Lesson 8-7: Embed an Excel worksheet object into a Word document

Microsoft Office is an object-orientated application. Simply put, this means that everything you work with in Office is an object.

An Excel cell, an Excel range of cells, an Excel table, an Excel chart, a Word document and a PowerPoint slide are all objects.

The wonderful thing about this object-orientated architecture is that you can freely embed objects inside other objects. For example, you can embed an Excel range into a Word document, or an Excel chart into a PowerPoint presentation.

In this lesson you'll embed an Excel worksheet into a Word document.

1   Open Microsoft Word.

2   Use Word to open *The World's Best Selling Cars-1* (Word document) from your sample files folder.

This file contains the beginning of a Word document:

> **The World's Best Selling Cars**
> Some cars sell well, others hardly sell at all. Once every few years a car comes along that is demonstrably better than its competition. The car may beat the competition on price, performance, reliability, style or a combination of these factors.
>
> Here is a list of the world's most successful cars to date:

3   Embed an Excel worksheet at the end of the word document.

1.   Click just to the right of the sentence *"Here is a list of the world's most successful cars to date:"*.

2.   Press the **<Enter>** key to move to the next line.

3.   Click: Insert→Text→Object→Object…

The *Object* dialog appears.

4.   Select *Microsoft Excel Worksheet* from the *Object type* list.

Object type:
Microsoft Excel Chart
Microsoft Excel Macro-Enabled Worksheet
Microsoft Excel Worksheet
Microsoft Graph Chart
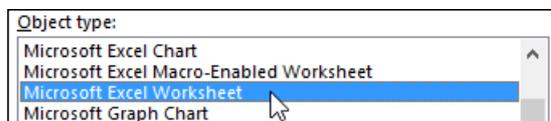
5.   Click the OK button.

An empty Excel worksheet is embedded into the Word document.

Here is a list of the world's most successful cars to date:

	A	B	C	D	E
1					
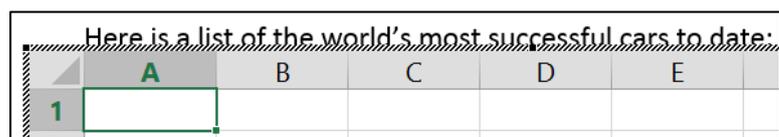
Notice that something has happened to the Ribbon. The Word Ribbon has been replaced by the Excel Ribbon.

4   Enter the following data into the worksheet:

The World's Best Selling Cars-1

	A	B	C
1	Make	Model	Sales(Million)
2	Ford	Model T	16.5
3	Volkswagen	Beetle	21.5
4	Vokswagen	Golf	24
5	Ford	F Series	25
6	Toyota	Corolla	35

(When you have entered the data AutoSize each column so that each is wide enough to display the contents).

5   Return to Word.

Click anywhere in the Word document's text (outside the Excel object).

Notice that the appearance of the worksheet has changed and that the Excel Ribbon has changed back to the Word Ribbon.

6   *Print Preview* the document.

Click: File→Print.

Notice that the worksheet looks just as it would in Excel. The worksheet is too big, however, as there are many empty cells.
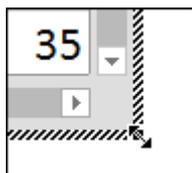
7   Return to Excel.

1.   Click the *Back Button*.

2.   Double click anywhere in the Excel object.

Notice that the Excel Ribbon has returned.

8   Size the worksheet window so that it is the same size as the data entered.

1.   Hover the mouse cursor over the sizing handle on the bottom right corner of the worksheet until you see the double-headed arrow cursor shape.

2.   Click and drag upwards and to the left to re-size the worksheet object so that it is the same size as its contents.

9   Return to Word.

Click anywhere in the Word document's text (outside the Excel object).

Here is a list of the world's most successful cars to date:

Make	Model	Sales (Million)
Ford	Model T	16.5
Volkswagen	Beetle	21.5
Volkswagen	Golf	24
Ford	F Series	25
Toyota	Corolla	35

10   Save your work as *The World's Best Selling Cars-2*.