

Getting Started

Includes Examples for Working Together

Microsoft® Office



OFFICE

Getting Started

Microsoft® Office

Version 4.2 and 4.3

Includes examples for working together

Microsoft Corporation

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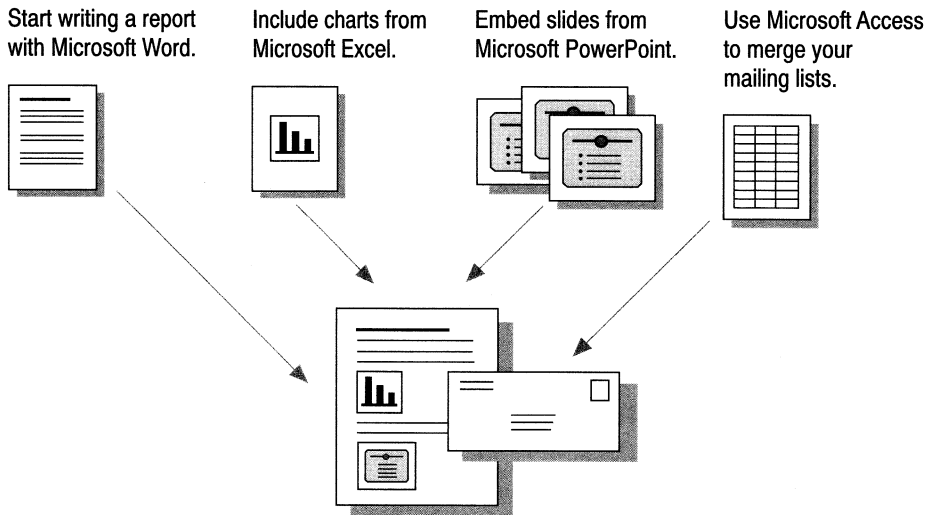
Welcome to Microsoft Office

The Microsoft® Office family is a collection of full-featured products that work alike and work together as if they were a single program. They take you well beyond the usual approach to ease of use, integration, and custom solutions.

Microsoft Office includes Microsoft Word, Microsoft Excel, Microsoft PowerPoint®, and Microsoft Access® (Microsoft Office Professional, Windows™ only). Microsoft Office also includes a workstation license for Microsoft Mail. To use Microsoft Mail, your organization must also acquire Microsoft Mail for PC Networks (Windows) or Microsoft Mail Server for AppleTalk® Networks (Apple® Macintosh®).

Tasks are Easier in Microsoft Office

The improved consistency in Microsoft Office applications makes them dramatically easier for you to use. IntelliSense™ technology helps you automate everyday tasks and makes complex tasks easier. With OfficeLinks, you can readily share information among applications. With Microsoft Visual Basic® for Applications, you have a powerful and flexible development platform for creating custom solutions. The following illustration shows how easily Office integrates information from a variety of sources.



Improved consistency The applications in Microsoft Office have standardized toolbars and consistent menus, commands, and dialog boxes. Once you learn one application, it's easy to learn the others.

IntelliSense IntelliSense anticipates what you want to do and intelligently produces the desired result. Following are examples of IntelliSense in each Office application:

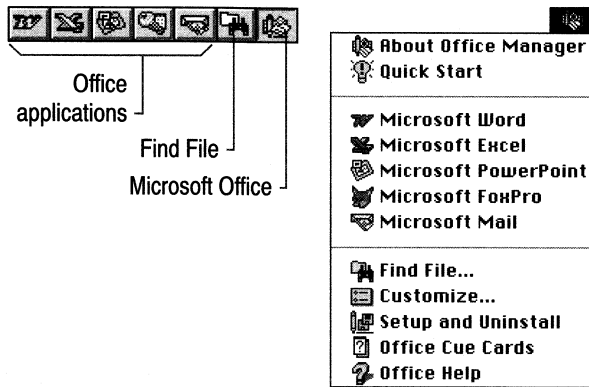
- In Microsoft Word, use AutoCorrect to automatically correct common typing errors, and use AutoFormat to automatically format an entire Word document in one step.
- In Microsoft Excel, use the TipWizard™ for helpful hints on how to work faster and more efficiently, and use the PivotTable™ Wizard to help analyze and reorganize data in a variety of formats.
- In Microsoft PowerPoint, use the AutoContent Wizard to quickly develop appropriate content for your presentations, and then use the Pick a Look Wizard to organize and present the information in the most effective way.
- In Microsoft Access (Microsoft Office Professional, Windows only), use the Mail Merge Wizard to produce form letters that are created by merging a customer list from Microsoft Access with a form letter from Word.

Microsoft OfficeLinks Microsoft OfficeLinks goes far beyond cut and paste and makes it easier to use multiple programs to create and edit documents. With OfficeLinks and OLE 2.0 (object linking and embedding), you can move and share information seamlessly between applications. You can drag information from one application to another, and you can perform cross-application tasks easily. For example, you can insert a Microsoft Excel worksheet directly into a Word document by simply clicking a button on a Word toolbar. If you do frequent slide presentations, you can use the Present It button in Word to automatically create a PowerPoint slide presentation that constructs slides from the headings in your document.

Custom solutions The Microsoft Office family is also a powerful development platform for creating custom solutions. You can develop custom solutions faster, more flexibly, and at lower cost with Visual Basic for Applications. The integration of Visual Basic in Microsoft Office makes it easier for MIS managers, solution providers, and corporate developers to use Office as a foundation for custom application development.

Microsoft Office Manager

In Windows, the Microsoft Office Manager displays a toolbar with buttons for each Office application. On the Macintosh, the Microsoft Office Manager appears as an icon on the menu bar; when you click the icon, a menu appears with items for each Office application. The toolbar or menu makes it easy to launch applications quickly and switch between them.



Office Manager toolbar
(Windows)

Office Manager menu
(Macintosh)

To help you work even faster, you can add other items to the toolbar in Office Manager for Windows or to the menu in Office Manager for the Macintosh. For example, if you're using Windows, you can add buttons for both Windows-based and MS-DOS® applications that you have installed on your computer, and buttons for switching to MS-DOS, Task Manager, and File Manager. If you're using the Macintosh, you can add to the menu those documents and applications that you have installed on your computer.

About this Manual

This manual is divided into five chapters that cover the following:

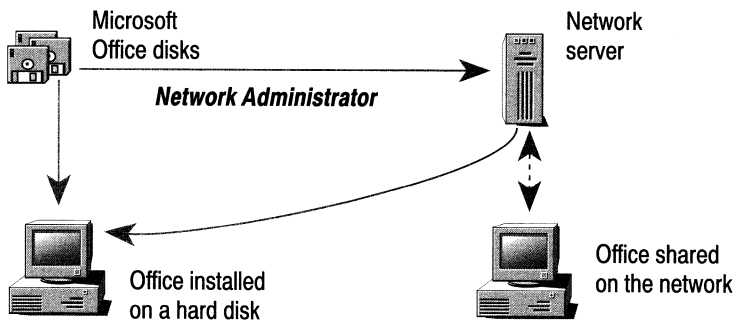
- **Chapter 1** explains how to install and uninstall Office applications and their components on your computer.
- **Chapter 2** describes how to install Office on a network—an efficient way for users to share applications over a network.
- **Chapter 3** discusses the Microsoft Office Manager, how to learn the Office applications, and how to use online Help. It also describes additional tools that are shared among applications, such as ClipArt Gallery, and various workgroup (group-productivity) features.
- **Chapter 4** explains how to transfer information between documents and applications by moving, copying, linking, embedding, or publishing and subscribing (Macintosh only). The chapter also discusses the reasons for choosing one method over another, and provides an in-depth comparison of linking and embedding.
- **Chapter 5** describes how Office applications work together, how to find files, and how to insert information into the different Office applications. It details, for example, the different choices you have for inserting a Microsoft Excel worksheet or chart into a Word document.

CHAPTER 1

Installing Microsoft Office

You install Microsoft Office by using the Microsoft Office Setup program. You can install Office from floppy disks directly onto your computer's hard disk.

If you are connected to a network, you can install Microsoft Office from the network server or a shared location on the network. Your network administrator may supply a standard installation procedure, or you may have a choice of installation options. You may be able to install Office directly onto your computer's hard disk, or you may run a shared version of Office from the network. Check with your network administrator for the best way to install Office.

**For more information on**

Hardware and software requirements for Office

Installing Office on a network

Installation options

Refer to

“What You Need to Use Microsoft Office,” later in this chapter.

Chapter 2, “Installing Microsoft Office on a Network,” or the network section of the Office Readme Help file.

“Installing Microsoft Office on Your Computer,” later in this chapter.

What You Need to Use Microsoft Office

System requirements vary depending on whether you're installing Microsoft Office for Windows or Microsoft Office for the Macintosh. Refer to the appropriate section.

System Requirements for Microsoft Office for Windows

The following table shows the software and hardware requirements for installing and running Microsoft Office for Windows:

Operating system	MS-DOS version 3.1 or later, plus any of the following: Microsoft Windows version 3.1 or later Windows for Workgroups version 3.1 or later Windows NT™ or Windows NT Advanced Server version 3.5 or later
Microprocessor	386 or higher
Memory	4 MB required; 8 MB recommended when running multiple programs
Hard disk space (approximate)	Microsoft Office Standard: 21 MB available (minimum installation); 49 MB available (typical); 68 MB available (complete) Microsoft Office Professional: 29 MB available (minimum installation); 58 MB available (typical); 82 MB available (complete)
Disk drive	One 3.5-inch high-density drive, or one 5.25-inch high-density drive
Video adapter	VGA or higher resolution, compatible with your operating environment
Pointing device	Microsoft Mouse or compatible pointing device

Following are additional considerations when installing Microsoft Office for Windows:

If you are using a network to install or run Microsoft Office You must have a network compatible with your Windows operating environment, such as Microsoft Networks (Windows NT, Windows NT Advanced Server, Windows for Workgroups, or LAN Manager), Novell® NetWare®, Artisoft® LANtastic®, or Banyan® VINES®.

If you are using PowerPoint A 256-color video adapter compatible with your operating environment is recommended.

If you want to use Microsoft Mail You must acquire the server version of Microsoft Mail for PC Networks. Although Office includes a client license for Microsoft Mail, the software required to run Microsoft Mail is included with the server version. You must order the server version separately from Microsoft customer service or from your Microsoft Office reseller.

If you're using multiple hard disks Regardless of the Setup options you choose, the Microsoft Office Setup program must install certain files in your Windows directory. Even if you install Microsoft Office on a different hard disk, you still need to make sure enough space is available on the disk containing the Windows directory. If your computer's hard disk does not have enough space for these files, you will not be able to complete Setup.

If You Are Installing Microsoft Office from Disks

Make sure that you fill out and send in your product registration card. Registration ensures that you will be notified of product updates and qualifies you for the Microsoft product repair and replacement plan.

You may also want to make a backup copy of the Office Setup disks. The Office license allows you to make one copy of the Setup disks for your own use and to install Office on one other computer. You must use only one copy of Office at a time and be the primary user of the software on both computers. For more information, see the license in the Microsoft Office package.

System Requirements for Microsoft Office for the Macintosh

You can run Microsoft Office on any Macintosh computer with a 68020 or higher processor or on any Power Macintosh™.

The following table shows the software and hardware requirements for installing and running Microsoft Office for the Macintosh:

	68020 or higher processor	Power Macintosh
Operating system	System 7.0 or later	System 7.1 or later
Memory	4 MB for Microsoft Excel or Word; 6 MB for PowerPoint; 8 MB for multiple applications	8 MB
Hard disk space (approximate)	21 MB (minimum); 49 MB (typical); 68 MB (complete)	21 MB (minimum); 49 MB (typical); 68 MB (complete)

	68020 or higher processor	Power Macintosh
Disk drive	A 3.5-inch (1.4 MB) drive	A 3.5-inch (1.4 MB) drive
Display or monitor	Any Macintosh-compatible monitor.	Any Macintosh-compatible monitor.

Note The following Macintosh models are not compatible with Microsoft Office: the 128K and 512K Macintosh, Macintosh Plus, Macintosh SE, Macintosh Portable, Macintosh Classic®, and PowerBook™ 100.

Following are additional considerations when installing Microsoft Office for the Macintosh:

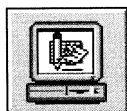
If you are using a network to install or run Microsoft Office You must have an AppleTalk®, EtherTalk®, or compatible local area network.

If you are using multiple hard disks Regardless of the Setup options you choose, the Microsoft Office Setup program must install certain files in your System Folder. Even if you install Microsoft Office on a different hard disk, you still need to make sure enough space is available on the disk containing the System Folder. If your computer's hard disk does not have enough space for these files, you will not be able to complete Setup.

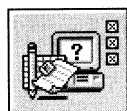
If you want to use Microsoft Mail You must acquire the server version of Microsoft Mail. Although Office includes a client license for Microsoft Mail, the software required to run Microsoft Mail is included with the server version. You must order the server version separately from Microsoft customer service or from your Microsoft Office reseller.

Installing Microsoft Office on Your Computer

The Microsoft Office Setup program provides four basic options. The available options vary depending on how you are installing Office—directly from disks or from the network.



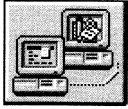
Typical installs the most common features of the Office applications. This option saves space on the computer's hard disk.



Complete/Custom lets you install all of the Office components, or select only the features, files, and additional utilities you want to install. This option provides the most flexibility.



Laptop (Minimum) (Windows) or **Minimum** (Macintosh) lets you select only the applications you want and installs the minimum files required to run the applications you select. This option is particularly useful when disk space is limited.



Workstation is available only if you are setting up Office from a network and your network administrator provides this option. Workstation installation saves space on your hard disk but may slow down your work if the network is busy or unavailable.

Important The Microsoft Office Setup program installs and modifies various files in your Windows directory, or in your System Folder on the Macintosh. For more information, see the Readme files located in the Microsoft Office program group (Windows), or in the individual application folders (Macintosh).

You Can Always Run Setup Again

You can add or remove applications or their components at any time by running Setup again. For more information, see “Installing or Removing Office Components” later in this chapter.

Installing Microsoft Office for Windows

The following procedure describes how to install Microsoft Office directly to your computer’s hard disk from floppy disks or from a network server or shared directory. It also describes installation to a workstation that will run a shared version of Office over a network. For information about how to install Office on the network server, see Chapter 2, “Installing Microsoft Office on a Network.”

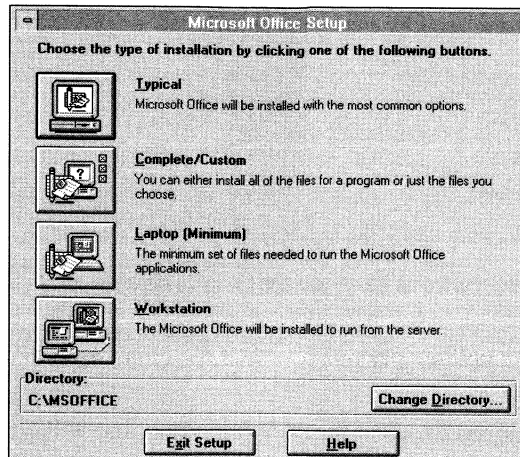
Important If you’re using the Windows NT versions of applications in Microsoft Office, an integrated Office Setup program is not available to install all applications and the Microsoft Office Manager. Instead, use the Setup program for each application and the Setup program for Office Manager. For more information, see the application documentation and Readme file.

► To install Microsoft Office for Windows on your computer

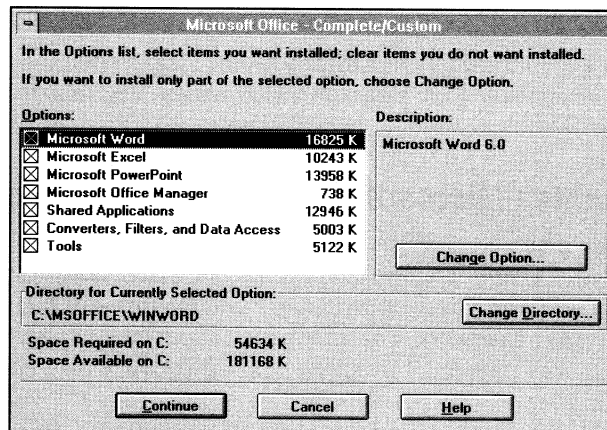
1. If you are using a virus-detection utility, disable it before running Setup. If you do not disable the utility, Setup may conflict with it and not run.
2. Start Windows and make sure that you close all open applications.

3. Do one of the following:
 - If you are installing Office from disks, insert the Office Setup disk (disk 1) in drive A or drive B.
 - If you are installing Office from a network server or shared directory, connect to it.

Make sure that you write down the drive letter that you use. If you run Setup again, you may need to use the same drive letter.
4. In the Windows Program Manager, choose Run from the File menu.
5. In the Command Line box, do one of the following:
 - If you are installing Office from disks, type the letter of the drive that contains the Setup disk, followed by a colon and the word **setup**. For example, type **a:setup**
 - If you are installing Office from a network server or shared directory, type the path for the Setup program; that is, the drive followed by a colon, the directory, and the word **setup**. For example, type **x:\msoffice\setup**
6. Choose the OK button, and then follow the instructions on the screen. Setup does the following:
 - Asks you to close any open applications. If applications are open, and you need more information about how to close them, choose the Help button. To close Help, choose Exit from the File menu in Help.
 - Prompts you to type your name and may prompt you for the name of your organization (optional). After you choose the OK button, you have one chance to confirm that the information is correct.
 - Prompts you to write down the product ID number on your registration card.
 - Prompts you to supply the path to the directory where you want to install Office, and then checks your system and the available hard disk space.
7. Select the type of installation you want. (Depending on the type of setup, some options may not be available. For example, workstation installation is available only if you are installing Office from a network server or shared location and your network administrator has provided this option.)

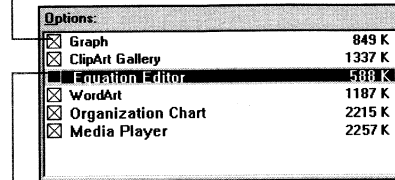


8. If you select Complete/Custom installation, make sure the check boxes next to the application or component names are selected for all items that you want to install. A selected item displays an “x” in its check box. If you do not want to install an application or component, make sure that its check box is cleared (empty).



9. Do one of the following:
- To install all of the applications and all of their components, choose the Continue button.
 - To install part of an application or component, make sure that the item name is highlighted, and then choose the Change Option button. Clear the check boxes for any options you don't want to install, and then choose the OK button. When you finish, choose the Continue button.

Select check boxes for items you want to install.



Clear check boxes for items you don't want to install.

10. Depending on the options you select, you may need to respond to additional prompts.
11. Setup asks you to select the program group that will contain the Microsoft Office icons.

To complete Setup, you may need to restart Windows. When Setup is complete, it returns you to the Program Manager window.

During Setup, the Microsoft Office Manager is added to the Windows StartUp program group so that the Office Manager will start automatically whenever you start Windows.

You can double-click the Office Readme Help icon in the Office program group to open a supplementary Help file that provides late-breaking information about Office.

Installing Microsoft Office for the Macintosh

The following procedure describes how to install Microsoft Office directly to your computer's hard disk from floppy disks or from a network file server or shared disk. It also describes installation to a workstation that will run a shared version of Office over a network. For information about how to install Office on the network server, see Chapter 2, "Installing Microsoft Office on a Network."

► **To install Microsoft Office for the Macintosh on your computer**

1. Start your Macintosh.
2. If you are using a virus-detection utility, remove the utility from the Extensions folder in your System Folder. Then restart your Macintosh. If you do not disable the virus-detection utility, Setup may conflict with it and not run properly.
3. Do one of the following:
 - If you are installing Office from disks, insert the Office Setup disk (disk 1) in the disk drive.
 - If you are installing Office from a network file server or shared disk, use the Chooser to connect to it.
4. Double-click the Microsoft Office Setup icon.
5. Follow the instructions on the screen. Setup does the following:
 - Asks you to close any open applications. If applications are open, and you need more information about how to close them, choose the Help button. To close Help, choose Quit from the File menu in Help.
 - Prompts you to type your name and may prompt you for the name of your organization (optional). After you choose the OK button, you have one chance to confirm that the information is correct.
 - Prompts you to write down the product ID number on your registration card.
 - Prompts you to supply the location where you want to install Office, and then checks your system and the available hard disk space.
6. Select the installation that matches your machine and your needs. The choices you see will depend on whether you are running a Macintosh or a Power Macintosh.

