

# Office 2007 Integration

## Embedding Content



### Introduction

If you wish to share content between different software packages, you may want to embed the content. To embed means to make a copy of that content. This self-help document will show you how to embed objects and how edit those embedded objects. You will also learn how to drag content between packages and embed specific content.

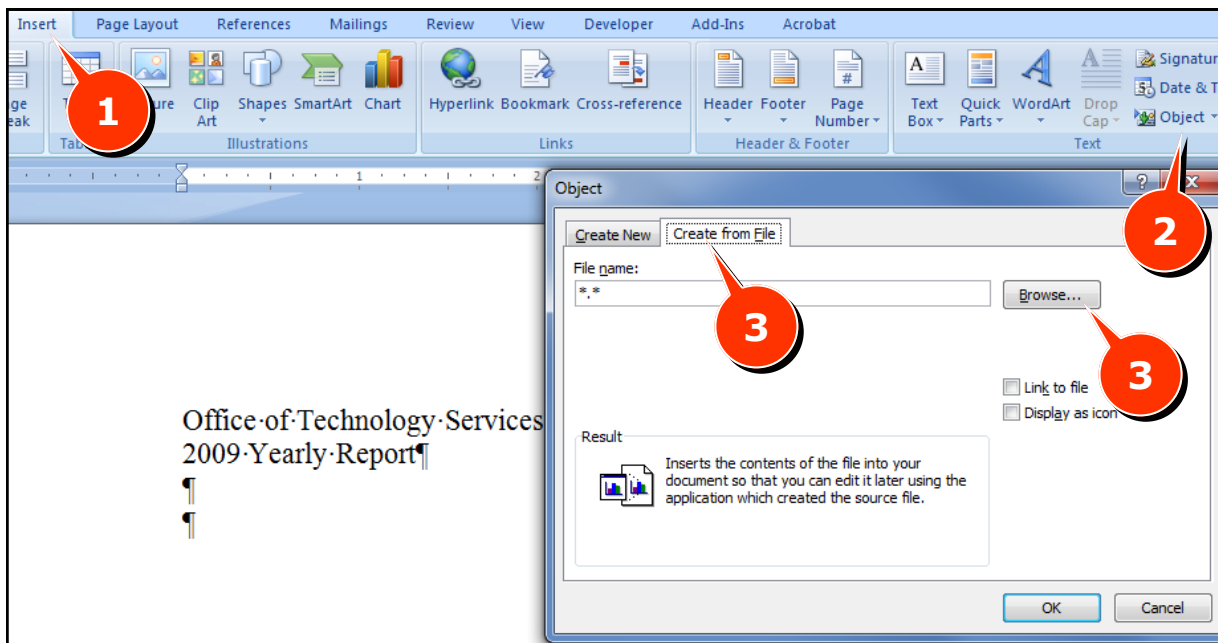
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### Embedding Content

In this example, we will embed an Excel spreadsheet into a Word document.

1. Open the destination document.
2. Click the **Insert** tab on the ribbon (Fig 1, 1).
3. In the **Text** group, click the **Object** button (Fig 1, 2).
4. The **Object** dialog box will appear. Click the **Create from file** (Fig 1, 3) tab.
5. Click the **Browse** button. The **Browse** dialog box will open (Fig 2).

Figure 1



6. Maneuver to the drive and directory where your file is located. Click on the file name and then click the **Insert** button.
7. Click **OK**. Your embedded object will appear.

Make sure you save your Excel workbook with the worksheet you wish to embed as the active sheet. This will be the sheet that will show up as the embedded object.

## ***Editing an Embedded Object***

1. **Double-click** the embedded object to activate it.
2. Note how your ribbon will change to reflect the object. For instance, if you inserted an Excel object, the ribbon will reflect that.
3. Resize the object by placing your mouse on a resizing handle until your mouse turns into a dual-headed arrow (Fig 2, 1). Hold down your mouse button and drag to resize the object.
4. You may also click in a cell in the object and change it.
5. Click outside the object when you have completed the edit.

**Figure 2**

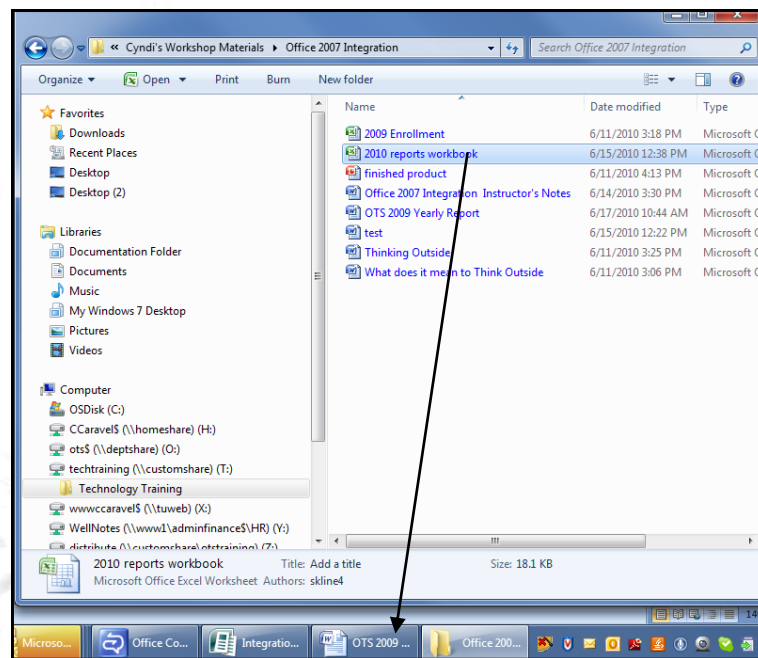
	A	B	C	D	E	F
1	<b>Software</b>	<b>Count</b>				
2	Access	22				
3	Blackboard	224				
4	Excel	50				
5	Outlook	51				
6	PowerPoint	34				
7	Publisher	8				
8	Contribute	56				
9	SharePoint Designer	25				
10	SharePoint Sites	12				
11	Word	104				
12						
13						
14						

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## **Embed Content by Dragging**

1. Open the destination document.
2. Open Windows Explorer or Computer or My Computer to access your files.
3. Locate the source document you wish to embed.
4. Drag the file from the window to the destination document in the task bar (Fig 3).
5. After a moment, the destination document will become active. Keep the mouse button held down and drag the source document to where you want to embed it in the destination document.
6. Release the mouse button.

**Figure 3**



## Embed Specific Content

You may want to embed only a portion of a document into another package. For example, you may want to embed only a portion of an Excel spreadsheet into a Word document. You can use the Paste Special command to do this.

1. Open the source document.
2. Select the content you wish to embed and copy it to the clipboard.
3. Open the destination document and place the insertion point where you want to embed the content.
4. On the **Home** tab in the **Clipboard** group, click the down arrow under **Paste**. Click **Paste Special** (Fig 4, 1).
5. The **Paste Special dialog box** will appear (Fig 5).
6. Depending on what you have selected in the source document, select the object you want under **As**: (Fig 5, 1).
7. Click **OK**.

Figure 4



Figure 5

