

LEARNING ABOUT EMBEDDING AND LINKING OBJECTS: PART 1

One of the great wonders about *Microsoft Office* and all *Microsoft* applications is the ability to EMBED and LINK objects.

“Say What?” you say.

Well, basically, this simply means that you can type some information in a source document (*Word, Excel, etc.*). You may then copy and paste this information in another type of document. This is called EMBEDDING. If you want the copy to automatically reflect any changes you might make in the source document, you have to LINK the two together. Not really as difficult as it sounds. Let’s try a little experiment to illustrate these concepts.

creating a source document in excel

Let’s first create a simple grade document in *Microsoft Excel*.

1. Boot up *Excel* from the “Programs” option on the “Start” button
2. Create a simple grade report spreadsheet like the cutout one illustrated below:

	A	B	C	D	E	F
1	Practical Astrology for the Teenager					
2						
3	Name	Grade				
4	John	66				
5	Mary	41				
6	Bill	88				
7	Frank	94				
8						
9						
10						

3. Drag the mouse pointer over cells A1 to D8 and then click on copy, from the Edit menu option

4. Now minimize *Excel* by clicking on the minimize button in the upper right corner of the screen

CREATE A WORD DOCUMENT

Now we will create a *Microsoft Word* document which will be a monthly report requested by our principal, one Mr. Roger Flakebottom.

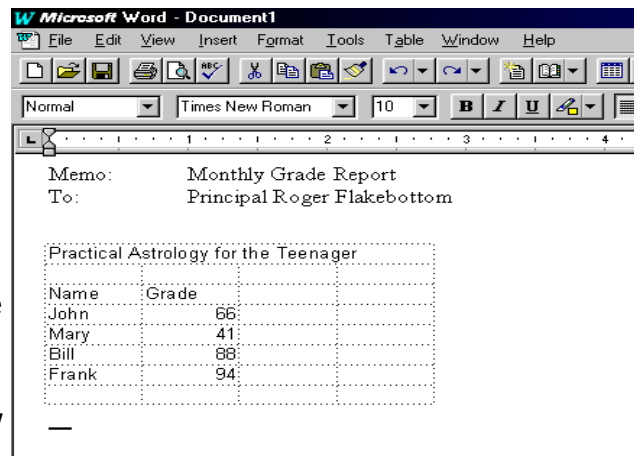
1. Boot up *Excel* from the “Programs” option on the “Start” button

2. In the upper left corner of your *Word* document, type the following heading to a Monthly Memo:

Memo: Monthly Grade Report
To: Principal Roger Flakebottom

3. Tap the ENTER key twice

4. Hold the CONTROL key down and tap the letter V to paste the *Excel* report in your *Word* document. The result should look something like this:



5. You now have a copy of the *Excel* document in your *Word* document

This is all very nice, however, a simple “paste” such as this creates two problems which might not be readily noticeable.

First of all, by simply “pasting” an object in *Word* you have created another copy of it. When you go to save the *Word* document you will be taking up a large amount of space on your drive with this duplication. (Not a big problem if you have a huge drive, but it could make or break the person with a small drive).

Secondly, if this is going to be a monthly report it means you will have to change any information in the source file (*Excel*) and in the report file (*Word*). Again, this might not be a problem to coordinate if there are only one or two items to change. However, if there were several dozen changes (or even hundreds, heaven forbid), this could get rather disorganized and confusing.

This is where LINKING comes in. This concept will be discussed and illustrated in part 2 of this Windows 95/98 Extensions. Leave *Excel* and *Word* open for the next part.