Instruction sheet

Table into document with OpenOffice Writer

Copy-paste

1. Open the file AnnualReport and the file RiversideData.

2. In RiversideData, mark the table you want to copy and select **Edit → Copy** 🗐.

   In AnnualReport, click where you want the table to appear, and then select **Edit → Paste**

3. In RiversideData, change Headcount for July to 503. Did it change in AnnualReport?

Import by reference

1. Open the file AnnualReport.

2. Click where you want the table to appear, and then select **Insert → Object → OLE Object**

   Fill the dialogue box as follows.
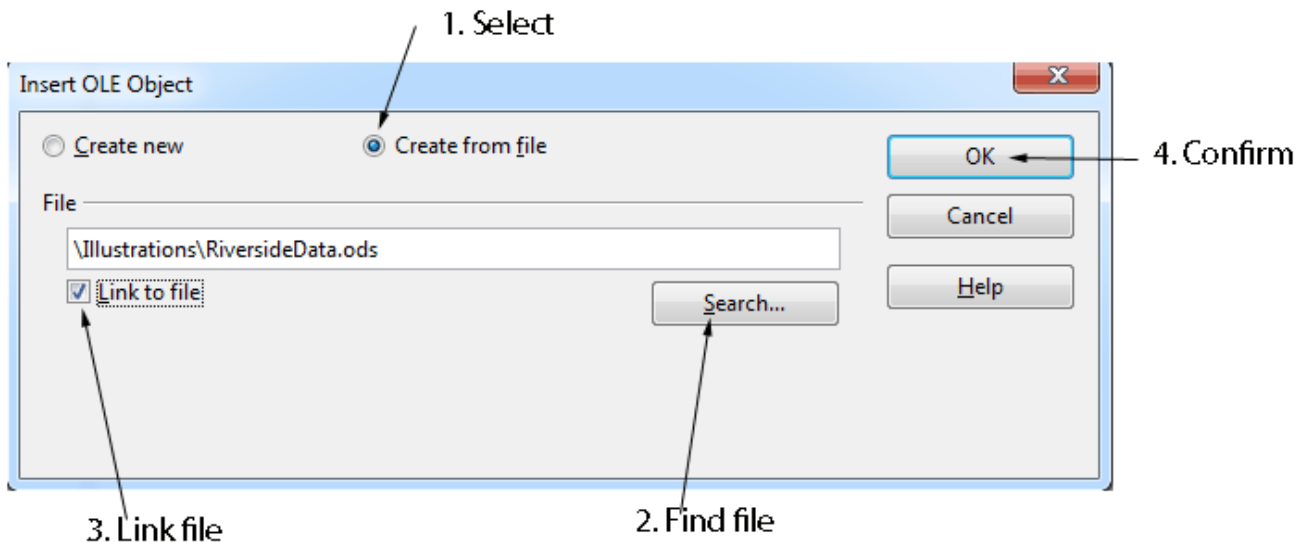
3. Open RiversideData, change Nurse clinical work days for August to 43 and **Save** RiversideData.

   In AnnualReport, select **Tools → Update → Update → Open Read Only.**

   Did it change in AnnualReport?