

Office 2007 Integration

The Clipboard



=Shortcut =Advice =Caution

Introduction

The Office clipboard is used to copy multiple items from multiple programs and paste those items into any office file. For example, you may copy an Excel chart and paste it into a Word document. The clipboard can hold up to 24 items and appear in the task pane in the order that they are collected. This self-help document will walk you through using the clipboard to collect and paste item across different software packages.

Process Summary

Introduction

Collecting Items in the Office Clipboard

Pasting Collected Items

Collecting Items in the Office Clipboard

In this example, we will collect items from Excel and Word and place them into a PowerPoint presentation.

1. Open Excel and open the document containing the item(s) you wish to collect.
2. To open the clipboard task pane, click the **Home** tab on the ribbon.
3. Click the **dialog box launcher** from the **Clipboard** group (Fig 1, 1).
4. The **Clipboard task pane** will appear (Fig 2, 1).

Figure 1

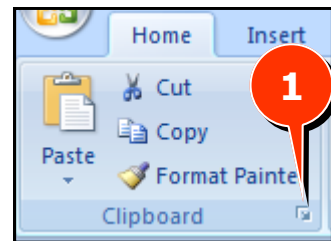


Figure 2

2009 Enrollment					
	Spring	Summer	Fall	Total Students	
Freshmen	2,965	892	3,655	7,512	
Sophomore	3,377	986	3,529	7,892	
Junior	4,776	1,409	4,794	10,979	
Senior	4,720	1,362	4,620	10,702	

5. Select the item in the spreadsheet you wish to copy (Fig 3, 1).
6. **Copy** the object (click the **Copy** icon on the **Home** tab on the ribbon, use the **CTRL+C** shortcut key, etc.) (Fig 3, 2).
7. The item will paste into the **Clipboard** (Fig 3, 3). If you have additional items in this file to copy, use the same steps. The additional items will accumulate in the Clipboard.
8. You will also notice the clipboard icon appear in the task bar (Fig 4 1). Place your mouse on this icon and the number of collected items will be displayed (Fig 4, 2).
9. Either close Excel or minimize it.