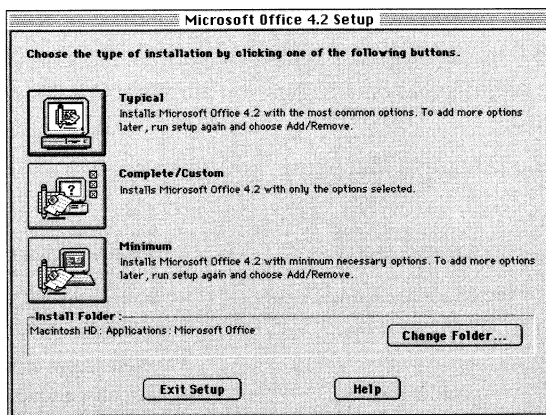
If you are running a Macintosh, you will have two choices.

Select	To
Office for the Macintosh	Run Microsoft Office for the Macintosh.
Office for the Macintosh and Power Macintosh	Run Microsoft Office in native Macintosh and native Power Macintosh modes. (Select this option only if you have already added a Power Macintosh compatible upgrade card to your Macintosh and you need to run programs in native Macintosh and native Power Macintosh. This option requires more hard disk space than the first option.)

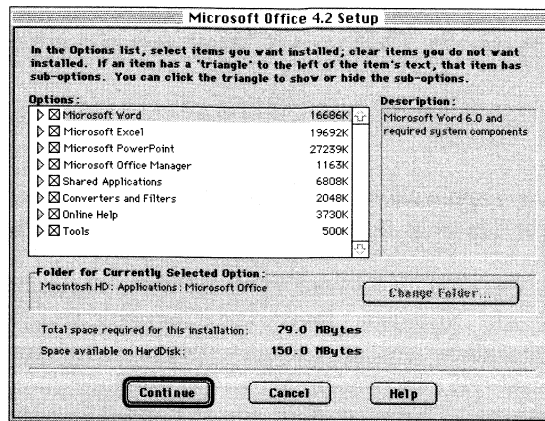
If you are running a Power Macintosh, you will have three choices.

Select	To
Office for the Power Macintosh	Run Microsoft Office accelerated for the Power Macintosh.
Office for the Macintosh	Run Microsoft Office in emulation mode. (This option runs more slowly than selecting Office For The Power Macintosh.)
Office for the Macintosh and Power Macintosh	Run Microsoft Office in native Macintosh and native Power Macintosh modes. (Select this option only if you have already added a Power Macintosh compatible upgrade card to your Macintosh and you need to run programs in native Macintosh and native Power Macintosh. This option requires more hard disk space than the first two options.)

7. Select the type of installation. The main differences among the choices are how much hard disk space is required and whether Office will be run from the network. The workstation option is available only if you are installing Office from a network file server or shared location and your network administrator has provided this option.



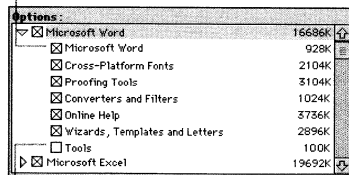
8. If you select Complete/Custom installation, make sure the check boxes next to the application or component names are selected for all items that you want to install. A selected item displays an "x" in its check box. If you do not want to install an application or component, make sure that its check box is cleared (empty).



9. Do one of the following:

- To install all of the applications and all of their components, choose the Complete button.
- To install part of an application or component, click the triangle next to the item name to display or hide options, and then select or clear the check box for the item you want to change. Items with selected check boxes are installed; items with cleared (empty) check boxes are not. When you finish, choose the Continue button.

Select check boxes for items you want to install



Clear check boxes for items you don't want to install

10. Depending on the options you select, you may need to respond to additional prompts.
11. Setup asks you to select the folder that will contain the Microsoft Office icons, files, and applications.

During Setup, the Microsoft Office Manager is added to the Control Panels folder inside your System Folder so that the Office Manager will start automatically whenever you start your Macintosh. When the installation is finished, you may be asked to restart your Macintosh to begin using Microsoft Office.

You can double-click the Office Readme Help icon in the Office folder to open a supplementary Help file that provides late-breaking information about Office.

Installing or Removing Office Components

Once you've installed Microsoft Office, you can run Office Setup again at any time. With Setup, you can:

Add or remove applications or components. For example, you can add or remove the Equation Editor application, text and graphics converters, and clip-art files.

Reinstall an installed component, or all of Office. If you have already installed a component, and Office can't find or use it properly, you can run Setup to remove it, and then reinstall it. You can reinstall Office or its components in any of the following cases: If a file such as WIN.INI (Windows) or an application preferences file (Macintosh) is corrupted; if the application settings stored in the Windows NT Registry file are corrupted (Windows NT); or if you accidentally delete a program file.

"Uninstall" the Office applications and their components. Setup will remove most of the Office program files and delete changes made to your WIN.INI and REG.DAT files (Windows), your System Folder (Macintosh), or applications settings in the Registry file (Windows NT). However, some files are used by other programs, and may not be removed or revised.

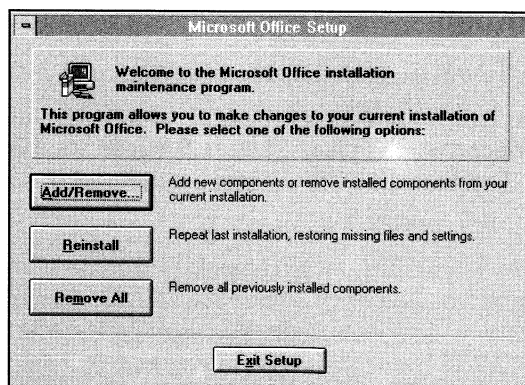
Important Information

- Use the same Setup program to install or remove Office components. For example, if you used Microsoft Office Setup to install Microsoft Word, use Microsoft Office Setup to "uninstall" Word or to remove any of its components. If you installed an application by using its own Setup program, use that application's Setup program to add or remove the application or its components.
- If you're using the Windows NT versions of applications in Microsoft Office, add or remove an application or its components using the Setup program for each application.
- If you reinstall Office or add components to an existing application, Setup installs any new versions of files over the old versions. If no new versions are available, Setup does not reinstall old versions of the files, even though the options are selected in Setup. If you do not want to remove an existing option, do not clear its check box.
- If you are upgrading from a previous version of Microsoft Office, you do not need to "uninstall" the existing version before installing the new one. Office Setup will update existing files to their new versions. If there is no new version of a file, Setup will not overwrite the existing file.

Installing or Removing Components of Microsoft Office for Windows

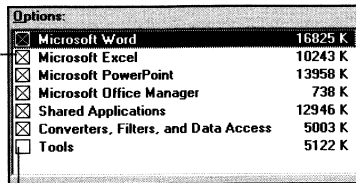
► To install or remove components of Microsoft Office for Windows

1. If you are using a virus-detection utility, disable it before running Setup. If you do not disable the utility, Setup may conflict with it and not run.
2. Do one of the following:
 - If Office is installed on the computer's hard disk, click the Microsoft Office button on the Microsoft Office Manager toolbar, and then choose Office Setup And Uninstall. If Office Manager is not running, you can double-click the Office Setup icon in the Microsoft Office program group in the Windows Program Manager. If an application, or a version of an application, was set up separately from the rest of Office, Office Manager displays a dialog box. Highlight the name of the Office application you want to change, and then choose the OK button.
 - If Office is installed on a network workstation, connect to the network server or shared directory from which you originally ran Office Setup, using the same drive letter if necessary. Then start Office Setup just as you did when you first installed Office.
 - If you are not running Setup from a network server or shared directory, or if the Office Setup and Uninstall command is unavailable (in a minimum installation, for example), use the Setup disk that came with Office. Start Office Setup just as you did when you first installed Office.
3. Choose the button you want.



If you choose the Add/Remove button, Setup indicates that an application or option is installed by displaying an “x” in the check box beside it.

A selected component is installed.



A cleared component is not installed.

Only the highlighted application will be affected by your choices.

Do one of the following:

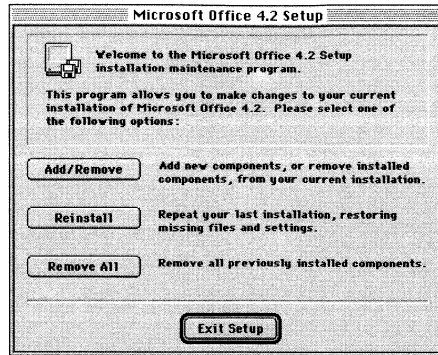
- To remove an application, clear its check box, making sure that the application name is highlighted, and then choose the OK button.
 - To install an application, select its check box, making sure that the application name is highlighted, and then choose the OK button.
 - To add or remove part of an application, select it, making sure that the application name is highlighted, and then choose the Change Option button. Setup describes the selected option in the description box on the right. Select or clear the option you want to change, and then choose the OK button.
4. Choose the Continue button. Setup asks you to confirm your changes, makes the changes, and then returns you to Windows.

Installing or Removing Components of Microsoft Office for the Macintosh

► To install or remove components of Microsoft Office for the Macintosh

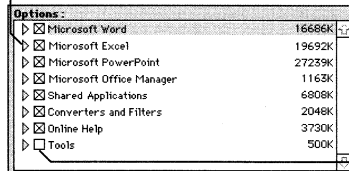
1. If you are using a virus-detection utility, remove the utility from the Extensions folder in your System Folder. Then restart your Macintosh. If you do not disable the virus-detection utility, Setup may conflict with it and not run properly.
2. Do one of the following:
 - If Office is installed on the computer's hard disk, choose Office Setup And Uninstall from the Microsoft Office Manager menu. If the Office Manager is not running, double-click the Microsoft Office Manager icon in the Control Panels folder inside your System Folder, select the Enable Office Manager Menu check box, and then restart your computer. If an application, or a version of an application, was set up separately from the rest of Office, Office Manager displays a dialog box. Highlight the name of the Office application you want to change, and then choose the OK button.
 - If Office is installed on a network workstation, connect to the network file server or shared disk from which you originally ran Office Setup. Then start Office Setup just as you did when you first installed Office.

- If you are not running Setup from a network server or shared directory, or if the Office Setup and Uninstall command is unavailable (in a minimum installation, for example), use the Setup disk that came with Office. Start Office Setup just as you did when you first installed Office.
3. Choose the button you want. (If you have a workstation installation, the Add/Remove button will not be available.)



If you choose the Add/Remove button, Setup indicates that an application or option is installed by displaying an “x” in the check box beside it.

A selected component is installed.



A cleared component is not installed.

Only the highlighted application will be affected by your choices.

Do one of the following:

- To remove an application, clear its check box, making sure that the application name is highlighted, and then choose the OK button.
 - To install an application, select its check box, making sure that the application name is highlighted, and then choose the OK button.
 - To add or remove part of an application, click the triangle next to the item name to display or hide options, and then select or clear the check box for the item you want to change. Items with selected check boxes are added; items with cleared (empty) check boxes are removed.
4. Choose the Continue button. Setup asks you to confirm your changes, makes the changes, and then returns you to the Finder.

CHAPTER 2

Installing Microsoft Office on a Network

Installing Microsoft Office on a network provides an efficient way to distribute Office to users. It minimizes possible loss or damage to floppy disks, and it allows you as the network administrator to control how users install Office.

As an administrator, you can specify whether users install Office on their workstation's local hard disk or whether they share a single copy of Office that is stored on, and run from, the network server or another shared location.

You can provide a standard installation for all users or allow users to decide for themselves which Office components they want to install.

The Best Location for Microsoft Office

The “best” location to install Microsoft Office depends on the available hardware, the knowledge and expertise of users, and the needs of your organization.

Installation on a workstation's local hard disk provides more flexibility for users, but may require more user expertise to install. Office generally runs faster and performs better when installed on the hard disk, but requires more disk space than a shared version.

A shared version of Office is often easier to administer and support than a local hard disk installation. It requires less user expertise and less disk space on the workstation.

Note Every Microsoft Office user must have a Microsoft Office license. A license is obtained by purchasing a retail package, a Microsoft License Pak, or a concurrent license. A License Pak lets you make and use an additional copy of Office, and is less expensive than purchasing a retail copy of Office.

If you run Office from a network and can track the number of users on your system, a concurrent license allows you to pay only for the number of users using Office at one time. For more information, see your Microsoft Office license agreement, or contact your Microsoft Office reseller.

Before You Install Microsoft Office

Before you install Office on a network server or another shared location:

- The network must be operational, and you must have read, write, create, and delete/erase privileges for the network directories or folders in which you want to install Office. For more information, see your network software documentation.
- The Microsoft Windows operating environment must be installed on the workstation you will use to install Office for Windows on the network, and on any workstations that will run Office. You can install Microsoft Windows version 3.1 or later, Windows for Workgroups version 3.1 or later, Windows NT, or Windows NT Advanced Server version 3.5 or later. For information about installing Windows, see your Windows documentation.

On Macintosh systems, System version 7.0 or later must be installed on the workstation you use to install Office for the Macintosh on the network file server, and on any workstations that will run Office. For information on installing Macintosh system software, see your Macintosh documentation.

- Users who share applications or Windows on the network server must log off. Any directories on the network server that contain shared components, such as x:\WINDOWS and x:\MSAPPS, must be locked from user access.

On Macintosh systems, users who share applications on the network server must log off. Any folders on the network server that contain shared components must be locked from user access.

- If you are using a virus detection utility, disable it before running Setup. If you do not disable the utility, Setup may conflict with it and not run.

Basic Requirements for Workstations Using Windows

Before you can install Microsoft Office for Windows, you must install Windows to a workstation's hard disk or to a shared location. Install Windows on the hard disk if the workstation will run a local version of Windows; install Windows in a shared location if the workstation will run a shared version of Windows.

The amount of disk space required to install Office depends on the options you select during Setup. When you select an option, Setup displays the amount of disk space required.

For more information about the hardware and software requirements for Microsoft Office, see "What You Need to Use Microsoft Office" in Chapter 1.

Designating Network Connections in Windows

In this book, network connections for Windows systems are specified with a logical drive letter, such as *x*. If you use a logical drive letter to install Office, you must make network connections manually and use the same drive letter when you run the Setup program again.

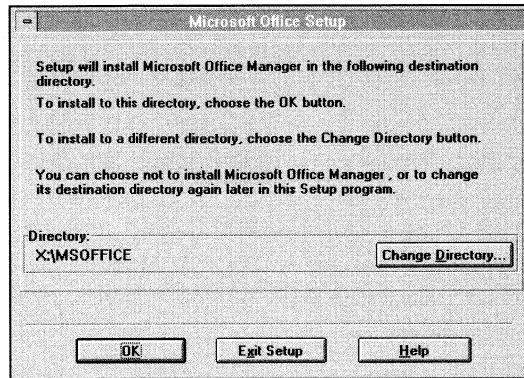
► To install Microsoft Office for Windows in a shared location

1. If you are using a virus detection utility, disable it before running Setup. If you do not disable the utility, Setup may conflict with it and not run.
2. Make sure that all users who share Windows or Windows applications disconnect from the network server or share on which you want to install Microsoft Office.
3. From a workstation, connect and log on to the network server or share.
4. Start Windows on the workstation.
5. Insert the Office Setup disk (disk 1) in drive A or drive B.
6. In the Windows Program Manager, choose Run from the File menu.
7. Type the letter of the drive that contains the Setup disk, followed by a colon and the text **setup /a**, and then choose the OK button. The /a switch indicates an administrator's installation. For example, type **a:setup /a**
8. Follow the instructions on the screen. Setup does the following:
 - Asks you to close any open applications. If applications are open, and you need more information about how to close them, choose the Help button. To close Help, choose Exit from the File menu in Help.

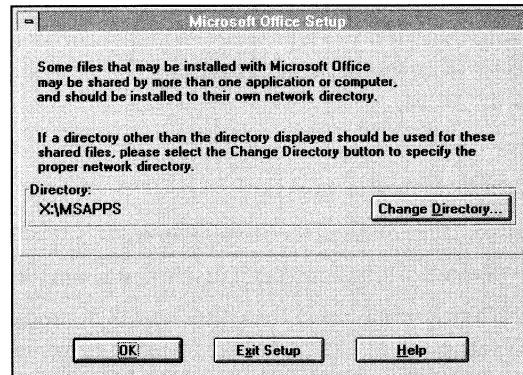
- Prompts you to specify your organization name.

The organization name will be included with workstation installations made from the server. You have one opportunity to confirm the name. Make sure that it is correct before you proceed; once confirmed, the name can't be changed.

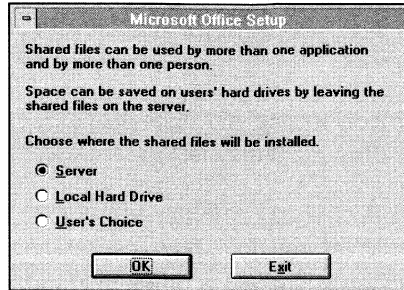
- Prompts you to write down the product ID number on your registration card.
- Prompts you to specify the name and location of the root directory that will contain the Office applications.



- Prompts you to specify a directory in the shared location to contain shared components, such as WordArt and the spelling checker.



- Prompts you to specify where the shared files will be installed for access by the user.



9. To complete Setup, you may need to restart Windows. When Setup is complete, it returns you to the Program Manager window.
10. For the server directories in which you installed Word, Microsoft Excel, and PowerPoint, set the access privileges to read-only. Also, make sure all users who will install Office on their workstations from the network have read privileges for those directories.

Some files, such as computer-based training (CBT) files, require write access. These files will run without error even though the server directories are read-only.

For information on setting privileges for Microsoft Access, see the following section, “Additional Considerations for Installing Microsoft Access (Windows only).”

Additional Considerations for Installing Microsoft Access (Windows only)

Depending on your operating system and the databases your users will use, you may need to consider the following when installing Microsoft Access (Microsoft Office Professional, Windows only):

Setting access privileges Set access privileges to read-only for the server directory in which you installed Microsoft Access. Make sure all users who will install Microsoft Access on their workstations from the network have read privileges for this directory.

Certain files, such as the SYSTEM.MDA file (the sample database) and wizards, require read-write privileges. Microsoft Access automatically installs these files in a subdirectory (named WORKDIR) of the Microsoft Access program directory. Make sure that the WORKDIR subdirectory is set to read-write.

If your operating system does not allow you to have a read-write subdirectory in a read-only share directory (as is the case in Windows for Workgroups, for example), set the Microsoft Access program directory to read-write. Then make all files in the program directory and its subdirectories read-only, excluding files in the WORKDIR subdirectory.

Sharing data in secure databases To share data in secure databases, users must join a workgroup—either when they install Microsoft Access or at a later time. To join a workgroup, they need to know the path to the file specified by the SYSTEMDB entry in MSACCESS.INI or MSACC20.INI. The file (usually named SYSTEM.MDA) stores information about security restrictions and operating options. Make sure that you provide permission to users who need to access the database.

Using SQL databases If users will use SQL databases, they must run the Open Database Connectivity (ODBC) Setup program to install the ODBC driver and add a data source for each database of the type that they want to access. They can do this as part of the installation process, or at a later time.

Basic Requirements for Macintosh Workstations

Before you can install Microsoft Office for the Macintosh, you must install System 7.0 or later on the workstation you will use to install Office on the network file server, and on any workstations that will run Office.

The amount of disk space required to install Office depends on the options you select during Setup. When you select an option, Setup displays the amount of disk space required.

For more information about the hardware and software requirements for Microsoft Office, see “What You Need to Use Microsoft Office” in Chapter 1.

► To install Microsoft Office for the Macintosh in a shared location

1. If you are using a virus detection utility, disable it before running Setup. If you do not disable the utility, Setup may conflict with it and not run.
2. Make sure that all users who share Microsoft Office applications disconnect from the network file server or share on which you want to install Microsoft Office.
3. Insert the Office Setup disk (disk 1) in the floppy disk drive.
4. While holding down the COMMAND key, double-click Microsoft Office Setup.
5. Follow the instructions on the screen. Setup does the following:
 - Asks you to close any open applications. If applications are open, and you need more information about how to close them, choose the Help button. To close Help, choose Exit from the File menu in Help.

- Prompts you to specify your organization name.
The organization name will be included with workstation installations made from the server. You have one opportunity to confirm the name. Make sure that it is correct before you proceed; once confirmed, the name can't be changed.
 - Prompts you to write down the product ID number on your registration card.
 - Prompts you to specify the name of the folder that will contain the Office applications.
 - Prompts you to specify a folder in the shared location to contain shared components, such as WordArt and the spelling checker.
 - Prompts you to specify where the shared files will be installed for access by the user.
6. Select the installation mode. Mode 1 makes disk images on the network from which users can choose the Typical, Complete/Custom, or Minimum installation. Mode 2 allows only a Workstation installation.

