CHAPTER 17 IMPORTING

INFOCUS

You can *import* data from other sources or files into your Word documents. Microsoft makes it easy to import content created in other Microsoft programs into Word and vice versa. So, rather than recreating the content, you can make use of several *paste special* functions to import the content.

In this session you will:

- ✓ gain an understanding of importing data into *Word*
- ✓ learn how to import text
- ✓ learn how to import *Excel* data into a *Word* document
- ✓ learn how to import linked *Excel* data
- ✓ learn how to import and embed *Excel* data
- ✓ learn how to modify embedded data.

UNDERSTANDING IMPORTING

When you *import* data into a Word document, you are inserting text or content from another file. Microsoft enables easy integration between Microsoft programs, which means that importing data from one Microsoft program to another is a simple process. Word provides several *Paste Special* options for importing data, which we will discuss here.

How Importing Works

You're no doubt familiar with Word's *Cut*, *Copy* and *Paste* tools that enable you to easily copy or move text within and between documents. Word also provides several *Paste Special* options when a straight copy and paste job will just not do.

About Paste Special

Using *Paste Special*, you can import data from any other compatible file or source into a Word document. You can import the entire contents of a file, for example, or you can import sections from another file. Once you have determined what data needs to be imported, you then have several *Paste Special* options available for *how* you want the data to be imported. For example, the picture below shows the *Paste Special* dialog box displaying a number of options for how to import part of an Excel worksheet.
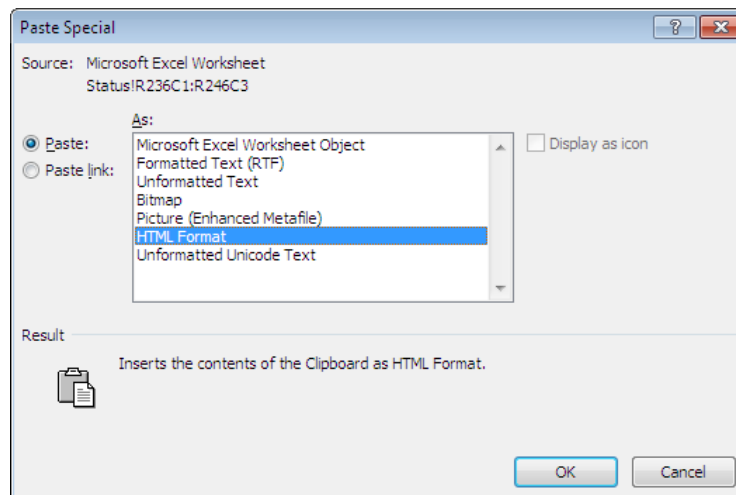
The default format is *HTML Format*, which will import the data as is, with all formatting preserved where possible. You can also import the data as formatted or unformatted *RTF* (Rich Text File) text. You can even import the data as a picture. You can also select whether the data will be *linked* to the source file or *embedded* into the document.

Linking Imported Data

When you import *linked* data, any changes made to the original (*source*) file or data will be updated automatically in the linked data in the Word document (if both documents are open or the next time the document containing the linked data is opened). That is because you have only imported a *link* to the source file, not the actual data itself. You must click on *Paste link* in the *Paste Special* dialog box to link imported data to the source file.

Embedding Imported Data

When you *embed* imported data, the data remains static, that is, changes made to the source file or data will not be reflected in the embedded data. Once imported, embedded data is no longer part of the source file. This means that the information in the Word document will not alter when you change the source file.

IMPORTING TEXT

As a general rule when you have to copy or move text between documents or files, you would most likely use *Copy* and *Paste* or *Cut* and *Paste* to do this. However if you want to preserve the formatting and create a *link* to the source data so that any changes will be updated in the destination document, you need to use the relevant options in the *Paste Special* dialog box.

Try This Yourself:

Open File

Before starting this exercise you MUST open the files W883 Importing_1.docx and W883 Importing_2.docx...

1 Select the two main paragraphs in *W883 Importing_2.docx* as shown, then press Ctrl + C to copy the text to the clipboard

Notice that the font is currently Constantia 11 pt...