Figure 3

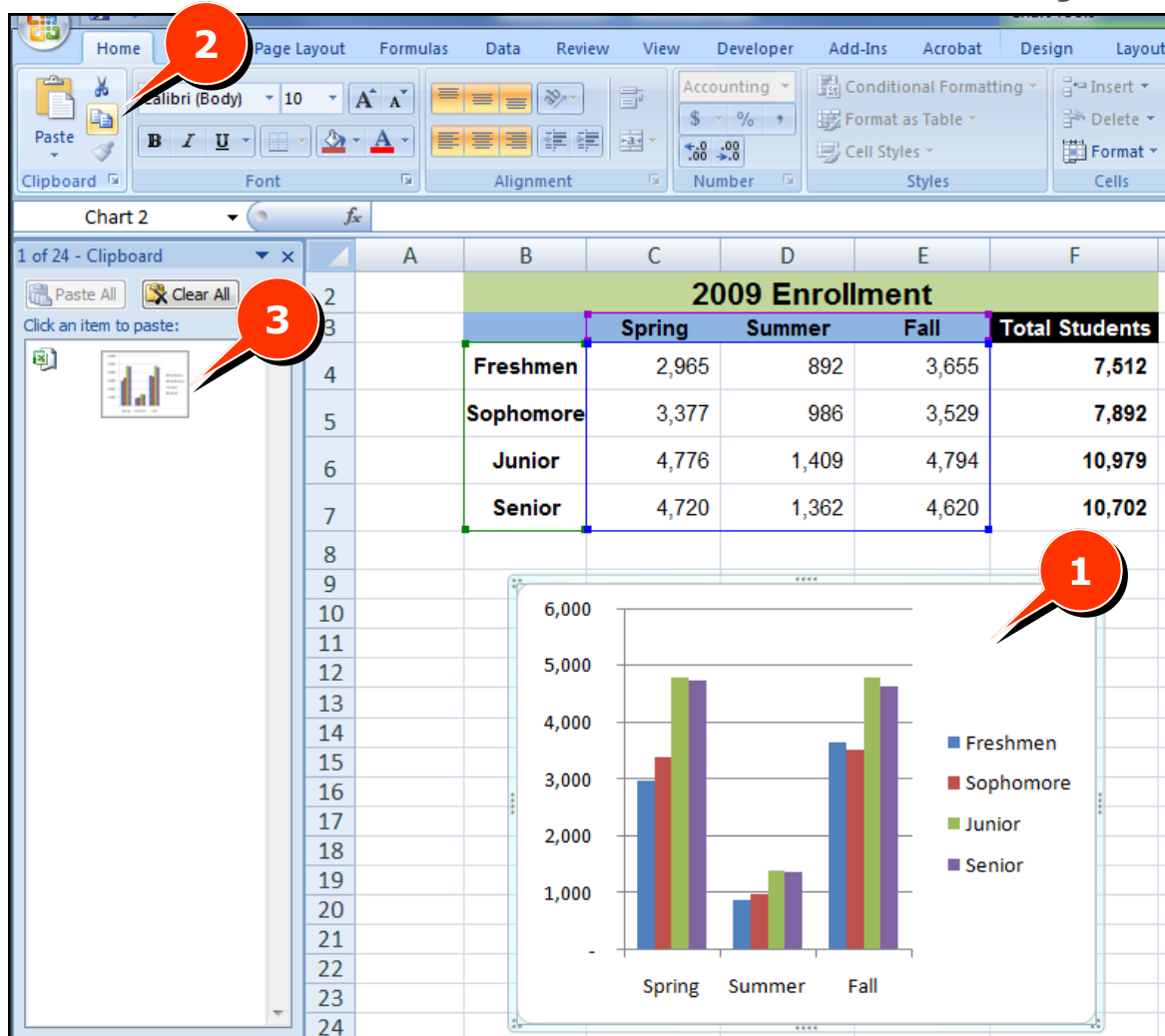
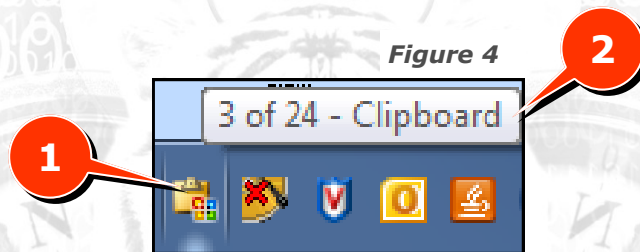


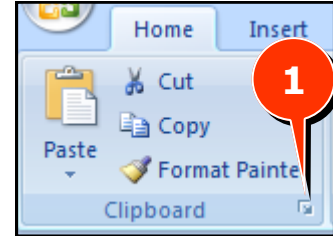
Figure 4



Collecting Items from another Software Package

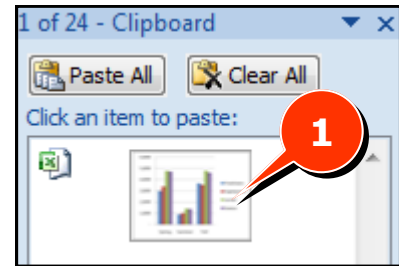
1. Open Word and open the document containing the item you wish to collect.
2. To open the Clipboard task pane, click the **Home** tab on the ribbon.
3. Click the **dialog box launcher** from the **Clipboard** group (Fig 5, 1).
4. The **Clipboard task pane** will appear (Fig 6). Notice the items from Excel are in the clipboard (Fig 6, 1).

Figure 5



You may also double-click on the clipboard icon in the task bar and this will open the clipboard.

Figure 6



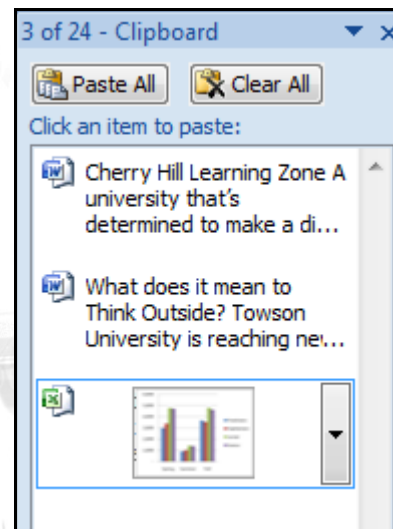
5. Select the information in Word you wish to copy to the clipboard (Fig 7, 1).
6. **Copy** the object (click the **Copy** icon on the **Home** tab on the ribbon, use the **CTRL+C** shortcut key, etc.). The item will paste into the **Clipboard** (Fig 7, 2).

