

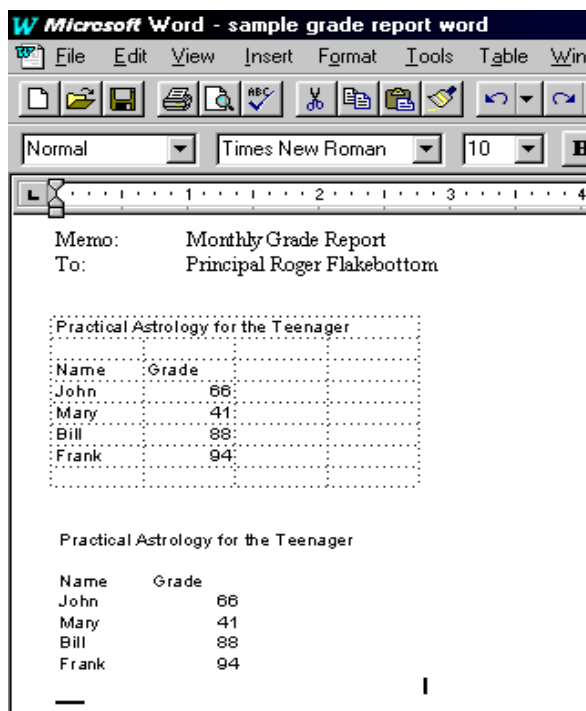
LEARNING ABOUT EMBEDDING AND LINKING OBJECTS: PART 2

You should have done *Learning About Embedding and Linking Objects: Part 1* before attempting to complete this extension. Make sure that you still have the *Excel* and *Word* programs open for use.

LINKING works the same way as **EMBEDDING** however you will be able to change the source information and it will automatically change in the document you have linked it with. Let's continue with the project we started in Part 1 of this extension.

You should still have the section of the *Excel* worksheet you copied stored away in the clipboard (clipboard) memory. So let's now **LINK** this document with another copy of it in the same *Word* document to illustrate the difference.

1. Click on the *Word* document button on the taskbar to make the *Word* document the active application on screen
2. Move the cursor so that it is a couple of spaces below the copy of the table you already pasted in the document
3. On the "Edit" drop-down menu click on "Paste Special," in *Word*
4. Click on "Microsoft Excel Worksheet Object," in the "As" window, so that it is highlighted
5. The "Paste" option button should be selected (a black dot in the center)
6. Click on the "OK" button and a copy of the section of the worksheet that was copied is pasted just below the one you pasted earlier. Your *Word* document will look something like this, now:
7. Wallah! You've pasted another copy of the sheet in *Word*. Well, not exactly. This is actually a **LINK** to the document, even though it looks like



a regular paste.

The difference is that if you were to save this *Word* document, only the link would take up space on your drive, since it is merely a reference to the actual *Excel* file. Also you can change data in the source file and it will automatically change in the *Word* document.

1. Click on the *Excel* document button on the Taskbar to make it the active document.
2. Change the 66 in cell B4 to a 100
3. Tap the ENTER key to register this change
4. Now click on the *Word* document button on the Taskbar and notice how the 66 has been changed to 100 in the linked document, but not in the embedded document.

You may now save both documents (*Excel*, *Word*) to your drive under any names you wish. Then close both applications. Try rebooting these applications again and make some other changes in the source file to see if the changes again are reflected in the linked object.

Linking and embedding work with other applications too. Try similar experiments on your own. Do a drawing in the *Paint* program, for example, and then embed and link copies of it in *Word* to see if the results are the same as with *Excel*.

Another experiment you might try entails embedding an object directly into a *Word* document. This can be done with many different objects. To experiment on your own, click on the "Insert" option on the *Word* menu bar and select "Object." You will be offered quite a list to choose from. If any look familiar, try inserting them in the document to see what happens. Hey! You're on your own now. Have fun.

THIS IS AN EXAMPLE OF A WORDART OBJECT EMBEDDED.