If you select Mode 2, you must also select from three options:

Select	To
Office for the Macintosh and Power Macintosh	Allow both Macintosh and Power Macintosh users to run Office in native mode from the network server.
Office for the Power Macintosh	Allow only Power Macintosh users to run Office in native mode from the network server.
Office for the Macintosh	Allow only Macintosh users to run Office in native mode from the network server. (Power Macintosh users can run in emulation mode.)

7. To complete Setup, you may need to restart your Macintosh.
8. Set the access privileges to read-only for the server folders in which you installed Microsoft Office components. Also, make sure all users who will install Office on their workstations from the network have read privileges for those folders.

Some files, such as computer-based training (CBT) files, require write access to certain folders. These files will run without error even though the server directories are read-only.

Getting Started with Microsoft Office

Using the various applications and additional components that come with Microsoft Office, you can combine text, data, and graphics to suit your needs. Here are the major applications that make up Microsoft Office:



Microsoft Word A full-featured word processor that includes automatic formatting, easy-to-create tables, and the ability to create and position graphics. Word processing is effortless with features like AutoCorrect that automatically fixes typos, wizards that build newsletters and tables, and step-by-step Mail Merge.



Microsoft Excel A comprehensive spreadsheet application that lets you manage, format, chart, and analyze data. TipWizard suggests more efficient ways to accomplish a task, TextWizard arranges imported data into cells and rows, and PivotTable Wizard helps you create sophisticated summary reports.



Microsoft PowerPoint A complete presentation graphics package that lets you create fully formatted presentations or slides in only minutes. PowerPoint provides everything you need to produce professional presentations, including text formatting, outlining, drawing, and graphing.

If you have Microsoft Office Professional (Windows only), your package also contains the following application:



Microsoft Access A relational database management system that lets you store, organize, and easily retrieve information. With Microsoft Access, you can make queries and create forms, reports, and macros with simple drag-and-drop editing.

Microsoft Office also includes additional tools that you can use with Office applications. These tools are described later in this chapter.

Microsoft Mail



Microsoft Office includes a workstation license for Microsoft Mail. This single license entitles you to install and use software on one workstation with the Microsoft Mail electronic mail system. To use Microsoft Mail, your organization must also acquire Microsoft Mail for PC Networks, Server Version (Windows) or Microsoft Mail Server for AppleTalk Networks (Macintosh). This server version includes the workstation software to send and receive mail. Microsoft Office does not include workstation software; it includes only the workstation license. You must order the server version separately from Microsoft customer service or from your Microsoft Office reseller.

Using the Microsoft Office Manager

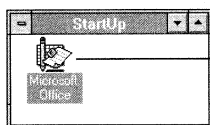
In Windows, the Microsoft Office Manager displays a toolbar with buttons for each Office application. On the Macintosh, the Microsoft Office Manager appears as an icon on the menu bar; when you click the icon, a menu appears with items for each Office application. You can use the toolbar or menu to work with multiple applications—for example, you can quickly launch applications and switch between them.

To help you work even faster, you can add other items that you frequently use to the Office Manager toolbar (Windows) or to the Office Manager menu (Macintosh). For example, if you're using Windows, you can add buttons to launch additional Windows-based applications that you have installed on your computer, and buttons for switching to MS-DOS, Task Manager, and File Manager. If you're using the Macintosh, you can add to the menu those documents and applications that you have installed on your computer. For more information about customizing the Office Manager toolbar or menu, see "Customizing Office Manager" later in this chapter.

Working with Office Manager

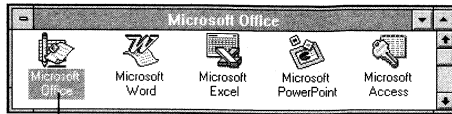
Working with Office Manager for Windows

During installation, Microsoft Office is placed in the StartUp group in Program Manager so that Office Manager is launched automatically whenever you start Windows.



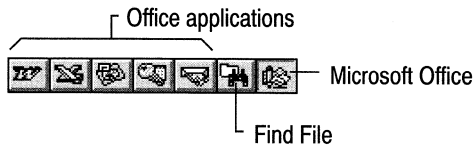
Microsoft Office icon in StartUp group

You can also start Office Manager by double-clicking the Microsoft Office icon in the Microsoft Office program group.



Microsoft Office icon in the Microsoft Office program group

The buttons displayed on the Office Manager toolbar can vary, depending on the applications you have installed on your computer, the applications you choose to install with Office, and how you customize the toolbar. The toolbar is visible from the desktop or from any Office application.



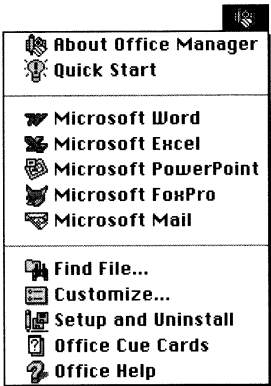
The following table describes the most common procedures performed in Microsoft Office Manager.

To	Do this
Start a new application or switch to an open application	Click its button on the Office Manager toolbar.
Start a second instance of the application	Hold down CTRL and click the application button.
Tile, or arrange, two applications on the screen	Hold down SHIFT and click the button of the application you want to tile with your current application.
Quit an application	Hold down ALT and click the application button.
Quit Office Manager	Click the Microsoft Office button, and then choose Exit from the Office menu.

Tip To reduce the Office Manager toolbar to an icon on your desktop, click the Minimize button in the upper-right corner of the toolbar. If the toolbar is in small button view, click the toolbar with the right mouse button, and then choose Minimize from the shortcut menu. To view the toolbar again, double-click the icon.

Working with Office Manager for the Macintosh

The Office Manager is launched automatically whenever you start your Macintosh. The Office Manager appears as an icon on the menu bar; when you click the icon, a menu appears. The items displayed on the Office menu can vary, depending on the applications you have installed on your computer, the applications you choose to install with Office, and how you customize the menu.



For a fast way to learn about the Office Manager, choose Quick Start from the Office menu. Quick Start lists tips that help you to start using Microsoft Office as quickly as possible.

The following table describes the most common procedures for working with Microsoft Office Manager.

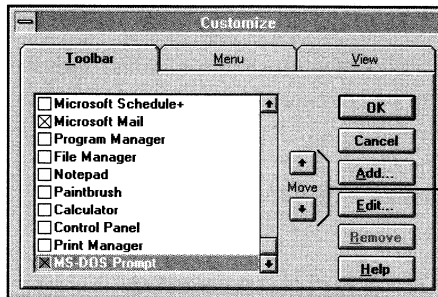
To	Do this
Start a new application or switch to an open application	Choose the application from the Office menu. You can also switch between open applications by pressing COMMAND+TAB.
Quit an application	Hold down OPTION and choose the application from the Office menu.
Quit Office Manager	From the Office menu, choose Customize. Clear the Enable Office Manager Menu check box. Then, restart your computer.
Redisplay Office Manager after quitting Office Manager	Double-click the Microsoft Office Manager icon in the Control Panels folder inside your System Folder. Select the Enable Office Manager Menu check box. Then, restart your computer.

Customizing Office Manager

Customizing Office Manager for Windows

To make Office Manager even more effective, you can add buttons to the toolbar for applications or items that you frequently use and that are installed on your computer. By adding buttons to the toolbar, you can quickly launch applications, such as Microsoft Publisher or Microsoft Money. You can then easily switch to Program Manager, File Manager, Task Manager, or MS-DOS by simply clicking a button.

To customize the Office Manager toolbar, click the Microsoft Office button. Choose Customize from the Office menu, and then select the items you want on the Toolbar tab. You can also access the Customize command by clicking the Office Manager toolbar with the right mouse button and choosing Customize from the shortcut menu.



To rearrange the order of toolbar buttons, select an item and then click these arrows.

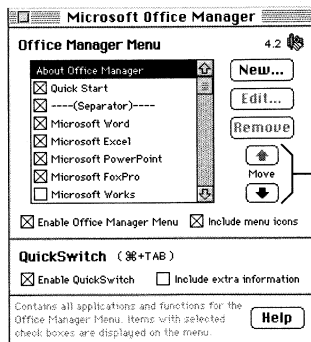
To add a button to the Office Manager toolbar, select the check box for that item.

If you have Windows applications that are not listed in the Customize dialog box, you can add buttons for these applications to the toolbar. You can also customize the Office menu and enlarge or reduce toolbar buttons. For more information about customizing Office Manager, choose Cue Cards from the Office menu, and then choose View Cue Cards On Using And Customizing Office Manager.

Customizing Office Manager for the Macintosh

To make Office Manager even more effective, you can add to the menu those items that you frequently use that are installed on your computer. For example, you can add documents or applications such as Microsoft Works or Microsoft Project.

To customize the Office menu, choose Customize from the menu. Then, select the items you want.



To rearrange the order of menu items, select an item and then click these arrows.

To add an item to the Office Manager menu, select the check box for that item.

You can also add to the menu Macintosh applications and documents that aren't listed in the Microsoft Office Manager control panel. Choose the New button and then select the item you want to add. For more information about customizing Office, choose Office Cue Cards from the Office menu, and then choose View Cue Cards On Using And Customizing Office Manager.

Learning Microsoft Office Applications

Office applications—Word, Microsoft Excel, PowerPoint, and Microsoft Access—have standardized toolbars and consistent menus, commands, and dialog boxes. Once you learn one application, it's easy to learn the others. To facilitate the learning process, each application comes with its own set of online and printed documentation.

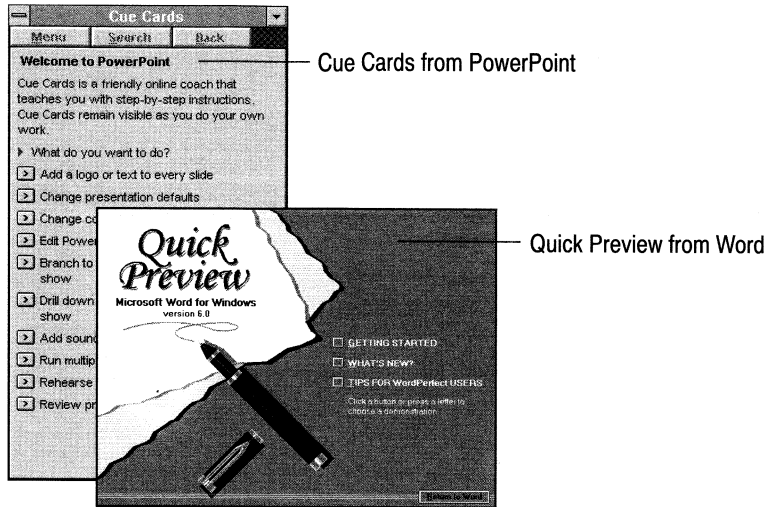
Note Only the Microsoft Office Professional edition (Windows) includes Microsoft Access.

Learning by Using Online Tools

Each application has online tools to help you learn the application. This section describes those tools.

Quick Preview or Cue Cards All Office applications, including Office Manager, have either a Quick Preview or Cue Cards. The Quick Preview demonstrates the application's main features. Cue Cards provide an overview of the product in addition to the basic procedures you need to work in the application.

Note The Quick Preview demos are not available for the Windows NT versions of the Microsoft Office applications, nor are they available for Microsoft Office applications running under Windows NT or OS/2 version 2.1.



To view

Do this

Quick Preview

Choose Quick Preview from the application's Help menu. (In Microsoft Excel for the Macintosh, if your screen is smaller than 13 inches, the Quick Preview command is on the Window menu.)

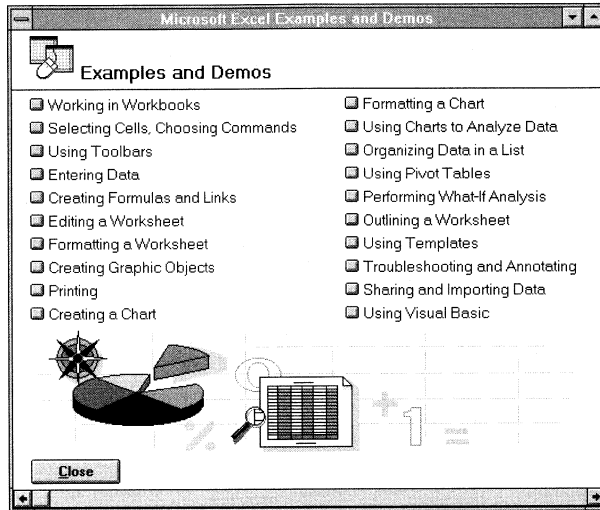
Cue Cards

Choose Cue Cards from the application's Help menu. (In Microsoft Office, choose Office Cue Cards from the Office menu.)

Note To run the Quick Previews on the Macintosh, you need HyperCard® Player version 2.0 or later installed on your computer. You must allocate at least one megabyte of memory to HyperCard Player.

Examples and Demos Word and Microsoft Excel provide Examples and Demos for common tasks. To launch this excellent learning tool, choose Examples And Demos from the Word or Microsoft Excel Help menu. (In Microsoft Excel for the Macintosh, if your screen is smaller than 13 inches, the Examples And Demos command is on the Window menu.) Microsoft Mail (Windows) also demonstrates product features, which you can see by choosing Demos from the Microsoft Mail Help menu.

Note The Examples and Demos are not available for the Windows NT versions of the Microsoft Office applications, nor are they available for Microsoft Office applications running under Windows NT or OS/2 version 2.1.

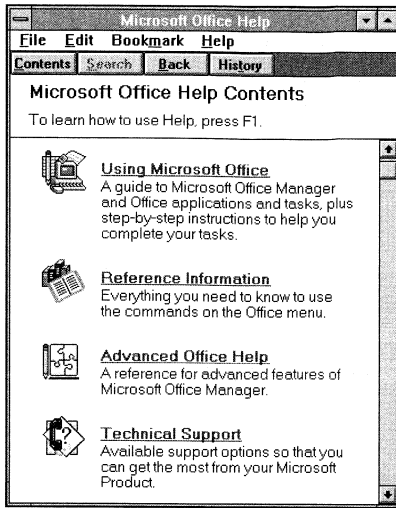


Examples and Demos show you how to do common tasks.

Note To run the Examples and Demos on the Macintosh, you need HyperCard Player version 2.0 or later installed on your computer. You must allocate at least one megabyte of memory to HyperCard Player.

Online Help Help is an online reference tool that includes step-by-step procedures, as well as descriptions of features and dialog box options. Office Manager contains its own Help files, just as each application contains its own set of Help files. For more information about Help, see “Using Online Help” later in this chapter.

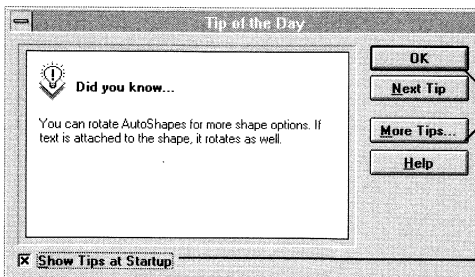
The Microsoft Office Help Contents window looks a little different on the Macintosh, but it has similar features.



Whenever you have a question, look up the answer in online Help.

Quick Start (Macintosh only) For a fast way to learn about the Office Manager, choose Quick Start from the Office menu. Quick Start lists tips that help you to start using Microsoft Office as quickly as possible, such as how to switch between open applications.

Tip of the Day Each time you start Word or PowerPoint, you'll see a tip that helps you use the application more effectively. In addition, Microsoft Excel has a TipWizard that suggests more efficient ways to accomplish the task you're working on. For more information about the TipWizard, see Chapter 5, "Getting Information While You Work," in the *Microsoft Excel User's Guide*.



Click here to see more tips.

Click here to stop the display of tips at startup.

This is an example of a PowerPoint (Windows) Tip of the Day.

ToolTips The application displays the name of a toolbar button whenever the mouse pointer pauses over the button.



———— ToolTips display the toolbar button names.

Important On the Macintosh, you can use Balloon Help™ instead of ToolTips to display brief descriptions of menus and commands. Just choose Show Balloons from the application's Help menu. Then, as you point to an item on the screen, a brief explanation is displayed. To turn off Balloon Help, choose Hide Balloons from the application's Help menu.

Help for switching from other products Office applications also provide help for former users of the following products.

If you were	Do this
A WordPerfect® user	In Word for Windows, choose Quick Preview from the Help menu, and then select "Tips For WordPerfect Users."
A Lotus® 1-2-3® user	In Microsoft Excel for Windows, choose Quick Preview from the Help menu, and then select "For Lotus 1-2-3 Users."
A dBASE® or Paradox™ for DOS user	See Appendix C, "Switching to Microsoft Access from dBASE or Paradox for DOS," in the <i>Microsoft Access User's Guide</i> .

Note for Windows NT users The Quick Preview demos are not available for the Windows NT versions of the Microsoft Office applications, nor are they available for Microsoft Office applications running under Windows NT or OS/2 version 2.1.

Learning by Using Printed Documentation

The following table shows where to find information in the printed documentation to help you learn an application.

To learn	See
Microsoft Word	<i>Microsoft Word Quick Results</i>
Microsoft Excel	<i>Microsoft Excel User's Guide</i> , Chapter 2
Microsoft PowerPoint	<i>Microsoft PowerPoint User's Guide</i> , Chapter 1
Microsoft Access	<i>Microsoft Access Getting Started</i>

Using Online Help

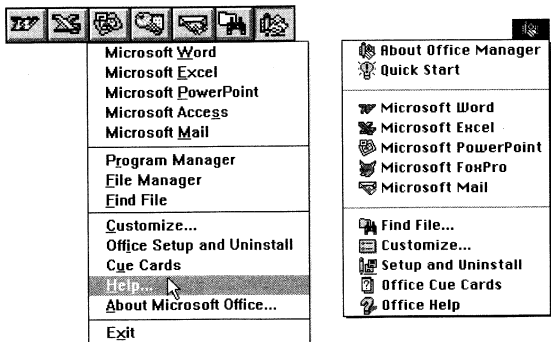
Help is an online reference tool that you can use as you work. It provides step-by-step procedures, as well as descriptions of features and dialog box options.

Tip When using online Help in Windows for step-by-step instructions, you may find it useful to display the procedure on screen as you work in your document. Open Help and then choose Always On Top from the Help menu in the Help window, or choose the On Top button in the Help window. If you use the always on top feature in Windows, make sure you close the Help window before you switch to another application.

The following table describes common procedures performed in online Help.

To	Do this
Get help about how to use the Help system	When the Help window is displayed, press F1 (Windows) or the HELP key or COMMAND+/ (Macintosh).
Get context-sensitive help	Click the Help button and then click the item that you want help on. You can also press SHIFT+HELP or COMMAND+SHIFT+? (Macintosh).
Jump to a related Help topic	When you are reading a Help topic, click an underlined term.
Quit Help	Choose Exit (Windows) or Quit (Macintosh) from the File menu in the Help window.

Getting Help for Microsoft Office In Windows, one of the best ways to obtain information about Microsoft Office is to choose Help from the Office menu. On the Macintosh, choose Office Help from the Office menu.



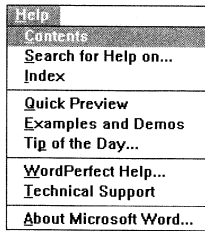
Office Manager menu (Windows) Office Manager menu (Macintosh)

Getting Help for any application There are several ways to get Help for an application. You can first open the application to access its Help files. (In Windows, you can also open an application’s Help files from the Office Help Contents window. Choose Help from the Office menu, and then click the icon for the individual application.) To get an overview of what’s in online Help for an individual application, do one of the following:

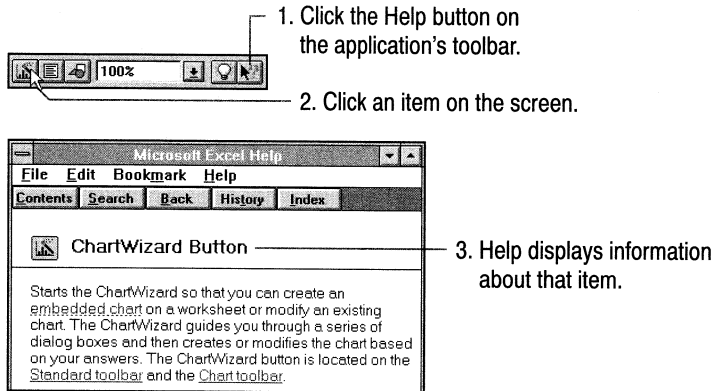
In this application	Do this
Word for Windows, Microsoft Excel for Windows, PowerPoint for Windows, and Microsoft Access for Windows	Choose Contents from the Help menu.
Word for the Macintosh	Choose Microsoft Word Help from the Help menu.
Microsoft Excel for the Macintosh	Choose Microsoft Excel Help from the Help menu.
PowerPoint for the Macintosh	Choose PowerPoint Contents from the Help menu.