Figure 7



Figure 8

7. If you have additional items in this file to copy, use the same steps. The additional items will accumulate in the Clipboard (Fig 8).
8. Continue to open additional software packages, open the clipboard and copy items. Those items will stack up in the clipboard.



Pasting Collected Items

After collecting items from various software packages, it is time to paste them into the destination. In this example, we will paste items into a PowerPoint Presentation.

1. Open PowerPoint. If you have an existing presentation you wish to paste the items into, open that presentation.
2. Open the clipboard (click the **dialog box launcher** from the **Clipboard** group on the **Home** tab). All the items you have collected will appear.
3. Click in the area in PowerPoint, you wish to place your first collected item (Fig 1, 1).
4. In the Clipboard, click directly on the item you wish to paste (Fig 1, 2).

Figure 1

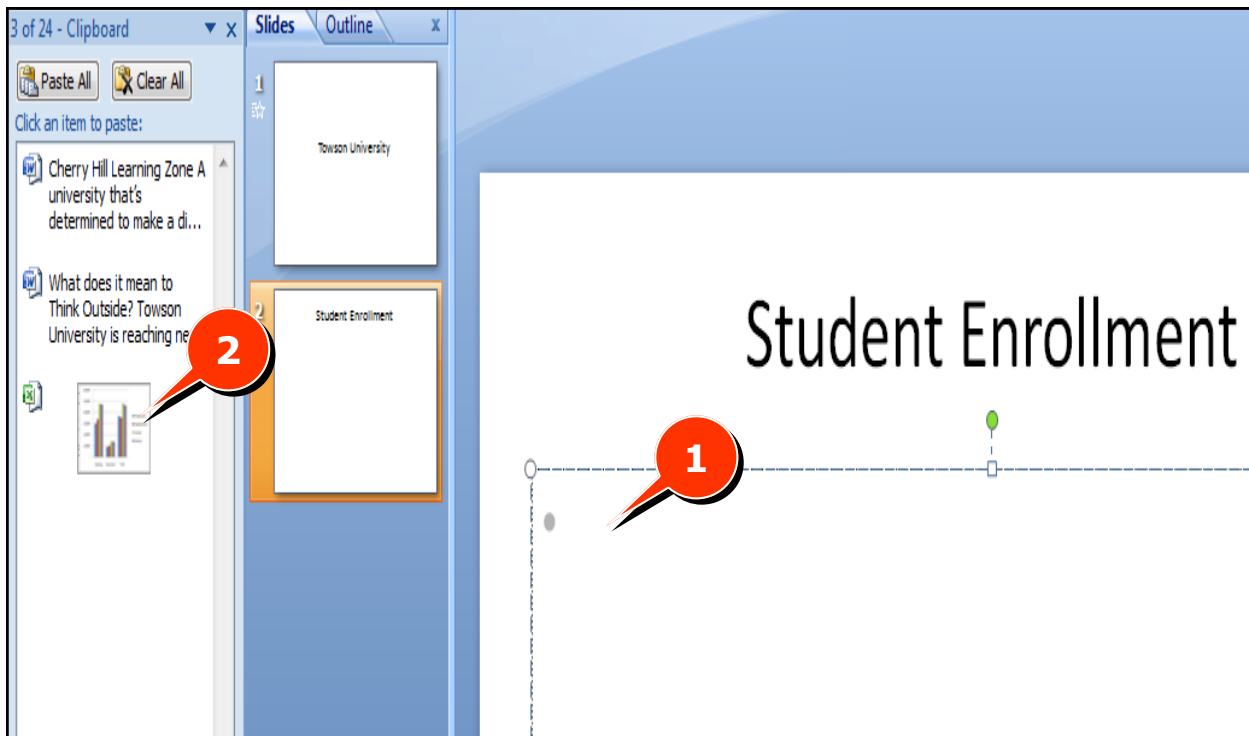


Figure 2

5. The item will appear in the designated area (Fig 2, 1)
6. Continue using the steps above to paste other items from the clipboard to designated areas in your presentation.

