<h1 style="text-align:center">Instruction sheet
Table into document with Word 2007</h1>

Copy-paste

1. Open the Word file AnnualReportCopyPaste and the Excel file RiversideData.

2. In RiversideData, mark the table you want to copy and click **Copy** .

3. In AnnualReportCopyPaste, click where you want the table to appear, and then click **Paste**

4. In RiversideData, change Headcount for July to 503. Did it change in AnnualReportCopyPaste?
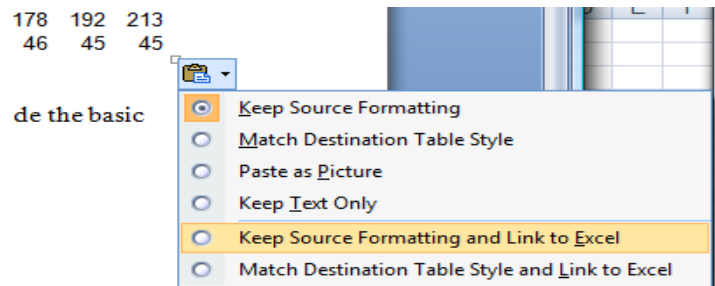
Import by reference

1. Open the Word file AnnualReportImportByReference and the Excel file RiversideData.

2. In RiversideData, mark the table you want to topy and click **Copy** .

3. In AnnualReportImportByReference, click where you want the table to appear, and then click **Paste**

    You will notice that a symbol called **Paste Options**[1] appears to the lower right of the table:

    Click on **Paste Options** and the following window appears:

    Choose Keep Source Formatting and Link to Excel by clicking on it.

4. In RiversideData, change Nurse clinical work days for August to 43.

5. If the number did not change in AnnualReportImportByReference, right-click in the table and select Update Link.