Then click the topic you want to read about.

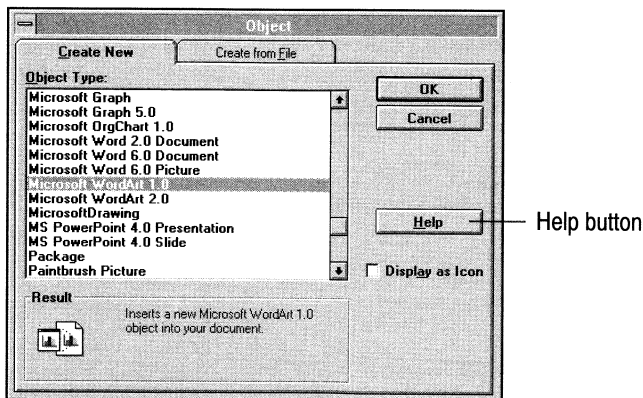
The application's Help menu looks a little different on the Macintosh, but it contains similar items.



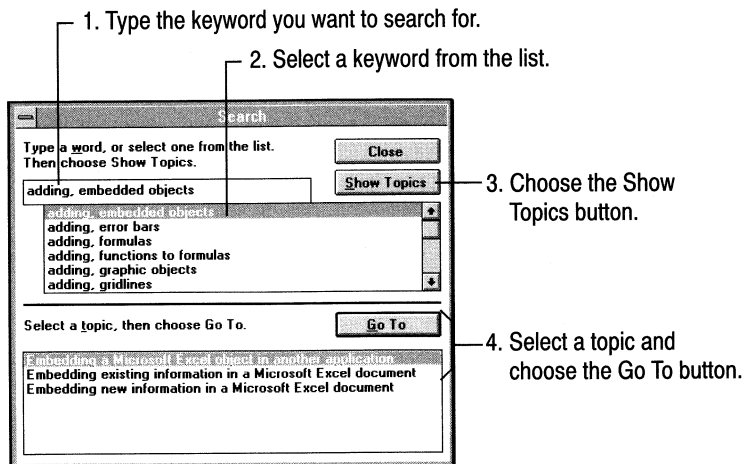
Using context-sensitive Help Each application also provides context-sensitive Help, which helps you learn about items on the screen.



Using the Help button in dialog boxes In addition, every dialog box and message window contains a Help button. Choose the Help button to see a description of each option.



Using the search feature The fastest way to get Help on a topic is to use the search feature. To open the Search dialog box, choose Search from the application's Help menu.



Additional Tools for Enhancing Your Documents

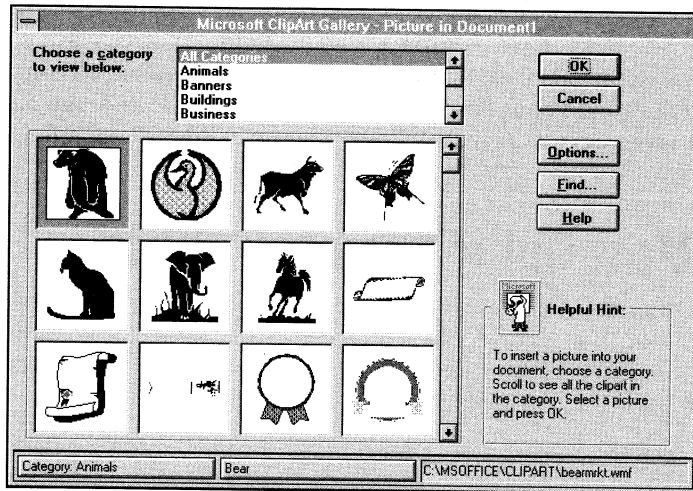
Office includes tools, such as ClipArt Gallery and Equation Editor, that are shared among applications. In Microsoft Office for Windows, all applications that are included with Windows, such as Paintbrush™ and Sound Recorder, are available to the Office applications and can be placed on the Office Manager toolbar. For more information about adding buttons to the toolbar or items to the menu, see “Customizing Office Manager” earlier in this chapter.

You can use the Office tools to create and edit embedded objects, such as charts or graphics, in documents or mail messages. The following table tells you how to start a tool from within an individual application.

To start a tool from	Do this
Word, Microsoft Excel, or PowerPoint	Choose Object from the application's Insert menu, and then select the tool you want.
Microsoft Mail (Windows only)	Choose Insert Object from the Edit menu, and then select the tool you want.
Microsoft Access (Microsoft Office Professional)	Define an OLE field in a table. Choose Insert Object from the Edit menu, and then select the tool you want. You can also create an object on a form or report. Select an object frame from the toolbox, place it on the form or report, and then select the tool you want.

Each tool comes with its own online Help. The following sections briefly describe the tools.

ClipArt Gallery Lets you combine all clip art from each Office application into one location, or gallery, for easy insertion in your documents. Office includes over 1,000 pieces of clip art from which to choose—everything from animals to people, and from buildings to scenic backgrounds. You can quickly preview thumbnail sketches until you find the art that suits your needs, and you can also add your own images. For information about using ClipArt Gallery, search for **previewing pictures** in Office online Help.



You can preview clip art quickly by scrolling through the Microsoft ClipArt Gallery.

Note If you did not perform a complete installation, some clip-art files may not have been installed. You can always run the Microsoft Office Setup program again. For more information about adding clip-art files, see “Installing or Removing Office Components” in Chapter 1, “Installing Microsoft Office.”

Microsoft Organization Chart Lets you quickly create an organization chart in PowerPoint or any other Office application. For more information about creating organization charts, open Microsoft Organization Chart and press F1 (Windows) or the HELP key (Macintosh).

Equation Editor Lets you add fractions, exponents, integrals, and other mathematical elements to a document. For more information about Equation Editor, search for **Equation Editor** in Word online Help.

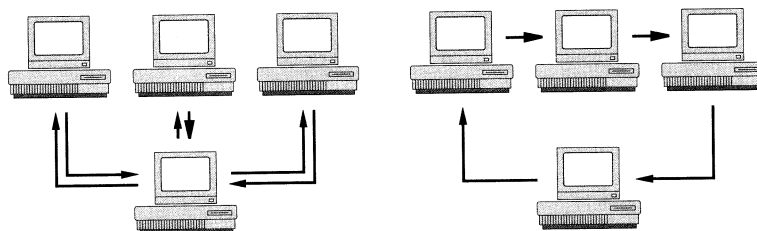
WordArt Lets you create interesting text effects, such as 3-D and unusual alignments, to enhance documents. For more information about WordArt, search for **WordArt** in Word online Help.

Graph Lets you create eye-catching charts from tables. For more information, open Graph and press F1 (Windows) or the HELP key (Macintosh).

Note The PowerPoint Viewer is another excellent tool. With it, you can view slide presentations on your computer. To use PowerPoint Viewer in Windows, double-click its icon in the Microsoft Office program group. On the Macintosh, PowerPoint Viewer is available on its own uncompressed floppy so that you can copy the file to any folder you want or run it from the floppy. You can also give the PowerPoint Viewer to others so that they can view slide presentations on their computers, even if they don't have PowerPoint installed. For more information about the PowerPoint Viewer, search for **PowerPoint Viewer** in PowerPoint online Help.

Getting the Most Out of Microsoft Office

Office applications contain group-productivity features that make it easy to share information with people in the same office, across the country, or on the other side of the globe. For example, the routing feature lets you send documents to others from within the application that created them.



You can route a document to all reviewers at once....

or you can route it to one reviewer after another.

Following is a brief description of each workgroup feature. For more information about a specific feature, check the following table to see which application contains the feature, and then search for the feature in the application's online Help.

Workgroup feature	Use to
Password protection	Control access to documents containing sensitive information, or protect documents that are sent to others for review.
Security	Ensure timely access to data for authorized users while simultaneously protecting the data from unauthorized users.

Workgroup feature	Use to
Templates	Quickly create specific types of documents, workbooks, presentations, or databases by using an existing pattern. For example, if you use a memo template, all you need to do is fill in information. The structure and formatting of the memo are already done for you.
Wizards	Quickly create custom documents, charts, presentations, or databases.
Object Linking and Embedding (OLE)	Include information or objects that were created in other applications. Also facilitates sharing information between multiple users. Shared information that is linked can be updated automatically.
Publish and Subscribe (Macintosh only)	Include information or objects that were created in other applications, and share information between multiple users. The shared information can be updated automatically.
Importing and Exporting	Bring in data from other applications and send data to other applications.
Send	Send documents or objects, such as tables and reports, from within an application to users who have Microsoft Mail or a compatible mail program.
Routing	Route documents from within an application to reviewers who have Microsoft Mail or a compatible mail program. You list all the reviewers in a routing slip and then send the document to all reviewers at once, or one at a time.
Find File and Summary Information	Locate files quickly even if you don't know their names. You can search by title, subject, author, and other types of information.
Data query capability	Interact with and query databases.
Annotations, revision marks, and version comparison	Review shared documents and track changes to them.
Master documents	Manage a long document that several people are working on at the same time.
Online forms	Create forms that can be filled in online.
Organizer	Copy individual styles, macros, AutoText entries, and toolbars between documents and templates.
Scenario Manager	Create multiple scenarios with multiple sets of changing cells, create summary reports, and merge scenarios from a group into a single scenario model.
Shared data	Work in a database at the same time other users are also working in the same database.

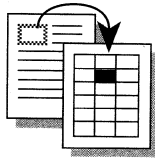
The following table shows the features that help workgroups share information more effectively. The table also indicates which application contains each feature.

Workgroup feature	Microsoft Word	Microsoft Excel	Microsoft PowerPoint	Microsoft Access
Password protection and Security	X	X	X	X
Templates	X	X	X	X
Wizards	X	X	X	X
Object Linking and Embedding (OLE)	X	X	X	X*
Publish and Subscribe (Macintosh only)	X	X	X	
Importing and Exporting	X	X	X	X
Send	X	X	X	X
Routing	X	X	X	
Find File and Summary Information	X	X	X	
Data query capability	X	X		X
Annotations, revision marks, version comparison	X			
Master documents	X			
Online forms	X			X
Organizer	X			
Scenario Manager		X		
Shared database				X

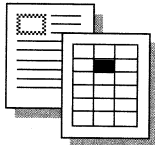
* You can embed and link objects into Microsoft Access from many sources, including databases. However, you cannot use OLE to link or embed objects from Microsoft Access.

How Office Applications Work Together

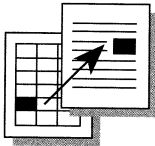
You can use the Microsoft Office Manager to open several applications at one time and switch quickly between them, transferring text, numbers, or graphics from one application to another. You can also transfer information within the same document or between documents in the same application. You can transfer information by using any of the following methods.



Moving deletes information from one location and inserts it in another location.



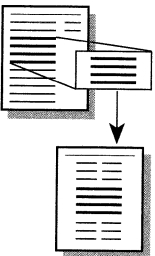
Copying duplicates information, inserts it in a new location, and leaves the original information and its location unchanged.



Linking stores information in one location (the *source*) and a copy of the information in another location (the *destination*). The information is connected; when you change it in the source, it is automatically updated in the destination.



Embedding copies information from a source application to a document in another application. The embedded copy is not connected to the source. Changes you make to the copy do not affect the source.



Publishing and subscribing (Macintosh only) creates a *publisher* for the part of a document you want to share, and stores a copy of the information in an intermediate file called an *edition*. When you change and save information in the publisher, the changes are reflected in the edition and in all documents *subscribing* to the edition.

Selecting a Method for Transferring Information

Review these methods to determine which one best meets your needs:

Move information when you want to delete data from a document in one application and save it in another document or application. For example, you can move a paragraph from one document to another in Word, or a table from Microsoft Excel into a PowerPoint presentation.

Copy information when you want to save data in more than one location. For example, you can copy an outline from a PowerPoint presentation into Word and add additional text and graphics to the Word document.

Link information when a document contains data that is shared with other documents or applications and the data changes frequently. For example, you can store sales figures in a Microsoft Excel worksheet, link them to a monthly report in Word, and automatically update the report whenever the sales numbers change. If you have Microsoft Office Professional (Windows only), you can link names and addresses stored in a Microsoft Access database to mailing labels that you create and print in Word.

Embed information when you want to store data from another application in a document and edit it using the original application. For example, you can embed data from a Microsoft Excel chart in a PowerPoint presentation and make changes to the data in PowerPoint without switching to Microsoft Excel. If you have Microsoft Mail, you can also use embedding to share information with others—for example, you can embed a blank Word form in a mail message for others to fill out and mail back to you.

Publish and subscribe information (Macintosh only) when a document contains data that is shared with other documents or applications and the data changes frequently. For example, multiple authors can use Word to publish different parts of a technical manual, and then you can assemble the manual by subscribing to the appropriate editions on the network server. Whenever the individual Word files are changed and saved, the manual is automatically updated. Notice that publishing and subscribing is similar to linking. However, Publish and Subscribe uses an intermediate edition file, so the source document doesn't need to be available in order to update a destination document.

For more information about	Refer to this section in this chapter
Different ways to move and copy information	"Moving and Copying Information"
When to link and when to embed	"Choosing Between Linking and Embedding"
How to link information	"Linking Information"

For more information about**Refer to this section in this chapter**

How to embed information

“Embedding Objects”

How to publish and subscribe information

“Publishing and Subscribing Information on the Macintosh”

Moving and Copying Information

You can move or copy information using either of the following methods:

Use drag-and-drop editing to move or copy a selection a short distance in a document. Some applications provide drag-and-drop editing between documents and between applications—for example, you can use drag-and-drop editing to move a chart from Microsoft Excel into a Word document.

Use Cut, Copy, and Paste to move or copy a selection when it is not convenient to use drag-and-drop editing—for example, when the application to which you want to copy information is not open. You’ll also need to use cut, copy, and paste with applications that don’t support drag-and-drop editing.

Tip If you move or copy information and the results aren’t what you expect, click the Undo button on the application’s toolbar or choose Undo from the Edit menu.

About the Clipboard

When you cut or copy text, numbers, or graphics, the information is copied to the Clipboard, a temporary storage area. When you paste the information, a copy of it remains on the Clipboard. You can paste the information as many times as you like. However, when you cut or copy additional information, the new information replaces the information on the Clipboard.

If you need to save the information on the Clipboard while you delete other information, you can select the other information and press BACKSPACE (Windows) or DELETE (Macintosh). If you need to move information, use drag-and-drop editing. Using the BACKSPACE key (Windows) or the DELETE key (Macintosh) or drag-and-drop editing does not affect the Clipboard contents, so any information previously stored there remains unchanged.

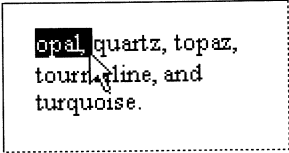
Using Drag-and-Drop Editing

To use drag-and-drop editing in Word and Microsoft Excel, choose Options from the Tools menu, and then select the Edit tab. In Word, select the Drag-And-Drop Text Editing check box. In Microsoft Excel, select the Allow Cell Drag And Drop check box.

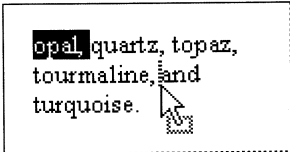
In PowerPoint and Microsoft Access, you don't need to choose a command to activate drag-and-drop editing.

To move text, numbers, or graphics in a document

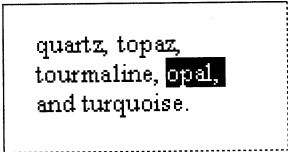
Select the information you want to move. Then



Point to the selection...



hold down the mouse button,
drag to the new location...



...and then release
the mouse button.

When you use drag-and-drop editing in Word, you drag the selection and move the insertion point to the new location. In Microsoft Excel and PowerPoint, you drag the selection's border to the new location. In Microsoft Access design view, you drag the selected field to the new location.

To copy text, numbers, or graphics in a document

Hold down the CTRL key (Windows) or the OPTION key (Macintosh) and drag the selection.

To use drag-and-drop editing between documents

To drag information between documents in the same application, both documents must be visible on the screen.

To	Do this
Cut data from one document and paste it into another document in the same application	Select the data and drag it to the other document.
Copy data from one document to another document in the same application	Select the data and hold down CTRL (Windows) or OPTION (Macintosh) while you drag it to the other document.

To use drag-and-drop editing between applications

To drag information between applications, both applications must be running and visible on the screen. Also, both applications must support object linking and embedding version 2 (OLE 2).

You can drag information between Microsoft Office applications in the following ways.

From this application	Into a document in this application
Word	Microsoft Excel, PowerPoint, and Microsoft Access*
Microsoft Excel	Word, PowerPoint, and Microsoft Access*
PowerPoint (Slide Sorter view, Windows only)	Word, Microsoft Excel, and Microsoft Access*

* Microsoft Access is available only in Microsoft Office Professional for Windows.



You cannot drag information from Microsoft Access into other Office applications, but you can share information by pasting it as a link. For more information about linking, see “Linking Information” later in this chapter.

Drag-and-drop editing between applications may embed the information instead of moving or copying it to the second application. For more information, see “More About Pasting Information” later in this chapter.


Using Cut, Copy, and Paste

You can cut, copy, and paste information quickly by clicking toolbar buttons with the mouse. If a toolbar is not available, you can choose the commands from a menu. If you don’t want to move your hands from the keyboard, you can use shortcut keys for the commands.

First, select the text, numbers, or graphics you want to move or copy. Then

To	Click	Or
Move the selection		Choose Cut from the Edit menu, or press CTRL+X (Windows) or COMMAND+X (Macintosh).
Copy the selection		Choose Copy from the Edit menu, or press CTRL+C (Windows) or COMMAND+C (Macintosh).

Select the new location or position the insertion point in it. If the new location is in another document or application, open or switch to it.

To	Click	Or
Paste the information		Choose Paste from the Edit menu, or press CTRL+V (Windows) or COMMAND+V (Macintosh).

Tip In Word, PowerPoint, and Microsoft Excel, you can copy formatting without copying text or numbers by using the Format Painter button. For more information, search for **format painter** in the application's online Help.

More About Pasting Information

Information that is cut or copied to another application is pasted, if possible, in a format that the application can edit. For example, data from Microsoft Excel worksheets and records from Microsoft Access are pasted into Word as Word tables, complete with column widths and font formatting. Text from Word is pasted into Microsoft Excel as editable text, and records from Microsoft Access are pasted into a Microsoft Excel worksheet as rows with each field in a separate column.

If an application can't edit the information, it will embed it. Embedded information can be edited by using the original application. If the information can't be embedded, it is pasted as a static picture that cannot be edited.

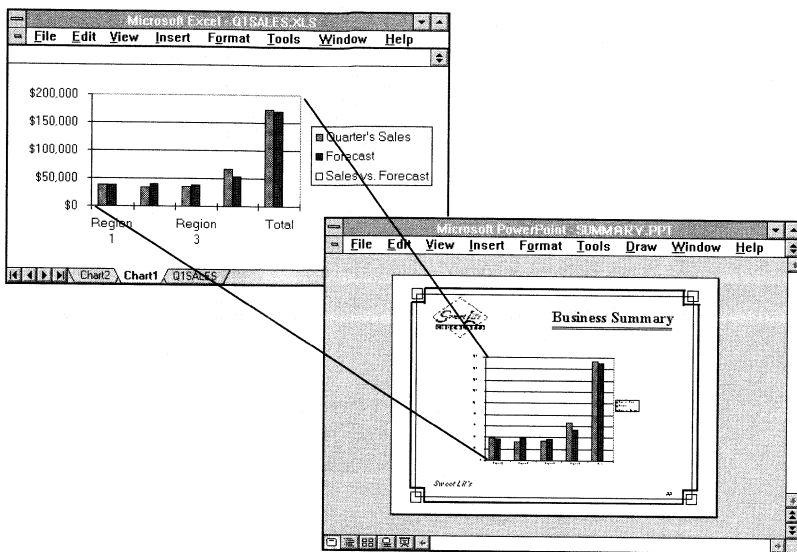
You can control how information is pasted by using the Paste Special command instead of the Paste button, command, or key combination. For more information about using the Paste Special command, see "Linking Information" later in this chapter.

