If you plan to transport the Word file for use on another computer, you will need to remember to include the Excel file so you can link the data again if required.

WORKSHEET				
	NO OF DAYS	COST PER DAY	INCOME	
232	2	£64.63	£129.26	
291	3	£70.50	£211.50	
321	3	£88.13	£264.39	
331	3	£58.75	£176.25	
371	3	£76.38	£229.14	
381	3	£70.50	£211.50	
401	3	£58.75	£176.25	
451	3	£64.63	£193.89	

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Excel cells required for the Word document. The copied Excel cells in Word using paste special.

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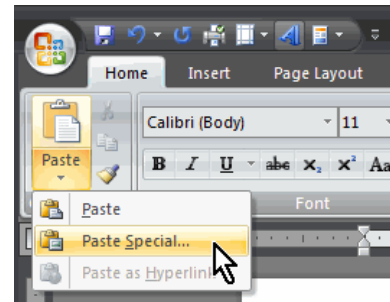
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The files are linked and updating the Excel file and saving it will automatically update the Word file when you open it.

NOTE: – If the files are moved to other folders the process has to be redone.

MS Word 2007 and MS Excel 2007

The method is the same as above - Paste Special is accessed from the Home tab on the ribbon in Word 2007 (right).



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