2 Switch to *W883 Importing_1.docx*, then click to the right of *Julianne* and press Enter

3 Click on the *Home* tab, then click on the bottom half of *Paste* in the *Clipboard* group and select **Paste Special** to open the *Paste Special* dialog box

4 Ensure that *HTML Format* is selected, then click on *Paste link*, then click on **[OK]** to paste the text with a link to the source document

Notice that the font of the imported text has changed to match the document text…

5 Press Del if required to delete the blank line between paragraphs, then save and close *W883 Importing_2.docx*
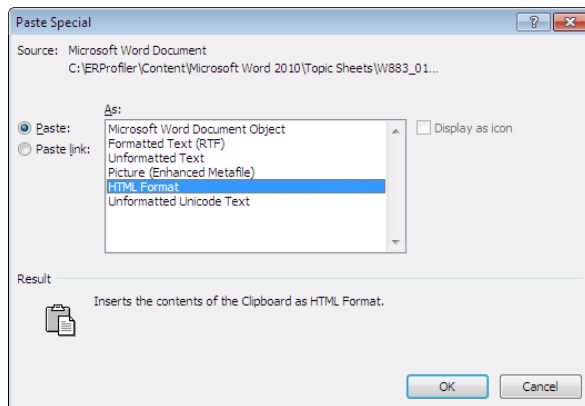
1

Potential Marketing Blurb – FIRST DRAFT

Alpheius Global Enterprises has been going ahead in leaps and bounds. From its inception merely ten years ago, AGE has expanded from its first home in Paris to now having major operations in five cities around the world.

If AGE continues growing at this rate, we would expect to see new sites becoming operational in a further ten major cities around the world within the next ten years.

Go AGE!

3

Paste Special

Source: Microsoft Word Document
C:\ERProfiler\Content\Microsoft Word 2010\Topic Sheets\W883_01...

As:

○ Paste:
○ Paste link:

- Microsoft Word Document Object
- Formatted Text (RTF)
- Unformatted Text
- Picture (Enhanced Metafile)
- HTML Format
- Unformatted Unicode Text

☐ Display as icon

Result

Inserts the contents of the Clipboard as HTML Format.

[OK] [Cancel]

Attention: Julianne Kerr
Department: Enterprise Panel
Date: 13 September 2007
Subject: Sales Projections

Dear Julianne

Alpheius Global Enterprises has been going ahead in leaps and bounds. From its inception merely ten years ago, AGE has expanded from its first home in Paris to now having major operations in five cities around the world.

If AGE continues growing at this rate, we would expect to see new sites becoming operational in a further ten major cities around the world within the next ten years.

As discussed here are the sales projections for Alpheius Global Enterprises for the next five years.

The following table shows the annual projects, inflation and expected growth as apportioned to each international office.

If you need to discuss any aspects of this further, I will be available on Thursday and Friday in the Dublin office.

Aaron Laversonn
Director, AGE Dublin

5

For Your Reference…

To *import text*:

1. Select the source text, then press Ctrl + C
2. Open the destination document, then click on the bottom half of *Paste* and select **Paste Special**
3. Click on *Paste link*, then click on **[OK]**

Handy to Know…

- When pasting formatted text that does not need to be linked, click on the bottom of half of *Paste* to display *Paste Options*. Options include *Keep Source Formatting* (to preserve original formatting) and *Merge Formatting* (to update the pasted text with the formatting in the destination document).

IMPORTING EXCEL DATA

When you use the *Copy & Paste* and *Cut & Paste* functions in *Word*, data is selected and then moved or copied to another part of the document. The same principles apply when copying (or cutting) and pasting data from other files into a Word document. When you copy (or cut) and paste from an external file into Word, the formatting will be preserved.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W883 Importing_3.docx...

1. Click on the *Start* button and select **All Programs** > **Microsoft Office** > **Microsoft Office Excel 2010** to open *Excel*

2. In *Excel*, click on the *File* tab, then click on *Open* to open the *Open* dialog box, navigate to the course files folder and open *W883 Importing_4.xlsx*

3. Click on cell *A2*, press and hold [Shift] then click on cell *G16*, then press [Ctrl] + [C] to copy the data to the clipboard

4. Switch to Word, then click at the end of the fourth paragraph (after *international office.*)

5. Press [Ctrl] + [V] to paste the data into the document

   The data will be converted to a Word table, which you can edit like any other table. You will delete the table ready for the next exercise…

6. Click in the table, then click on the *Design* tab and click on *Delete* 🗑️ in the *Rows & Columns* group, select **Delete Table** to delete the table, then save the document

As discussed here are the sales projections for Alpheius Global Enterprises for the next five years.

The following table shows the annual projects, inflation and expected growth as apportioned to each international office.