Linking and Embedding

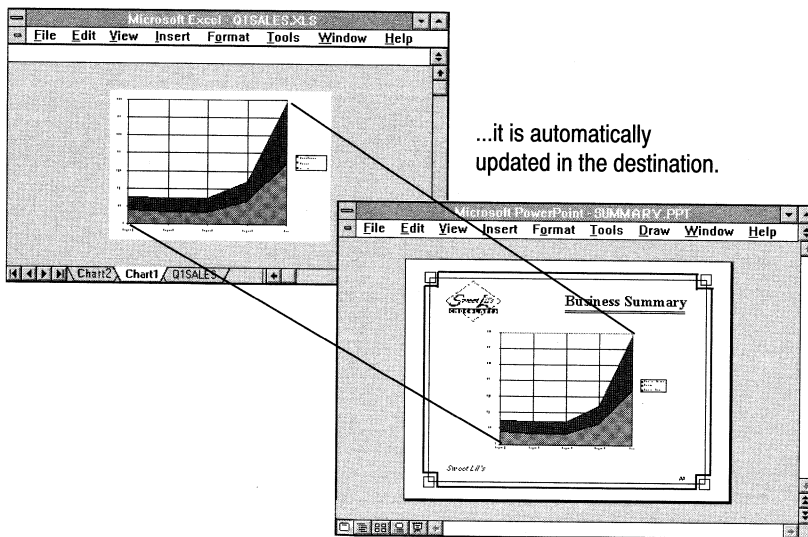
Data from one application that is inserted into another application is called an *object*. An object can include data in a variety of formats, including text, numbers, graphics, voice recording, and animation. An object can be linked or embedded.

The primary difference between linking and embedding is the location where the data is stored and edited. Linked data is stored in the *source*—the document in which it was created. You edit linked data in the source document.

When data is linked...

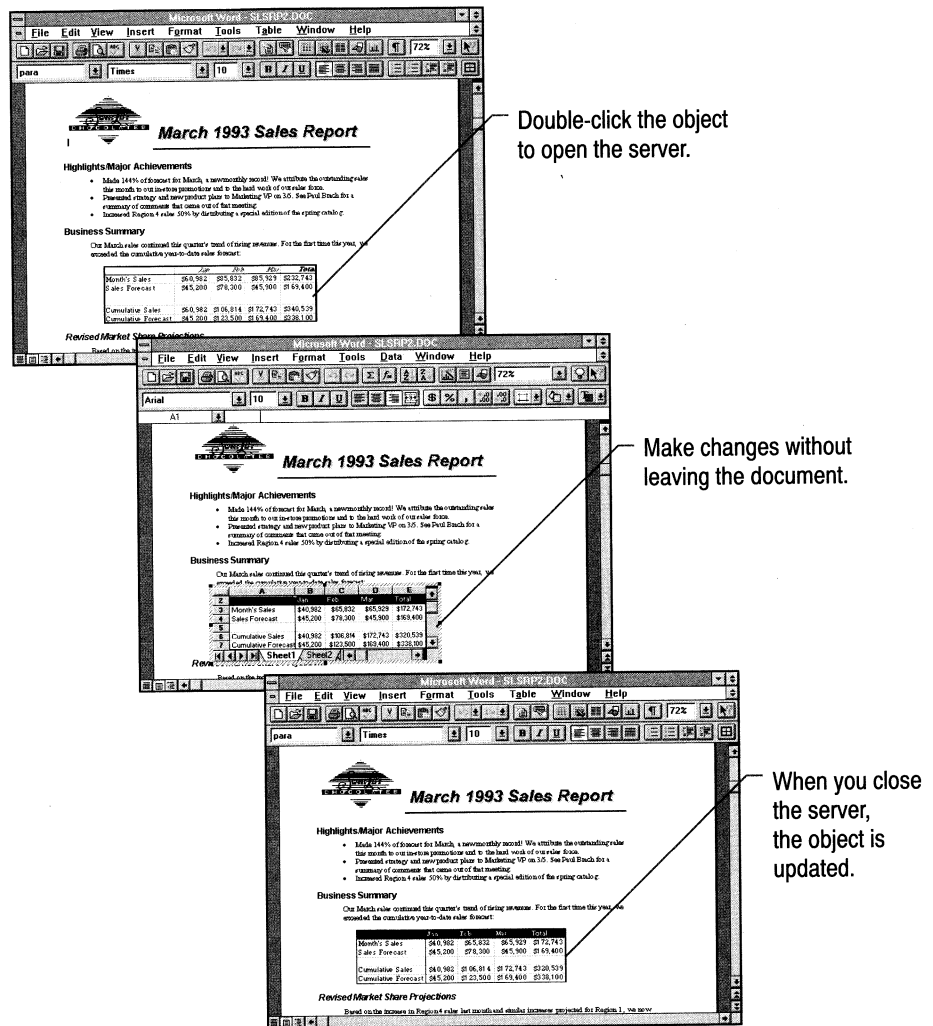


...and you change it in the source...



...it is automatically
updated in the destination.

Embedded data is stored in the document in which it is embedded. The application that created the original embedded object is called a *server*. You edit the data using the server application.



Important To use embedding, the source application must support object linking and embedding (OLE). To create links, the source application must support dynamic data exchange (DDE) or OLE.

If you're using the Macintosh, you can also use Publish and Subscribe to create links to other files. For more information, see "Publishing and Subscribing Information on the Macintosh" later in this chapter.

What Is DDE?

When you are working in Microsoft Office, you may notice references to links, such as DDE_LINK1, in dialog boxes or on the Microsoft Excel formula bar. DDE (dynamic data exchange), like OLE, is a means of linking and embedding information.

Choosing Between Linking and Embedding

Linking may be the best choice if file size is important—for example, if you want to include a large amount of data, such as a video clip or sound clip, in a document you share with others. Linking increases file size only by the size of the image used to display the data, not by the size of the data itself.

Linking is also a good choice if everyone who needs to view the data has access to the source. An application cannot display linked data if it cannot locate the source. Source documents must be available on a computer's hard disk or on a network server to which the computer is connected.

Linking is especially useful when:

- You share information that you or others must access regularly, such as monthly reports, presentations, and newsletters.
- Your documents require up-to-date information from other sources—for example, a report that is based on changing statistics in a worksheet.
- You are working with a large document. For example, you can link a series of small worksheets to a summary worksheet and work on the smaller worksheets.
- You store information in a database and want to update it automatically in a word processing document, or you want to store information in a worksheet and update it automatically in a database form or report.

Embedding may be the best choice if file size is not an important factor. Embedded objects increase the size of a file. For example, if you embed a Microsoft Excel workbook in a Word document, the file size of the Word document increases by approximately the file size of the workbook.

Embedding is also a good choice if everyone who needs to view the data does not have access to the source. Others can view and print documents that contain embedded objects even if they don't have access to the applications that created the objects. To edit the objects, however, they must have access to the server application—either installed on their computer's hard disk or on a network that their computer can access.

Embedding is especially useful when:

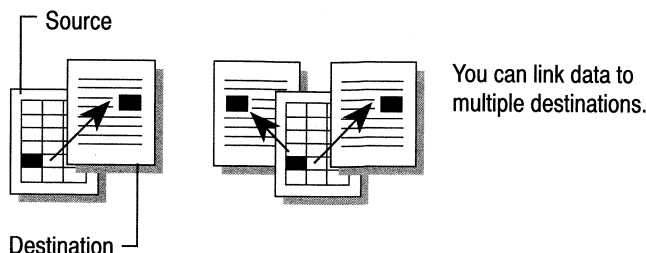
- You want to save information from several applications in a single document and the information does not need to be used in other documents.
- Your document contains an object from another application, such as a chart, table, or graphic, that may need to be edited in the future.
- The information does not have to be updated frequently or automatically and is unique to the document that contains it—the information does not have to match information in other documents or in another server application.

For more information about linking and embedding, see “Linking Information” and “Embedding Objects,” later in this chapter.

Note You can reduce the size of a file by inserting the embedded object (a Microsoft Excel chart, for example) as a picture or graphic. You won't be able to edit the object in the application that created it, but you can edit it as you would any graphic. For more information about inserting an object as a picture, see Chapter 5, “Using Microsoft Office.”

Linking Information

A link displays a copy of the information in the destination document and maintains a connection to information in the source document. When you change information in the source, the information in the destination also changes. Links work in only one direction—from the source to the destination.



Linking information is as easy as copying and pasting. If you are linking between applications, it is usually best to have both applications open, and to save any open documents before you begin.

Before you link information, make sure that the computer's clock is set properly. Links use the date of the source file to identify the most recent information. In the Windows Program Manager, double-click the Control Panel icon, and then double-click the Date/Time icon. Set the correct date and time, and then choose the OK button. On the Macintosh, choose Control Panels from the Apple menu, double-click the Date & Time icon, and then set the correct date and time.

The following procedures describe linking between applications. The procedures for linking information within an application may differ somewhat. For more information, see the documentation for the specific application.

Important To create links, the source application must support dynamic data exchange (DDE) or object linking and embedding (OLE).

To link information

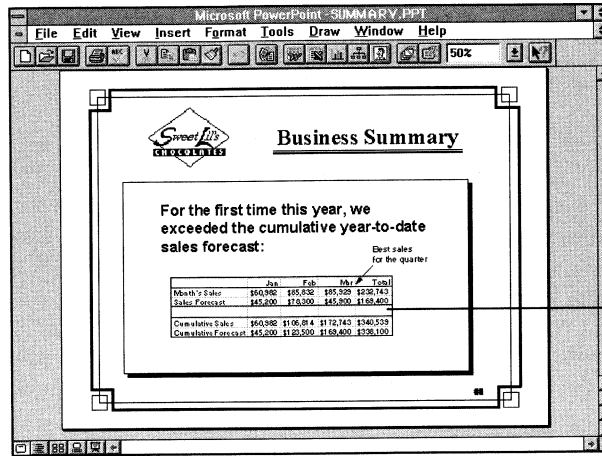
In the source document, copy the information you want to link.

	1	2	3	4	5	6	7
		Jan	Feb	Mar	Total		
Month's Sales	\$60,982	\$85,832	\$85,929	\$232,743			
Sales Forecast	\$45,200	\$78,300	\$45,900	\$169,400			
Cumulative Sales	\$60,982	\$106,814	\$172,743	\$340,539			
Cumulative Forecast	\$45,200	\$123,500	\$169,400	\$338,100			

Select the information and choose the Copy command from the Edit menu.

Switch to the destination document and select the location or position the insertion point or pointer where you want to paste the information. In Microsoft Excel, make sure not to position the pointer in the formula bar.

Choose Paste Special from the Edit menu. Select the Paste Link option button, select the type of linked object in the As box, and then choose the OK button.



The information is inserted in the destination.

Note To link information in Microsoft Access, you must be in design view.

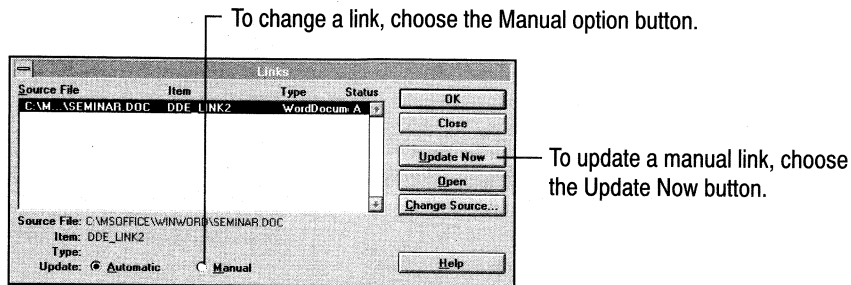
Links between Word, Microsoft Excel, PowerPoint, and Microsoft Access are updated automatically—if both documents are open, changes you make in the source are also made in the destination. If the destination isn't open, it is updated the next time you open it.

In Microsoft Excel, a destination workbook is called a dependent workbook. When you open a dependent workbook that contains links, you are asked if you want to update remote references. A remote reference is a link to another application. If there are a lot of links, updating can take some time. If you don't need to update the information, choose No, and update the links at a later time.

When you open a document in another Office application that contains automatic links, the application updates the linked objects before allowing you to work on your document. To save time when you open a document that has many linked objects, you can change links from automatic update to manual update.

To change an automatic link to a manual link

In the destination document, choose Links from the Edit menu. From the list of files, select the link you want to change. To select multiple links, hold down CTRL (Windows) or COMMAND (Macintosh) while you select.



Tip In Word and PowerPoint, you can use a shortcut menu to quickly update manual links in a destination document. Select the linked information and click the right mouse button (Windows) or press CONTROL and click the mouse button (Macintosh). Then choose Update Link from the shortcut menu.

To break a link

You can break a link so that future changes in the original won't be reflected in the linked copy. The data remains in the destination document as a picture, but it cannot be updated or reconnected. If you need to reestablish a broken link, delete the picture and create a new link.

To break a link in Word, PowerPoint, and Microsoft Access, choose the Links command from the Edit menu, select the link, and then choose the Break Link button.

In Microsoft Excel, if the item that is linked is an object, select the object and choose Copy from the Edit menu. Choose the Paste Special command, and then choose the OK button. To break a link that consists of data, select the data, and choose Copy from the Edit menu. Choose the Paste Special command, select the Values option, and then choose the OK button.

To temporarily lock a link

In Word and Microsoft Excel, you can temporarily lock a link to prevent it from being updated. To update the link, you must unlock it. In Microsoft Excel, you can lock one or more links in a dependent workbook, or you can lock all the links in a workbook.

To	Do this
Lock or unlock a link in Word or Microsoft Excel	Choose Links from the Edit menu, and then select the link. (To select more than one link, hold down CTRL (Windows) or COMMAND (Macintosh) while you select.) In Word, select or clear the Locked check box. In Microsoft Excel, select the Manual option button to lock the link, or select the Automatic option button to unlock the link.
Lock or unlock all links in a Microsoft Excel workbook	Choose Options from the Tools menu and select the Calculation tab. To lock links, clear the Update Remote References check box; to unlock links, select the check box.

To redirect a link

If you rename or move a source document, you must reconnect the link to the original document or redirect the link to a new source document that was created in the same application as the original document. You can also redirect a link from one cell range to a different range in Microsoft Excel.

To redirect a link, choose the Links command from the Edit menu, select the link you want to redirect, and then choose the Change Source button. Type or select the name of the document to which you want to link, and then choose the OK button.

To edit linked information

You can open the source application by double-clicking the linked object. When you double-click, the source application opens. Make the changes in the source application, save the document, and then for Windows applications choose Exit from the File menu. For Macintosh applications, choose Quit from the File menu.

You can also edit linked information by selecting the link and choosing its name from the bottom of the Edit menu—for example, Linked Worksheet Object.

If You Can't See Linked or Embedded Data in Word

If you see something that looks like {LINK Excel.Sheet.5 "C:\MSOFFICE\EXCEL\BOOK1.XLS" "Sheet1!R1C1" \a \r * MERGEFORMAT} or {LINK Excel.Sheet.5 "Hard Drive:Microsoft Excel:Sales" "Sheet1!R1C1:R9C5" \a \r * MERGEFORMAT} in a Word document, you are displaying field codes instead of objects. To display objects, select the code, and then press ALT+F9 (Windows) or OPTION+F9 (Macintosh).

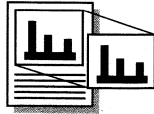
Embedding Objects

With embedding, you can include information from other applications—such as graphics, spreadsheet data, and even complete files—as objects in a document. The application that creates the object is called a server.

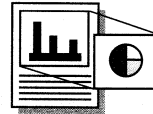
To make
changes...



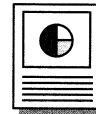
open the object
in the server.



Edit the information
and exit the server.



The object is updated
in the document.



Embedding makes it easier to share documents with others, because all of the information is stored in one document. Others can view and print documents that contain embedded objects even if they don't have access to the applications that created the objects.

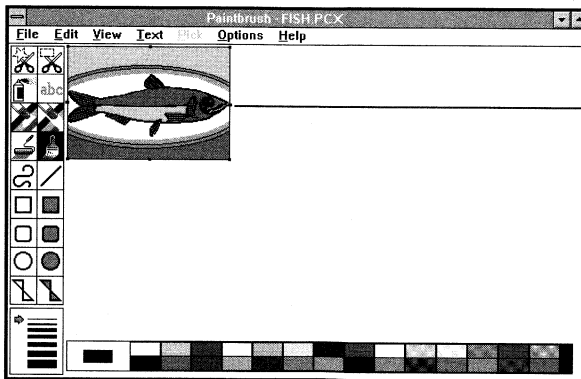
To embed an object or edit an embedded object, however, you must have access to the server application. It must be installed on your computer's hard disk or on a network server that the computer can access.

You can embed an existing object, such as a chart from Microsoft Excel or a complete file. You can also create and embed a new object.

Important To use embedding, the source application must support object linking and embedding (OLE).

To embed an existing object

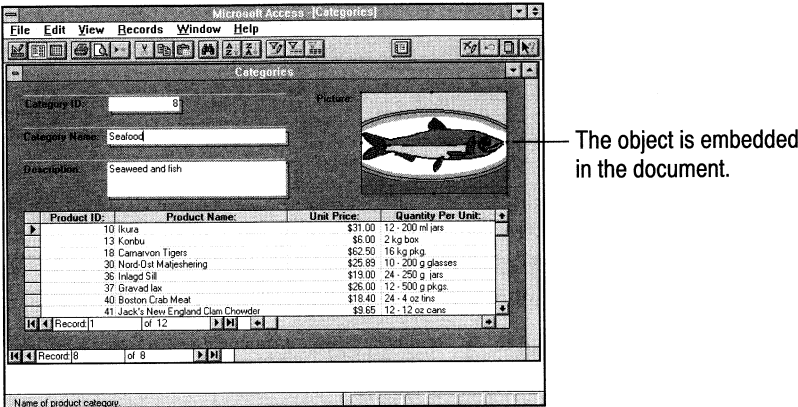
In the server application, copy the information you want to embed.



Select the text or
graphics and choose
Copy from the Edit
menu.

Switch to the document in which you want to embed the object. Select the location or position the insertion point or pointer where you want to embed the object. In Microsoft Excel, make sure that you do not position the pointer in the formula bar. Choose Paste Special from the Edit menu.

Select the Paste option button. Select the item ending in “object” from the list, and then choose the OK button.



Note If two applications support drag-and-drop editing, you can also embed an object by selecting information in the server application and then dragging it into a document in the other application. For more information, see “More About Pasting Information” earlier in this chapter.

To create a new object

You can create and edit embedded objects with any application that supports OLE. This includes not only Word, Microsoft Excel, PowerPoint, and Microsoft Access, but also additional tools, such as WordArt and Equation Editor. To gain access to the additional features and capabilities of these tools, start them from within one of the Office applications. For more information about these tools, see “Additional Tools for Enhancing Your Documents” in Chapter 3, “Getting Started with Microsoft Office.”

To create a new OLE 2 object, do one of the following.

In this application	Do this
Word	Position the insertion point where you want to embed the object.
Microsoft Excel	Select the cell where you want to position the upper-left corner of the embedded object. .

In this application	Do this
PowerPoint	Display the slide to which you want to add an embedded object.
Microsoft Access*	Select the OLE field or empty embedded object you want.

* Microsoft Access is available only in Microsoft Office Professional for Windows.

In Word, Microsoft Excel, and PowerPoint, choose Object from the Insert menu, and then select Create New. (In Word and Microsoft Excel for the Macintosh, it is not necessary to select Create New.) Select the application in which you want to create the object, and then choose the OK button.

In Microsoft Access, you use the Insert Object command on the Edit menu. The command is available only in Design view of a form or report, Form view of a form, and Datasheet view of a form, table, or query.

The Object Type list displays the applications installed on your computer that support OLE. If you don't see the application you want, you may need to run Office Setup again to install it. For more information about installing applications, see "Installing or Removing Office Components" in Chapter 1, "Installing Microsoft Office."

When you choose the OK button, you can begin editing the object. For more information about editing, see "Editing an Embedded Object" later in this chapter.

Displaying Embedded Objects as Icons

This option is useful when a document will be read on-screen. For example, if a Word document contains a summary of financial data from several Microsoft Excel workbooks, you might want to embed the workbooks as icons next to the appropriate paragraphs in the Word document. If readers have the server application, they can double-click the icon to see the details in the workbook.

To display an object as an icon, select the Display As Icon check box in the Paste Special dialog box or Object dialog box when you insert the object. Some objects created from a file—for example, ASCII text files—are always displayed as icons.

