Table of Contents

List of Quick Reference Tables Preface	vi vii	LESSON 2: INTEGRATING EXCEL WITH OTHER PROGRAMS	38
LESSON 1: INTEGRATING WORD WITH OTHER PROGRAMS	2	Maintaining Compatibility with Previous Versions of Excel	40
		About File Formats	40
Embedding and Linking Excel Objects	4	Checking for Excel Version Compatibility	43
Defining Objects	4	Using the Compatibility Pack	45
Comparing Linking to Embedding	5	Converters	46
Embedding Objects	5	Converting Workbooks to Other File Formats	47
Linking or Embedding Procedures	5	Text File Formats	47
Storing Your Exercise Files	6	Limitations of File Formats	47
Linking Objects	8	PDF and XPS File Formats	50
Opening Excel Objects from Word		Using Excel Tables with Word Mail Merge	52
Documents	13	Sharing Excel Data with Access	56
Using the Links Dialog Box	14	Inserting Excel Charts in PowerPoint	58
Breaking the Link	16	Linking Compared to Embedding	58
Using Excel as a Mail Merge Data Source	17	Importing External Data	61
Integrating Word with PowerPoint	19	Using Copy and Paste	61
Using Word Outline View	19	Importing Data with Drag and Drop	61
Adding a PowerPoint Presentation to		Importing a Text File	65
a Word Document	22	Converting Text to Columns	67
Creating Web Pages from Word Documents	25	Saving Workbook Elements as a Web Page	69
Formatting Web Pages	25	Saving as a Web Page	69
Editing Web Pages in Word	27	Saving as a Single File Web Page	70
Concepts Review	28	Publishing the Web Page	70
Reinforce Your Skills	29	Concepts Review	73
Apply Your Skills	35	Reinforce Your Skills	74
Critical Thinking & Work-Readiness Skills	37	Apply Your Skills	81
	-	Critical Thinking & Work-Readiness Skills	85

LESSON 3: INTEGRATING		Collecting Data Using Outlook	134
POWERPOINT WITH OTHER		Setting Up to Collect Data	134
PROGRAMS	86	Sending a Request for Data	134
		Managing Replies	136
Maintaining Compatibility with		Displaying Access Data on the Web	137
Previous Versions of Office	88	Exporting Access Objects as Web Pages	137
About File Formats	88	Saving HTML Formatted Objects	137
Native File Formats	88	Importing HTML Files	139
Nonnative File Formats	89	Adding Hyperlinks to Database Objects	140
Opening Nonnative File Formats	89	Concepts Review	142
Compatibility with Previous		Reinforce Your Skills	143
PowerPoint Versions	92	Apply Your Skills	147
The Compatibility Checker	92	Critical Thinking & Work-Readiness Skills	149
Working with Word Integration	95	officer financing of from federaless similar	11/
Creating a Presentation Outline in Word	95	LECCON E MULTITACKING WITH	
Creating Presentation Handouts in Word	98	LESSON 5: MULTITASKING WITH	4 = 0
Working with Excel Integration	101	OFFICE 2010	150
Embedding a Worksheet	101		
Integrating with Outlook	105	Summarizing the Project	152
Setting Calendar Reminders	105	Multitasking	152
Attaching Files	105	Task 1: Emailing a Meeting Agenda	
Concepts Review	108	(Word/Outlook)	153
Reinforce Your Skills	109	Task 2: Checking Email Replies	
Apply Your Skills	114	(Outlook/Word)	156
Critical Thinking & Work-Readiness Skills	116	Task 3: Creating a Budget Workbook (Excel)	157
Citien imming o work renamess simis	110	Task 4: Querying a Database (Access/Excel)	160
LESSON 4: INTECDATING		Task 5: Creating a Column Chart (Excel)	162
LESSON 4: INTEGRATING ACCESS WITH OTHER PROGRAMS	118	Task 6: Creating a Factsheet Document	
ACCESS WITH OTHER PROGRAMS	110	(Word/Excel)	163
Converting Access 2010 Databases to		Task 7: Creating a Presentation	
Other Access Formats	120	(PowerPoint/Word)	165
Identifying the Format of an Access	120	Importing Slides from a Word Outline	165
Database	120	Styles	165
		In-place Editing of Other Office	
Attaching Files to Database Records Using the Attachment Data Type	121 121	Program Objects	165
		Task 8: Printing Handouts (Word/PowerPoint)	169
Integrating Access with Word	124	,	
Merging Access Data with Word Documents	124	Index	172
Publishing Data to Word	126		
Copying Data from Access to Word	127		
Integrating Access with Excel	129		
Importing Data from Excel Files	129		
Exporting Access Data to Excel	130		
Linking an Excel Worksheet to an	121		
Access Database	131		
Fixing Broken Links	132		