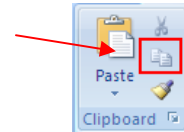


## INTEGRATION FROM EXCEL TO WORD

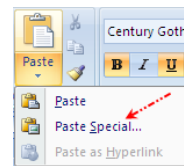
- ❖ In Excel, highlight the spread sheet or chart that you want to copy to a Word document. If you want gridlines and/or row and column headings, do this before you copy.

- ❖ On the Home tab, in the Clipboard group, click Copy.

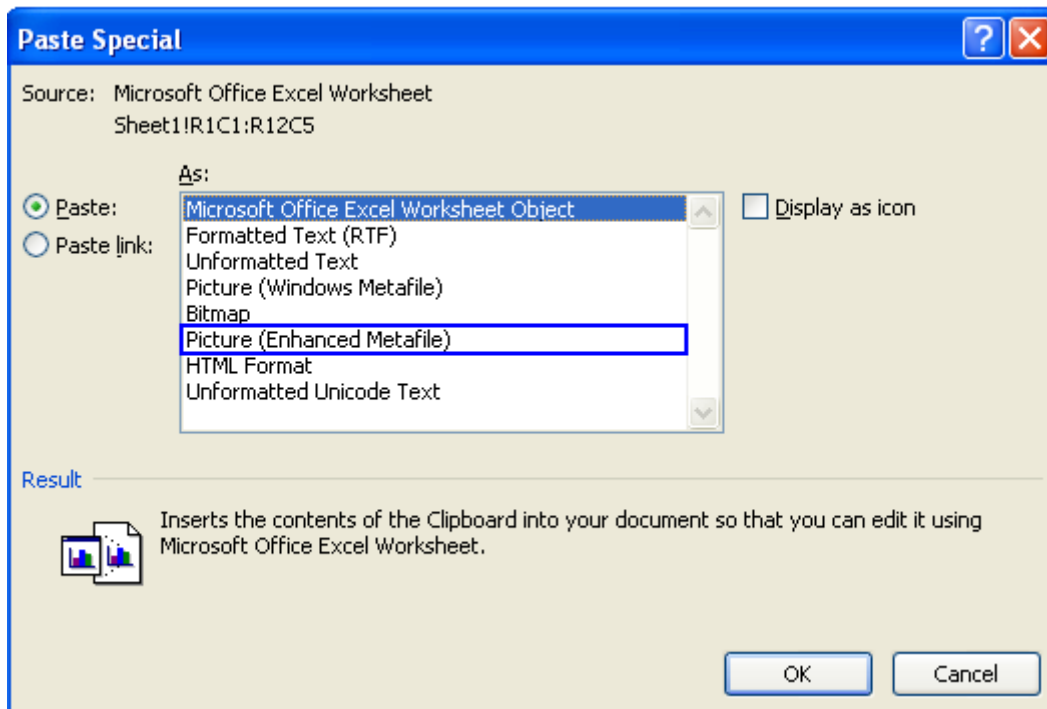


- ❖ In the Word document, click where you want to paste the copied worksheet data.

- Home → Paste Arrow → Paste Special



- In the **AS** list, click the format that you want to use.
- You will either choose "Microsoft Office Excel 2003 Worksheet Object" or "Picture (Enhanced Metafile)."



- ❖ After the spreadsheet appears in WORD:
  - Layout → In Front of Text