To embed an existing file in Word, Microsoft Excel, or PowerPoint

Select the location or position the insertion point or pointer where you want to embed the file. Choose Object from the Insert menu, and then do one of the following:

In this application	Do this
Word for Windows and Microsoft Excel for Windows	Select the Create From File tab.
Word for the Macintosh and Microsoft Excel for the Macintosh	Choose the From File button.
PowerPoint	Select the Create From File option button.

Select a filename, and then choose the OK button. (In Word for the Macintosh, choose the Insert button instead instead of the OK button.)

To embed an existing file in Microsoft Access (Windows)

Select the location or position the insertion point where you want to embed the file. Choose Insert Object from the Edit menu, and select the Create From File option button. Select a filename, and then choose the OK button. The Insert Object command is available only in Design view of a form or report, Form view of a form, and Datasheet view of a form, table, or query.

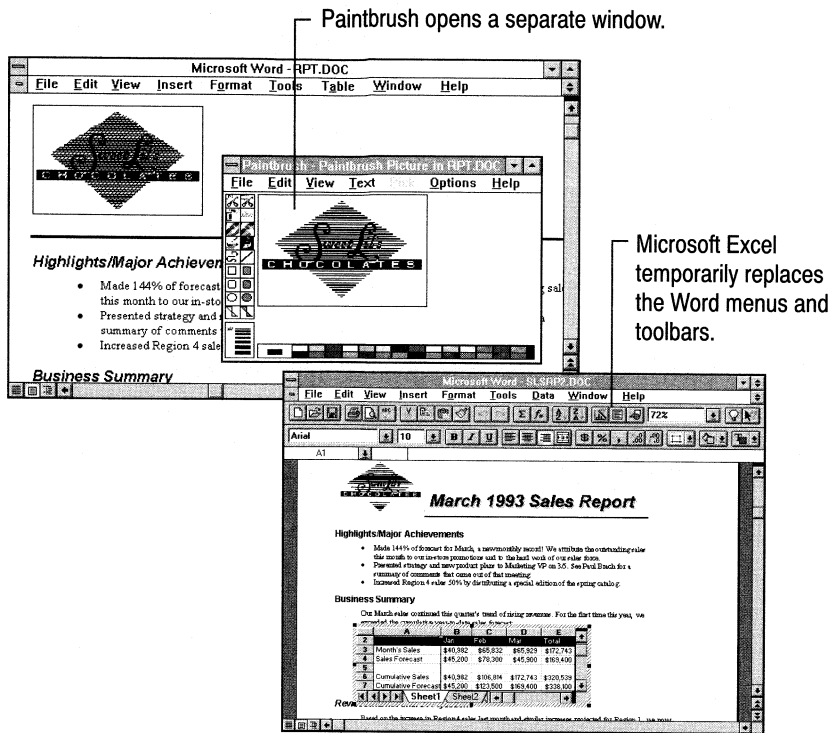
Editing an Embedded Object

In most cases, you double-click an embedded object to open the application in which it was created. Some embedded objects, such as video and sound clips, play when you double-click them rather than opening the server application. You can open these and other embedded objects by choosing Object from the Edit menu.

Tip To see a shortcut menu of the commands you can use with an embedded object, select the object and click the right mouse button (Windows) or press CONTROL and click the mouse button (Macintosh).

To edit an embedded object by double-clicking

When you double-click an object, some applications open a separate window, while others temporarily replace some of the menus and toolbars in the document with those of the server application. In either case, you use the server application's commands and toolbars to edit the object.



When you have finished editing, do one of the following:

- In a separate application window, choose either Exit or Quit from the window's File menu, or double-click the close box in the upper-left corner of the window.
- In an application that replaces the document's menus and toolbars, click outside the object.

To edit an embedded object by using the Object command

If double-clicking doesn't open an object you want to edit, select it, and then choose its name from the bottom of the Edit menu—for example, choose Microsoft Word Object, and then choose Edit.

If you see both an Edit command and an Open command when you choose Edit, choose the Edit command to edit the object in the document, or choose the Open command to edit the object in its own application window.

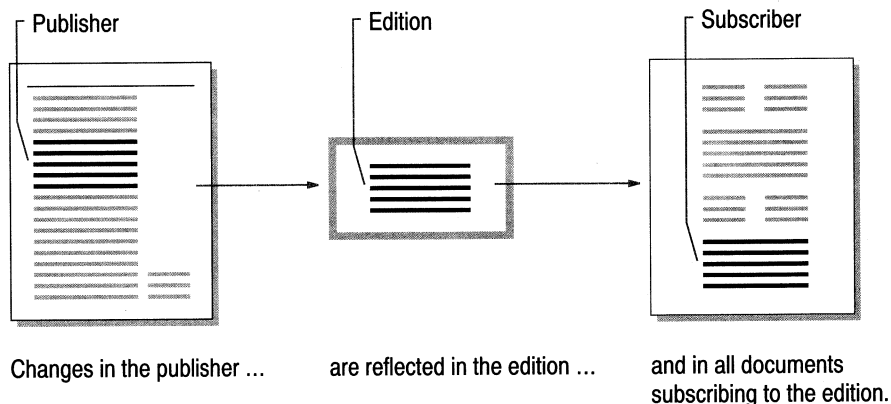
When you have finished editing, do one of the following:

- In a separate application window, choose either Exit or Quit from the window's File menu, or double-click the close box in the upper-left corner of the window.
- In an application that replaces the document's menus and toolbars, click outside the object.

Publishing and Subscribing Information on the Macintosh

If you're using the Macintosh, you can exchange information between documents in different applications or on different computers connected by a network. To make part of a document available for use with other applications or for other users on a network, you can create a *publisher* for that portion of the document. A publisher contains the part of the document you want to share—text, graphics, spreadsheet data, and so forth.

When you create a publisher, the application automatically creates an intermediate file called an *edition*, which contains a copy of the information that is in the publisher. An edition is a separate file that can be saved on a hard disk or on a network server. When you change information in the publisher, these changes are reflected in the edition and in all documents *subscribing* (similar to linking) to the edition. You can specify how often the application sends updated information from the publisher to the edition. You can also specify how often subscribers receive updated information from the edition.



You can name and move an edition just as you would do with any other file. The connection is maintained even if you change the name of the edition. However, if you want the application to maintain the connection to all publishers and subscribers, you cannot move the edition off the file server or the hard disk.

Creating a Publisher and an Edition

To publish information from a document, use the Create Publisher command. You can edit a publisher the same way you edit other parts of a document.

To create a publisher in Word or Microsoft Excel

Select the information you want to publish. Choose Publishing from the Edit menu, and then choose Create Publisher. Switch to the disk or open the folder in which you want to store the edition. In the Name Of New Edition box, type a name for the edition. Choose the Publish button. When you create a publisher, the application creates an edition file that is linked to the contents of the selected publisher range.

To create a publisher in PowerPoint

In Slide Sorter view, select the *entire* slide. From the Edit menu, choose Create Publisher. Switch to the disk or open the folder in which you want to store the edition. In the Name Of New Edition box, type a name for the edition. Choose the Publish button. When you create a publisher, PowerPoint creates an edition file that is linked to the contents of the selected publisher range.

Note If you want to make editions available to other computers on a network, you can store them on a network file server. If you must store the editions on your hard disk and use the file-sharing option, make sure that you share the folder that contains the editions. To share files on the Macintosh, choose Control Panels from the Apple menu, double-click the Sharing Setup icon, and then choose the Start button under File Sharing. For more information, see your Macintosh documentation.

Updating an Edition

Once you have created a publisher and its corresponding edition file, you can specify how frequently you want to update the edition with changes you make to the publisher. Unless you specify otherwise, the application updates the edition as soon as you save changes to the publisher.

To control how an edition is updated in Microsoft Excel

Select the publisher whose update frequency you want to change. From the Edit menu, choose Links. In the Link Type box, select Publishers. Select the edition name in the Links box, and then choose the Options button. In the Send Editions box, do one of the following:

To update the edition	Do this
Whenever you save the publisher	Select the On Save option button.
Only when you choose the Send Edition Now button	Select the Manually option button.

Choose the OK button.

To send an edition whenever you want, choose Links from the Edit menu. Select the publisher you want to update. Choose the Options button. Choose the Send Edition Now button, and then choose the OK button.

To control how an edition is updated in Word

Select the publisher whose update frequency you want to change. Choose Publishing from the Edit menu, and then choose Publisher Options. In the Send Editions box, do one of the following:

To update the edition	Do this
Whenever you save the publisher	Select the On Save option button.
Only when you choose the Send Edition Now button	Clear the Send Edition When Edited check box, and then select the Manually option button.
Whenever you make changes to the publisher	Select the On Save option button, and then select the Send Edition When Edited check box.

Choose the OK button.

To send an edition whenever you want, select the publisher you want to update. Choose Publishing from the Edit menu, and then choose Publisher Options. Choose the Send Edition Now button.

To control how an edition is updated in PowerPoint

Select the publisher whose update frequency you want to change. Choose Publisher Options from the Edit menu. In the Send Editions box, do one of the following:

To update the edition	Do this
Whenever you save the publisher	Select the On Save option button.
Only when you choose the Send Edition Now button	Select the Manually option button.

Choose the OK button.

To send an edition whenever you want, select the publisher you want to update. Choose Publisher Options from the Edit menu, and then choose the Send Edition Now button.

Canceling a Publisher

If you decide that you no longer want to publish information in your document, you can cancel a publisher. The contents of the publisher remain in your document. The data also remains in other documents that subscribed to the edition. However, the edition is gone, and the subscriber can no longer be updated. To remove the edition entirely, delete it in the Finder just as you would delete any other file.

To cancel a publisher in Microsoft Excel

From the Edit menu, choose Links. In the Link Type box, select Publishers. Select the publisher name in the list box, and then choose the Options button. In the Publisher Options dialog box, choose the Cancel Publisher button.

To cancel a publisher in Word or PowerPoint

Position the insertion point in the publisher you want to cancel. In Word, choose Publishing from the Edit menu, and then choose Publisher Options. In PowerPoint, choose Publisher Options from the Edit menu. Choose the Cancel Publisher button.

Subscribing to an Edition

When you subscribe to an edition, you insert a copy of the edition into your document. This copy is called the *subscriber*. Once you have inserted a subscriber into the document, updates received by the edition are automatically sent to the subscriber. As long as the edition remains on the same file server or hard disk, the application maintains the connection between the edition and the subscriber, even if you change the name of either the edition or the subscriber.

To subscribe to an edition

Select the location or position the insertion point in the document where you want to insert a copy of the edition. In Word or Microsoft Excel, choose Publishing from the Edit menu, and then choose Subscribe To. In PowerPoint, switch to Slide or Notes view, and then choose Subscribe To from the Edit menu. From the list of files, select the edition you want to subscribe to. In Word, you can select the format you want to use for the subscriber data in the Subscribe With box. Choose the Subscribe button.

Updating a Subscriber

When you've subscribed to an edition, you can specify how frequently you want to receive updated information from the edition. Unless you choose another option, the application updates the subscriber automatically as soon as a new edition is available—that is, any time the publisher sends new information to the edition.

To control how a subscriber is updated in Microsoft Excel

From the Edit menu, choose Links. In the Link Type box, select Subscribers. Select the subscriber name in the Links box, and then choose the Options button. Under Get Editions, do one of the following:

To update the subscriber	Select
Whenever a change is made in the edition	The Automatically option button.
Only when you choose the Get Edition Now button	The Manually option button.

Choose the OK button.

To update a subscriber whenever you want, choose Links from the Edit menu. In the Link Type box, select Subscribers. Select the subscriber name in the Links box, and then choose the Options button. Choose the Get Edition Now button.

To control how a subscriber is updated in Word or PowerPoint

Select the subscriber whose update frequency you want to change. In Word, choose Publishing from the Edit menu, and then choose Subscriber Options. In PowerPoint, choose Subscriber Options from the Edit menu. Under Get Editions, do one of the following:

To update the subscriber	Select
Whenever a change is made in the edition	The Automatically option button.
Only when you choose the Get Edition Now button	The Manually option button.

Choose the OK button.

To update a subscriber whenever you want, select the subscriber you want to update. In Word, choose Publishing from the Edit menu, and then choose Subscriber Options. In PowerPoint, choose Subscriber Options from the Edit menu. Choose the Get Edition Now button.

Switching from a Subscriber to Its Publisher

If you need to change the contents or formatting of a subscriber, you must make the changes in the publisher itself. This way, the changes are reflected in the subscriber and in any other subscribers that use the same edition file. If you are connected to a network, you must have access to the publisher to perform this procedure.

To switch from a subscriber to its publisher in Microsoft Excel

From the Edit menu, choose Links. In the Link Type box, select Subscribers. Select the subscriber name in the Links box, and then choose the Options button. In the Subscriber Options dialog box, choose the Open Publisher button. Microsoft Excel opens the document that contains the publisher you want, allowing you to make the changes in the publisher.

To switch from a subscriber to its publisher in Word

Select the subscriber you want to edit. From the Edit menu, choose Publishing, and then choose Subscriber Options. Choose the Open Publisher button. Word opens the document that contains the publisher you want, allowing you to make the changes in the publisher.

To edit a publisher in PowerPoint

Select the subscriber you want to edit. From the Edit menu, choose Subscriber Options. Choose the Open Publisher button. PowerPoint opens the document that contains the publisher you want, allowing you to make changes in the publisher.

Canceling a Subscriber

If you do not have access to the publisher to make changes and you do not need to receive any more updates from the edition, you can cancel the subscriber. You can then edit the information as you would edit any other text, without losing any changes when updates are sent. The contents of the subscriber remain in the document.

To cancel a subscriber in Microsoft Excel

From the Edit menu, choose Links. In the Link Type box, select Subscribers. Select the subscriber name in the list box, and then choose the Options button. In the Subscriber Options dialog box, choose the Cancel Subscriber button.

To cancel a subscriber in Word or PowerPoint

Select the subscriber you want to cancel. In Word, choose Publishing from the Edit menu, and then choose Subscriber Options. In PowerPoint, choose Subscriber Options from the Edit menu. Choose the Cancel Subscriber button.

CHAPTER 5

Using Microsoft Office

The Microsoft Office applications are designed to work together. You'll find that many of the menus, toolbar buttons, and dialog boxes are the same in each application. Because Office applications are so consistent in their interface, sharing information between different applications is easy.

For example, you can:

- Create a document in Word, and then embed a chart or a worksheet from Microsoft Excel in the Word document.
- Create a link between the Microsoft Excel chart or worksheet and the Word document so that when you change the data in Microsoft Excel, the Word document is updated automatically.
- If you're using the Macintosh, you can *publish* a Microsoft Excel chart or worksheet and *subscribe* to it in a Word document. Then, when you change and save the data in Microsoft Excel, the data in Word is automatically updated.
- Open a Word document in PowerPoint, automatically creating a slide for each heading that has the Heading 1 style.
- Insert a Microsoft Excel worksheet in a PowerPoint slide so that you can display the worksheet during the presentation as supporting data.
- Merge a customer list from Microsoft Access with a form letter from Word to produce a mailing. Use the Mail Merge wizard in Microsoft Access, or the Mail Merge Helper in Microsoft Word, to simplify the process.
- Save data from Microsoft Access as a text file or rich-text format file (either of which can be opened in Word), as a Microsoft Excel worksheet, or as a file in any of several database formats.

Note Microsoft Access is available only in Microsoft Office Professional for Windows.

- If you have Microsoft Mail, route a Word document, a PowerPoint presentation, or a Microsoft Excel workbook to a group of reviewers, and then accept or reject their revisions.

As you can see, there are many ways that you can share information among Office applications. This chapter describes a few of these common tasks. For detailed information about copying, linking, embedding, or publishing and subscribing data, and when to use each method, see Chapter 4, “How Office Applications Work Together.”

Finding Files

When you want to include information from one file in another file, using the Find File command can speed up your search for the file you want to use. The Find File command lets you locate a file by searching for the filename or directory location. In Word, PowerPoint, and Microsoft Excel, you can also search for the author, title, or keywords if you included these as summary information with the file.

To search for a file, click the Find File button on the Office Manager toolbar (Windows) or choose Find File from the Office Manager menu (Macintosh). After you complete a search, Microsoft Office displays a list of files that meet the search criteria. For more information about searching for a file in Office, search for **finding a file** in Office online Help.

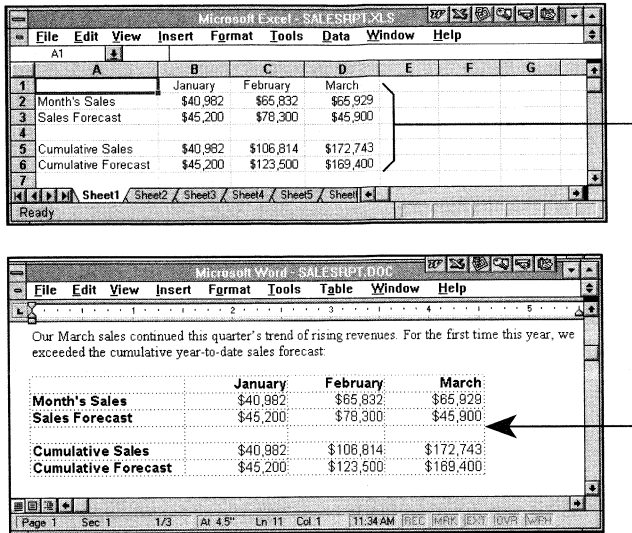
Inserting Information into Word

This section describes some of the ways in which you can use information created in other Microsoft Office applications to enhance a document created in Word.

Inserting a Microsoft Excel Worksheet or Chart into a Word Document

A chart or a range of cells from a Microsoft Excel worksheet can often enhance or add supporting information to a Word document. There are several options for placing Microsoft Excel data in a Word document:

- Insert a range of worksheet cells as a table in Word.
- Embed the chart or cells so that you can use Microsoft Excel for modifications.
- Insert a range of cells as ordinary text in Word.
- Insert a chart or range of cells as a picture in Word to reduce file size.
- Link the chart or cells for automatic updates.
- If you're using the Macintosh, you can use Publish and Subscribe to insert and automatically update the chart or cells in the Word document.



Cells from a Microsoft Excel worksheet in a Word document

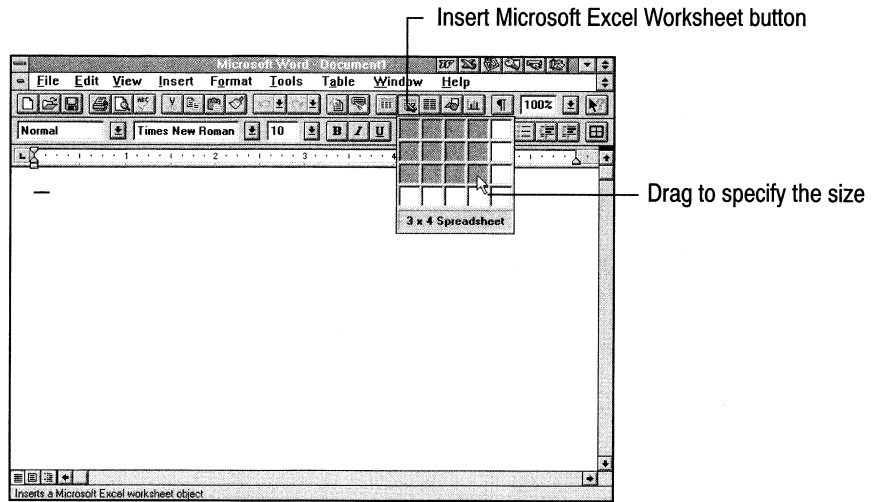
Inserting a Range of Cells as a Word Table

By default, when you copy a range of cells from a Microsoft Excel worksheet, and then paste it into a Word document using the Paste command or the Paste button, Word puts the data into a Word table. The data becomes part of the Word document, but retains formatting such as bold and italic from the Microsoft Excel worksheet. You can edit the data in the Word table, and use the calculation capabilities and table formatting in Word, but you no longer have access to Microsoft Excel formulas. For more information about using Word tables, search for **tables**, **creating** in Word online Help.

Embedding a Microsoft Excel Chart or Worksheet in Word

While you can always use the table feature in Word to present numerical data, embedding an actual Microsoft Excel worksheet or chart in the Word document enables you to use the extensive calculation and analysis features in Microsoft Excel. At any time, you can double-click on the worksheet in the Word document to edit the worksheet in Microsoft Excel.