Alpheius Global Enterprises						
Five-year Sales Projections						
Annual inflation:	3.20%					
Annual growth:	15%					
	Actual	**Next Year**	**2 Years**	**3 Years**	**4 Years**	**5 years**
Aukland	234,556	277,245	327,704	387,346	457,843	541,170
Dublin	433,323	512,188	605,406	715,590	845,827	999,768
Melbourne	22,332	26,396	31,201	36,879	43,591	51,525
New York	456,221	539,253	637,397	753,404	890,523	1,052,598
Paris	232,221	274,485	324,442	383,490	453,285	535,783
Total:	1,378,653	1,629,568	3,008,221	2,276,708	2,691,069	3,180,844

If you need to discuss any aspects of this further, I will be available on Thursday and Friday in the Dublin office.


For Your Reference…

To *import Excel data*:

1. Open *Excel* and select the data
2. Press [Ctrl] + [C]
3. Switch to *Word* and position the insertion point
4. Press [Ctrl] + [V]

Handy to Know…

- The *Paste Options* tag 📋 (Ctrl)▾ that appears when you paste the table can be used to control the formatting. For example, you can *Keep Source Formatting and Link to Excel* which retains the *Excel* formatting and creates a link to the Excel source file.

IMPORTING AND LINKING EXCEL DATA

When you import *linked* data into a Word document, the linked data will update when changes are made to the *source* data or file. This is 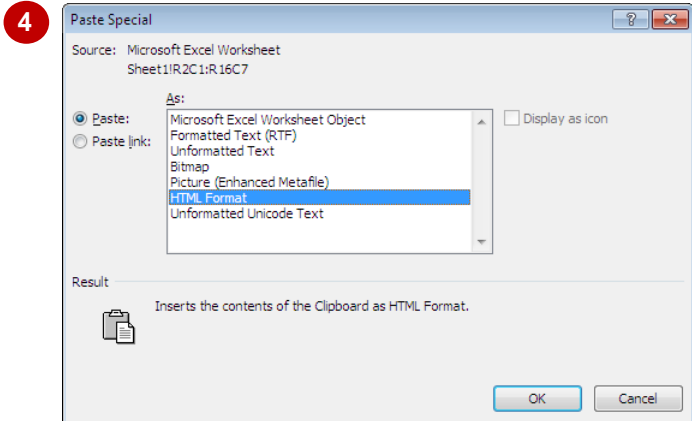because you have only imported a link to the original data, not the data itself. When you open a document that contains linked data, you will be asked whether you want to update the linked data. Linked Excel data is imported as an *object*.
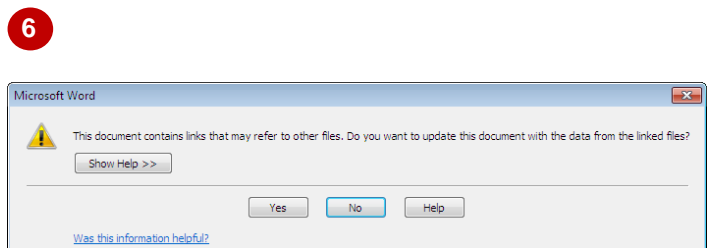
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W883 Importing_5.docx...

1 Ensure that *W883 Importing_4.xlsx* is open in *Excel*

2 Click on cell *A2*, hold down `Shift` and click on cell *G16*, then press `Ctrl` + `C` to copy the data to the clipboard

3 Switch to Word, then click at the end of the fourth paragraph (after *international office.*)

4 Click on the bottom half of *Paste* 📋 in the *Clipboard* group and select *Paste Special* to open the *Paste Special* dialog box

5 Click on *Paste link*, then click on *Microsoft Office Excel Worksheet Object* under *As*

6 Click on *[OK]* to insert the data as a linked object, then click on the object to select it

Objects are identified by the selection handles around their perimeter. You will now close and open the document again…

7 Save and close the document, and then open the document again

You will receive a message asking whether you want to update the linked data…

8 Click on *[Yes]* then save and close the document

4

6

7

For Your Reference…

To *import linked Excel data*:
1. Copy the Excel data then switch to Word
2. Click on the bottom half of *Paste* 📋 and select *Paste Special*
3. Click on *Paste link* and *Microsoft Office Excel Worksheet Object* under *As*
4. Click on *[OK]*

Handy to Know…

- You can follow the same steps to import linked *PowerPoint* and *Access* data into a Word document. To import PowerPoint linked data, for example, such as a slide, click on *Microsoft PowerPoint Slide Object* in the *Paste Special* dialog box, then click on *Paste link* and click on *[OK]*.

IMPORTING AND EMBEDDING EXCEL DATA

When you *import* and *embed* Excel data into a Word document (or data from any Microsoft program), the embedded data will not be updated when changes are made to the source data or file. When you embed an object in Word, it acts like any other object, such as pictures. In this way, you can work with the various *Positioning* and *Text Wrapping* tools, for example.