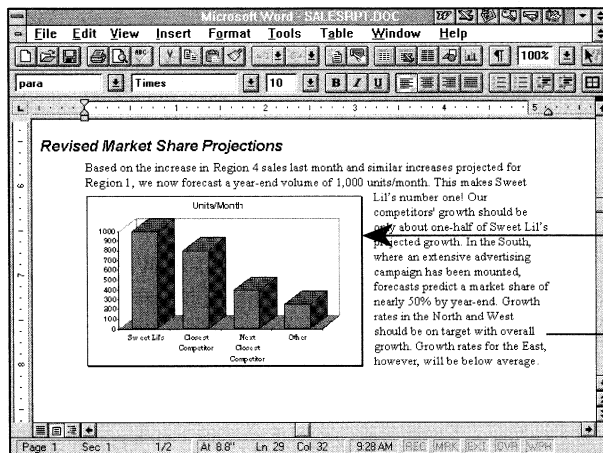
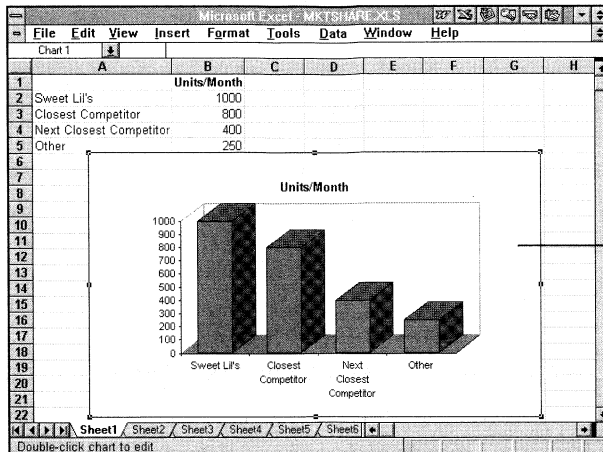
You can use OfficeLinks technology to create a new, empty Microsoft Excel worksheet without leaving Word. Position the insertion point in the Word document where you want the worksheet to appear. Click the Insert Microsoft Excel Worksheet button on the Standard toolbar in Word, and then drag to specify the number of rows and columns you want in the worksheet.



Click the Insert Microsoft Excel Worksheet button on the Standard toolbar in Word to insert a new empty worksheet.

When you release the mouse button, a worksheet of the specified size appears in the Word document, and the Microsoft Excel menus and toolbars temporarily replace the Word menus and toolbars so you can create the worksheet. To change the size of the worksheet, drag the lower-right corner. When you finish, simply click anywhere outside of the worksheet to restore the Word menus and toolbars.

To embed a range of cells or a chart from an existing Microsoft Excel worksheet, copy the cell range or chart in Microsoft Excel, switch to Word, position the insertion point where you want to embed the cells or chart, and then choose Paste Special from the Edit menu. In the Paste Special dialog box, select the Paste option button, and then choose Microsoft Excel 5.0 Worksheet Object (to embed a cell range) or Microsoft Excel 5.0 Chart Object (to embed a chart). Choose the OK button. The copy embedded in the Word document is completely separate from the original, and you can edit the worksheet or chart in the Word document without affecting the original.



A Microsoft Excel chart in a Word document

Tip You can also use drag-and-drop editing to embed a range of cells or a chart in a Word document. Make sure that both application windows are displayed, and that the Word document in which you want to embed the cells or chart is displayed. In the Microsoft Excel window, select the cells or chart, drag the selection's border to the Word document, and then release the mouse button. To copy the cells or chart instead of moving them, hold down the CTRL key (Windows) or the OPTION key (Macintosh) as you drag.

Inserting a Range of Cells as Text in Word

To paste a range of Microsoft Excel worksheet cells into Word as ordinary text, choose the Paste Special command rather than the Paste command from the Edit menu. In the Paste Special dialog box, select the Paste option button, select Unformatted Text in the As box, and then choose the OK button.

If you have already pasted the cells as a table, you can convert the table to text in Word. Select the table, and then choose the Convert Table To Text command from the Table menu. You can convert the table so that each cell comprises a separate paragraph, or you can separate the text in each cell with tabs or commas.

Inserting a Microsoft Excel Chart or Cell Range as a Picture in Word

If you don't need to revise the chart or range of cells in Microsoft Excel, you can insert the data as a graphic, or picture, in Word. This adds less data to your Word file and therefore can result in a smaller file size.

If you copy a chart or range of cells as a picture, the chart or cell range behaves just like a piece of clip art. If you want the chart or cell range to reflect different data, you must replace it with a new copy. You can scale or crop the picture of the data in Word, but you can no longer use Microsoft Excel to change the format of the chart, for example, or scale the axes so that the tick marks and labels are reconfigured to fit in the scaled picture.

To insert the chart or cell range as a picture, select the chart or cell range in Microsoft Excel, hold down SHIFT, and then choose Copy Picture from the Edit menu. In the dialog box, choose options under Appearance and Format, and then choose the OK button. Position the insertion point in the Word document, and then click the Paste button on the Standard toolbar in Word.

Creating a Link to a Microsoft Excel Chart or Worksheet for Automatic Updates

If you create a link to a range of cells or to a chart in an existing Microsoft Excel worksheet, the chart or cell range in the Word document will be updated automatically whenever the data in the Microsoft Excel worksheet changes. Use this option if the Microsoft Excel worksheet will be updated frequently and you want the chart or cell range in your Word document to automatically reflect the latest data.

For information about creating a link, see the following section, "Using Linking to Automatically Update a Microsoft Excel Worksheet or Chart in Word."

Using Linking to Automatically Update a Microsoft Excel Worksheet or Chart in Word

You can link two files so that the data in one file is automatically updated when the data changes in the source file.

For example, you might create a Word document that contains data that was originally created in Microsoft Excel. By creating a link between the original Microsoft Excel worksheet and the Microsoft Excel data in Word, you can have the data in Word automatically updated whenever the data in the Microsoft Excel worksheet changes.

Make sure that the source information you want to link has been saved in the location where you want to keep it. (If you move or rename this file after you link it, you will break the link.) In Microsoft Excel, select and copy the range of cells or the chart that you want to link to the Word document. Position the insertion point in the Word document where you want the upper-left corner of the information to be inserted. Choose Paste Special from the Edit menu, and then select Microsoft Excel 5.0 Worksheet Object (if you are linking cells) or Picture (if you are linking a chart). Select the Paste Link option button, and then choose the OK button.

Word pastes the information into the document and creates an automatic link to Microsoft Excel. If you see the field code (text inside braces) instead of the linked information, you can display the data itself by pressing ALT+F9 (Windows) or OPTION+F9 (Macintosh). To redisplay the field code, press ALT+F9 or OPTION+F9 again.

For more information, see Chapter 4, “How Office Applications Work Together.”

Using a Name to Locate Source Microsoft Excel Data

When updating linked information, you want Word to be able to find the correct range of cells from your worksheet, even if you’ve inserted or deleted rows in the range since defining the link. When you link a range of cells from a worksheet to a Word document, Word inserts a field code that defines the source document and range of linked cells. In Word for Windows, the following field code links the cell range from row 9, column 1 to row 13, column 5 in the worksheet named SALESRPT.XLS:

```
{LINK Excel.Sheet.5 "C:\\MSOFFICE\\EXCEL\\SALESRPT.XLS"  
"Sheet1!R9C1:R13C5" \a \r \* MERGEFORMAT}
```

In Word for the Macintosh, the following field code links the cell range from row 9, column 1 to row 13, column 5 in the worksheet named SALES:

```
{LINK Excel.Sheet.5 "Hard Drive:Microsoft Excel:Sales"  
"Sheet1!R9C1:R13C5" \a \r \* MERGEFORMAT}
```

Using a cell reference—R9C1:R13C5, in this example—works fine as long as you don't insert or delete rows within the defined range in Microsoft Excel. If you do, Word still receives the range described in the field, which may not contain the data you want. To make sure you receive the data you want, do one of the following:

- Name the cell range in Microsoft Excel *before* you copy and link the data from Microsoft Excel to Word. In this case, the name is automatically used in the Word field when you link the data. This is the best way to name the cell range.
- Name the cell range in Microsoft Excel, and then edit the link already created in Word so that it refers to the name assigned to the cell range instead of to the cell reference. Use this procedure when you have already linked the cell range in Word.

By following either of these methods, you can insert or delete rows within the named range in Microsoft Excel, and Word will maintain the link.

To name a cell range in Microsoft Excel, select the cells you want to name. Click the name box at the left end of the formula bar to activate it. Type a name for the range, and then press ENTER.

To use a name in an existing link, switch to the Word document containing the link. If the Microsoft Excel cells are displayed in the Word document, press ALT+F9 (Windows) or OPTION+F9 (Macintosh) to switch to the field code. Edit the code, replacing the cell reference with the new name of the range. (Be careful that you don't change other parts of the field code.) When you have finished editing the field code, press ALT+F9 (Windows) or OPTION+F9 (Macintosh) to display the Microsoft Excel cells instead of the field code. To update the field, select it, and then press F9.

In Word for Windows, if you replaced the range "Sheet1!R9C1:R13C5" in the link in the previous example with the name "RegionSales," the resulting field code would look like this:

```
{LINK Excel.Sheet.5 "C:\\MSOFFICE\\EXCEL\\SALESRPT.XLS"  
"Sheet1!RegionSales" \\a \\r \\* MERGEFORMAT}
```

In Word for the Macintosh, if you replaced the range "R9C1:R13C5" in the link in the previous example with the name "RegionSales," the resulting field code would look like this:

```
{LINK Excel.Sheet.5 "Hard Drive:Microsoft Excel:Sales"  
"Sheet1!RegionSales" \\a \\r \\* MERGEFORMAT}
```

For more information about displaying and editing LINK fields in Word, search for **LINK field** in Word online Help.

Using Publish and Subscribe to Automatically Update a Microsoft Excel Worksheet or Chart in Word (Macintosh)

If you're using the Macintosh, you can publish a Microsoft Excel worksheet or chart, save a copy of the information in an intermediate edition file, and then subscribe (similar to linking) to the edition in a Word document. Then, when you change and save the data in the original Microsoft Excel worksheet, the Microsoft Excel data in Word is automatically updated.

To create a publisher in Microsoft Excel, first make sure that you save the Microsoft Excel file. Then, select the range of cells or chart you want to publish. Choose Publishing from the Edit menu, and then choose Create Publisher. Switch to the disk or open the folder in which you want to store the edition. In the Name Of New Edition box, type a name for the edition. Choose the Publish button.

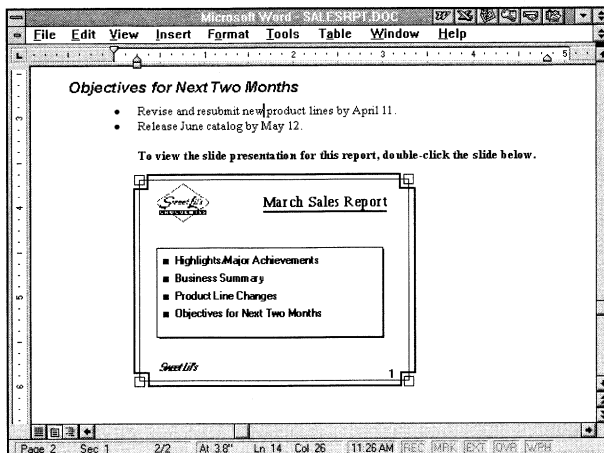
To subscribe to the edition, switch to Word and position the insertion point in the document where you want to insert a copy of the edition. Choose Publishing from the Edit menu, and then choose Subscribe To. From the list of files, select the edition you want to subscribe to. In the Subscribe With box, select the format you want to use for the subscriber data. Choose the Subscribe button.

For more information about publishing and subscribing, see Chapter 4, "How Office Applications Work Together."

Embedding PowerPoint Slides in a Word Document (Windows)

In Windows, you can embed selected slides or even an entire PowerPoint presentation in a Word document. You can then play back the presentation using the PowerPoint Viewer, and you can edit the slides using PowerPoint without leaving Word.

You can also copy selected information from a PowerPoint slide, such as text or graphics, and paste it into a Word document.



Word document containing an embedded PowerPoint presentation

To embed slides in a Word document, switch to Slide Sorter view in PowerPoint, and then select the slides you want to embed. To copy selected information to a Word document, switch to Slide view in PowerPoint, and then select the graphic you want to copy. (If you want to copy text from a slide, click the text box, and then select the text using the I-beam pointer.) Click the Copy button on the Standard toolbar. Switch to the Word document, position the insertion point where you want the information to appear, and then click the Paste button on the Standard toolbar in Word.

You can view embedded slides in the PowerPoint Viewer by double-clicking the embedded slides in Word. The PowerPoint Viewer is a separate application included with PowerPoint. If the PowerPoint Viewer is not installed, use the Office Setup program to install it.

Creating a Mail Merge with Microsoft Access and Word

When you want to create a mail merge document such as a form letter, you combine a *data source* (for example, a customer name and address list from Microsoft Access) with a *main document* (for example, a form letter created in Word).

Note Microsoft Access is available only in Microsoft Office Professional for Windows.

The main document is the form letter or document that contains the text or other information that you want to keep the same for each letter. The data source contains the information that changes for each letter, such as the name and address. The *merge field* (for example, <<CustomerName>>) is the placeholder that you insert into the main document to show where you want Word to substitute the actual information.

When you merge the documents, Word replaces the merge fields with information from the data source—creating a unique version of each form letter.

You can create a mail merge either from Word or from Microsoft Access:

- Start in Word and use the Mail Merge Helper.
- Start in Microsoft Access and use the Microsoft Word Mail Merge wizard.

Both methods provide the same result: a Word document merged with a table or query from Microsoft Access. Use the method for the application in which you are currently working.

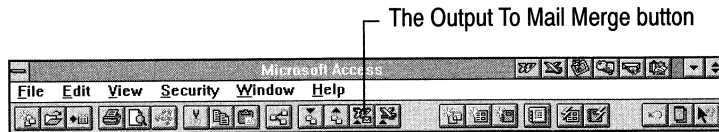
Creating a Mail Merge from Word

Open the Word document that you want to use as the main document. You can open an existing document, base a new letter on a letter template, or create a new document. Choose Mail Merge from the Tools menu. The Mail Merge Helper dialog box walks you through each step in the creation of the main document, the preparation of the data source, and the actual merging of the data from Microsoft Access with the document in Word.

For detailed instructions for using the Mail Merge command, including information about printing addresses on mailing labels and envelopes, search for **Mail Merge** in Word online Help.

Creating a Mail Merge from Microsoft Access

In the Database window in Microsoft Access, select the table or query that contains the data you want to merge. Click the Output To Mail Merge button on the toolbar.



The Microsoft Word Mail Merge wizard presents two options:

- Using an existing main document in Word
- Creating a new main document in Word

Depending on the option you choose, an existing Word document opens, or a new, empty document opens. If you create a main document from scratch, use the Insert Merge Field button on the Mail Merge toolbar in Word to create the merge fields. You can use other buttons on this toolbar to view merged data, step through records, check for errors, edit the Microsoft Access database, and start the merge. For more information, search for **mail merge** in Microsoft Access online Help.

Inserting Microsoft Access Database Information into a Word Document (Windows)

In addition to creating form letters and mail merge documents, you can insert other kinds of information from Microsoft Access into a Word document. You can insert this information while in a Word document, or you can export the information from Microsoft Access to a rich-text format (.RTF) document.

Inserting Database Information into Word

When you insert information from Microsoft Access, it comes into the Word document as a table. In Word, you can format the table and manipulate the data using all the features of Word tables. For more information about Word tables, search for **tables, creating** in Word online Help.

Open the Word document and position the insertion point where you want to insert the data from Microsoft Access. From the Insert menu, choose Database. From the Database dialog box, locate the data source, select the information you want, and format the table in which the information is displayed. For detailed instructions for using the Database dialog box, search for **Database command (Insert menu)** in Word online Help.

Creating a Rich-Text Format (.RTF) File from Microsoft Access

Using the method described in the preceding section, you can insert information from a Microsoft Access table or query. However, you might have created a different representation of your data in a Microsoft Access form or report. To insert data into Word from a form, report, table, or query, you can create a rich-text format (.RTF) file, which retains most of its formatting when opened in Word.

In the Database window in Microsoft Access, select the object (or open the object and select the information you want), and then choose Output To from the File menu. Select Rich Text Format (*.RTF), and then choose the OK button. Specify a name and location for the file. Select the AutoStart check box, and then choose the OK button. Microsoft Access creates the .RTF file and opens the .RTF file in Word. If you want to use the data in another Word document, copy the data you want, open the Word document in which you want to use the data, position the insertion point, and then click the Paste button on the Standard toolbar.

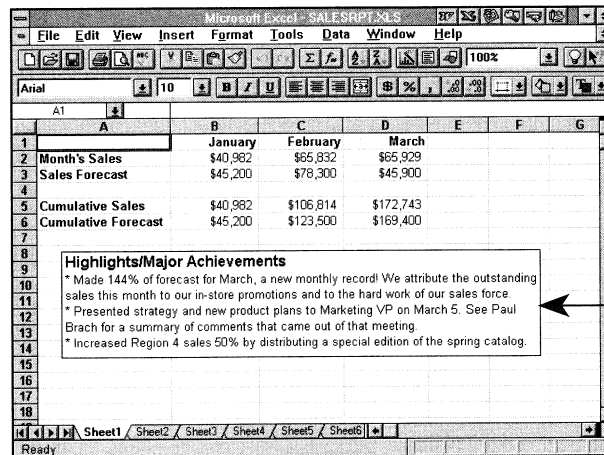
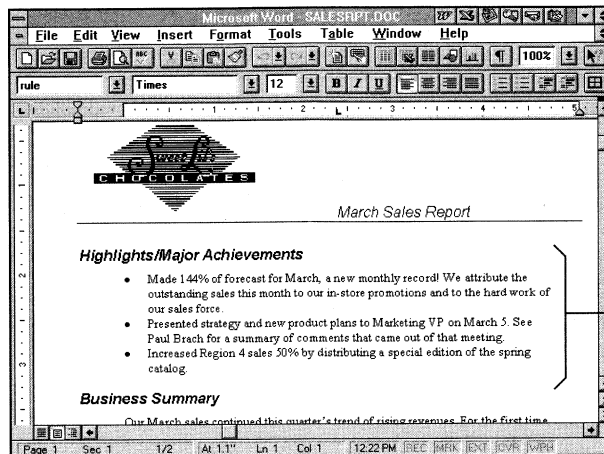
Inserting Information into Microsoft Excel

This section describes some of the ways in which you can use information created in other Microsoft Office applications in a Microsoft Excel worksheet.

Inserting Text from Word into Microsoft Excel

You may want to use text from a Word document as explanatory text in a Microsoft Excel worksheet. Or you might want to convert an existing table in a Word document into cells in a Microsoft Excel worksheet. You can copy any of the following from Word to Microsoft Excel:

- A number, word, phrase, sentence, or line of text. You can paste the item into a cell, the formula bar, or a text box.
- A paragraph. You can paste the paragraph into cells, the formula bar, or a text box. If you paste the paragraph into cells, Microsoft Excel pastes the paragraph into a single column, with each line in the paragraph occupying its own cell.
- A Word table. Microsoft Excel pastes each cell from the Word table into a corresponding cell in the worksheet.



Text from a Word document in a Microsoft Excel worksheet

To copy information from Word into Microsoft Excel, select and copy the text or graphic in Word. Position the insertion point in the Microsoft Excel cell, formula bar, or text box, and then click the Paste button on the Standard toolbar in Microsoft Excel.

Using Linking to Automatically Update Text from Word in a Microsoft Excel Worksheet

If you insert text from Word into a Microsoft Excel worksheet, you can link the data so that changes made to the text in the original Word file will be automatically reflected in the Microsoft Excel worksheet.

In Word, select and copy the information you want to link. Make sure that the source information you want to link has been saved. If you are linking a table, you must select whole rows. In Microsoft Excel, select the cell in which you want the upper-left corner of the linked information to appear, and then choose Paste Special from the Edit menu. In the Paste Special dialog box, select Microsoft Word 6.0 Document Object, select the Paste Link option button, and then choose the OK button.

Microsoft Excel displays the linked information in the selected cell and in the cells below and to the right as necessary. Microsoft Excel enters a link formula that defines the link. The link formula is entered as an *array formula* in all the cells that display the linked text or data. An array formula is a single formula that can apply to more than one cell (modifications will apply to the entire range as well). For information about working with array formulas, search for **array formulas** in Microsoft Excel online Help.

For more information about links, search for **linking, described** in Microsoft Excel online Help.

Using Publish and Subscribe to Automatically Update Text from Word in a Microsoft Excel Worksheet (Macintosh)

If you're using the Macintosh, you can publish text from a Word document, save a copy of the information in an intermediate edition file, and then subscribe (similar to linking) to the edition in a Microsoft Excel worksheet. Then, when you change and save the text in the original Word document, the Word text in Microsoft Excel is automatically updated.

To create a publisher in Word, first make sure that you save the Word file. Then, select the text you want to publish. Choose Publishing from the Edit menu, and then choose Create Publisher. Switch to the disk or open the folder in which you want to store the edition. In the Name Of New Edition box, type a name for the edition. Choose the Publish button.

To subscribe to the edition, switch to Microsoft Excel and select the cell where you want to insert a copy of the edition. Choose Publishing from the Edit menu, and then choose Subscribe To. From the list of files, select the edition you want to subscribe to. Choose the Subscribe button.

For more information about publishing and subscribing, see Chapter 4, "How Office Applications Work Together."

Embedding PowerPoint Slides in a Microsoft Excel Worksheet (Windows)

In Windows, you can embed selected slides or even an entire PowerPoint presentation in a Microsoft Excel worksheet. You can then play back the presentation using the PowerPoint Viewer, and you can edit the slides using PowerPoint without leaving Microsoft Excel.

You can also copy selected information from a PowerPoint slide, such as text or graphics, and paste it into a Microsoft Excel worksheet.

To embed slides in a Microsoft Excel worksheet, switch to Slide Sorter view in PowerPoint, and then select the slides you want to embed. To copy selected information to a Microsoft Excel worksheet, switch to Slide view in PowerPoint, and then select the graphic you want to copy. (If you want to copy text from a slide, click the text box, and then select the text using the I-beam pointer.) Click the Copy button on the Standard toolbar. Switch to the Microsoft Excel worksheet, select the cell in which you want the information to appear, and then click the Paste button on the Standard toolbar.

You can view embedded slides in the PowerPoint Viewer by double-clicking the embedded slides in Microsoft Excel. The PowerPoint Viewer is a separate application included with PowerPoint. If the PowerPoint Viewer is not installed, use the Office Setup program to install it.

Importing Data from Microsoft Access into Microsoft Excel (Windows)

You might want to bring information from a Microsoft Access database into Microsoft Excel for analysis or other uses. You can save the output of a Microsoft Access datasheet, form or report in Microsoft Excel format.

In Microsoft Access, open the object, or select it in the Database window. Choose Output To from the File menu. Select the Microsoft Excel (*.XLS) format, and then choose the OK button. Specify a name and location for the file. Select the AutoStart check box, and then choose the OK button. Microsoft Access saves the file as an .XLS file and opens the file in Microsoft Excel.

Inserting Information into PowerPoint

This section describes some of the ways in which you can use information created in other Microsoft Office applications to enhance a presentation created in PowerPoint.

Making PowerPoint Slides from a Word Outline

If you already have a Word document that covers the material you want to present in PowerPoint, you can automatically create PowerPoint slides from the existing Word document.

If you initially create your Word document in outline view, Word applies heading styles—Heading 1, Heading 2, and so on—to the various heading levels that you create. If you create your Word document in normal or page layout view, you must apply the built-in heading styles manually. You may want to switch to outline view in Word to make sure all headings are at the correct level before saving the document. For more information about outline view and headings, search for **outlines** in Word online Help.

When you open a Word document in PowerPoint, PowerPoint creates a separate slide for each paragraph that was formatted with a Heading 1 style. Paragraphs formatted with Heading 2 through Heading 6 styles are imported as successive levels of indent; paragraphs formatted with Heading 7 through Heading 9 styles are indented to the same level as Heading 6. Paragraphs formatted with a style other than a heading style are not imported.

Creating a New PowerPoint Presentation from an Existing Word Document

In PowerPoint, choose Open from the File menu. In the List Files Of Type box, select Outlines (Windows) or All Readable Outlines (Macintosh). Select the Word document from which you want to create a presentation, and then choose the OK button (Windows) or Open button (Macintosh).

PowerPoint opens the document and creates a new slide for each paragraph formatted as Heading 1. Paragraphs formatted with Heading 2 through Heading 6 styles are inserted as successive levels of indent on each of the new slides; paragraphs formatted with Heading 7 through Heading 9 styles are indented to the same level as Heading 6.

Tip If you want to format your new presentation based on an existing presentation, apply a template after importing the Word outline. To apply a template, choose Presentation Template from the Format menu, select the presentation you want to use as the template, and choose the Apply button. PowerPoint formats the masters in your new presentation to match the masters in the template presentation.

Adding Slides from a Word Document to an Existing PowerPoint Presentation

The slides from the Word document will be inserted after the currently selected slide. In PowerPoint, select or switch to the slide that you want to precede the imported slides. Choose Slides From Outline from the Insert menu. Select the Word document you want to use, and then choose the OK button.

PowerPoint inserts a new slide for each paragraph formatted as Heading 1. Paragraphs formatted with Heading 2 through Heading 6 styles are inserted as successive levels of indent on the new slides; paragraphs formatted with Heading 7 through Heading 9 styles are indented to the same level as Heading 6.

If You Frequently Make PowerPoint Presentations from Word Documents

You can create a PowerPoint presentation from your open Word document with a single click of a button. The Present It button on the Microsoft toolbar opens PowerPoint, exports your Word outline to PowerPoint, and creates a slide for each paragraph formatted as Heading 1 in your Word document. To display the Microsoft toolbar, choose Toolbars from the View menu in Word. Select Microsoft, and then choose the OK button.

Using Text or Graphics from Word in a PowerPoint Slide

After creating your basic presentation, you may want to copy additional text or graphics from Word into your presentation. You can copy text or graphics from Word into a slide or a notes page in PowerPoint. You must copy text separately from graphics.

Copying Text from Word to PowerPoint

In the Word document, select the text you want to copy. Make sure that the selection does not include graphics. Click the Copy button on the Standard toolbar. In PowerPoint, switch to Slide view or Notes view, and display the slide or notes page you want. Use the Text tool to position the insertion point inside an existing text box or placeholder, or create a new text box. Click the Paste button on the Standard toolbar in PowerPoint.

Copying Graphics from Word to PowerPoint

In the Word document, select the graphic you want to copy. Click the Copy button on the Standard toolbar. In PowerPoint, switch to Slide view or Notes view, and display the slide or notes page you want. Click the Paste button on the Standard toolbar in PowerPoint.

Using Linking to Automatically Update Text from Word in a PowerPoint Slide

Suppose you create a monthly report in Word, and then base a PowerPoint presentation on that report. Every month, your Word document includes a one-paragraph executive summary. You can link that paragraph with your PowerPoint presentation so that each month when the report is updated, the paragraph in the PowerPoint presentation will be updated as well.

Make sure that the Word file you want to link has been saved to your hard disk. Select the text in Word and click the Copy button on the Standard toolbar. In PowerPoint, switch to Slide view or Notes view, and display the slide or notes page you want. Position the insertion point inside an existing text box or text placeholder, or create a new text object by using the Text tool. Choose Paste Special from the Edit menu. In the Paste Special dialog box, select the Paste Link option button, select Microsoft Word 6.0 Document Object, and then choose the OK button.

Using Publish and Subscribe to Automatically Update Text from Word in a PowerPoint Slide (Macintosh)

If you're using the Macintosh, you can publish text from a Word document (such as the executive summary in a report), save a copy of the information in an intermediate edition file, and then subscribe (similar to linking) to the edition in a PowerPoint slide. Then, when you change and save the text in the original Word document, the Word text in PowerPoint is automatically updated.

To create a publisher in Word, first make sure that you save the Word file. Then, select the text you want to publish. Choose Publishing from the Edit menu, and then choose Create Publisher. Switch to the disk or open the folder in which you want to store the edition. In the Name Of New Edition box, type a name for the edition. Choose the Publish button.

To subscribe to the edition, switch to Slide view in PowerPoint, and then display the slide in which you want to insert a copy of the edition. Choose Subscribe To from the Edit menu. From the list of files, select the edition you want to subscribe to. Choose the Subscribe button.

For more information about publishing and subscribing, see Chapter 4, "How Office Applications Work Together."

Inserting a Microsoft Excel Worksheet or Chart in a PowerPoint Slide

You may want to use a chart or a range of cells from Microsoft Excel to enhance a PowerPoint slide. There are several options for inserting Microsoft Excel data in a PowerPoint slide:

- Embed the chart or cells.
- Link the chart or cells for automatic updates.
- If you're using the Macintosh, publish and subscribe the chart or cells for automatic updates.
- Copy the chart or cells as a graphic or text.

Embedding a Microsoft Excel Chart or Cell Range in PowerPoint

To embed a range of cells or a chart from an existing Microsoft Excel worksheet, copy the cell range or chart in Microsoft Excel, switch to PowerPoint, and then switch to Slide view or Notes view to display the slide or notes page you want. Choose Paste Special from the Edit menu. In the Paste Special dialog box, select the Paste option button, select Microsoft Excel 5.0 Worksheet Object (to embed a cell range) or Microsoft Excel 5.0 Chart Object (to embed a chart), and then choose the OK button. The copy embedded in the PowerPoint slide is completely separate from the original, and you can edit the worksheet or chart in the slide without affecting the original.

You can also use drag-and-drop editing to embed a cell range or chart in PowerPoint. Make sure that both application windows are displayed, and that the PowerPoint slide on which you want to embed the object is displayed. Select the cells in the Microsoft Excel window, and then drag them into the PowerPoint window and onto the slide. To copy the cells instead of moving them, hold down the CTRL key (Windows) or the OPTION key (Macintosh) as you drag.

Using Linking to Automatically Update a Microsoft Excel Worksheet or Chart in a PowerPoint Slide

If you create a link to a cell range or to a chart in an existing Microsoft Excel worksheet, the chart or cell range in the PowerPoint slide will be automatically updated whenever the data in the Microsoft Excel worksheet changes. Use this option if the Microsoft Excel worksheet is updated frequently and you want the chart or cell range in your PowerPoint slide to automatically reflect the latest data.

Save the Microsoft Excel file before creating the link. Select the chart or cell range in Microsoft Excel, and then click the Copy button on the Standard toolbar. Switch to PowerPoint. In either Slide view or Notes view, display the slide or notes page on which you want to place the chart or cell range. Choose Paste Special from the Edit menu. In the dialog box, select the Paste Link option button, and then select Microsoft Excel 5.0 Worksheet Object (to link a cell range) or Microsoft Excel 5.0 Chart Object (to link a chart). Choose the OK button. PowerPoint pastes the chart or cell range into the slide and creates an automatic link to the chart or cell range in the original Microsoft Excel worksheet.

Using Publish and Subscribe to Automatically Update a Microsoft Excel Worksheet or Chart in a PowerPoint Slide (Macintosh)

If you're using the Macintosh, you can publish a cell range or chart from a Microsoft Excel worksheet, save a copy of the information in an intermediate edition file, and then subscribe (similar to linking) to the edition in a PowerPoint slide. Then, when you change and save the data in the original Microsoft Excel worksheet, the Microsoft Excel data in PowerPoint is automatically updated.

To create a publisher in Microsoft Excel, first make sure that you save the Microsoft Excel file. Then, select the cell range or chart you want to publish. Choose Publishing from the Edit menu, and then choose Create Publisher. Switch to the disk or open the folder in which you want to store the edition. In the Name Of New Edition box, type a name for the edition. Choose the Publish button.

To subscribe to the edition, switch to Slide view or Notes view in PowerPoint, and then display the slide or notes page on which you want to insert a copy of the edition. Choose Subscribe To from the Edit menu. From the list of files, select the edition you want to subscribe to. Choose the Subscribe button.

For more information about publishing and subscribing, see Chapter 4, "How Office Applications Work Together."

Inserting a Range of Cells as Text in PowerPoint

If you insert a cell range as text, you can edit it in PowerPoint just as you would any other text. Select the range of cells in Microsoft Excel, and then click the Copy button on the Standard toolbar. Switch to PowerPoint. In either Slide view or Notes view, display the slide or notes page on which you want to place the cell range. If you want the text to be inserted into a placeholder, select the placeholder. If no placeholder is selected, the text will be inserted as a new text object. Choose Paste Special from the Edit menu. In the Paste Special dialog box, select the Paste option button. Select Unformatted Text or Formatted Text to place the range of cells on the slide as text.

Inserting a Microsoft Excel Chart or Cell Range as a Picture

If you copy the chart or cell range as a graphic, or picture, the chart or cell range behaves just like a piece of clip art. If you want the chart or cell range to reflect different data, you must replace it with a new copy.

To insert the chart or cell range as a picture, select the chart or cell range in Microsoft Excel, hold down SHIFT and choose Copy Picture from the Edit menu. In the dialog box, select options under Appearance and Format, and then click the OK button. Switch to PowerPoint and display the slide in which you want the picture, and then click the Paste button on the Standard toolbar in PowerPoint.

Inserting Information into Microsoft Access (Windows)

This section describes some of the ways in which you can use information created in other Microsoft Office applications in Microsoft Access.

Note Microsoft Access is available only in Microsoft Office Professional for Windows.

Importing Data from Microsoft Excel into Microsoft Access

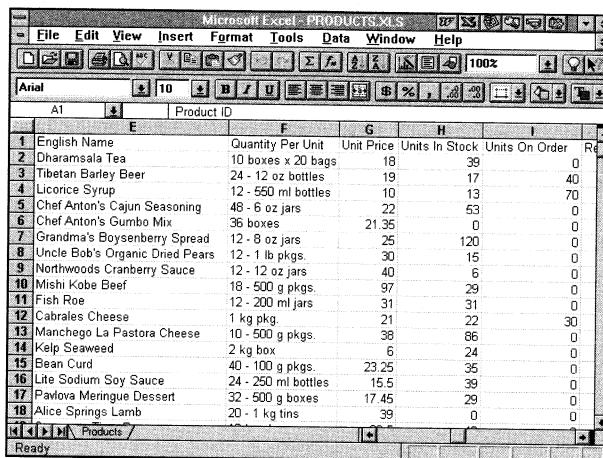
When you import a Microsoft Excel worksheet, cell range, or workbook, Microsoft Access creates a new table to store the imported data (unless you choose to append data to an existing table). If the Microsoft Excel data contains column titles in the first row, Microsoft Access can use these as field names in the table.

For each field it creates in the new table, Microsoft Access attempts to assign the most appropriate data type for the data you are importing, based on the data located in the first row. For example, if the first row of data contains a column of text and a column of dollar amounts, Microsoft Access creates a table with two fields: one with the Text data type, another with the Currency data type. If your first row of data contains column titles you want to use as field names, be sure to select the First Row Contains Field Names box in the Import Spreadsheet Options dialog box. Otherwise, Microsoft Access assigns sequential numbers (1,2,3) as field names to the first row of data.

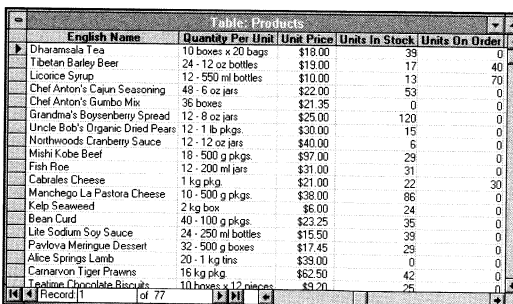
Before you import your Microsoft Excel data, ensure that the format of the data is appropriate for a database table. For example, make sure that the data has the same fields in every row, and that the information in each column is of the same data type.

Make sure that the Microsoft Excel file you want to import is closed. In Microsoft Access, open a database or switch to the Database window for the open database. Choose Import from the File menu. Under Data Source, select Microsoft Excel 5.0, and then choose the OK button. Select the directory and filename of the data you want to import, and then choose the Import button. In the Import Spreadsheet Options dialog box, select the import options you want, and then choose the OK button.

Note Microsoft Access gives you the option to cancel the import or export process if it detects errors. If you choose to continue the process, Microsoft Access imports or exports as many records as it can. For more information, search for **importing data** or **exporting data** in Microsoft Access online Help.



	E	F	G	H	I	J
	Product ID					
1	English Name	Quantity Per Unit	Unit Price	Units In Stock	Units On Order	Reorder Point
2	Dharamsala Tea	10 boxes x 20 bags	18	39	0	
3	Tibetan Barley Beer	24 - 12 oz bottles	19	17	40	
4	Licorice Syrup	12 - 550 ml bottles	10	13	70	
5	Chef Anton's Cajun Seasoning	48 - 6 oz jars	22	53	0	
6	Chef Anton's Gumbo Mix	36 boxes	21.35	0	0	
7	Grandma's Boysenberry Spread	12 - 8 oz jars	25	120	0	
8	Uncle Bob's Organic Dried Pears	12 - 1 lb pkgs.	30	15	0	
9	Northwoods Cranberry Sauce	12 - 12 oz jars	40	6	0	
10	Mishi Kobe Beef	18 - 500 g pkgs.	97	29	0	
11	Fish Roe	12 - 200 ml jars	31	31	0	
12	Cabrales Cheese	1 kg pkg.	21		30	
13	Manchego La Pastora Cheese	10 - 500 g pkgs.	38	86	0	
14	Kelp Seaweed	2 kg box	6	24	0	
15	Bean Curd	40 - 100 g pkgs.	23.25	35	0	
16	Lite Sodium Soy Sauce	24 - 250 ml bottles	15.5	39	0	
17	Pavlova Meringue Dessert	32 - 500 g boxes	17.45	29	0	
18	Alice Springs Lamb	20 - 1 kg tins	39	0	0	



	English Name	Quantity Per Unit	Unit Price	Units In Stock	Units On Order
1	Dharamsala Tea	10 boxes x 20 bags	\$18.00	39	0
2	Tibetan Barley Beer	24 - 12 oz bottles	\$19.00	17	40
3	Licorice Syrup	12 - 550 ml bottles	\$10.00	13	70
4	Chef Anton's Cajun Seasoning	48 - 6 oz jars	\$22.00	53	0
5	Chef Anton's Gumbo Mix	36 boxes	\$21.35	0	0
6	Grandma's Boysenberry Spread	12 - 8 oz jars	\$25.00	120	0
7	Uncle Bob's Organic Dried Pears	12 - 1 lb pkgs.	\$30.00	15	0
8	Northwoods Cranberry Sauce	12 - 12 oz jars	\$40.00	6	0
9	Mishi Kobe Beef	18 - 500 g pkgs.	\$97.00	29	0
10	Fish Roe	12 - 200 ml jars	\$31.00	31	0
11	Cabrales Cheese	1 kg pkg.	\$21.00	22	30
12	Manchego La Pastora Cheese	10 - 500 g pkgs.	\$38.00	86	0
13	Kelp Seaweed	2 kg box	\$6.00	24	0
14	Bean Curd	40 - 100 g pkgs.	\$23.25	35	0
15	Lite Sodium Soy Sauce	24 - 250 ml bottles	\$15.50	39	0
16	Pavlova Meringue Dessert	32 - 500 g boxes	\$17.45	29	0
17	Alice Springs Lamb	20 - 1 kg tins	\$39.00	0	0
18	Carnarvon Tiger Prawns	16 kg pkg.	\$62.50	42	0
19	Teatime Chocolate Biscuits	10 boxes x 12 pieces	\$9.20	25	0

Microsoft Excel worksheet imported into a Microsoft Access table

Microsoft Access creates a table, names the table from the file you selected (unless you are appending data to an existing table), and imports data from the worksheet.

Note When you import data from a Microsoft Excel worksheet, any changes you make afterwards in the worksheet are not reflected in your Microsoft Access database. To bring changes into your Microsoft Access database, import the worksheet again. For data transfers you do regularly, you can automate the process by creating a Microsoft Access macro for data transfer. For more information about macros, search for **macros: creating** in Microsoft Access online Help.

Importing a Text File from Word into Microsoft Access

Microsoft Access can import delimited text files from Word. A delimited text file is one in which each individual field is separated by a character, such as a comma or tab character. For example, you might have a parts list in which the name of the part is separated from its price by a tab. When you save the file in Word, select the Text Only With Line Breaks option under Save File As Type.

In Microsoft Access, open a database, or switch to the Database window for the open database. Choose Import from the File menu. Under Data Source, select Text (Delimited), and then choose the OK button. Select the Word file you want to import, and then choose the Import button. In the Import Text Options dialog box, select the import options you want, and then choose the OK button.

Microsoft Access creates a table, names the table from the file you selected (unless you are appending data to an existing table), and imports data from the Word file.

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