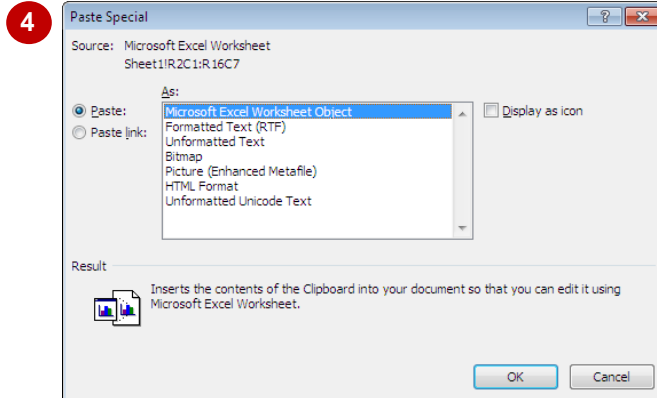## Try This Yourself:

Open File

Before starting this exercise you MUST open the file W883 Importing_6.docx...

1 Ensure that **W883 Importing_4.xlsx** is open in **Excel**

2 Click on cell **A2**, hold down `Shift` and click on cell **G16**, then press `Ctrl` + `C` to copy the data to the clipboard

3 Switch to Word, then click on the blank line below the paragraph **The following table...**

4 Click on the **Home** tab, then click on the bottom half of **Paste** in the **Clipboard** group and select **Paste Special** to open the **Paste Special** dialog box

5 Ensure that **Paste** is selected, then click on **Microsoft Office Excel Worksheet Object** under **As**

You are not linking the data, so there is no need to select Paste link...

6 Click on **[OK]**

7 Save the document

4

Paste Special dialog box:

Source: Microsoft Excel Worksheet
Sheet1!R2C1:R16C7

As:
- Microsoft Excel Worksheet Object
- Formatted Text (RTF)
- Unformatted Text
- Bitmap
- Picture (Enhanced Metafile)
- HTML Format
- Unformatted Unicode Text

Paste / Paste link

☐ Display as icon

Result:
Inserts the contents of the Clipboard into your document so that you can edit it using Microsoft Excel Worksheet.

[OK] [Cancel]

Alpheius Global Enterprises
Five-year Sales Projections

Annual inflation:	3.20%					
Annual growth:	15%					
	Actual	**Next Year**	**2 Years**	**3 Years**	**4 Years**	**5 years**
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Melbourne	22,332	26,396	31,201	36,879	43,591	51,525
New York	456,221	539,253	637,397	753,404	890,523	1,052,598
Paris	232,221	274,485	324,442	383,490	453,285	535,783
Total:	1,378,653	1,629,568	3,008,221	2,276,708	2,691,069	3,180,844

6

For Your Reference…

To *import* and *embed Excel data*:
1. Copy the Excel data then switch to Word
2. Click on the bottom half of *Paste* and select **Paste Special**
3. Click on *Paste* and *Microsoft Office Excel Worksheet Object* under *As*
4. Click on **[OK]**

Handy to Know…

- You may notice that when you embed an object, the data in the object may appear fuzzy, or pixelated. This is common when importing embedded objects between Microsoft programs, so embedding data in this way may not be the best solution where clarity of data is essential.

MODIFYING EMBEDDED EXCEL DATA

Once you have embedded data in a document, you can then modify that data in the destination document. Any changes made to the embedded data will not affect the source data. When you modify the embedded object, the object will open in its source program (such as Excel where you have embedded a worksheet) within the object frame, allowing you to make the necessary changes.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W883 Importing_7.docx...

1   Double-click on the embedded object to open it in an Excel window within the object frame

Notice that the ribbon has changed to the Excel ribbon...

2   Click in cell **B6**, type **2** and press Enter

3   Click in the document away from the worksheet to close the Excel window in the object frame

Notice that all of the values from column C and onwards have been updated to reflect the change in the Annual growth. This change will not be made to the source file because this worksheet object is an embedded object (and not a linked object)…

4   Save and close the document

For Your Reference…

To *modify embedded data*:

1. Double-click on the embedded object
2. Make the desired changes
3. Click outside the object to deselect it and return it to its static form
4. Save the document

Handy to Know…

*   The same principle applies when embedding data from other Microsoft programs, such as **PowerPoint**. When you embed a PowerPoint object and then modify it, the PowerPoint window and commands will open within the object frame so that you can edit the slide(s) as required.

NOTES: